Oracle Global Human Resources Cloud
Using Global Payroll

19C
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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>
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<tbody>
<tr>
<td>boldface</td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td>monospace</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>
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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.

Comments and Suggestions
Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Overview

Overview of Using Global Payroll

This overview outlines the activities you need to complete throughout the payroll cycle, from maintaining personal payroll information for your employees to running payroll processes and reports.

The following guides cover these activities:

- The Using Global Payroll guide covers most of the activities, with one chapter for each activity, as summarized below.
- The Using Global Payroll Interface guide covers the Manage Payroll Outbound Interface activity.
The following figure summarizes the activities in the Manage Payroll business process.

![Diagram of Manage Payroll流程](image)

This table identifies the payroll work areas for each payroll cycle task.

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<th>Work Areas</th>
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<tbody>
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<td>Payroll Calculation</td>
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<tr>
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<td>Payroll Administration</td>
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### Payroll Task

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<tr>
<th>Payroll Task</th>
<th>Work Areas</th>
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<tr>
<td>Manage Payroll Transactions</td>
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<td>Verify Payroll Readiness</td>
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<td>Calculate, Validate, and Balance Payroll</td>
<td>Payroll Calculation</td>
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<tr>
<td>Calculate Payment Distributions</td>
<td>Payment Distribution</td>
</tr>
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<td>Distribute Payroll Payments</td>
<td>Payment Distribution</td>
</tr>
<tr>
<td>Calculate and Verify Cost Distributions</td>
<td>Accounting Distribution</td>
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<tr>
<td>Distribute Payroll Accounting Information</td>
<td>Accounting Distribution</td>
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<tr>
<td>Manage Regulatory and Tax Reporting</td>
<td>Regulatory and Tax Reporting</td>
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<td>Monitor and update the status of your flows</td>
<td>Payroll Checklist</td>
</tr>
</tbody>
</table>

### Maintain Personal Payroll Information

Update personal payroll information, including:

- Payment methods
- Element entries
- Information required for statutory deductions, and other data held on personal calculation cards

You can also transfer employees to a different payroll, enter final processing dates for terminations, and update person-level costing details.

### Manage Payroll Transactions

Throughout the payroll cycle:

- You submit payroll flows, for example to load data, calculate the payroll and payments, run reports, and calculate and distribute cost results.
- You can manage all the tasks in a flow and monitor their status in the Payroll Checklist work area. You can also monitor task status in the related work area where additional tasks are also available.

To prepare for payroll processing, submit processes to load batches of data if these processes aren’t automated at your site. For example, you might load time cards and absence entries from other applications.
Confirm Payroll Readiness

Before you start a payroll run:

- Confirm conversion rates if you’re using multiple currencies.
- Review the Payroll Dashboard for notifications of any actions requiring your attention.
- Confirm completion of all payroll preprocessing.
- Run the Payroll Data Validation Report to identify any noncompliant or missing statutory information for people in a payroll statutory unit.

Calculate, Validate, and Balance Payroll

First, you check retroactive notifications and handle retroactive changes. Then you are ready to run the Calculate Payroll process. As you check results, you can make corrections and retry results. If necessary, you can remove employees from the main payroll flow, and handle them separately using QuickPay. You can merge their records with the main payroll flow in time for calculating payments.

Use the payroll calculation reports to view balances and run results before proceeding to the next activity.

Calculate Payment Distributions

In a typical payroll cycle flow, the Calculate Prepayments process runs automatically when you mark the Verify Reports task as complete for the Calculate and Validate Payroll activity.

Check the prepayment results to review the distribution of payments across employees’ personal payment methods. If you find issues, you can do one of the following:

- Fix the data and use the Retry action.
- Roll back the person’s record to remove them from the run, fix the data, then run the prepayments process.

Run the payroll register to verify payment amounts by payment category, type, and method.

Distribute Payroll Payments

When the payment distributions are correct, you can:

1. Generate the payments to your employees and third parties.
2. Archive the payroll results.
3. Run the payroll register.
4. Generate check payments (if required).
5. Generate payslips.
6. Run the payment register.
Calculate Cost Distributions

The Calculate Payroll process automatically calculates the costs for the payroll run. Submit separate processes to calculate and verify the cost distributions for:

- Retroactive costs
- Payments
- Cost adjustments
- Balance adjustments
- Partial period accruals

Distribute Payroll Accounting Information

In a typical payroll cycle flow, you:

1. Submit the Transfer to Subledger Accounting process, which creates journal entries for posting to the general ledger.
2. Submit the Create Accounting process from the Scheduled Processes work area in draft mode to create journal entries for review, and in final mode to create, transfer, and post journal entries.

Manage Regulatory and Tax Reporting

This activity involves running and validating the country-specific periodic reports required to meet regulatory requirements.

Related Topics

- Maintain Personal Payroll Information
- Overview of Calculate Payment Distribution
- Overview of Distributing Payroll Payments
- Overview of Calculate Cost Distributions
- Overview of Calculating, Validating, and Balancing Payroll

Overview of Loading Objects with HCM Data Loader

Use HCM Data Loader for bulk-loading and maintaining payroll data. You can use HCM Data Loader to load these payroll objects.

- Payroll Relationship
- Object Groups
- Payroll Consolidation Groups
Oracle Global Human Resources Cloud
Using Global Payroll

Chapter 1
Overview

- Payroll Definitions and Time Periods
- Time Definitions
- Payroll Element Run Usage
- User-Defined Tables
- Wage Basis Rules
- Payroll Elements
- Element Entries
- Balance Definitions
- Organization Payment Method
- Personal Payment Method
- Payroll Costing

For more information on how to load these business objects, refer to the Integrating with HCM guide.

HCM Data Loader Transformation Formula

Your existing data or the data that you upload might not be in the format recognized by HCM Data Loader. In such cases, use the HCM Data Loader Transformation formula to transform your data into a format that is supported by HCM Data Loader.

HCM Spreadsheet Data Loader Transformation Formula

You can use HCM Spreadsheet Data Loader to load all payroll objects that HCM Data Loader supports. As the first step, you create a spreadsheet template for the required object from the Data Exchange Work area and further download the template in CSV format. The HCM Data Loader transformation formula transforms the raw delimited file to a format that suits the template.

Related Topics
- Overview of Loading Payroll Details
- Example of Loading Payroll Balance Attribute Definitions
- Overview of Loading Payroll Costing
- Example of Loading Organization Payment Methods
- Overview of Loading User-Defined Tables
# 2 Maintain Personal Payroll Information

## Overview

Update payroll information for your employees in the Payroll Administration or Payroll Calculation work areas. Use the Payment Distribution work area for payment methods. Employees can update their own payment method and bank account details through the **Personal Information** icon on their home page.

This table provides examples of the tasks for maintaining personal payroll information. The **Payroll Only** column indicates whether the task is applicable only for Global Payroll.

<table>
<thead>
<tr>
<th>Offering/Functional Area/Task</th>
<th>Instructions</th>
<th>Payroll Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offering: Workforce Deployment Functional Area: Payroll Task: Manage Elements</td>
<td><strong>Overview</strong>&lt;br&gt;• Review the earnings and deduction entries to be processed in the payroll run.&lt;br&gt;• You can update some entries, such as voluntary deductions.&lt;br&gt;• You can manage other entries, such as salary, through other pages or in a source application. The entries are view-only on this page.</td>
<td>No</td>
</tr>
<tr>
<td>Offering: Workforce Deployment Functional Area: Legal Structures Task: Manage Legal Reporting Unit Calculation Cards</td>
<td><strong>Overview</strong>&lt;br&gt;• Review rates and values for statutory deductions, involuntary deductions, and other entries held on calculation cards.&lt;br&gt;• Depending on the type of entry, you can update values on the card, or in a source application, such as a time card.</td>
<td>No</td>
</tr>
<tr>
<td>Functional Area: Payment Distribution Task: Manage Personal Payment Methods</td>
<td><strong>Overview</strong>&lt;br&gt;• Create personal payment methods, and specify the percentage or fixed amount that each method has to pay.&lt;br&gt;• Enter bank account details for electronic funds transfers.</td>
<td>No</td>
</tr>
<tr>
<td>Offering: Workforce Deployment Functional Area: Payroll Task: Manage Third Parties</td>
<td><strong>Overview</strong>&lt;br&gt;• Create third-party payees to process payments to organizations and people who aren’t on the payroll.</td>
<td>Yes</td>
</tr>
<tr>
<td>Functional Area: Payment Distribution Task: Manage Payroll Relationships</td>
<td><strong>Overview</strong>&lt;br&gt;• Transfer a person to another payroll.&lt;br&gt;• Enter final processing dates for terminations.</td>
<td>No</td>
</tr>
<tr>
<td>Functional Area: Payroll Administration Task: Manage Batch Uploads</td>
<td><strong>Overview</strong>&lt;br&gt;Use a spreadsheet to batch load these person-level information:&lt;br&gt;• Element entries</td>
<td>No</td>
</tr>
</tbody>
</table>
Manage Element Entries

Element Entry Methods

Create *element entries* for compensation or basic benefits for an employee assignment. For example, you can create element entries for an employee’s overtime hours or medical premium deduction amount.

Create an *element* entry using these methods:

- Manual entry on the Manage Element Entries page
- Automatic entry for all eligible workers
- Automatic entry by other processes

In addition, web services are available to manage element entries.

Manual Entry

On the Manage Element Entries page, you can do these actions:

- Create manual entries for some elements, such as voluntary deductions.
- View all of the element entries for a person on the summary page, including entries created automatically by other processes.
- If the element is costed at the element entry level, specify costing overrides.
- Sort the list of entries by element name.

Automatic Entry for All Eligible Workers

Selecting the Automatic Entry option for an element eligibility record initiates a process to create element entries for all eligible workers. This option also ensures that hiring eligible workers in the future automatically creates an element entry for them.

Automatic Entry by Other Processes

Certain processes and actions within salary administration, compensation, benefits, and payroll can generate new element entries. Maintain these entries through the original processes that generated them. Don’t maintain them on the Manage Element Entries page.

For example:

- If you associate a salary element with a salary basis, assigning workers to that salary basis automatically creates element entries.
- Allocating other compensation and benefits, or adding a payroll component to a personal calculation card, automatically creates element entries.
Set Up Balances for Percentage Elements

When you create a deduction element, you can select the Percentage deduction calculation rule. This creates a balance called <ELEMENT NAME> Eligible Compensation. In this balance definition, you can define the balance feed from the earnings element result value as either pay value or output value.

When you define the balance feed on the Element Summary page, make sure the effective date is early enough to define the balance feed and capture the history. For example, you may want to define the balance feed with an effective date of 01-January-1951 or something similar. When you click the Balance Feeds link on the Manage Balance Definitions page, the effective date is shown as the system date. You need to change the effective date so it will capture the history.

After you capture the earnings input values, enter the percentage deduction in the Percentage input value of the deduction element.

For example, let’s say you entered 10000 as the basic salary and 10 percent as the basic deduction.

- If the basic salary pay value is 10000, your basic deduction is 1000.
- If the basic salary pay value is 5000, your basic deduction is 500.

How Element Setup Affects Entries and Their Entry Values

An element’s input values define the entry values available on each entry of this element. For each element input value set to display, you see an entry value on the Manage Element Entries page. Use some entry values to provide inputs to element calculations, such as hours worked.
Other entry values store results from payroll calculations. For example, elements processed earlier in the payroll run. Some entry values are required and some have defaults or lists of values, depending on the element setup.

Element Setup That Affects Element Entries

This table summarizes element setup options that affect element entries.

<table>
<thead>
<tr>
<th>Element Setup</th>
<th>Example and Effect on Element Entries</th>
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<tbody>
<tr>
<td>Calculation rule</td>
<td>The calculation rule determines which input values you must provide on the element entry. For example, for a flat amount earnings element, you typically specify an amount, periodicity, and whether the amount is a full-time equivalent value. For an earnings element with a factor calculation rule, you simply enter a factor, such as 0.5 for 50 percent.</td>
</tr>
<tr>
<td>Duration for entries</td>
<td>You can specify an element as recurring or nonrecurring. Entries of recurring elements, such as salary, remain until the element end date and are normally processed at least once in each pay period. Nonrecurring element entries, such as overtime pay, are only processed once. You must create a new element entry each time that you want the element to be included in the payroll calculation for an employee.</td>
</tr>
</tbody>
</table>
Maintain Personal Payroll Information

Element Setup | Example and Effect on Element Entries
--- | ---
Automatic entry | For example, you select the Automatic Entry option for element eligibility records for the predefined US tax element.

Submitting the eligibility record starts the process that automatically creates entries for all eligible workers. This setup ensures that all eligible workers have an entry to initiate the tax calculation process.

This check box is selected if you answer Yes to the question on the template: Should every person eligible for the element automatically receive it?

Note: This option isn’t frequently selected and you should not select it after the element template creates the element. Taxes are the only elements that this rule applies to on a consistent basis.

Allowing multiple entries | For example, you might allow multiple entries for regular and overtime hour entries. With this setup, you can report an hourly employee’s time separately to distinguish between projects or cost centers for which the employee worked.

You can use this option for hourly workers that you pay biweekly but whose overtime you enter on a weekly basis.

You might limit other elements, such as benefits and bonuses, to one entry per pay 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.

Validation, calculation, or defaulting formulas | You can use formulas to:

- Provide a default value for one or more entry values when you create an element entry.
- Calculate the appropriate values for one or more entry values and apply the new values when you save an element entry. The formula can use the entries in this or other entry values to calculate the values.
- Validate one or more entry values when you save an element entry.

Input Value Setup That Affects Entry Values
This table summarizes how the setup of element input values affects entry values on element entries.

Input Value Setup | Example and Effect on Element Entries
--- | ---
Default value | For example, you could enter a default tool allowance of 5.00 USD per week, but you could increase or decrease the value on individual element entries, as required.

A regular default value provides an initial value when you create the element entry. Changing the default value on the element or eligibility record has no effect on existing entries.

Alternatively, you can 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.
## Input Value Setup

### Example and Effect on Element Entries

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<tr>
<th>Input Value Setup</th>
<th>Example and Effect on Element Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup type</td>
<td>For an employee stock purchase plan, you can specify that your organization only allows employees to purchase stock based on 1, 2, 3, 4, or 5 percent of their earnings. Or, for an automobile allowance, you can specify rate codes of A, B, C, or D. When entering the entry values, you can only select values from the list provided.</td>
</tr>
<tr>
<td>Minimum and maximum values</td>
<td>In the same example as above, you can set a minimum or maximum value, or both. Specify values for the percentage of earnings an employee can contribute to the employee stock purchase plan. You receive a warning or error message if your entry value exceeds these limits, depending on the input value setup.</td>
</tr>
<tr>
<td>Required</td>
<td>You could make the entry of hours required for an overtime element, or units for piecework, or type for a car allowance element.</td>
</tr>
<tr>
<td>Special Purpose</td>
<td>The element entries summary on the Manage Person Details page displays one input value. It displays the input value with the Primary Input Value special purpose, if there is one. Otherwise it displays the Percentage or Factor input value.</td>
</tr>
<tr>
<td>Validation through a formula</td>
<td>For an annual bonus, you can specify a formula to validate the maximum entry value based on the employee's length of service and current salary. You receive a warning or error message if your entry value fails the validation, depending on the input value setup.</td>
</tr>
</tbody>
</table>

## Related Topics
- Options to Determine an Element's Latest Entry Date
- Enable Automatic, Multiple, or Additional Element Entries Options

## How Elements Hold Payroll Information for Multiple Features

**Elements** are building blocks that help determine the payment of base pay, benefits, absences, and other earnings and deductions. You associate your elements with salary bases, absence plans, and the benefits object hierarchy to determine how you will use the elements.

This table provides some examples of how you can use elements.

<table>
<thead>
<tr>
<th>Element Usage</th>
<th>Examples of Elements</th>
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<tbody>
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<td>Base Pay Management</td>
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<td>Monthly Salary Basis</td>
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<td></td>
<td>Hourly Salary Basis</td>
</tr>
<tr>
<td>Absence Management</td>
<td>Absence Payment</td>
</tr>
<tr>
<td></td>
<td>Leave Liability</td>
</tr>
<tr>
<td></td>
<td>Discretionary Disbursement</td>
</tr>
</tbody>
</table>
Base Pay Management
To manage base pay, you attach an earnings element to each salary basis (hourly, monthly or annual) for each worker. When a manager or compensation specialist enters a base pay amount for a worker, the application writes the amount to an element entry using the element input value associated with the worker’s salary basis. Payroll processing uses the element entry to generate payment amounts.

Absence Management
You can manage worker absences and corresponding entitlements. You can create absence types based on predefined absence patterns, and associate them with absence plans. You can associate an absence element with an absence plan to transfer the following information for payroll processing:

- Payments for absent time, for example, during maternity or long term sickness.
- Accrual disbursement at the end of absence plan year
- Accrual disbursement when plan enrollment ends
- Absence liability amounts

You can process the payments in Oracle Fusion Global Payroll or use HCM extracts to transfer the information to a third-party payroll application for processing.

Benefits
Attach elements at various levels in the benefits object hierarchy to create deductions and earnings that you can process in a payroll run to calculate net pay.

Time and Labor
Create elements for use in time cards, and calculate payroll or gross earnings based on the time card entries transferred to payroll. For example, for Oracle Fusion Time and Labor, you run processes which create dependent payroll attributes and...
time card fields for element input values. You can automate the routine import of time card entries to payroll using predefined flows.

**Payroll**

For Oracle Fusion Global Payroll, you define earnings and deduction elements, such as bonus and overtime earnings and involuntary deductions. These elements incorporate all the components required for payroll processing, including formulas, balances, and formula result rules.

**Related Topics**

- Create Payroll Elements
- Define Payroll Elements for an Absence Accrual Plan
- Create Earnings Elements for Payroll
- Create Elements for Time Card Entries

**Example of Calculating Values Defined by Criteria Rate for a Standard Earnings Element**

Let’s look at an example that shows how to calculate a standard earnings rate based on a set of conditions held in values defined by criteria.

This example doesn’t cover the payroll calculation. But it does support the configuration to calculate a rate based on a set of conditions for a standard element in the payroll run.

- Create Values Defined by Criteria: You can choose to calculate bonus payments based on a condition such as a worker’s grade. Here’s some criteria you could use:
  - For workers on grade A, pay $5,000
  - For workers in grade B, pay $5,500
  - For workers in grade C, pay $6,250

- Create Rate Definition: You can use the Managed Rate Definitions task to create a bonus rate definition and associate this with the values defined by criteria:
  - In the **Category** field, select value by criteria
  - In the **Value by the Criteria Name** field, select the bonus value by criteria.

- Create Element: Here you can use the Manage Elements task to create a flat amount bonus element.
  - In the **Primary Classification** field, select **Standard Earnings**.
  - In the **Category** field, select **Standard**.

- Create Value Definition: You can use the Manage Calculation Value Definition task to create a bonus value definition. This is required to associate the rate definition with the bonus element.
  - Click **Create** for a new value definition group and provide a name such as standard earnings.
In the Calculation Type field, select Rate Definition.

On a calculation card, select Enterable Calculation Values.

- Click to select Rate Definition as the value type.
- Click to enter a display value, such as Bonus Rate.

Click Create Usage Rules.

- In the Calculation Card field, select Standard.
- Click to select your bonus payroll calculation component.
- Click to select a value set if appropriate.

In the Calculation Values region:

- Click to enter values from 0 to 99999.9.
- Click to select the bonus rate definition.

Create Calculation Step: Here you can use the manage payroll calculation information task, all calculation steps, to create a bonus calculation step.

- Click to search for time cards in the component group field and navigate to the calculation overview page.
- Click to navigate to all calculation steps tasks.
- Click to create a new calculation step and provide a unique name such as a bonus.

Create Calculation Factor on Element: Here you can use the manage elements, element overview page, to create a calculation factor.

- Click to search and select the bonus element.
- Click to select the calculation factor page.
- In the calculation step field, click to select the bonus calculation step.
- In the value, definition Select the bonus value definition field.

Edit Formula on Bonus Element: Here you can use the manage elements, element overview page, to edit the element formula.

- Click to edit the bonus element formula to calculate a bonus rate using the CALL_CALC_VALUES formula.

Note: You can refer to the element status processing rules page to identify which formula to edit.

Default Values for Element Entries

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 do these actions:

- 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 that an element eligibility record identifies.
• Override the default value for specific employees on their element entries.

**Define 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, subsequent updates to the default value have no effect on existing element entries. Users can override or change the default value at any time.

**Define 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, the manual entry overrides the default value and updates to the default value don’t affect that entry. If you want to restore the default value, clear the entry.

**Use 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. Here’s the order of precedence:

- 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 Input Validation Formula Type
- Options to Determine an Element’s Latest Entry Date

**Rate Conversion Rules: Explained**
Manage rate conversions by selecting specific formula rules when you create an element. Conversion rules apply to earnings classification elements, including standard, supplemental, absence, and time elements.

You can specify conversion rules for:

- Periodicity, if you select a calculation rule for flat amount, hours multiplied by rate, or days multiplied by rate
- Work Units, if you select flat amount calculation rule for a standard or supplemental earnings element
- Proration, if the element is subject to proration

**Conversion Rules**
This table describes the predefined formula rules.

<table>
<thead>
<tr>
<th>Conversion Rule</th>
<th>Calculation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate Annualized</td>
<td>1. Converts the source amount and periodicity to an annual value using default values of 2080 hours, 260 working days.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Converts the amount to the required periodicity and rate.</td>
<td></td>
</tr>
<tr>
<td>Standard Rate Daily</td>
<td>1. Calculates a daily rate using default value 260 working days.</td>
<td></td>
</tr>
<tr>
<td>Conversion Rule</td>
<td>Calculation</td>
<td>Example</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.</td>
<td>Converts the amount to the required output periodicity and rate.</td>
<td>Employee works 40 hours a week with a monthly salary of 1000 pounds: ( \frac{(1000 \times 12)}{(40.00 \times 52)} \approx 5.77 \text{ an hour} )</td>
</tr>
</tbody>
</table>
| **Standard Working Hours Rate Annualized** | 1. Converts the source amount and working hours to an annual value, using the employee’s standard working hours.  
2. Calculates the rate.                                                                                                                                                                                                                                                                                                                                                                                                                   | Employee works 40 hours a week, with a 37.5 standard working hours a week, and a monthly salary of 1000 pounds: \( \frac{(1000 \times 12)}{(37.50 \times 52)} \approx 6.15 \text{ an hour} \)                                                                                                                                                                                                                      |
| **Assignment Working Hours Rate Annualized** | 1. Converts the source amount and working hours to an annual value, using the employee’s working hours.  
2. Calculates the rate.                                                                                                                                                                                                                                                                                                                                                                                                                   | Employee works 40 hours a week, with a monthly salary of 1000 pounds, and is assigned a monthly payroll. The formula checks the work schedule details for the month.  
For a daily conversion:  
\( 1000 \text{ a month} / 20 \text{ days in the month} = 50 \text{ an hour} \)  
Employee not assigned a payroll:  
1. Rate is calculated using the weekly rate calculation.  
2. The amount is converted to an annual amount.  
3. The amount is divided by the number of days or hours in that week based on the work schedule.                                                                                                                                                                                                                                             |
| **Periodic Work Schedule Rate Annualized** | 1. Converts the monetary value and work schedule to an annual value, using the employee’s work schedule for the payroll period for daily and hourly conversions.  
2. Calculates the rate.                                                                                                                                                                                                                                                                                                                                                                                                                   | Employee assigned a payroll:  
Employee has a monthly salary of 1000 pounds, and is assigned a monthly payroll. The formula checks the work schedule details for the month.  
For a daily conversion:  
\( 1000 \text{ a month} / 20 \text{ days in the month} = 50 \text{ an hour} \)  
Employee not assigned a payroll:  
1. Rate is calculated using the weekly rate calculation.  
2. The amount is converted to an annual amount.  
3. The amount is divided by the number of days or hours in that week based on the work schedule.                                                                                                                                                                                                                                             |

**Work Schedule Calculations**

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

1. Assignment  
2. Position  
3. Job  
4. Department  
5. Location  
6. Legal Employer  
7. Enterprise

To ensure you accurately calculate elements for a payroll period:

- Confirm that a work schedule assigned to a person exists at the start date of the payroll period in which you are paying the person.
If a person has multiple assignments for a term, create the work schedule at the terms level or the assignment level, but not at both levels. Setting up schedules at both levels can produce calculation errors.

Time Element Value Definitions

The time element value definition captures and calculates time in cloud payrolls. The elements in this category create value definitions used in time cards. And the calculation steps are associated with the calculation element that’s created by the time template.

<table>
<thead>
<tr>
<th>Value Definition - Name</th>
<th>Value Definition -Calculation Type</th>
<th>Description</th>
<th>Calculation Step-Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Element Name&gt; Element Rate and Payment Rate</td>
<td>Rate Definition</td>
<td>You can calculate time using a rate definition. The rate definition details will be captured on the element rate. A default rate definition can be defined when you create a time element. Alternatively, a rate definition can be captured on the time card and passed to payroll from your time product. The payment rate identifies if there is no rate definition for the time.</td>
<td>Time Element Rate and Payment Rate</td>
</tr>
<tr>
<td>&lt;Element Name&gt; Rate Amount</td>
<td>Flat Amount</td>
<td>You can calculate time using a flat amount such as $22 per hour or $0.75 per mile. The amount can be entered on the time card. Alternatively, if the value is a fixed amount it can be entered as a default on the rate amount value definition.</td>
<td>Rate Amount</td>
</tr>
<tr>
<td>&lt;Element Name&gt; Conversion Formula</td>
<td>Text</td>
<td>When you create a time element you must specify a conversion formula. This formula converts a rate amount to the appropriate unit of measure. For example, if an annual amount is captured for an hourly element this formula would convert the annual amount into an hourly amount.</td>
<td>Time Card Rate Conversion Formula</td>
</tr>
<tr>
<td>&lt;Element Name&gt; Reporting UOM</td>
<td>Text</td>
<td>The reporting value definition captures the unit of measure of the time element. This is derived based on the calculation unit selected for the element and will be either hours, days or units.</td>
<td>-</td>
</tr>
<tr>
<td>Value Definition - Name</td>
<td>Value Definition - Calculation Type</td>
<td>Description</td>
<td>Calculation Step - Name</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------</td>
<td>-------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><code>&lt;Element Name&gt;</code> Time Factor</td>
<td>Flat Rate</td>
<td>Optionally you can apply a percentage to the time calculation. For example, the time calculation could be based on $22 * 50%. The factor value can be entered on the time card or entered as a default on the value definition.</td>
<td>Time Factor</td>
</tr>
<tr>
<td>Time</td>
<td>Flat Amount</td>
<td>The predefined time value definition captures the number of time units worked. For example, '8' hours or '2' units.</td>
<td>Time Card Unit</td>
</tr>
<tr>
<td>Expedite</td>
<td>Text</td>
<td>The predefined expedite value definition identifies if the time has been marked for inclusion in an expedited payroll run.</td>
<td>Expedite</td>
</tr>
<tr>
<td>Override Pay Method</td>
<td>Text</td>
<td>The predefined override cheque payment method captures the organization payment method for expedited time.</td>
<td>Override Pay Method</td>
</tr>
<tr>
<td>Override Cheque Printer</td>
<td>Identifier</td>
<td>The predefined override cheque printer captures printer details for an expedited time.</td>
<td>Override Cheque Printer</td>
</tr>
</tbody>
</table>
Example of Calculating Time Based on a Fixed Amount Per Unit

Let’s look at an example that shows how to calculate time-based on a default amount.
This example doesn’t cover the payroll calculation. But it does support the configuration to calculate a unit of time-based on a fixed amount.

- Create Time Element: You can use the Manage Elements task to create a shift element payable at a rate of $35 per shift worked:
  - In the **Primary Classification** field, select **Standard Earnings**.
  - In the **Category** field, select a time card.
  - Click to select other units as the calculation unit.

- Add Default Amount: You can navigate to the Manage Value Definitions page:
  - Click to select the rate amount value definition for your shift element. For example, Shift Rate Amount
  - Click the Correct mode, to update the value from $0 to $35

Here you can use the manage elements task to create a shift element payable at a rate of 35 per shift worked:

- Click to select standard earnings as the primary classification.
- In the category field, select time card.
- Click to select other units as the calculation unit.

Add Default Amount:
You can navigate to the manage value definitions page:

- Click to select the rate amount value definition for your shift element. For example, Shift Rate Amount
- Click the Correct mode, to update the value from 0 to 35.

Example of Creating User-Defined Value Definition for Time Calculation

Let’s look at an example that shows how to calculate time using a business-specific attribute such as company code.
This example doesn’t cover the payroll calculation. But it does support the configuration to calculate a rate based on a user-defined value for a time element in the payroll run.

Create Element
You can choose to calculate relief allowance payments based on a worker’s company code. Use the Manage Elements task to create an hours rate element for relief allowance.

1. In the **Primary Classification** field, select **Standard Earnings**.
2. In the **Category** field, select **Time**.
Create Value Definition
You can use the Manage Calculation Value Definition task to create a company code value definition. You can capture the company code on the worker’s time card and pass it to payroll for calculation purposes.

1. In the **Value Definition Group** field, select **Time**.
2. In the **Calculation Type** field, select **Identifier**.
3. Select Enterable Calculation Values on the calculation card and do the following:
   a. Select **Identifier** as the value type.
   b. Enter a display value, such as Company.

   **Note:** Ensure that you select the total amount.

4. Create Usage Rules by doing the following:
   a. In the Calculation Card field, select **Time Cards**.
   b. Select your relief allowance calculation component.
   c. Select a value set, if appropriate.

Create Calculation Step
You can use the manage payroll calculation information task to create a company code calculation step.

1. In the Component Group field, navigate to the Calculation Overview page, and search for time.
2. Navigate through all the calculation steps tasks.
3. Create a calculation step and enter a name, such as Company Code.

Create Calculation Factor on Element
You can use the Manage Elements and Element Overview pages to create a calculation factor.

1. Search for your relief allowance element.
2. Navigate to the Calculation Factor page.
3. In the Calculation Step field, select the company code calculation step.
4. In the Value Definition field, select the company code value definition.

Edit Formula on Element
You can use the Manage Elements and Element Overview page to edit the element formula.

1. Edit the appropriate relief allowance element formula to use the company code value using the CALL_CALC_VALUES formula.

Example of Enabling Value by Criteria Overrides for Time Elements
Let’s look at an example that shows how to calculate a rate for a worker based on an override condition. Use values defined by criteria to calculate rates based on a condition such as location. In this example, let’s calculate a rate for a worker who lives in New York City but works in Boston.
This example does not cover the payroll calculation. But it does support the configuration to calculate a rate based on a set of conditions using an override value for a time element in the payroll run.

- **Create Value by Criteria**: You can choose to calculate bonus rates based on an override condition such as an override location. Here’s some criteria you could use:
  - For workers on location, A pay 300
  - For workers on location, B pay 450
  - For workers on location, C pay 575

- **Create Rate Definition**: You can use the managed rate definitions task to create a rate definition and associate to the bonus values defined by criteria.
  - In the category field, click to select a value by criteria.
  - In the value by the criteria name field, select the bonus values by criteria.

- **Create Time Element**: You can use the manage elements task to create a bonus element.
  - Click to select standard earnings as the primary classification
  - In the category field, elect time card.
  - Click to select Yes to the question, does this element have a default rate definition?
  - In the rate name field, select the bonus rate definition.

- **Value Definition**: You can use the manage calculation value definition task to create a location value definition. When a worker performs their role at a different location, the override location code can be captured on the worker’s time card and passed to payroll for calculation purposes.
  - Click to select a time in the value definition group field.
    - Click to select an identifier in the calculation type field.

  **Note**: There is a UI issue, select text.

  - In the overriding rate identifier field, select the assignment location database items.

  **Note**: This should be the same database items as used for the values defined by criteria condition.
  - Click to create Usage Rules
    - In the calculation card field, click to select time cards
    - Click to select your bonus calculation component
    - Click to select the value set for location if appropriate.
  - In the Calculation Values region:
    - Click to enter values from 0 to 99999.9.
    - Click to enter a default location code value.
Example of Calculating Values Defined by Criteria Rate for a Time Element

Let’s look at an example that shows how to calculate a time rate based on a set of conditions held in values defined by criteria.

This example doesn't cover the payroll calculation. But it does support configuration to calculate a rate based on a set of conditions for a time element in the payroll run.

• Create Values Defined by Criteria: You can choose to calculate shift payments by the employee’s location. Use the Manage Values Defined by Criteria task to define the shift conditions. Here’s some criteria you could use:
  o For employees working in one location, pay is 10.
  o For employees working in all other locations, pay is 15.

• Create Rate Definition: You can use the Managed Rate Definitions task to create a rate definition and associate it with the values defined by criteria.
  o Click the Category drop-down list and select Value by Criteria.
  o Click the Criteria Name drop-down list and select Shift Value by Criteria.

• Create Time Element: You can use the Manage Elements task to create a shift element:
  o From the Primary Classification drop-down list, select Standard Earnings.
  o From the Category drop-down list, select Time Card.
  o For the question, Does this element have a default rate definition? select Yes.
  o From the Rate Name drop-down list, select Shift Rate Definition.

Now you can navigate to the Calculation Factors task on the Element Overview page and see the shift calculation steps and value definitions created by the element template.

Example of Calculating Time Using Values Defined by Criteria Factor

Let’s look at an example that shows how to calculate a percentage-based time rate when the percentage is based on criteria, such as the worker’s location.

This example doesn’t cover the payroll calculation. But it does support the configuration to calculate time rates based on values defined by criteria.

You can choose to calculate allowance payments that are based on a percentage of salary. And the percentage rate is based on a condition such as a worker’s location. Here’s some criteria you could use:

• Create Values Defined by Criteria: You can calculate allowance payments that are based on a percentage of salary. And the percentage rate is based on a condition such as a worker’s location. Here’s some criteria you could use:
  o For workers at location A, apply a percentage of 25% (0.25)
  o For workers at the location B, apply a percentage of 50% (0.50)
• For workers at the location C, apply a percentage of 75% (0.75)

**Note:** You must set the default calculation type as Number.

• Create Salary Rate Definition: You can use the Manage Rate Definitions task to create a salary rate definition to return a worker’s salary rate:
  - In the **Category** list, select **Element**.
  - In the **Storage Type** list, select **Amount**.
  - In the **Element Name** list, search for and select a value.

• Create Allowance Rate Definition: You can use the Managed Rate Definitions task to create an allowance definition that is calculated based on a percentage of the salary rate:
  - In the **Category** list, **Derived Rate**.
  - In the **Factor Rule** field, click to select a value by criteria.
  - Click to select the name of your percentage based values defined by criteria.
  - Click to create a Rate Contributor:
    - Click to select the name of your salary rate.

• Create Time Element: You can use the Manage Elements task to create an allowance element.
  - In the **Primary Classification** list, select **Standard Earnings**.
  - In the **Category** list, select **Time Card**.
  - Click to select other hours as the calculation unit.
  - For the question, Does this element have a default rate definition? select **Yes**.
  - In the rate name field, click to select the allowance rate definition.

**FAQs for Manage Element Entries**

**How does the Hours X Rate calculation rule work for elements?**
If the input value for hours is left blank on the Manage Element Entries page for the employee, the number of hours calculated is based on the employee’s work schedule. If you enter zero for the input value, then no hours are calculated and the pay value will be zero.

**What happens if I manually enter a value in an element entry value that has a runtime default value?**
Any subsequent changes to the default value on the element or element eligibility record won’t affect the element entry. However, you can clear your entry if you want to restore the default value.
Why doesn’t my element entry input value display on the Manage Person Details page?
When you create an input value for an element on the Manage Elements page, you must select it as the special purpose element to have it display as the input value for the element entry on the Manage Person Details page.

How can I override an element entry for a limited period?
If the element is set up to support additional entries;
1. Create the additional entry on the Manage Element Entries page, selecting Override as the entry type.
2. Complete the element entry and then click Submit.
3. Set your effective date to the day the entry should end.
4. Click Edit and then select End Date.
5. Click Continue in the warning message dialog box.

How do I manage calculation cards for tax reporting units and payroll statutory units?
For payroll statutory unit (PSU) cards, use the Manage Legal Entity Calculation Cards task in the Setup and Maintenance work area as part of the Workforce Deployment offering. For tax reporting unit (TRU) cards, use the Manage Legal Reporting Unit Calculation Cards task in the Setup and Maintenance work area as part of the Workforce Deployment offering. First you select the PSU or TRU as the scope for the task.

APPENDIX A: Parameters for Calculation Information Payroll Formulas
Calculation Information Payroll Formulas: Parameters

Input and Output Parameters for the Calculation Information Payroll Formulas

1. CALL_CALC_VALUE (Fast Formula)
   - Inputs

<table>
<thead>
<tr>
<th>Name</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>Number</td>
<td>Mandatory. The amount that the calculation will be based on. For example, if the calculation is a Flat Rate, the Rate will be applied to Base to calculate the return value.</td>
</tr>
<tr>
<td>Range_Value</td>
<td>Number</td>
<td>Optional. Defaulted to Base when no value is specified. Range_Value is used with the From and To values on the Range Items to identify the Range Item to use for the calculation. For example, an Allowance could be based on the Number of Children and Employee has, the Range Value could be the Number of Children, but the Base could be Gross Earnings (as the Allowance is a factor of the Gross Earnings).</td>
</tr>
<tr>
<td>Calculation_factor</td>
<td>Number</td>
<td>Optional. Default Value 1. Some Calculation Types use a factor (z). For example, Standard Formula 1, using this parameter the caller can specify the factor to use.</td>
</tr>
<tr>
<td>Range_offset</td>
<td>Number</td>
<td>Optional. Default 0. This is similar to the Range Value, in this case, it</td>
</tr>
</tbody>
</table>
Name | Data Type | Description
--- | --- | ---
| | | defines the amount that has previously been considered. For example, when calculating an Incremental Rate for a Payroll Period, a previous Payroll Run may have calculated on a base/range of $2000, therefore there is a $2000 offset for the current Payroll Run.

| Range_low_override | Array of Numbers | Optional. Default Empty Array. The low and high overrides work in combination, the number of rows in the arrays must match the number of Range Items in the Value Definition to be processed. Certain statutory Value Definitions are allowed to override the Ranges (From and To values).

| Range_high_override | Array of Numbers | Optional. Default Empty Array. See Range_low_override.

| Value_name | Array of Strings | Optional. Default Empty Array. Some Calculation Types allow parts of the Calculation to be overridden. This is performed by the value_* parameters, these arrays must have equal numbers of entries. Value_name contains the Name of the attribute (typically a DB Item) to be overridden. Value_Value contains the override value and Value_datatype is the data type of the override.

| Value_value | Array of Strings | Optional. Default Empty Array. See Override_name.

| Value_datatype | Array of Strings | Optional. Default Empty Array. See Override_name.

- **Outputs**

| Name | Data Type | Description
--- | --- | ---
| Ded_amount | Number | This is the returned calculated value.

| Periodicity | String | Some Calculation Types return the frequency of the Amount returned. For example, 'YEAR' meaning Annually, hence a calculated amount of $50000 with a periodicity of Year (annually).

| Out_uom | String | The Unit of Measure of the calculated Value.
2. CALC_DIR_EXISTS (Formula Function)

- **Outputs**

<table>
<thead>
<tr>
<th>Name</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exists</td>
<td>String</td>
<td>Y or N.</td>
</tr>
</tbody>
</table>

3. GET_CALCDETAILS (Fast Formula)

- **Outputs**

<table>
<thead>
<tr>
<th>Name</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ded_amount</td>
<td>Number</td>
<td>This is the returned calculated value.</td>
</tr>
<tr>
<td>Periodicity</td>
<td>String</td>
<td>Some Calculation Types return the frequency of the Amount returned. For example, 'YEAR' meaning Annually, hence a calculated amount of $50000 with a periodicity of Year (annually).</td>
</tr>
<tr>
<td>Out_uom</td>
<td>String</td>
<td>The Unit of Measure of the calculated Value.</td>
</tr>
<tr>
<td>High_value</td>
<td>Array of Number</td>
<td>Range Item High Value</td>
</tr>
<tr>
<td>Base</td>
<td>Array of Number</td>
<td>Base used for this portion of the calculation.</td>
</tr>
<tr>
<td>Rate</td>
<td>Array of Number</td>
<td>Rate Used for this portion of the calculation.</td>
</tr>
<tr>
<td>Flat_amount</td>
<td>Array of Number</td>
<td>Flat Amount used for this portion of the calculation.</td>
</tr>
<tr>
<td>Multiplier</td>
<td>Array of Number</td>
<td>The multiplier used for this portion of the calculation.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Array of String</td>
<td>The parameter used for this portion of the calculation.</td>
</tr>
<tr>
<td>Value_a</td>
<td>Array of Number</td>
<td>Value A used for this portion of the Calculation.</td>
</tr>
<tr>
<td>Value_b</td>
<td>Array of Number</td>
<td>Value B used for this portion of the Calculation.</td>
</tr>
<tr>
<td>Value_c</td>
<td>Array of Number</td>
<td>Value C used for this portion of the Calculation.</td>
</tr>
</tbody>
</table>
### Manage Calculation Cards

#### How Entries of Personal Calculation Cards Fit Together

Personal payroll calculation cards capture information specific to a particular *payroll relationship*. Payroll runs use this information to calculate earnings and deductions. Actions such as hiring a person or loading data may create some cards automatically. Otherwise, you can create the card manually. You can also add components to cards and enter calculation values, which may override default values. Additionally, you can associate the card with a tax reporting unit.

To view and manage calculation cards use the Manage Calculation Cards task in the Payroll Administration or Payroll Calculation work area.

#### Card Types

The types of calculation cards you can create and the type of information captured on a card vary by country or territory. Examples include cards for:

- Statutory deductions
- Involuntary deductions
- Time card entries
- Absences
- Benefits and pensions
Additional cards may be available to capture information for reporting purposes.

Card Creation

In countries where all employees are subject to the same set of statutory deductions, the application automatically creates one or more statutory deduction calculation cards. These cards are created when you hire a new employee. In other countries, you must create calculation cards manually.

For other card types, you create calculation cards as needed for each employee. If you load absence, time card, or pension data from another application, the application automatically creates the calculation cards.

Calculation Components and Component Groups

The Calculation Card Overview pane shows a hierarchy of calculation components within component groups. For example, child support, education loan, and alimony are calculation components in the US involuntary deduction component group.

Each component relates to an element, such as an income tax deduction. Adding a calculation component to the card creates an entry for the related element.

A calculation component may have one or more references that define its context, such as the employee's place of residence or tax filing status.

Click a row in the Calculation Components table to see component details. Use the Component Details section to enter additional values used to calculate the component.

Note: For some countries, the Manage Calculation Cards page doesn't include the Calculation Components and Component Details sections. Instead, the layout of the page is specific to the data items required for the country.

Enterable Calculation Values

When you select a calculation component, you may see the Enterable Calculation Values on the Calculation Card tab. Here you can enter specific rates or other values for the person, which may override default values held on a calculation value definition. For example, if an employee qualifies for a special reduced tax rate, you enter the rate as an enterable value on their personal calculation card.

You can't override values loaded from another application, but you may be able to add values, such as adding additional contributions to a pension deduction.

Tax Reporting Unit Associations

Click the Associations node in the Calculation Card Overview pane to associate a tax reporting unit with the card. Associations determine:

- Which rates and rules held at tax reporting unit level apply to the calculation of the components
- How the calculations are aggregated for tax reporting

Rules about what you can enter here vary by country:

- Typically, all components on a calculation card are associated with the same tax reporting unit by default.
- You may be able to associate individual components with different tax reporting units.
- If a person has multiple assignments, you may be able to associate specific assignments with calculation components.
Overview of Payroll Calculation Information Formulas

When you create an element, the application generates the rules and definitions required to calculate the earnings or deduction amount. This includes elements, formulas, and processing rules. Use the predefined calculation formulas to calculate and access calculation information in a payroll run. Here are the formulas that contain specific rules for each calculation type:

- **CALL_CALC_VALUE** (Fast Formula)
- **CALC_DIR_EXISTS** (Fast Formula Function)
- **GET_CALC_DETAIL** (Fast Formula)
- **CALC_DIR_GET_OVERRIDE_LEVEL** (Fast Formula)
- **CALL_CALC_VALUE_DETAILS** (Fast Formula)

The element associated with these formulas calculates the value definitions. For example, the time element template creates multiple value definitions to capture time-related information, such as number of units, rate information, and accrual date. The formula that the time elements template generates includes multiple calls to the **CALL_CALC_VALUE** formula, one call for each value definition.

You can also use the predefined **CALL_CALC_VALUE** formula to calculate rates based on a rate definition or values defined by criteria in the payroll run. In a scenario where we calculate a bonus, we can do so using a rate definition or a car allowance value based on criteria of the worker’s location.

- **CALL_CALC_VALUE** (Fast Formula)
  
  You can use this formula to access payroll calculation information. This formula will evaluate the calculation factors required to identify the value definition to be calculated. After the formula identifies the value definition, the corresponding value is calculated.

- **CALC_DIR_EXISTS** (Fast Formula Function)
  
  You can use this function to identify if a value definition exists for the current contextual settings. If this function returns Y, a value definition does exist. If the function returns N, no value definition was found.

- **GET_CALC_DETAIL**
  
  This Formula returns the details of the prior call to CALL_CALC_VALUE. For example, the value definition was for these incremental rates:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1000</td>
<td>1%</td>
</tr>
<tr>
<td>1001</td>
<td>10000</td>
<td>10%</td>
</tr>
<tr>
<td>10001</td>
<td>999999999</td>
<td>20%</td>
</tr>
</tbody>
</table>

Then the **CALL_CALC_VALUE** formula will return an amount of 2910 for a base of 20000. And then **GET_CALC_DETAIL** will return these values:
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<table>
<thead>
<tr>
<th>Base</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>1%</td>
<td>10</td>
</tr>
<tr>
<td>9000</td>
<td>10%</td>
<td>900</td>
</tr>
<tr>
<td>10000</td>
<td>20%</td>
<td>2000</td>
</tr>
</tbody>
</table>

The formula will also return these override types and the details used by this call.

<table>
<thead>
<tr>
<th>Override Type</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Rate</td>
</tr>
<tr>
<td>T</td>
<td>Total Amount/Value to be returned.</td>
</tr>
<tr>
<td>A</td>
<td>Value A</td>
</tr>
<tr>
<td>B</td>
<td>Value B</td>
</tr>
<tr>
<td>C</td>
<td>Value C</td>
</tr>
<tr>
<td>AA</td>
<td>Additional Amount</td>
</tr>
<tr>
<td>AR</td>
<td>Additional Rate</td>
</tr>
<tr>
<td>RT</td>
<td>Range Table (Override the complete Range Items)</td>
</tr>
<tr>
<td>RD</td>
<td>Rate Definition</td>
</tr>
<tr>
<td>F</td>
<td>Flat Amount</td>
</tr>
<tr>
<td>M</td>
<td>Multiplier</td>
</tr>
<tr>
<td>D</td>
<td>Date</td>
</tr>
<tr>
<td>1</td>
<td>String</td>
</tr>
</tbody>
</table>

**CALC_DIR_GET_OVERRIDE_LEVEL**
This formula calls the `CALC_DIR_GET_OVERRIDE_LEVEL` function which determines the level at which the override value will be used for the qualifying Calculation Unit.

For example, if the function determines the Calculation Factor, then the Value Definition is used for the calculation.
The formula takes an input Parameter of override type, and then determines the level where the override type is overridden. The available override types vary based on the calculation type.

<table>
<thead>
<tr>
<th>Override Type</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Rate</td>
</tr>
<tr>
<td>T</td>
<td>Total Amount/Value to be returned.</td>
</tr>
<tr>
<td>A</td>
<td>Value A</td>
</tr>
<tr>
<td>B</td>
<td>Value B</td>
</tr>
<tr>
<td>C</td>
<td>Value C</td>
</tr>
<tr>
<td>AA</td>
<td>Additional Amount</td>
</tr>
<tr>
<td>AR</td>
<td>Additional Rate</td>
</tr>
<tr>
<td>RT</td>
<td>Range Table (Override the complete Range Items)</td>
</tr>
<tr>
<td>RD</td>
<td>Rate Definition</td>
</tr>
<tr>
<td>F</td>
<td>Flat Amount</td>
</tr>
<tr>
<td>M</td>
<td>Multiplier</td>
</tr>
<tr>
<td>D</td>
<td>Date</td>
</tr>
<tr>
<td>1</td>
<td>String</td>
</tr>
</tbody>
</table>

And then it will determine where the value for the override type will be retrieved.

<table>
<thead>
<tr>
<th>Return</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO_VALUE</td>
<td>No value will be calculated by the Value Definition (no range items)</td>
</tr>
<tr>
<td>NONE</td>
<td>There are no overrides, but the Value Definition has range items that may perform the calculation.</td>
</tr>
<tr>
<td>PREL</td>
<td>There is an override on the Payroll Relationship Card.</td>
</tr>
<tr>
<td>TRU</td>
<td>There is an override on the TRU Card.</td>
</tr>
<tr>
<td>PSU</td>
<td>There is an override on the PSU Card.</td>
</tr>
</tbody>
</table>
You can get the Rate Override level by calling the formula with an override type of 'R'.

**CALL_CALC_VALUE_DETAIL**

This formula is a combination of **CALL_CALC_VALUE** and **GET_CALC_DETAIL** and returns the details of both calls.

### Example of Payroll Calculation Information Formulas

Enable the payroll calculation information features, such as value definitions, to support the calculation of taxes, involuntary deductions, time, and absences in the payroll run.

When you enable the features, the application calculates the rates using rate definitions or values defined by criteria. Here are the various examples of payroll calculations:

- Calculate a Values Defined by Criteria Rate for a Time Element
- Calculate a Value Defined by Criteria Rate for a Standard Earnings Element
- Create User-Defined Value Definition for Time Calculation
- Enable Value by Criteria Overrides for Time Elements
- Calculate Time Based on a Fixed Amount per Unit
- Calculate Time Using a Values Defined by Criteria Factor

### Scenario

#### How to Configure a Personal Calculation Card

This example demonstrates how to configure a calculation card at the payroll relationship level. The calculation card captures information for an income tax deduction that varies depending on a person’s tax filing status.

**Prerequisite**

1. Ensure that your legislation supports an income tax deduction.
   
   If it does, the necessary calculation card definition and calculation components are predefined.

**Configure the Calculation Card**

1. In the Payroll Administration or Payroll Calculation work area, select **Manage Calculation Cards**.
2. Enter and search for the person's name and legislative data group in the **Search** section.
3. Click the person's name in the Search Results to open the **Manage Person Details** page. Any available calculation cards appear in the Search Results.
4. Click **Create** to open the **Create Calculation Card** window.
5. In the **Name** field, select **Statutory Deductions** as the calculation card type.
6. Click **Continue** to display the **Manage Calculation Cards** page.

**Note:** Use the **Calculation Card Overview** pane to view the component groups associated with this calculation card. In this example, you should see a Taxes component group. A calculation card may contain multiple component groups.
Configure Calculation Components

1. In the Calculation Card Overview pane, click the Taxes node.
2. In the Calculation Component section, click Add Row to open the Create Calculation Component window.

   Note: You may see a country-specific template instead of the Calculation Component and Component Details sections.

3. In the Calculation Component field, select Income Tax.
4. Click OK.

Configure Calculation Component Details

1. In the Calculation Component Details section, click Create.
2. In the Calculation Component Details field, select Income Tax Details.
3. Click OK.
4. Complete the fields displayed in the Component Details section. For this example, select the person’s tax filing status in the Tax Code field.

   Note: Component details vary for each calculation component. For some components, you can also enter amounts, rates, or other values. If you can enter values, the Enterable Values on Calculation Cards tab appears. For this example, no values can be entered.

Define an Association

Associations link a calculation card or component with a tax reporting unit.

1. In the Calculation Card Overview pane, click the Associations node.
2. Click Create.
3. Select your legislative data group and click OK.
   
   Since you didn’t select a calculation component, the tax reporting unit is associated with all components on the card.
4. Select the new association in the Associations section, click Create in the Association Details section.
5. Select the calculation component you just configured, click OK.
6. Click Save and Close.

Enterable Values on Calculation Cards

Some values entered on a calculation card override values defined in a calculation value definition. For example, you might set a default tax rate for the legislative data group, and allow the rate to be overridden by a flat amount entered on a personal calculation card.

The following table explains where you can enter override values on calculation cards. It also provides the order in which the Calculate Payroll process checks for values entered on calculation cards. When the process finds an entered value, it stops checking and uses the values defined at that level.

<table>
<thead>
<tr>
<th>Order</th>
<th>Type of Values</th>
<th>Task</th>
<th>Offering/Functional Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Values for a payroll relationship on any type of calculation card</td>
<td>Manage Calculation Cards</td>
<td>Payroll Calculation or Payroll Administration</td>
</tr>
</tbody>
</table>
### Order | Type of Values | Task | Offering/Functional Area
---|---|---|---
2 | Values for a tax reporting unit for certain deductions, which vary by country or territory | Manage Legal Reporting Unit Calculation Cards | Offering: Workforce Deployment
| Functional Area: Payroll
| Task: Manage Legal Reporting Unit Calculation Cards |

3 | Values for a payroll statutory unit for certain deductions, which vary by country or territory | Manage Legal Entity Calculation Cards | Offering: Workforce Deployment
| Functional Area: Payroll
| Task: Manage Legal Reporting Unit Calculation Cards |

### Allowing Enterable Values on Calculation Cards
The ability to enter values on calculation cards is controlled by the Enterable Calculation Values on Calculation Cards section of the calculation value definition:

- For user defined calculation value definitions, you can specify an enterable calculation value in this section. You provide:
  - The display name to appear on the calculation card.
  - The value type, such as total amount or additional amount.

- Enterable values for statutory and involuntary deductions are predefined. You can’t allow new enterable values for predefined calculation value definitions.

### Enterable Value Types
The list of value types available for entry depends on the calculation type. For example, you can allow users to enter the percentage value for a flat rate calculation or the monetary value for a flat amount calculation.

The following value types are available for all calculation types except text:

<table>
<thead>
<tr>
<th>Value Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation value definition</td>
<td>Uses the calculation value definition entered on a calculation card to calculate the amount.</td>
</tr>
<tr>
<td>Total amount</td>
<td>Uses the amount entered on the calculation card as the total amount.</td>
</tr>
<tr>
<td>Additional amount</td>
<td>Adds the amount entered on the calculation card to the calculated amount.</td>
</tr>
</tbody>
</table>

### Related Topics
- [Calculation Value Definitions Examples](#)
- [Examples of Creating Calculation Cards for Deductions at Different Levels](#)
Fee and Proration Rules for Involuntary Deductions

Creating an involuntary deduction creates calculation value definitions that include predefined fee and proration rules. These rules vary by country and territory.

The following table describes the global rules:

<table>
<thead>
<tr>
<th>Rule</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>Deduct the fee first, before calculating and paying the deduction amount.</td>
</tr>
<tr>
<td>Proration</td>
<td>Use the first come, first serve method.</td>
</tr>
<tr>
<td></td>
<td>If a person has multiple orders and there is insufficient money to pay them</td>
</tr>
<tr>
<td></td>
<td>all, pay the deductions in the order in which they were received. Start with</td>
</tr>
<tr>
<td></td>
<td>the oldest.</td>
</tr>
</tbody>
</table>

You can override these predefined fees and proration rules. For details, see the topic Involuntary Deduction Calculation Value Override Details for the US in the Help Portal.

**Related Topics**

- How You Add Involuntary Deductions to a Calculation Card

Examples of Involuntary Deduction Processing

Processing rules may vary by the legislation or the legal authority issuing the order for an involuntary deduction. These examples illustrate the processing of fees, protected pay amounts, and when employees have multiple assignments and payrolls.

Payroll processing first calculates disposable income using the disposable income rules. Then it looks at the exemption rules to calculate the amount exempt from withholding. Using these amounts, it can calculate the amount available to deduct.

**Note:** The payroll process calculates disposable income once, based on the highest processing priority card component. The exception is regional tax levies, which have a separate disposable income calculation.

Use these examples to understand how involuntary deductions are processed in different scenarios:

- Involuntary deduction has initial fee and processing fee
- Deduction amount exceeds protected pay amount
- Employee has multiple assignments and payrolls
- Multiple orders exist with different protected pay amounts
Involuntary Deduction Has Initial Fee and Processing Fee

Scenario: An employee in Country 1 is issued a court order for a monthly garnishment of 500. The order is subject to two fees. Both fees are paid to the agency responsible for administering the account. The agency then forwards the payments to the recipients:

- A one time initial fee of 10
- A monthly processing fee of 10

On the involuntary deduction calculation card:

1. Add a **calculation component** for a garnishment.
2. In the Calculation Component Details tab:
   - Select the **Order Amount Payee** and the **Processing Fee Payee**. The processing fee payee is also the initial fee payee.
   - Select **Monthly** in the Frequency field.
3. In the Enterable Calculation Values tab, enter the following values:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Amount</td>
<td>500</td>
</tr>
<tr>
<td>Processing Fee</td>
<td>10</td>
</tr>
<tr>
<td>Initial Fee</td>
<td>10</td>
</tr>
</tbody>
</table>

Payroll Run Results:

- The amount of the employee’s pay subject to deduction is 1000.
- During the first monthly payroll after the court order is received, both the initial fee amount and the processing fee are deducted. The total deduction amount is 520.
- In subsequent payroll runs, the order amount and the processing fee are deducted. The total deduction amount is 510.

Deduction Amount Exceeds Protected Pay Amount

Scenario: An employee in Country 2 is issued a court order for the amount of 100 per month. However, protected pay rules defined for the deduction require that the employee take home at least 700, after all deductions.

On the involuntary deduction calculation card:

1. Add a calculation component for a court order.
2. In the Calculation Component Details tab:
   - Select the **Order Amount Payee** and the **Processing Fee Payee**.
   - Select **Monthly** in the Frequency field.
3. In the Enterable Calculation Values tab, enter the following values:
### Payroll Run Results:

- The amount of the employee’s pay subject to the deduction is 750.
- A deduction amount of 100 would leave only 650 for the final pay amount. Therefore, only 50 is deducted for the month.
- The remaining balance of 50 isn’t placed in arrears, based on processing rules defined for this deduction.

### Employee Has Multiple Assignments and Payrolls

**Scenario:** An employee has one payroll relationship with two assignments. They receive paychecks from two different payrolls. One payroll is run on a weekly basis. The other is run on a monthly basis.

The employer receives a court order to deduct 200 per month from the employee’s wages. The court order amount must be deducted from all available money, regardless of the payroll. If the total order amount can’t be deducted from the first payroll run, then the following occurs. The remaining balance must be deducted from one or more subsequent runs during the month, until the full amount is paid.

**On the involuntary deduction calculation card:**

1. Add a calculation component for a court order.
2. In the Calculation Component Details tab:
   - Select the **Order Amount Payee**.
   - Select **Monthly** in the Frequency field.
3. In the Enterable Calculation Values tab, enter the following value:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Amount</td>
<td>200</td>
</tr>
</tbody>
</table>

**Payroll Run Results:**

- During the first weekly payroll run, only the amount of 50 can be deducted, leaving an amount owed of 150 for the month.
- When the next weekly payroll is run, the deduction can’t be taken due to insufficient pay; the balance for the month remains 150.
- The monthly payroll runs before the next weekly payroll is run. The remaining amount of 150 owed for the deduction is taken during the monthly payroll run.
- No money is deducted during the subsequent weekly payroll runs for this month.

**Note:** If a person has two assignments for different payroll relationships, they would typically be issued two different court orders, one for each employment. In this case, you would add each court order to a different calculation card.
Multiple Orders Exist with Different Protected Pay Amounts

Scenario: An employee in Country 2 has three court orders. Each court order has a different protected pay amount.

1. On the involuntary deduction calculation card add three calculation components for child support.
2. For each calculation component, select **Monthly** in the Frequency field.
3. Define the protected pay and order amount values for each deduction as shown in the following table:

<table>
<thead>
<tr>
<th>Involuntary Deduction</th>
<th>Protected Pay Amount</th>
<th>Order Amount</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Support 1</td>
<td>500</td>
<td>1000</td>
<td>23 January 2012</td>
</tr>
<tr>
<td>Child Support 2</td>
<td>600</td>
<td>1100</td>
<td>2 February 2012</td>
</tr>
<tr>
<td>Child Support 3</td>
<td>1000</td>
<td>1200</td>
<td>2 February 2012</td>
</tr>
</tbody>
</table>

Payroll Run Results:

The net amount available for involuntary deductions in the payroll run is 2000 GBP. Based on the processing priority defined for child support payments, the payroll run processes the involuntary deductions in order by date received.

Here’s the result:

- Child Support 1 is paid in full, leaving 1000 available for other deductions.
- Child Support 2 is paid an amount of 400 (1000 less protected pay of 600).
- Child Support 3 is not paid. The total amount is placed in arrears, based on processing rules defined for the deduction.

**Related Topics**

- How You Add Involuntary Deductions to a Calculation Card

How You Define Voluntary and Pre-statutory Deductions

Use the Manage Elements task to define voluntary and pre-statutory deductions, such as pensions. You manage pension deductions through calculation cards or element entries, depending on country-specific rules. You manage other voluntary deductions, such as gym membership, union membership, and charity donations, through element entries.

Use these steps to set up deductions:

1. Define the elements.
2. Define the third-party payees.
3. Define a third-party payment method for each third-party payee.
4. Enter the deduction details for each person. Do this in the following ways, depending on the deduction type and your setup:
   - Configure a Benefits and Pensions calculation card.
   - Define element entry.
   - Load benefit batches.
Defining Elements

When you define a pension plan deduction, if you select the Benefit category, or it’s selected for you, the element template defines a calculation component. You add this component to Benefits and Pensions calculation cards to assign it to your workers.

To define other voluntary deductions:

- Select the Standard category.

  This selection means you manage these deductions using the Manage Element Entries task.

- After defining the element, you must add a Payee input value and select Third-Party Payee as the special purpose for it.

  If appropriate, enter a default value on the element or element eligibility record to populate the third-party payee details.

Defining Third-Party Payees

To define third-party payees, use the Manage Third Parties page in the Payment Distribution work area.

For pensions, select the Organization payee type and select the Pension Provider party usage code.

Defining Third-Party Payment Methods

To define payment methods for all external payees, use the Manage Third-Party Payment Methods task in the Payment Distribution work area.

Entering Deduction Details for Each Person

For pensions using the Benefit category:

1. Configure a Benefits and Pensions calculation card for the worker.
2. Add your new pension calculation component to the card.
3. Enter the payee and other details.

If you load your pension information using the Load Benefit Batches process, the payroll application configures the calculation card automatically. Before running this process, you must generate an XML file that contains the data you want to transfer to payroll.

For other voluntary deductions, you must define element entries. If the payee is not defaulted from the element or eligibility record, enter the payee on the element entry.

Related Topics

- Create Elements for Pension Deductions
- File Format for Importing Pension Deductions to Payroll

Considerations to Enter Calculation Values for Pensions

Create a Benefits and Pensions calculation card for each worker who pays a pension deduction. On the card, select the calculation component that was created automatically for your pension element, and enter the required contribution.
amounts and limits, as described in this topic. If you use the Load Benefit Batches process to transfer values from a benefits application, this process creates the calculation cards for you and enters the contribution amounts and limits.

**Default Contribution Amounts and Limits**

You enter some default contribution amounts and limits when you create the pension element. These default values are stored as calculation value definitions. You can edit the default values using the Manage Calculation Value Definitions page. You can also add a default payee or a separate payee for each employee by entering the payee ID in the Enterable Calculation Values area on the Calculation Cards tab.

**Enterable Calculation Values for Pensions**

To enter or override a calculation value for one worker, follow these steps:

1. Open the worker’s Benefits and Pension calculation card on the Manage Calculation Cards page.
2. Add the calculation component for the pension, if it isn’t already on the card.
3. With this calculation component selected, click the **Enterable Calculation Values on Calculation Cards** tab.
4. Click **Create**.
5. Select the value you want to enter. Typically, you will enter a payee, reference number, and any additional contributions. You can also override any default contribution amounts or limits.

The following table lists the calculation values you can enter.

> **Note:** If the calculation component was created by running the Load Benefit Batches process, you can only enter or override the following values: Payee, Reference Number, and Employee Additional Contribution.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Default Provided at Element Setup</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td>Y</td>
<td>N</td>
<td>Enter the ID of an organization with the usage of Pension Provider.</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Y or N</td>
<td>N</td>
<td>Free text</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Depending on the localization rules this field may or may not be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>requested.</td>
</tr>
<tr>
<td>Employee Contributions</td>
<td>Y</td>
<td>Y</td>
<td>Percent or flat amount as per element setup. Enter percentages as</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>decimal values.</td>
</tr>
<tr>
<td>Additional Employee Contributions</td>
<td>N</td>
<td>N</td>
<td>Percentage or flat amount as per element setup, if additional</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>contributions are allowed.</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>N</td>
<td>Y</td>
<td>Numeric age</td>
</tr>
<tr>
<td>Maximum Age</td>
<td>N</td>
<td>Y</td>
<td>Numeric age</td>
</tr>
<tr>
<td>Maximum Contribution Amount</td>
<td>N</td>
<td>Y</td>
<td>Numeric amount</td>
</tr>
<tr>
<td>Minimum Pensionable Earnings</td>
<td>N</td>
<td>Y</td>
<td>Numeric amount</td>
</tr>
</tbody>
</table>
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### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Default Provided at Element Setup</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Pensionable Earnings</td>
<td>N</td>
<td>Y</td>
<td>Numeric amount</td>
</tr>
<tr>
<td>Partial Deduction Allowed</td>
<td>Y</td>
<td>Y</td>
<td>Values = Y or N</td>
</tr>
</tbody>
</table>

If the element was set up to allow an employer contribution, you will also see these enterable values:

<table>
<thead>
<tr>
<th>Calculation Value</th>
<th>Required</th>
<th>Default Provided at Element Setup</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Contribution</td>
<td>Y</td>
<td>Y</td>
<td>Percentage or flat amount as per element setup</td>
</tr>
<tr>
<td>Minimum Age Limit for Employer Contribution</td>
<td>N</td>
<td>Y</td>
<td>Numeric entry</td>
</tr>
<tr>
<td>Maximum Age Limit for Employer Contribution</td>
<td>N</td>
<td>Y</td>
<td>Numeric entry</td>
</tr>
<tr>
<td>Maximum Contribution Amount for Employer Contribution</td>
<td>N</td>
<td>Y</td>
<td>Numeric amount</td>
</tr>
<tr>
<td>Minimum Pensionable Earnings Limit for Employer Contribution</td>
<td>N</td>
<td>Y</td>
<td>Numeric amount</td>
</tr>
<tr>
<td>Maximum Pensionable Earnings Limit for Employer Contribution</td>
<td>N</td>
<td>Y</td>
<td>Numeric amount</td>
</tr>
</tbody>
</table>

### FAQs for Manage Calculation Cards

**Reviewing and Updating Calculation Value Definitions for the Deduction**

You can view and update the contribution rules and limit rules created for the pension deduction. You can also enter a default payee.

For example, to change the flat amount deduction value for the employee contribution:

1. On the Manage Calculation Value Definitions page, enter the element name and select your legislative data group.
2. Click **Search**.
3. Select **Pension Plan - Salaried Flat Amount for Employee Contribution** in the search results.
4. Select **Total amount** in the Enterable Calculation Values on Calculation Cards section.
5. Click **Edit** then **Update** in the Calculation Values section.
6. Enter the new deduction amount in the Flat Amount column.
7. Click **OK**.
8. Click **Submit**.
9. Click **Done**.

---

**ORACLE**
How do I associate calculation components with tax reporting units and assignments on a personal calculation card?

From the Manage Calculation Cards page in the Payroll Administration or Payroll Calculation work area, click Associations in the Calculation Card Overview pane. Click Create in the Associations section, and then select a tax reporting unit. To associate all calculation components on the card with this tax reporting unit, leave the Calculation Component field blank. Otherwise, select the calculation component you want to associate. Note that you must add calculation components before you can create associations for those components.

For persons with multiple assignments, you can identify the assignments that pertain to each calculation component (if supported by your localization and card type). To do this select an association in the Associations section, and then click Create in the Association Details section. Select the assignment and the associated calculation component. Note that you must create and save an association before you can create association details.

> Note: Not all localizations or card types use associations. Some use associations but do not support association details.

Why can't I create calculation components or component details for a personal calculation card?

The calculation card definition determines which components and component details you can create. For some card types, you can only create one calculation component of any particular type. If you’re trying to create a calculation component that varies based on one or more references (such as a tax that varies based on a person’s place of residence), you must select the reference in the Calculation Card Overview pane before you can add the component. You can't create component details until you create a calculation component.

What should I do when an involuntary deduction is fully paid?

Update the end date of the calculation component on the involuntary deduction calculation card.

Why can't I end or delete a calculation card, component, or component details?

You cannot delete a calculation card or component until you have deleted all its child components and details. Starting from the bottom of the hierarchy, delete the child components in the following order: association details, associations, component details, components, and calculation card. Additional rules and restrictions, specific to your localization, may apply.

Why can't I add a secondary element classification to process a new deduction or tax?

Primary element classifications are predefined, can vary by country or territory, and are often based on specific rules and legislative requirements. These rules and requirements can limit the types of secondary classifications that you can add to primary element classifications. To manage your element classifications refer to the setup documentation for the specific country or territory.

How do I set the end date for a calculation component?

Select the date in the Effective As-of Date field on the Manage Calculation Cards page before you select the End Date action for a calculation component or component detail. Make sure that the end date you enter for any parent component is not earlier than the end date of any child component.

How do I suspend a calculation component?

First, end all component details. Then set the end date for the calculation component on the personal calculation card. To suspend all calculation components on a calculation card, end all the calculation components. Then set the end date for the calculation card. If you want to resume payments at a later date, adjust the end dates accordingly. This is useful, for example, if you need to temporarily suspend a contribution to a charitable organization or retirement fund.
Manage Third Parties and Their Payment Methods

Creating Third Parties Options

You create third parties to process payments to external organizations and people who aren’t on the payroll. Use the Manage Third Parties task in the Payment Distribution work area or the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area to create third-party organizations for payments, such as pension providers or professional bodies, or third-party organizations, such as disability organizations. During the creation, third party persons and organizations are also defined as trading community members in the Trading Community Architecture (TCA), allowing use in other products.

The following figure illustrates the steps to create third parties.

Party Usage Codes

Creating third parties on the Manage Third Parties page creates corresponding records for them as trading community members. For third-party persons, the application automatically assigns a party usage code of External Payee. For third-party organizations, you assign a party usage code.

The following table describes the party usage codes for third-party organizations.
### Creating Third-Party Payment Methods

A third-party payee is either a person or an organization. From the Payment Distribution work area, use the Manage Third-Party Personal Payment Methods task to create payment methods for payments to people who aren’t on the payroll. Use the Manage Third-Party Organization Payment Methods task to create payment methods for payments to external organizations.

Typical payments to third parties include:

- Involuntary deductions, such as court-ordered garnishment.
- Voluntary deductions, such as pension plan or union membership payments.

Before you continue, create the third party using the Manage Third-Parties task in the Payment Distribution work area and ensure the organization payment method for the payment source exists.

To create a third-party payment method, follow these steps:

1. From the Navigator, select the Payment Distribution work area.
2. Select the Manage Third-Party Personal Payment Methods task.
3. Select Third-Party Name from the list.
4. Select Organization Payment Method from the list.
5. In the Effective Start Date field, enter the effective date.
6. Select Payment Type from the list.
7. Select Exclude from Third-Party Payment Rollup Process if the third-party should not be a part of the rollup process.
8. Select Separate Worker Payments by Reference if separate payments are to be generated for employee payments to a given third party, based on reference.
9. Select the Time Definitions from the list.
10. Click Save.
11. Click Done.

Tip: Use the Manage Organization Payment Methods task in the Payment Distribution work area to define the payment source for third-party payments.

Examples of Third-Party Payments
The following scenarios illustrate how you can pay third-party people and organizations.

Child Support to a Former Spouse
While this example illustrates payment directly to a third-party person, most child support payments are payable to a third-party organization such as a State Disbursement Unit.

John Smith is an employee at your organization. Mary Smith receives a child-support payment each payroll period that is deducted from John’s salary. To set up payments for Mary:

1. Create Mary as a third-party person.
2. Create Mary’s third-party payment method and select the payroll relationship for John.
3. Add the child support order to John’s involuntary deduction calculation card and select Mary’s name in the Order Amount Payee field.

Organization Processing Fee to a County Sheriff’s Office
The County Sheriff’s office receives an organization fee on garnishment payments. When you create the third-party organization, you designate it as an External Payee before you create its third-party payment method. When you add the garnishment order to the employee’s involuntary deduction calculation card, you select the County Sheriff in the Organization Fee Payee field.

Third-Party Rollup Payments
A third-party payment is a payment you make to an organization. The organization could be a court, labor union, or a pension provider, or persons not on the payroll.

A union can have several of its members belonging to the same employer. An employee can have multiple deductions made to the same third-party payee, such as multiple child support orders.

Rather than make individual payments, you can combine the individual employee deductions and pay the union through a single payment instrument. Similarly, you can roll up the multiple employee deduction payments into a single payment.

Use the Run Third-Party Payments Rollup process to consolidate multiple payments made to a third party and generate a single payment. This process is optional. Additionally, you can generate the third-party payments register and provide the third-party payee employee and deduction details.

Before you run the Third-Party Payments Register process to view third-party payment details, complete the following tasks:

1. Calculate and verify prepayments
2. Run the Third-Party Payments Rollup process
3. Generate the payments

Submit the Run Third-Party Payment Register task from the Payroll Checklist or Payment Distribution work areas.

**Exclude Third-Party Payment Methods**

Some third parties may want an individual check per payment. For example, the UK requires that deduction from earnings orders, such as child maintenance payments, be sent as separate transactions.

Select the **Exclude from Third-Party Rollup Process** check box on the Manage Third-Party Payment Methods page to exclude a third-party payee from the Third-Party Rollup process. Use the Manage Third-Party Payment Methods task in the Payment Distribution work area to access this page.

**Report Third-Party Rollup Payments**

Here’s what you can view in the Third-Party Payments Register:

- Individual third-party payments and the corresponding employee deduction information
- Rollup payments and deduction information of employees who share the same rollup payments
- Consolidated total of each rollup payment
- Payments made to each individual payee
- Consolidated total of multiple deduction payments of each employee
- Component name and component reference of involuntary deductions stored on the calculation cards
- Element name of voluntary deductions

**Related Topics**

- Overview of Calculate Payment Distribution

**Generating Employee and Third-Party Check Payments**

Use the Generate Payments for Employees and Third Parties task from the Payment Distribution work area to generate check payments. The process selects employees and third parties who:

- Are processed in the prepayments process for a given payroll
- Have a payment method of check

Before you generate the check payments, you must consider the following:

- An employer can have multiple employee deductions made to the same third-party payee, such as multiple child support orders. Rather than make individual payments for each individual employee deduction, use the Third-Party Payments Rollup process to combine individual employee deductions and make a single payment.
- Run this process to generate your checks for employees and then run the process again to generate checks for your third parties. Use the Payee field while running this process to select the appropriate payee.
- You may want to exclude specific third parties from the Third-Party Rollup process because they may want an individual check per payment. Select the Exclude from Third-Party Rollup Process check box on the Manage Third-Party Payment Methods page to exclude a third-party payee from the Third-Party Rollup process.
- A third-party payee may want the payments on a date that is different from the employee payment date. For example, you may want to make employee payroll payments on the last day of the month, whereas, make third-party payments 5 days later. Use the Manage Time Definitions task and create a time definition to define a time span of 5 days. Select this time definition in the Time Definition field on the Manage Third-Party Payment Methods UI.
Enter the relevant process dates, and run the prepayments process, for example, with a process date of 30, June. This stamps the effective employee payments date as 30, June and the third-party payments date as 05, July. The payments process runs twice:

- Once for the employees with a process end date of 30, June
- Once for the third parties with a process end date of 05 July and an overriding payment date of 05 July

- Different banks can have different check templates. To accommodate this requirement, you must first create a report category for each separate bank and check template. Select the created report category for the requisite bank's payment source so that the process uses the correct check template to generate the check payments. Use the Manage Organization Payment Methods task in the Payment Distribution work area to define the payment source for third-party payments. Attach the correct report category for that payment source. Use the Report Category for Third-Party Payee or Report Category for Worker field in the Payee Information section of the Create Payment Source page.

- You may want to create a report category for each separate bank and check template by defining report categories for each unique bank and check template combination. The report category for third-party payee and report category for worker are associated to the payment source in the Organization Payment Methods page.

How to Generating Employee and Third-Party Check Payments

The Generate Payments for Employees and Third Parties task selects employees and third parties who:

- Are processed in the prepayments process for a given payroll
- Have a payment method of check

Payroll Managers and Payroll Administrators can run this process from the Payment Distribution work area.

Prerequisites

The prerequisite tasks for the Generate Payments for Employees and Third Parties task include:

- Create the third party and the third party payment method, and associate a deduction from the employee to pay the third party.
- Add an organization payment method (OPM), including a payment source (the bank details should already be set up).
- Add a payroll definition, including a default payment method of Check, and all valid payment methods.
- Attach a payroll to the employee.
- Attach element entries to the employee.
- Calculate payroll.
- Run the Prepayments process to calculate the distribution of net pay.
- Run the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on.

Generating the Employee and Third-Party Payments

Run this process to generate checks for your employees and then run the process again to generate checks for your third parties. To run the process:

1. Open the Payment Distribution work area, and click **Submit a Process or Report** from the Tasks pane.
2. Select the required legislative data group.
3. Select the **Generate Payments for Employees and Third Parties** task, and click **Next**.
4. Enter a unique payroll flow name.

**Note:** Name the flow so you can easily identify the process later. This is helpful while searching, so you can determine what you have already run or if you must roll back any process.

5. Specify the required payroll name.

6. Select the payee type for which the check payment process is run. The available options are Employee or Third Party. You can generate the check payments for either employees or third parties.

7. Enter a Process Start Date to define the date range of this process.

8. Enter a Process End Date to define the date range of this process.

9. Select the required consolidation group to view the payments for all payrolls that are included in this consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. This is not a mandatory field. If you don’t select a value, the process uses the default consolidation group assigned to the payroll.

10. Select the OPM you want to use for this process. The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.

11. Select the payment source to process for the above payment method. This parameter is optional. If you have defined attributes, such as a payment file limit or report category, at the payment source level, you should enter the payment source. When you enter the payment source, the defined attributes are applied.

**Note:** You can have different payment sources (bank accounts), with different banks, which have different check templates. You must then run the check process for each payment source and each set of payees. Select the correct payment source so that the correct stationary is used for the payments.

To accommodate this requirement, you must first create a report category for each separate bank and check template. Attach the created report category to the appropriate bank’s payment source so that the correct check template is used to generate the check payments.

12. Optionally, specify an **Overriding Payment Date** on which a payment is due to be made to the payee.

13. Specify the **Start Check Number** in the sequence of checks used for payroll processing.

14. Specify the **End Check Number** in the sequence of checks used for payroll processing.

15. Select a **Process Configuration Group** if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don’t select a process configuration group, the process uses the parameters in the default group.

16. Click **Next**.

17. Click **Submit**.

**Related Topics**

- Examples of Consolidation Group Usage
- Payroll Process Configuration Groups

**Manage Personal Payment Methods**
Personal Payment Methods

Video

Watch: This video tutorial shows how to create a check payment method and an electronic funds transfer (EFT) payment method for a person. The content of this video is also covered in text topics.

Procedure

This procedure explains how to set up payment methods for checking and savings accounts.

Setting up Payment Method for Checking Account

To set up payment method for checking account, follow these steps:

1. On the home page, click About Me.
2. Click Personal Information.
3. In the panel drawer, click Payroll.
4. Click Add.
5. On the Add Payment Method page, Payment Type list box, select NACHA.
7. In the Name field, enter BOA-Checking.
8. In the Bank Account option, select New Account.
9. In the Account Number field, enter 12345678792.
10. In the Account Type choice list, select Checking.
11. In the Routing Transit Number field, enter 021302648.
12. Click Save and Close.
13. On the Pay page, click Manage.

Organization Payment Methods

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. Oracle recommends one organization payment method, per payment type, per currency. 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>
<tr>
<td>EFT</td>
<td>Bank of America Account B</td>
<td>Bank A - Account 7890045</td>
</tr>
</tbody>
</table>

**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 A</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 B</td>
<td>TRU1</td>
<td>No</td>
</tr>
<tr>
<td>Bank B - Account 1238900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll EFT Source C</td>
<td>TRU2</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 Example
- How Payment Methods and Payroll Definitions Work Together
- Configure Payment Method Preferences

**Split Up Payroll Payments**

You can allocate payroll payments to different personal payment methods using percentages, fixed amounts, or a combination. You can create personal payment methods on the Manage Personal Payment Methods page. These scenarios illustrate how you can split up payments.

**Use Fixed Amount Payments**

Barbara wants 100 USD deposited in her savings account each payroll period and the remainder paid through check. Barbara first creates a check payment method so it’s processed last. Then she creates an electronic funds transfer (EFT) payment method for her savings account and sets the amount to 100. When Barbara decides to stop the transfers to her savings account, she deletes that payment method.

**Use Percentage Payments**

Oscar wants to contribute to the college fund he set up for his children. Oscar frequently receives bonuses and sales commissions and his net payment amount always changes. So he adds a payment method that allocates four percent of his pay to the fund. By using a percentage rather than a fixed amount, Oscar can contribute to the fund at the same rate he earns.

**Use a Combination of Payments**

Jim works in Arizona, but his wife and children reside in Texas. Each payroll period, Jim wants the following disbursements:

- 900 USD transferred to his checking account for his wife’s household expenses in Texas
- A percentage transferred to his children’s college fund
• The remainder paid to him by check for his expenses in Arizona

Jim creates three payment methods: a check payment method for remaining pay, an EFT payment method with his checking account bank details, and an EFT payment method with the college fund bank account details.

Enter Bank Information for Personal Payment Methods

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. This table summarizes several approaches to create 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 to receive payments</td>
</tr>
<tr>
<td>Data Loader</td>
<td>Load personal payment methods and employee bank account details using an integrated Excel workbook</td>
</tr>
</tbody>
</table>

Control Who Can Manage Banks and Branches

This table shows the roles that are typically involved in managing bank information, what actions they can take by default, and which pages they use.

<table>
<thead>
<tr>
<th>Role</th>
<th>Can Create Banks and Branches?</th>
<th>Can Create Employee Bank Account Details?</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Manager</td>
<td>Yes</td>
<td>No</td>
<td>Manage Banks page and Manage Bank Branches page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Offerings: Workforce Deployment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Functional Area: Payroll</td>
</tr>
<tr>
<td>Payroll Administrator</td>
<td>Depends on duty role or profile option</td>
<td>Yes</td>
<td>Manage Personal Payment Methods page, Payment Distribution work area</td>
</tr>
<tr>
<td>Payroll Interface Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>Depends on duty role or profile option</td>
<td>Yes</td>
<td>Manage Payment Methods page, Portrait</td>
</tr>
</tbody>
</table>
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 the option to Yes, you can load bank and branch data. Administrators and employees select bank details from a list of values on the Create Personal Payment Method page.
- If you set the option 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
- How Bank, Branch, and Account Components Work Together
- Configure Payment Method Preferences
- Payroll User Interface Configuration Formula Type

Reprocessing Rejected EFT Payments

Reprocessing Rejected EFT Payments
A bank can reject an Electronic Funds Transfer (EFT) payment because of:
- Incorrect bank account details
- Employee has closed their bank account without notifying the employer

Here’s what you can do to reissue a check:
- End date the employee’s personal payment method
- Inactivate the employee’s bank account. You must inactivate the invalid bank account so that it’s not used for future payments.
- Void the payment and make an external payment against the rejected EFT payment.

Use the Process Bank Corrections File flow pattern from the Payroll Checklist work area to reissue check payments against rejected EFT payments.

Before you run the flow, complete these tasks.

1. Transform the information returned by the bank into the requisite Object Group HCM Data Loader file format.
2. Provide a unique name in the Object Group Name field each time you create an HCM Data Loader file.
3. Load the Object Group HCM Data Loader file into the Oracle Web Center Content server.

Here’s the list of payroll tasks the Process Bank Corrections File flow pattern includes:

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upload Bank Corrections File</td>
<td>Stores the information entered in the Object Group HCM Data Loader file into the object group table. The bank information is stored in the object group table, under the &quot;Process Information Group&quot; object group type in the payroll application.</td>
</tr>
<tr>
<td>2. Update Personal Payment Methods</td>
<td>Determines through this built-in logic whether the personal payment method needs end dating or updating. The logic is as follows:</td>
</tr>
<tr>
<td></td>
<td>- If there is a value in the Replacement Bank Number, the Replacement Account Number, or the Replacement Account Type field, then the process updates the Personal Payment Method.</td>
</tr>
<tr>
<td>Task Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• If any of the above mentioned fields is blank, then the process end dates the Personal Payment Method.</td>
</tr>
<tr>
<td></td>
<td>This task uses the Payment Reference number to identify the Personal Payment Method linked to the bank account identified as incorrect. It also inactivates the incorrect bank details to stop them being used in future payments.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The flow task doesn't create a new Personal Payment Method. You must create one manually.</td>
</tr>
</tbody>
</table>

3. Void Payments Marks the original payments as void.

4. Make External Payments Runs the external payment process to ensure that the payments voided in the previous task are paid externally.

5. Generate Check Payments Runs the HCM Extract Report to retrieve the check number and other information from the external payment record to produce the report output. The delivered HCM Extract Report has a built-in logic to generate the check number, if not available.

Steps 3-5 run only if you have to reissue an external check for a rejected EFT payment.

**Note:** You can use the delivered default check template or configure the template to include additional attributes such as a company logo.

Since a payslip is already issued, this flow doesn’t generate the payslip.

Object Group HCM Data Loader Files for Bank Reprocessing

Before you run the Process Bank Corrections Flow, you must use the HCM Data Loader to load the information returned by the bank. The bank returns a file containing details of the payments that are rejected. You must transform this information returned by the bank into the HCM Data Loader .dat file formats required by the Object Group HCM Data Loader.

You must provide a unique name in the **Object Group Name** field each time you create an HCM Data Loader .dat file. You must then load the Object Group HCM Data Loader file into the Oracle Web Center Content server.

The bank information is stored in the Object Group table, under the Process Information Group Object Group Type. Use the Object Group UI and the name given in the Object Group HCM Data Loader file to view the information loaded by the **ObjectGroup.dat** and **ObjectGroupStore.dat** files, as part of the Process Bank Corrections Flow.

When you load the **ObjectGroupStore.dat** file into the Oracle Web Center Content server, a UCM ID is generated. The Process Bank Corrections Flow uses the UCM ID to retrieve and use the bank information necessary for the flow.

Load Process Information Group Object Group

Create and use the following HCM Data Loader .dat files to process the bank information by the HCM Data Loader.

- **ObjectGroup.dat** file to create the object group
- **ObjectGroupStore.dat** file to load the bank information returned by the bank
ObjectGroup.dat File Format
The table below lists the attributes for loading the ObjectGroup.dat file.

<table>
<thead>
<tr>
<th>HCM Data Loader Attribute</th>
<th>Required</th>
<th>User Interface Prompt</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ObjectGroupName</td>
<td>Yes</td>
<td>Name</td>
<td>The name of the object.</td>
</tr>
<tr>
<td>ObjectGroupCode</td>
<td>Yes</td>
<td></td>
<td>The code of the object group.</td>
</tr>
<tr>
<td>LegislativeDataGroup</td>
<td>Yes</td>
<td>Legislative Data Group</td>
<td>THE NAME OF THE LEGISLATIVE DATA GROUP.</td>
</tr>
<tr>
<td>ObjectGroupTypeCode</td>
<td>Yes</td>
<td></td>
<td>The meaning of the code is displayed in the Type field.</td>
</tr>
<tr>
<td>StartDate</td>
<td>Yes</td>
<td>Start Date</td>
<td>The start date of the object group.</td>
</tr>
<tr>
<td>EndDate</td>
<td>Yes</td>
<td>End Date</td>
<td>The end date of the object group.</td>
</tr>
</tbody>
</table>

ObjectGroupStore.dat File Format
The table below lists the attributes for loading the ObjectGroupStore.dat file.

<table>
<thead>
<tr>
<th>HCM Data Loader Attribute</th>
<th>Required</th>
<th>User Interface Prompt</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ObjectGroupCode</td>
<td></td>
<td></td>
<td>The code of the object group.</td>
</tr>
<tr>
<td>LegislativeDataGroup</td>
<td></td>
<td>Legislative Data Group</td>
<td>THE NAME OF THE LEGISLATIVE DATA GROUP.</td>
</tr>
<tr>
<td>SequenceNumber</td>
<td>Yes</td>
<td>Sequence</td>
<td>A unique identifier for a row of data in the object group store file.</td>
</tr>
<tr>
<td>assignmentNumber</td>
<td></td>
<td>Assignment Number</td>
<td>The assignment number of the employee whose payment is rejected, or whose bank information needs updating.</td>
</tr>
<tr>
<td>paymentDate</td>
<td></td>
<td>Payment Date</td>
<td>The original payment date of the rejected payment.</td>
</tr>
<tr>
<td>processDate</td>
<td></td>
<td>Process Date</td>
<td>This date overrides the process date entered in the flow. The date entered here is stamped against each process in the</td>
</tr>
</tbody>
</table>
## Maintain Personal Payroll Information

<table>
<thead>
<tr>
<th>HCM Data Loader Attribute</th>
<th>Required</th>
<th>User Interface Prompt</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>paymentReference</td>
<td>Yes</td>
<td>Payment Reference</td>
<td>A unique identifier for a specific payment line on the original NACHA file that was sent to the bank.</td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td>Amount</td>
<td>The original amount of the rejected payment.</td>
</tr>
<tr>
<td>checkNumber</td>
<td></td>
<td>Check Number</td>
<td>The check number used in the External manual payment task and printed on the manual external payment check template.</td>
</tr>
<tr>
<td>replacementBranchNumber</td>
<td></td>
<td>Replacement Branch Number</td>
<td>Enter a value if the branch number (routing transit number) needs updating. If a value is entered in this column, it tells the process that the bank account associated to the personal payment method (PPM) used for payment needs updating.</td>
</tr>
<tr>
<td>replacementAccountType</td>
<td></td>
<td>Replacement Account Type</td>
<td>Enter a value if the employee's account type needs updating. If a value is entered in this column, it tells the process that the bank account associated to the PPM used for payment needs updating.</td>
</tr>
<tr>
<td>replacementAccountNumber</td>
<td></td>
<td>Replacement Account Number</td>
<td>Enter a value if the employee's account number needs updating. If data is entered in this column, it tells the process that the bank account associated to the PPM used for payment needs updating.</td>
</tr>
<tr>
<td>makeExternalPayment</td>
<td></td>
<td>Make External Payment</td>
<td>Enter ‘Yes’ if you want to void the original payment and make a manual external check payment. Valid values for this attribute are ‘Yes’ or ‘No’.</td>
</tr>
<tr>
<td>returnreasoncode</td>
<td></td>
<td>Return Reason Code</td>
<td>The reason for rejecting an EFT payment. The entered value is</td>
</tr>
</tbody>
</table>
The Update Personal Payment Methods task within the flow determines, through built-in logic, whether the personal payment method needs end dating or updating. The logic is as follows:

- If there's a value in the 'Replacement Branch Number' field, the 'Replacement Account Number' field or the 'Replacement Account Type' field, then the process updates the Personal Payment Method.
- If any of the above mentioned field is null then the process ends the Personal Payment Method.

You can delete information loaded to the process information group object group type using the HCM Data Loader. You must take care when deleting the records, because you can't recover the deleted records.

For more information on creating the HCM Data Loader .dat files and using the HCM Data Loader to upload data, refer to the HCM Data Loader User's Guide on My Oracle Support.

Reissue Check Payments for Rejected EFT Payments

Use the Process Bank Corrections File flow from the Payroll Checklist work area to reissue a check payment for a rejected Electronic Funds Transfer (EFT) payment. The process to reissue check payments includes the following tasks:

1. Creating the Object Group HCM Data Loader .dat files and transforming the information returned by the bank into the file format. The bank returns a file containing details of the payments that are rejected. Load the information contained in the Object Group HCM Data Loader .dat files on to the Oracle Web Center Content server.

   For more information about the file format, refer to Object Group HCM Data Loader Files for Bank Reprocessing: Explained on the Oracle Help portal.

   For more information about creating the HCM Data Loader .dat files and using the HCM Data Loader to upload data, refer to the HCM Data Loader User's Guide (Document Number 1664133.1) on My Oracle Support.

2. Using the Process Bank Corrections File flow from the Payroll Checklist work area to end date the personal payment method, void the EFT payment, and reissue the check payment.

Create and Upload the Object Group HCM Data Loader .dat Files

Create and use the following HCM Data Loader .dat files to process the bank information by the HCM Data Loader.

- ObjectGroup.dat file to create the object group
- ObjectGroupStore.dat file to load the bank information returned by the bank

When you load the ObjectGroupStore.dat file into the Oracle Web Center Content server, a UCM ID is generated. The Process Bank Corrections File flow uses the UCM ID to retrieve and use the bank information necessary for the flow.

Use the Process Bank Corrections File flow

To reissue check payments:

1. Select the Submit a Payroll Flow task in the Payroll Checklist work area.
2. Select the LDG for which the process is run and the Process Bank Corrections File flow.
3. Click Next and enter the flow parameters as given in the table below.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date</td>
<td>The date entered here is stamped against each process in the flow. It’s the date the personal payment method is end dated and the payment is voided.</td>
</tr>
<tr>
<td>UCM Content ID</td>
<td>The ID generated when the bank information file is loaded on to the Oracle Web Center Content server. The Process Bank Corrections File flow uses the UCM ID to retrieve and use the bank information necessary for the flow.</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>Used to set a group of processing parameters, primarily related to logging and performance. If a process configuration group isn’t provided, the application uses the parameters in the default group.</td>
</tr>
</tbody>
</table>

4. Click **Next** twice and select an option for the Flow Submission Schedule. You can select **As Soon As Possible** to execute the task immediately.
5. Click **Next** and review the details.
6. Click **Submit**.

**View the Results and Log File**

To access the flow results after the process is submitted:

1. From the Confirmation page, click **OK and View Checklist**.
2. Expand the **Link Flows**.
3. Click the **Task Details** tab.
4. Click **Go to Task** against any of the tasks to view the process results details. You can view the number of Records processed and number of Error Messages. Click the numbers against each to view the details.

You can also use the View Payroll Process Results task in the Payroll Checklist work area to view the process results.

**View the Bank Information**

The bank information is stored in the application in the Object Group table, under the Process Information Group Object Group Type. Use the Manage Object Group UI and the name given in the Object Group HCM Data Loader file to view the information loaded by the ObjectGroup.dat and ObjectGroupStore.dat files, as part of the Process Bank Corrections Flow.

**View Employee Details**

To view the employee details:

1. Click Person Search on the Payroll Calculation page.
2. Enter an Effective As-of Date and employee name in the Keywords field and click the search icon.
3. Go to the employee record and click Process Results -> Manage Payroll Payment Results from the Actions button. The Manage Payroll Payment Results page displays the details of the payments that are voided, payments made externally, and the new payments reference.
4. Click **Paid** to view the payment date and ID.
5. Click **Void** to view the payment voided date and ID. The payment voided date is same as the process date.

**Update Invalid Bank Account Details**

Use the Process Bank Corrections File flow pattern from the Payroll Checklist work area to update invalid bank account details. An employee can have an incorrect account number or an invalid branch number due to closure of a bank or merger of a bank branch with another.
There is no need to end date the personal payment method. You only need to update the existing personal payment method with the correct bank details. The process to update bank account details include the following tasks:

1. Creating the Object Group HCM Data Loader .dat files and transforming the information returned by the bank into the file format. The bank returns a file containing details of the new bank routing numbers. Load the information contained in the Object Group HCM Data Loader .dat files on to the Oracle Web Center Content server. For more information on the file format, refer to 'Object Group HCM Data Loader Files for Bank Reprocessing: Explained' on the Oracle Help portal.
   For more information on creating the HCM Data Loader .dat files and using the HCM Data Loader to upload data, refer to the HCM Data Loader User’s Guide on My Oracle Support.
2. Updating the Personal Payment Method using the Process Bank Corrections File flow from the Payroll Checklist work area. The flow has a built in logic to update the personal payment method. If there is a value in the ‘Replacement Branch Number’ field, the ‘Replacement Account Number’ field or the ‘Replacement Account Type’ field, then the process updates the Personal Payment Method.

If any of the above mentioned fields is null, then the process end dates the Personal Payment Method.

The task uses the Payment Reference number to identify the Personal Payment Method that is linked to the bank account that has been identified as incorrect.

Create and Upload the Object Group HCM Data Loader .dat Files
Create and use the following HCM Data Loader .dat files to process the bank information by the HCM Data Loader.

- ObjectGroup.dat file to create the object group
- ObjectGroupStore.dat file to load the bank information returned by the bank

When you load the ObjectGroupStore.dat file into the Oracle Web Center Content server, a UCM ID is generated. The Process Bank Corrections File flow uses the UCM ID to retrieve and use the bank information necessary for the flow.

Use the Process Bank Corrections File flow
To reissue check payments:

1. Select the Submit a Payroll Flow task in the Payroll Checklist work area.
2. Select the LDG for which the process is run and the Process Bank Corrections File flow.
3. Click Next and enter the flow parameters as given in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date</td>
<td>The date entered here is stamped against each process in the flow. It is the date the personal payment method is end dated and the payment is voided.</td>
</tr>
<tr>
<td>UCM Content ID</td>
<td>The ID generated when the bank information file is loaded on to the Oracle Web Center Content server. The Process Bank Corrections File flow uses the UCM ID to retrieve and use the bank information necessary for the flow.</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>Used to set a group of processing parameters, primarily related to logging and performance. If a process configuration group is not provided, the application uses the parameters in the default group.</td>
</tr>
</tbody>
</table>

4. Click Next twice and select an option for the Flow Submission Schedule. You can select As Soon As Possible to execute the task immediately.
5. Click Next and review the details.
6. **Click Submit.**

The Update Personal Payment Methods task within the flow picks up the value in the ‘Replacement Branch Number’ field, the ‘Replacement Account Number’ field or the ‘Replacement Account Type’ field, and updates the personal payment method.

### FAQs for Manage Personal Payment Methods

**Why can't I create a personal payment method?**

The payroll determines the payment methods available to the person. Check whether the person has an assigned payroll on the Manage Payroll Relationships page.

**Why can't I delete, end date, or change the processing order of a personal payment method?**

You can't make date-effective changes that cause effective records for the default payment method to overlap. Ensure that your change results in a valid default payment method with dates that don’t overlap with other records.

Payment methods defined for a person contain date-effective records that allow changes to occur at different points in time. For example, you can define a payment method in advance to start on the date that you specify.

A person’s payroll relationship must have only one default payment method in effect at any point in time. If a person has multiple payroll relationships, you must specify a default payment method for each payroll relationship.

**Related Topics**

- [What’s the difference between updating and correcting a date-effective object](#)

**How can I change my bank details for direct deposit payments?**

On your home page, click Personal Information and select the Pay tab. You can change your bank account details or set up electronic funds transfer (EFT) payment methods. You can also manage your personal payment methods from your portrait.

**Why can't I add or edit banks and branches for personal payment methods?**

You can't edit bank and branch information on the Manage Personal Payment Methods page. Contact your help desk for assistance. You may be able to create banks and branches, if you have the appropriate security privileges.

**Why can't I find my organization payment method when creating other payroll objects?**

When updating an object’s organization payment method, the effective start date of the organization payment method must be on or before the effective date of the change. For example, to create a payroll definition effective on 4/1/2012 with a default organization payment method, the organization payment method must have an effective start date on or before 4/1/2012. You can only select an organization payment method that has an effective start date on or before the date you are creating or updating the object.

**Why doesn't my payroll definition appear in search results?**

Because you don’t have sufficient security access to the payroll definition. Either the payroll security profile associated with your duty role privileges doesn’t include the appropriate payroll definition, or you do not have the View All security profile. You must have a privilege that enables you to manage payroll definition data, and your security profile must include the payroll you want to query. Contact your help desk for assistance.
Why does the payslip display payments for a later payroll period?
You submitted a prepayments process that includes payroll calculations where the date earned of a calculation falls in a different payroll period. The payroll period with the latest date earned is used in reports to display the combined payment results. These reports include the payslip and Payroll Register Report.

For example, you process a QuickPay for a person on a weekly payroll. The date earned for the QuickPay is 7 November, which falls in the first payroll period. You decide to include the QuickPay payment in next week’s payroll, which has a date earned of 14 November. The payslip that includes the QuickPay will show the combined results of the QuickPay and the regular pay as of the second payroll period.

To generate reports and payslips for the payroll period in which the date earned occurs, process prepayments separately for calculations where the date earned falls in an earlier payroll period.

What is the International Transfer payment type?
This payment type supports payment methods for electronic funds transfer (EFT) payments in a different country from the originating payment source. Payroll managers can create EFT payment methods for employees to transfer funds to foreign banks if an International Transfer organization payment method exists for their legislative data group.

Manage Payroll Relationships

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.

Create Payroll Relationship Records and Mapping Rules
The mapping between the system person type and the payroll relationship type must exist for certain processes. For example, to create a payroll relationship record automatically during the rehire process. You must use the payroll relationship types predefined in the application. You can’t create your own.

This table shows the predefined payroll relationship type.

<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. The mapping rules are predefined for each legislation.

This table shows the mapping between system person types and payroll relationship types applicable for Canada where Contingent Worker type, Retiree, and Nonworker Unpaid type are excluded from payroll processing.

<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>
<tr>
<td>Retiree</td>
<td>Element Entry Only</td>
</tr>
</tbody>
</table>

A payroll relationship can't end while active employment assignments are present. When all employment assignments are ended, a payroll relationship could either remain active or become end dated. A payroll relationship 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

- Payroll Employment Model

Time Card Required Option

If a worker’s pay calculations depend upon the worker submitting time cards, you must indicate that a time card is required at the appropriate employment level. Select the Time Card Required check box for each assignment level that the requirement applies. Don’t select the Time Card Required check box for these scenarios:

- A salaried employee completes project time cards for billing purposes, but isn’t paid based upon those time entries
- An hourly employee is normally paid based on a predefined work schedule and only submits a time card for overtime or when absent

Selecting the Time Card Required Option

Your role determines where typically you select the Time Card Required check box:

- HR specialists can select the check box on the Employment Information page of the new hire flow.
- Payroll managers and payroll administrators can select the Manage Payroll Relationship task in the Payroll Calculations or Payroll Administration work areas. The Payment Details section of the Manage Person Details page includes the Time Card Required check box on the Assignment sections.
The following table shows which hours the payroll calculation uses for elements with a calculation rule of hours multiplied by rate.

<table>
<thead>
<tr>
<th>Time Card Required</th>
<th>Hours Used in Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Time card entries</td>
</tr>
<tr>
<td>No</td>
<td>Work schedule, unless you enter hours as element entries</td>
</tr>
</tbody>
</table>

**Related Topics**
- Create Elements for Time Card Entries
- Processing Time Entries in Payroll

## Assigning and Transferring Payrolls

### Video

**Watch:** This tutorial shows you how to assign someone to a payroll and how to transfer someone to another payroll. The content of this video is also covered in text topics.

### Procedure

In this procedure, you will assign and transfer the employee - Elizabeth Brown to a different payroll.

**Assigning and Transferring Payroll**

To assign and transfer payroll, follow these steps:

1. From the Navigator, select the **Person Management** work area.
2. In the **Name** field, enter **Brown**.
3. In the **Effective As-of Date** field, enter **01/01/2014**.
4. Click **Search**.
5. In the Search Results section, click **Brown, Elizabeth**.
6. Click **Manage Payroll Relationships**.
7. In the Assignment: Analyst section, on the Payroll Details tool bar, click the **Actions** drop-down list box and select **Transfer Payroll**.
8. Click the **Payroll** choice list and select **Monthly**.
9. Click **Save**.
10. Click **Done**.

**How to Transfer Payrolls**

This example provides the most common scenario to transfer a person's payroll.

**Transfer a Person's Payroll from Weekly to Semimonthly**

You manage Carrie Smith, a part-time temporary employee, assigned to a weekly payroll. Carrie accepted an offer to become a full-time permanent employee in the same position, starting one month from now. You can update Carrie's assignment
record on the Manage Payroll Relationships page. You transfer her to a payroll appropriate for a full-time permanent employee, and set the effective date to the start date of the transfer.

Element Duration Dates

Element duration dates control when element entries for an employee start or end. View and manage these dates on the Manage Payroll Relationships page when you hire, terminate, add, or transfer an employee’s payroll. This topic explains the predefined dates, how and when they’re populated, and how they affect payroll processing.

In addition to the predefined element duration dates, you may have additional dates that were created as time definitions at your site. Predefined element duration dates include:

- First standard earnings date
- Last standard earnings date
- Last standard process date
- Final close date

Element entries end on either the last standard dates or the final close date, depending on the element setup.

Element Duration Dates on the Manage Payroll Relationships Page

You may see multiple sections displaying element duration dates on the Manage Payroll Relationships page. Each section is for a different level of the employment hierarchy: payroll relationship and assignment. In the Assignment section, the first Element Duration Dates section shows the dates associated with the assigned payroll. The second section shows dates associated with the assignment itself. Information in this section overrides information in the section for the assigned payroll.

Date Values

This table provides information about what actions set the date values and which dates they’re based on.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Actions Setting Dates</th>
<th>Date Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Standard Earnings Date</td>
<td>Date when standard earnings start accumulating</td>
<td>Hire, add payroll, or transfer payroll</td>
<td>Hire date or the effective date of the change</td>
</tr>
<tr>
<td>Last Standard Earnings Date</td>
<td>Date when standard earnings stop accumulating</td>
<td>End employee assignment or transfer payroll</td>
<td>Termination date. For transfer, last day of the payroll period or one day before transfer date</td>
</tr>
<tr>
<td>Last Standard Process Date</td>
<td>Regular payroll process can include elements for normal processing on the last date</td>
<td>End employee assignment or transfer payroll</td>
<td>Last day of the payroll period</td>
</tr>
<tr>
<td>Final Close Date</td>
<td>Last date a supplemental payroll process can include element entries</td>
<td>None, but you can manually set to limit the length of time that element entries are open for processing, such as the date on which processes skip terminated assignments</td>
<td>End of time, unless manually set</td>
</tr>
</tbody>
</table>

If date is End of time, date doesn’t show in field
Change Date Values
This table shows the dates you can change.

<table>
<thead>
<tr>
<th>Date Field</th>
<th>Set Automatically</th>
<th>Editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Standard Earnings Date</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Last Standard Earnings Date</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Last Standard Process Date</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Final Close Date</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>User-defined Time Definition</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

Related Topics
- Options to Determine an Element's Latest Entry Date

Payroll Relationship Rules
The payroll relationship rule determines what happens when you terminate the last active employment assignment record for a payroll relationship. The rule also determines whether the application creates a payroll relationship when you add a new assignment record for an employee. This topic describes the following predefined rules that localizations can use.

Lifetime Rule
When a work assignment is terminated, the associated payroll relationship continues to remain active. When you create an assignment, the application searches for an active payroll relationship of the same type and for the same payroll statutory unit (PSU). If found, the new assignment is attached to the existing active payroll relationship. If not, a new payroll relationship is generated.

Continuous Period of Service Rule
When a work assignment is terminated, the associated payroll relationship becomes inactive and is terminated. Subsequently, when you create an assignment, the application searches for an active payroll relationship of the same type and for the same PSU. If a payroll relationship exists, date validation occurs to determine whether to use the existing payroll relationship or to create one. The application compares the start date of the new assignment to the last standard earnings date of the
existing payroll relationship. If the start date is before the last standard earnings date, the application uses the existing payroll relationship, otherwise, it creates one.

**Independent Rule**

When a work assignment is terminated, the associated payroll relationship becomes inactive and is terminated. When you create an assignment, a new payroll relationship is created. Each payroll relationship is associated with one work assignment.

**How to Set End Dates for Terminations**

These scenarios illustrate how to set the *last standard process date* and *final close date* for element entries at the assignment level. You can't change the *last standard earnings date*. Set element duration dates in the Payroll Details section of the Manage Payroll Relationships page of the Payroll Calculation work area.

**Exclude Terminated Employees from Process Consideration**

You terminated Heidi’s assignment on 3 June 2014. The termination process automatically sets the last standard earnings date to the termination date (3 June 2014). The process also sets the last standard process date to the end date of her weekly payroll (6 June 2014). The termination process doesn’t set a final close date.

To ensure that payroll processes don’t consider Heidi for processing for one full year after termination, you set the final close date to 3 June 2015.

> **Note:** The latest entry date defined for any severance payment elements determines the last date you can enter element entry details for the terminated employee’s severance payment. You can view the latest entry date setting on the **Element Summary** section of the **Manage Elements** page.

**Modify the Last Standard Process Date for Compensation**

Anthony has two assignment records, one on a weekly payroll and one on a monthly payroll. On 10 June 2014, an HR manager terminated Anthony’s assignment record on the weekly payroll. The termination process automatically set the last standard process date to the end date of the payroll period. Anthony’s termination package specifies that he should receive compensation payments through the month of June. To ensure he’s paid on both the weekly and monthly payroll through June, change the last standard process date on the weekly payroll to 30 June 2014.

**Related Topics**

- Options to Determine an Element’s Latest Entry Date

**Use Time Definitions for Severance Pay**

The following example illustrates how to set up a user-defined time definition and associate it with *elements* so that payroll administrators can extend the latest entry date for severance payments to employees.

**Scenario**

The InFusion Corporation makes severance payments, including regular salary, and car allowance. For most terminated employees, these payments should end on the termination date. However, payroll administrators must be able to make payments for employees who receive severance pay.
Element Duration Dates

When you create an element, you select the latest entry date. The options are predefined time definitions: last standard earnings date, last standard process date, or final close date. Typically, standard earnings elements use the last standard earnings date. However, this option doesn’t support severance payments because you can’t have a last standard earnings date that is beyond the termination date.

Analysis

To support severance payments, InFusion creates a user-defined time definition based on last standard earnings date and selects it as the latest entry date for payments after termination. On the payroll relationship record of terminated employees, the value of the user-defined time definition is the termination date by default, but payroll administrators can edit it to make payments for certain employees.

Resulting Setup

To implement a user-defined time definition for this scenario, InFusion must complete the following setup during implementation:

1. Using the Manage Time Definitions task, create a time definition.

   This table lists field names and their respective values for creating a user-defined time definition.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>User-defined date</td>
</tr>
<tr>
<td>Name</td>
<td>Last Earnings or Severance Date</td>
</tr>
<tr>
<td>Short Name</td>
<td>LastEarnSevDate</td>
</tr>
<tr>
<td>User-Defined Date</td>
<td>Last Standard Earnings Date</td>
</tr>
<tr>
<td>User-Defined Date Usages</td>
<td>Assigned payroll end date</td>
</tr>
<tr>
<td></td>
<td>Element entry end date</td>
</tr>
<tr>
<td></td>
<td>Payroll assignment end date</td>
</tr>
<tr>
<td></td>
<td>Payroll relationship end date</td>
</tr>
<tr>
<td></td>
<td>Payroll term end date</td>
</tr>
</tbody>
</table>

   This creates a time definition based on the last standard earnings date.

2. Using the Manage Elements task, create the Regular Salary, Car Allowance, and Alimony elements.

3. In the Durations area, select Last Earnings or Severance Date as the latest entry date for the element.

To extend the payment date for a terminated employee, the payroll administrator then performs the following steps:

1. Using the Manage Payroll Relationship task, search for and select the terminated employee.
2. In the Payroll Details area, select the assignment.
3. In the Element Duration Dates area, in the row for the Last Earnings or Severance Date time definition, change the End Date value to the desired final entry date for payments.
For example, add 6 months of severance pay for an employee who was terminated effective 20 November 2012. Change the End Date value of the Last Earnings or Severance Date time definition to 21 May 2013.

The employee’s element entries for the Regular Salary, Car Allowance, and Alimony elements end on this date.

Related Topics
- Create Payroll Elements

How Terminations Affect Payroll Processing

Initiating a termination automatically sets dates that control when the person’s element entries end. The effect date of a termination on payroll relationships and assignments depends on the type of termination and country or territory payroll relationship rules.

Entry Dates That Affect Processing

Element setup determines which element duration date is significant for a specific element. The termination process sets the end dates automatically.

Note: If a person has multiple assigned payrolls, the termination process sets the last standard process date for all active payroll records for each assignment to the latest date.

How Terminations Are Processed

When you terminate an assignment or entire work relationship, the application terminates the appropriate payroll records. The type of termination and the payroll relationship rule for the country or territory determines which payroll objects the process terminates.

Update Personal Payroll Information for a Termination

When you receive notification of a termination, perform these tasks in the Payroll Calculation work area, either manually or as part of a payroll termination flow:

- Update element entries, for example, enter severance payment details on the Manage Element Entries page.
- Verify termination dates and element duration dates on the Manage Payroll Relationships page.
- Update personal calculation cards to provide information required for tax reporting on the Manage Calculation Cards page.

If you use Oracle Fusion Global Payroll for payroll processing, your termination flow might include one or more automatic or manual tasks such as the ones listed above. You can use this work area to manage these flows:

- Payroll Dashboard to view the details of payroll termination flow tasks and navigate to any items requiring attention
- Payroll Checklist to view the status and results of tasks in an active flow

Related Topics
- Terminations
- Options to Determine an Element's Latest Entry Date
FAQs for Manage Payroll Relationships

How can I add or transfer a person’s payroll?
You assign a worker to a payroll or transfer a worker to another payroll in the Payroll Details section on the person’s Manage Payroll Relationships page. Select an assignment record in the Payroll Employment Tree to display the appropriate Payroll Details region. The option to automatically transfer a payroll record, to include the frequency, to a new assignment record within the same Legislative Data Group is available during a global transfer. Global transfers allow one or more workers to be transferred during the process.

How can I set the final close date or last standard process date for a terminated employee?
You set element duration dates in the Payroll Details section of the Manage Payroll Relationship page from the Payroll Calculation work area. Select the assignment record in the Payroll Employment Tree to display the appropriate Payroll Details section and element duration dates. You can change element duration dates at the assignment or assigned payroll levels, not at the payroll relationship level. Last Standard Process Date must be later than the Last Standard Earning Date and earlier than or same as Final Close Date.

Why is the same person listed multiple times in search results?
The person search results for some tasks, such as Manage Element Entries and Manage Payroll Relationships, can include multiple rows for a person when that person has more than one assignment. You can click any of the rows for that person to perform the task on the payroll relationship record for the person.

Manage Costing for a Person

Setting Up Costing for a Person
Manage costing at the person level to track costs for people in your enterprise. Cost all the elements the person is eligible to receive or cost individual elements. You can also split the cost across accounts, for example, to divide the cost of a person’s salary between two departments. Use the Manage Costing for Persons task in the Accounting Distribution work area.

Before setting up costing at the person level, review the following considerations:

- Monitoring and tracking costs at the person level
- Costing elements
- Allocating costs to single or multiple accounts

Monitoring and Tracking Costs at the Person Level
Costing at the person level requires maintenance, but it gives you greater control in monitoring costs. For example, suppose you start a new project and want to track the costs incurred by the employees reassigned temporarily to the project. To monitor these costs, you can set up costing at the person level for these employees.
Costing Elements
When the application builds the cost account number, it uses the account number you specify for the person on the Manage Costing for a Person page, unless you specify costing for the:

- Element entry for the person
- Element using a priority account

You can control which elements to cost for a person as shown in the following table:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost all the elements a person is eligible</td>
<td>1. Select the payroll relationship folder from the Costing for Person</td>
</tr>
<tr>
<td>to receive</td>
<td>Overview section.</td>
</tr>
<tr>
<td></td>
<td>2. Select Create Costing from the Actions menu.</td>
</tr>
<tr>
<td>Cost all the elements defined at the</td>
<td>1. Select the assignment folder from the Costing for Person Overview</td>
</tr>
<tr>
<td>assignment level</td>
<td>section.</td>
</tr>
<tr>
<td></td>
<td>2. Select Create Costing from the Actions menu.</td>
</tr>
<tr>
<td>Cost specific elements at an employment level</td>
<td>1. Select the appropriate employment level folder from the Costing for</td>
</tr>
<tr>
<td></td>
<td>Person Overview section.</td>
</tr>
<tr>
<td></td>
<td>2. Select Create Costing of Element from the Actions menu.</td>
</tr>
<tr>
<td></td>
<td>3. Select an element from the dialog that displays.</td>
</tr>
</tbody>
</table>

Allocating Costs to Single or Multiple Accounts
You can divide costs among accounts by adding accounts in the Cost Account section. When you allocate costs, you have the following choices:

- Allocate the entire cost to a single account.
- Divide the cost over several accounts, specifying the percentage each account receives. If you don't allocate 100 percent, the application costs the remainder to a default account.

Related Topics
- Costing of Elements Options
- How Payroll Cost Results are Calculated
- Cost Hierarchy

Person Costing Setup
This example demonstrates how to allocate costing at the assignment level for a person who divides the time worked between two managers at different cost centers, and how to override costing for a specific element at the assignment level.

In this example, Joe creates presentations for the marketing division. You learn that for the next 6 months Joe will spend 40 percent of his time creating presentations for the sales division. With the exception of the parking allowance, which you continue to cost to the marketing division, you must split his costs between the two divisions.

Creating Costing for the Assignment
1. In the Accounting Distribution work area, click the Manage Costing for Persons task.
3. On the Manage Costing for a Person page, in the Costing for a Person Overview section, select Joe's assignment.
4. From the Actions menu, select Create Costing.
5. In the Create Costing dialog, enter January 1, 2013 for date the costing takes effect.
6. In the Create Cost Accounts: Assignment section, click Create.
7. Click Create again to add a second row.
8. In the Create Cost Accounts table, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>41533</td>
</tr>
<tr>
<td>60</td>
<td>41577</td>
</tr>
</tbody>
</table>

9. Click Save.

Creating Costing for an Element

1. In the Costing for a Person Overview section, select Joe’s assignment.
2. From the Actions menu, select Create Costing of Element.
3. In the Create Costing window, enter January 1, 2013 as the date the costing takes effect.
4. In the Create Cost Accounts: Assignment section, select the Parking Allowance element and click Create.
5. In the Create Cost Accounts table, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>41577</td>
</tr>
</tbody>
</table>

6. Click Save.
7. Click Submit.

The costing remains in effect until you end the record with the date the allocation no longer applies.

Related Topics

- How Payroll Cost Results are Calculated

Adjust Individual Balances

Making Balance Adjustments for Incorrect State Tax Jurisdiction

Watch: This tutorial will demonstrate to you how to make balance adjustments. It will show a new employee that the wrong state was entered upon hiring, so they need to move the state balances from one state to another.
FAQs for Adjust Individual Balances

How can I backdate a balance adjustment?
When adjusting a balance on the Adjust Individual Balances page, you can specify the effective date. For example, you might enter the process date of the payroll run or enter, or the end date of the last period, such as the month, quarter, or year. When performing an adjustment from the View Person Process Results page, you can't change the date, because you are adjusting the balance result of the current payroll run.

Can I update a balance adjustment?
No, but you can roll back a balance adjustment or process a new balance adjustment.
3  Load Time Card, Absence, and Benefit Batches

Processing Time Entries in Payroll

Most time card applications and providers apply validation rules when workers submit their time cards. Typically, you import time entries to payroll by submitting the Load Time Card Batches process. The process validates that the persons in the batch are eligible for the time card elements, and rejects records for terminated workers.

Aspects of working with time card entries include:

- Validating time card entries
- Importing time for terminated workers
- Resolving transfer errors
- Viewing time card entries
- Viewing costing overrides
- Correcting time card entries

Validating Time Card Entries

You use the Load Time Card Batches task to transfer time card entries to payroll from Oracle Fusion Time and Labor or a third-party time provider. The payroll application validates the time card entries to confirm that the worker isn’t terminated and is eligible for the element.

Importing Time for Terminated Workers

To avoid release of information on planned terminations, time providers usually hide and ignore the future termination date until it’s formally announced. Workers reporting time in Time and Labor can report time entries beyond their termination date, without any indication that they are ineligible for the time entered. Line managers can view and approve these entries, but the Load Time Card Batches process will reject time card entries beyond the termination date.

Resolving Import Errors

Resolve the underlying problem for the error in the Time and Labor application, and then import the corrected entry. Don’t manually correct errors in payroll.

For example, if you use Oracle Fusion Time and Labor, you can take the following steps:

1. The payroll manager rolls back individual records or the entire transfer process in payroll.
2. The Time and Labor administrator corrects the cause of the error, and resets the status of the corrected time cards to Submitted. The administrator routes the time card for approval.
3. The next time the payroll manager imports the time cards using the Load Time Card Batches process, the process retrieves the corrected time card entries.

If you use a third-party time provider, you can roll back the Load Time Card Batches process. After resolving the transfer error with the time provider, you resubmit the Load Time Card Batches process.
You can continue to import corrected time card entries until the payroll calculation starts for the payroll period that includes the entries. Corrections submitted after that time are processed as a retroactive change in the next payroll period.

**Viewing Time Card Entries**

Submitting the Load Time Card Batches process creates or updates a time calculation card for each person included in the batch. Use the Manage Calculation Cards task in the Payroll Calculation work area to view time card entries. There is only one time calculation card for each payroll relationship. The card includes time entries for multiple assignments for the same payroll relationship. It displays the employee’s time entries for the effective-as-of-date specified on the search.

**Viewing Costing Overrides**

Some time attributes associated with element entries, such as costing overrides, aren’t stored on the calculation card. You can view these entries using the Manage Element Entries task in the Payroll Calculation work area. The Costing tab on Manage Person Details page displays the costing overrides for the effective date used for your search. Costing entered on the time card is at the element entry level, which overrides costing at the every level except the priority account.

The following table shows how the element that displays the costing override depends on the element category and the elements generated by the template.

<table>
<thead>
<tr>
<th>Category Selected When Creating the Element</th>
<th>Related Elements Generated by Template</th>
<th>Element with Costing Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Card category</td>
<td>Yes</td>
<td>Related calculation element</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Costing is defined on the element eligibility record of the results element. Submitting the Load Time Card Batches process displays costing for imported time entries on the calculation element.</td>
</tr>
<tr>
<td>Time Card category or Standard category</td>
<td>No</td>
<td>Base element</td>
</tr>
<tr>
<td>Standard category and you submit the</td>
<td>Yes</td>
<td>Related element with the suffix CIR</td>
</tr>
<tr>
<td>Calculate Time Card Components process</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example, the employee might select a cost center on the time card to reflect where the employee worked overtime. When the payroll calculation process derives the account number for the overtime element, it uses the cost center from the time card. You can view the costing override on the person’s calculation card. After you submit the payroll run, you can view the costing results on the Person Process Results page.

**Correcting Time Card Entries**

Any updates and corrections must occur in the application used to report time. You can continue to import new and updated time entries to payroll until you calculate the payroll for the period that includes the time entries.

If you import a late time card after the payroll is run for that payroll period, you can still process that time entry. Use one of the methods shown in the following table.
### Load Time Card, Absence, and Benefit Batches

**Method**: Pay the time card entries in the next payroll period as retroactive pay  
**Action**: Submit the Recalculate Payroll for Retroactive Changes process in the Payroll Calculation work area.  
The process creates retroactive element entries for each element that has a retroactive change. If the imported time card entry includes a rate change, the element’s formula recalculates the amount.

**Process QuickPay**

1. Roll back the records processed for the workers from the payroll run.  
2. Submit the Calculate QuickPay process from the Payroll Calculation work area.

**Process workers in a separate payroll run**

1. Roll back the records processed for the workers from the payroll run.  
2. Create a payroll relationship group that includes these workers and process a payroll run for the time card entries.

**Related Topics**

- File Format for Importing Time Entries to Payroll
- Import Time Card Entries to Payroll
- Create Elements for Time Card Entries

### Rates Used to Calculate Absences in Payroll

You can specify a rate for use in calculating an absence in an absence plan or an absence element. When processing absence entries in a payroll run, the formula associated with the absence element uses the Rate Converter global formula to convert rates. The formula checks for a rate in this sequence.

1. Absence plan  
2. Absence element  
3. Compensation salary element

**Absence Plan**

In Oracle Fusion Absence Management, you can select a rate rule on the Entries and Balances tab of the Create Absence Plan page. The rate rule calculates the units passed to payroll when you record an absence. You can select rate rules for the absence payment, final disbursement, discretionary disbursement, and liability balance calculation.

For third-party absence providers, the application transfers the rate information and override rates in the XML file attached to the Load Absence Batch process.

**Absence Element**

If you don’t specify rates in the absence plan, you can specify a rate when you create the absence elements. The type of absence information determines the rates you can select. For example, for plans where you transfer accrual balances and absences, you can select different rates for these calculations.

- Absence payments  
- Discretionary disbursement  
- Final disbursement  
- Liability balance rate
As best practice, specify a rate in either the plan or the element. If you specify in both, ensure the rate for the element is same as the rate you selected in the corresponding plan.

**Compensation Salary Element**

If the formula doesn’t find a rate specified in the plan or the element, it uses the compensation salary element.

When you associate a payroll element to a salary basis, you specify an input value that holds the base pay on a worker’s element entry. The monetary amount or rate recorded in the element entry is the salary value in the worker’s salary information held on the assignment. If you specify a rate, the formula uses this rate if it doesn’t find one defined in the absence plan or absence element.

**Related Topics**

- Define Payroll Elements to Process Absences

**FAQs for Load Time Card, Absence, and Benefit Batches**

**Can I correct a time entry in payroll?**

You can’t correct time card entries displayed within the calculation cards. You correct reported time in the time card application and then transfer the time cards to payroll by submitting the Load Time Card Batches process from the Payroll Checklist or Payroll Administration work areas. You can continue correcting and transferring entries until the time entries are processed in the payroll run. If you transfer corrected time entries after the payroll run begins, the Load Time Card Batches process creates retroactive entries that are processed in the next payroll when you run the Recalculate Payroll for Retroactive Changes process.

**What happens if a time card is transferred after the payroll run starts?**

The payroll run doesn’t process the time card entries. You can process these entries by performing one of the following actions:

- For the current payroll period, do one of the following:
  - Process the entries as an additional payroll run.
  - Mark the process for retry.
  - Submit QuickPay calculations to calculate and pay the time worked.
- For the next payroll period, process the entries as retroactive pay.

The application creates element entries for the adjusted entries, which are included as retroactive pay in the next payroll run.
What happens if time is reported beyond a termination date?

Employees can enter time beyond their termination in many time applications, but the Load Time Card Batches process rejects time card entries for:

- Entries for elements beyond the termination date
- Entries for elements that are end-dated
- Entries where the element eligibility criteria no longer applies

To avoid release of information about planned terminations, several applications, such as Oracle Fusion Time and Labor, hide and ignore the future termination date until it’s formally announced. Employees reporting time in Time and Labor can report time entries beyond their termination date, without any indication that they are ineligible for the time entered. Line managers can view and approve these entries. The Load Time Card Batches process rejects the entries beyond the termination date.

Related Topics

- How Terminations Affect Payroll Processing
4 Calculate, Validate, and Balance Payroll

Overview

To support the calculation phase of the payroll cycle, you use a range of reporting and analysis tools to verify the results. You can iteratively process, make corrections, and retry or roll back the process until you have successfully processed all employees. You can handle subgroups or individuals separately as required.

Prepare to Calculate Payroll

The following figure summarizes the preparation tasks, which you perform in the Payroll Calculation work area. They typically include:

- Reviewing retroactive event notifications and, exceptionally, creating a retroactive event manually
- Submitting the Recalculate Payroll for Retroactive Changes process immediately before the payroll run
- Creating an object group if you want to process a subset of employees or elements that you haven’t previously defined as a group
• Submitting the Calculate QuickPay process for one employee, or the Calculate Payroll process for a group of employees

Validate and Balance Payroll

The following figure summarizes the tasks to validate and balance payroll, which you perform in the Payroll Calculation work area:

- If the payroll calculation completes successfully, you can view results and balances. If these are correct, you can run reports and verify the results on the reports.
- If the payroll calculation doesn’t complete successfully, you can view messages to identify which records you must correct.
At each validation stage you can make corrections to employee data. Then choose whether to retry the process, or roll it back for certain employees so you can handle them separately.

Manage Event Notifications and Recalculate Payroll for Retroactive Changes
How Retroactive Pay Is Calculated

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original calculation was run. To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process. This process creates retroactive element entries based on retroactive events. You can view automatically-created retroactive events or create them manually. Only elements that are set up to include a retroactive event group can have retroactive element entries.

Examples of prior period adjustments that could trigger a retroactive event are:

- An employee receives a pay award that is backdated to a previous pay period.
- The payroll department makes a backdated correction for an error that occurred in a previous pay period.

Settings That Affect Retroactive Pay

To enable retroactive processing of an element:

1. On the Manage Event Groups page, review the types of changes that automatically trigger a retroactive notification for the predefined event group, which is called Entry Changes for Retro. You can edit this group or create a new event group for the element, if required.

2. On the Create Element: Additional Details page, select Yes for the following questions:
   - Is this element subject to proration?
   - Is this element subject to retroactive changes?

3. Select the predefined event group or a new group that you have created.
This figure illustrates retroactive setup.

How Retroactive Pay Is Calculated

To process retroactive pay:

1. In the Payroll Calculation work area, review or create retroactive events on the Manage Event Notifications page. You can download results to Excel to view retroactive events in a report format.
2. Submit the Recalculate Payroll for Retroactive Changes process. You can use the Submit a Process or Report task, or the process may run automatically as part of your payroll flow. This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.
3. Run the Calculate Payroll process.

**Note:** Always run the Recalculate Payroll for Retroactive Changes process immediately before you run a payroll. If you run it after the Calculate Payroll process, retroactive adjustments are held over until the next payroll period.

If you do not get a retroactive notification that you expect to get, review:

- The originating transaction causing the event
- Element setup
• Element eligibility for the person
• The retroactive event group entities and attributes that are set up to trigger retroactive events
• The proration event group entities and attributes setup that triggers proration

This figure illustrates retroactive processing for a person getting a pay increase retroactively.

Related Topics
• Create Conversion Formulas for Proration
• Payroll Event Groups
Adding a Retroactive Event Manually

Normally you create retroactive adjustments, such as backdated salary changes, which automatically create retroactive events. This example shows how to create a retroactive event manually. In this example an employee, whose pay rate was supposed to change last pay period, is being terminated. Payroll hasn’t made the change yet, so we need to add the retroactive event manually to generate the correct payslip.

Creating a Payroll Relationship Event

1. Select the Manage Event Notifications task in the Payroll Calculation work area. On the Manage Event Notifications page.
2. Click **Create**.
3. In the Create Payroll Relationship Event window, complete these fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Status</td>
<td>Awaiting Processing</td>
</tr>
<tr>
<td>Payroll Relationship</td>
<td>The person to process</td>
</tr>
<tr>
<td>Process Date</td>
<td>Date when the retroactive change process is run.</td>
</tr>
</tbody>
</table>

> Note: This date indicates when the element change was triggered.

4. Click **Save and Close**.

Creating a Retroactive Event

1. On the Manage Event Notifications page, click the name of the person associated with the event you created.
2. On the Manage Retroactive Events page, click **Create** in the Entry Details section.
3. Select the element you want to reprocess, the date from which to recalculate payroll runs, and a retroactive component.

   The retroactive component is the element from which the change in pay will be paid to the person.

4. Repeat the previous step if you want to recalculate multiple elements for this payroll relationship.
5. Click **Submit**.

Retroactive Notification Report

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original payroll calculation is run. Here are some examples of prior period adjustments:

- An employee receives a pay award that is backdated to a previous pay period.
- The payroll department makes a backdated correction for an error that occurred in a previous pay period.
For example, after evaluating employee performances for the previous calendar year through a three-month review cycle, an employer may backdate the pay awards to 01, January. When such entries are made in April, it triggers retroactive events for employees receiving such pay awards. These employees have already been processed by payroll for the last three months.

A retroactive notification is generated when a retroactive payroll event is generated.

Run the Retroactive Notification Report to view retroactive notifications for events that are awaiting processing, deferred, or both. Run this report before you submit the Recalculate Payroll for Retroactive Changes process.

You can use the report to view the following:

- Unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.
- Event dates that can be used to identify which payroll periods are recalculated by the retroactive process for each employee.
- Payroll relationships that are previously deferred so that you can make some or all of them available for the next retroactive payroll process.

The earliest date across all notifications for a payroll relationship determines the reprocess date. Reprocessing is done across all runs starting from the reprocess date, as payroll calculations are cumulative.

For example, suppose a monthly paid employee has unprocessed retroactive events for 15, June and 20, August. The retroactive process recalculates payroll results for the June, July and August payroll periods. You can use the report to detect payroll relationships that are previously deferred.

Submit the Run Retroactive Notification Report from the Payroll Checklist work area.

**Parameters**

The parameter values determine which records to include in the report. Many parameters are self-explanatory. Submit the same values as you would provide for the retroactive pay processing.

Here’s the list of parameters that have special meaning in the context of this report.

**Process Date**

The process date determines which records to process and is the same date as when the retroactive change process is run.

**Payroll**

Enter the same payroll flow name as the flow you use to run the retroactive process.

**Retroactive Notification Status**

Select a value to determine the type of events to include in the report. The table below lists the values you can select.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred</td>
<td>Includes events for payroll relationships whose retroactive pay processing is deferred.</td>
</tr>
<tr>
<td>Unprocessed</td>
<td>Includes events that are either awaiting processing or processing.</td>
</tr>
<tr>
<td>Both Deferred and Unprocessed</td>
<td>Includes events that are either awaiting processing or processing, or deferred. This is the default value and is a combination of the other two options.</td>
</tr>
</tbody>
</table>
Person

Enter a value to limit your report to a specific employee.

Process Configuration Group

Select the process configuration group, if you have defined one. Use a process configuration group to provide sets of processing parameters, primarily related to logging and performance. If you don’t select a process configuration group; the parameters in the default group for the selected payroll is used.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Use a payroll relationship groups to limit the persons processed for payroll, data entry, and reporting.

Note: Use the Manage Object Groups task to define any of the groups mentioned above before you can select it here.

Report Results

The PDF output of the report has the following sections.

Parameters Section

The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Notification Status, Retroactive Process Date, Person Name, Payroll Relationship Number, Entity, Batch Name, Attribute, Update Type, Assignment Number, Element Name, Change Effective Date, Actual Change Date and Changed By.

Notification Status Summary

This section shows the total payroll relationships and total events by each type of retroactive notification status. Each payroll relationship may have multiple payroll retroactive events such as assignment updates, element entry updates, and so on. The counts reflect the number of such events that require payroll to be recalculated from a different process date.

Retroactive Process Date Summary

This section shows the different reprocessing dates for the employees and payroll relationships, and the total count of workers and events for each reprocess date. This section gives a quick snapshot of how far back the retroactive reprocessing begins and for how many workers. These totals are also broken down for each retroactive notification status.

Event Type Summary

This section shows the details of the type and number of events that cause recalculation of payroll for a particular reprocess date. You can view the number of payroll relationships and employees, and events by entity and attribute for a particular reprocess date.

Event Details by Retroactive Process Date

The detail section shows the different workers and their event details for the same type of event, reprocess date and notification status, as given below:

- If the entity is related to elements, the element name is shown as part of the event details. The batch used to make the change, if any, is displayed in the header.
- If the event is related to assignment, the assignment number is shown.
• The old value is shown for Update, Delete and Correction events while the new value is shown for Update, Insert and Correction events.

Event Details for a Person

This section sorts by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event. This section lists all the events under each worker and its process date.

• The assignment number is shown only for those events that are specific to an assignment.
• The person number and payroll relationship number are shown along with the person name, in the header.
• Batch name, if available, and the element name is shown only when the event is related to an element. For all events based on attribute, both the old and new values are shown.

Related Topics
• Payroll Event Groups

Calculate Retroactive Pay for a Single Employee

Use the Run Quick Retroactive Pay for Single Worker task to calculate retroactive pay for a single employee for prior period adjustments. For example, an employee receives a salary hike that’s backdated to a previous pay period. You can add this task to an existing flow or a new flow and run the retroactive pay.

Before you run the retroactive pay, complete these tasks.

• Verify that the retroactive element entries are added to the employee for the period for which the retroactive pay is processed.
• Enable proration and retroactive changes for the element you want to reprocess for the employee.
• Set up a retroactive event group for retroactive proration and retroactive calculation and associate the employee with the group.

Here are the steps required to Run Quick Retroactive Pay for the employee.

1. Navigate to the Payroll Checklist work area.
2. Select the Manage Payroll Flow Patterns task.
3. Click Create in the Search Results section.
4. On the Basic Information page, leave the Legislative Data Group (LDG) field blank, if this flow should be visible to all LDGs.
5. Click Continue.
6. On the Create Payroll Flow Pattern: Basic Information page, enter these values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Pattern</td>
<td>Recalculate Payroll for Retroactive Changes for Single Employee</td>
</tr>
<tr>
<td>LDG Required</td>
<td>Yes</td>
</tr>
<tr>
<td>Description</td>
<td>Run Quick Retroactive Pay for Single Worker</td>
</tr>
<tr>
<td>Flow Status</td>
<td>Active</td>
</tr>
<tr>
<td>Activities to Include</td>
<td>Calculate</td>
</tr>
</tbody>
</table>
### Selected Tasks

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Tasks</td>
<td>Recalculate Payroll for Retroactive Changes for Single Employee</td>
</tr>
</tbody>
</table>

7. Click **Next** twice.
8. On Create Payroll Flow Pattern: Parameters page, click **Select and Add**, and add the task parameters. You must select values for the mandatory Payroll, Payroll Relationship, and Process Date fields.
9. Click **Next** twice.
10. Click **Submit**.

---

## Manage Object Groups

### Overview of Object Groups

Object groups are sets of elements, persons, or deduction cards. Use **object groups** to define subsets of objects for processing or reporting. You can manage object groups from the Payroll Calculation work area.

You can define one of these object groups.

- Element
- Payroll Relationship
- Work Relationship

### Element Groups

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

This table explains the usages for an element group.

<table>
<thead>
<tr>
<th>Element Group</th>
<th>What It Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run group</td>
<td>Specifies the elements to be processed in a payroll run.</td>
</tr>
<tr>
<td>Distribution group</td>
<td>Defines the elements on which the cost results are distributed</td>
</tr>
<tr>
<td>Configuration group</td>
<td>Restricts the elements that can be updated on the Element Entries page.</td>
</tr>
</tbody>
</table>

All element groups are static. You can select element classification to include in or exclude from the group. You can also select specific elements to include in or exclude from the group.

### Payroll Relationship Groups

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

Defining a payroll relationship group is a two-step process.

1. Specify a payroll definition. Every group is limited to the payroll relationships assigned to a single payroll that you select.
2. Optionally, define the group to be either static or dynamic.
   
a. To define a static group, select the payroll relationships and assignments to include in or exclude from the group.

b. To define a dynamic group, 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
You can use Work relationship groups to 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 to be either static or dynamic.

- In a static group, select the work relationships and assignments to include in or exclude from the group.
- In a dynamic group, 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
- Example of Writing a Fast Formula Using Expression Editor

Calculate Payroll
Payroll Person Search
Use the Payroll Person Search in the Payroll Calculation work area to perform a payroll person search and perform any or all of the available payroll actions for an employee. For example, you can process QuickPay for the person or view previously processed payroll results.

You can process prepayments, auto transition to the Statement of Earnings page, and roll back multiple processes with a single click. Use a single click to run post processing tasks such as payroll archive, statement of earnings, check writer, and so on.

You can search for an employee or a group of employees using the single search field and the Effective As-of Date. The Effective As-of Date defaults the payroll period information. Change the date to view the details for a different payroll period.

Use the Show Filters button to view the following additional fields that you can use to search for a person:

- Person Name
- Person Number
- Legislative Data Group
- National Identifier
- Relationship Number

Use the ‘Saved Searches’ functionality to save a search you have performed and reuse the saved search the next time you search for an employee.
Search Results

The search results page offers two views, the table view or the list view. Depending on your preference, you can toggle between the two views. When you come back to the person search, your previously selected view displays as the default view.

You can now search for a person and take an action. Previously, you had to select an action and then search for the person.

Actions Menu

After you search for an employee or group of employees, take multiple actions against them without the need to search again. Use the Actions button at the end of each row on the Payroll Person Search Results page to perform any of the following:

- Adjust Individual Balances
- Calculate QuickPay
- Manage Calculation Entries
- Manage Element Entries
- Manage Payroll Relationships
- Manage Calculation Cards
- Manage Personal Payment Methods
- Manage Costing for a Person
- Process Results

Tasks that you cannot perform for an employee are not available for you to select within the actions menu. For example, if you select the Calculate QuickPay task for an employee for whom this task is disabled, the Calculate QuickPay action is grayed out in the Actions menu for this employee and you cannot select it.

You cannot perform an action for an employee if the employee:

- Does not have a payroll assigned
- Does not have an active payroll
- The payroll assigned to the employee does not have any open payroll periods
- Does not have an assigned payroll relationship
- Does not have a tax card assigned

Once you complete a task, for instance a QuickPay, you can return to the person search page and take any other action against the employee or any other employee listed on the page.

- Use the Calculate QuickPay page to process prepayments and rollback multiple processes with a single click. Use the Single Submit button to run post processing such as Archive, Statement of Earnings, Check writer and so on.
- Use the Statement of Earnings page to view details of the Earnings, Employee Taxes, Voluntary Deductions and Net Pay totals. Click on each number to see the breakdown and what components contribute the total. Use the Show More button to view more details of each balance group and which elements contributed to the results of each group.
- Use the View Person Process Results page to view payroll processes in order of processing, for each person. The summary section contains summary level information on the data that has been processed or is being processed for the selected process. Use the Actions menu at the end of each row to view details of the process or roll back the process.
- Use the QuickPay Summary page to view all earnings and deduction information for an employee. The summary page has the standard entries, absence entries, time entries, involuntary deductions summary and statutory deductions summary region. Drill down to each row or component in a region to view additional details.
• Use the Flow Search Results page to view the results of a flow. Information contained within this region includes, errors messages, number of records processed, processing time, records still to be processed and so on. Drill down to the details of each processed person and view the task details and parameters used for submission.

How Payroll Run Results are Calculated

The calculation of payroll run results begins with identifying the payroll relationships and element entries to process. A series of gross-to-net calculations based on legislative requirements create run results and balances. You can verify these results by viewing the statement of earnings and payroll reports. If you implement costing, the process also calculates the cost distributions.

Parameters That Affect Processing

The following table lists flow submission parameters determine, which determine the records that the Calculate Payroll task processes.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Required</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow Name, Payroll Name, Payroll Period, Run Type</td>
<td>Yes</td>
<td>Determine which payroll relationships and element entries to process, and the time period dates to use for the calculations</td>
</tr>
<tr>
<td>Element Group, Payroll Relationship Group</td>
<td>No</td>
<td>Restrict the people and elements processed by the flow</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>No</td>
<td>Determine performance parameters, such as logging and chunk size</td>
</tr>
</tbody>
</table>

How Results Are Calculated

Before submitting the Calculate Payroll flow, you submit the Recalculate Payroll for Retroactive Changes flow to process separately elements enabled for retroactive pay. Payroll calculation and recalculation occurs at the payroll relationship level and involves the actions shown in the following figure and explained in the steps below.
The main steps of the payroll run processing are as follows:

1. The calculation process:
   - Identifies the payroll relationships to process
   - Evaluates the assignment status of each identified payroll relationship to determine whether to include the assignment.

2. The process creates the following actions:
   - Payroll action representing the payroll run
   - Payroll relationship action for each relationship processed, with child actions for each run type used in the run.

3. The calculation process loads the element entries for a payroll relationship action into memory, taking account of:
   - Processing priority of the element and the subpriority of the element entry, if specified, to determine the processing sequence.
   - Processing type and rules. The process calculates:
     - Any unprocessed nonrecurring entries
     - Recurring entries, in accordance with frequency rules and skip rule formulas associated with the element.

4. If the element is associated with a calculation component, the process references information held on the calculation card, including:
   - Calculation factors that indicate the correct values
   - Calculation type to use in the calculation based on formula contexts
   - Calculation value definition to use and any overriding values

5. The process uses a proration formula to calculate elements enabled for proration if the value of the element entry changed within the payroll period.

6. The process identifies the payroll formula to run and how to handle the results:
   - The status processing rule associated with the element determines which formula the process uses to calculate the element entry, based on the assignment status.
   - Formula result rules determine how to use the results generated by the formula, for example as a message or as a direct or indirect result. Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

The formula for some payroll calculations involves multiple steps, calling other formulas. For example, the iterative formulas for calculating gross-up earnings include multiple steps, and the formula for calculating a deduction might have a prerequisite step to calculate the exemption amount.

7. The calculation process ends with one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current exchange rate and rounds the monetary result based on the formula rules.

8. For each run result, the process determines which balances the result to feed with the run result values. The process then writes and updates the balances to the database.

9. If you implemented costing, the process calculates the cost and offset entries for your run results.
Example

The following figure shows the results for a regular run. It shows calculation at the payroll relationship level of entries at the assignment, and payroll relationship level, including:

- Pension, tax, and court order entries processed at the payroll relationship level for the regular run
- The salary element processed and paid with other earnings
- The bonus element processed separately, and paid with other earnings

Related Topics

- How Payroll Cost Results are Calculated
How Element Processing Sequence is 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.

Override Default Processing Priority

Most classifications also have a priority range. To set the priority, 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 sub priority number for element entries.

How Net-to-Gross Earnings are Calculated

When you create an earnings element, you can indicate that it pays a specified net amount. Use this feature, if you need to pay a person:

- Guaranteed take-home pay (net) per payroll period
- Bonus of a specified net amount

To create an earnings element, use the Manage Elements task in the Payroll Calculation work area.

You can create a net-to-gross (gross-up) element for any recurring or nonrecurring earnings element using these primary classifications:

- Standard Earnings
- Supplemental Earnings
- Taxable Benefits (Imputed Earnings)

Settings That Affect Net-to-Gross Processing

Define the deductions that are used to calculate the gross amount from the specified net amount.

You must create the element as a gross-up element by answering Yes to the Use this element to calculate a gross amount from a specified net amount? prompt in the element template.

In each element entry, specify the limits of the gross-up processing as follows:

- In the Net value, enter the value you want the employee to receive.
- In the To Within value, enter the allowed difference between the desired amount and the actual amount. This limit can’t be 0.

Note: If these values are the same across most entries, you can enter a default value on the element eligibility record.
How Formulas Calculate the Gross Amount

The formulas for net-to-gross processing perform these actions:

1. The predefined GLB_EARN_GROSSUP iterative formula takes as input the desired net amount (Net input value) and the amount by which net can differ from the desired amount (To Within input value).
2. In the first run, the formula performs these actions:
   a. Sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount.
   b. Runs a function to provide the first guess of the gross.
   c. Returns three values to the element’s input values: low gross, high gross, and additional amount.
3. The element’s payroll formula runs. The formula adds the additional amount to the desired amount to create the gross amount and returns this value to the element’s pay value for the payroll run to process.
4. In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for gross-up for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in the To Within field.
   a. If the additional amount equals the balance total, the iterative processing ends.
   b. If the additional amount is higher or lower than the balance total by an acceptable margin, the processing ends. The formula returns the remainder (additional amount minus balance) to the element’s Remainder input value.
   c. Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

Related Topics

- Element Eligibility
- Overview of Using Formula Components
- Element Input Values
- Create a Net-to-Gross Earnings Element

Restrict Payroll Processing

Select rules to control which payroll relationships and which elements to process in a payroll run. For example, a skip rule or frequency rule. Specify flow parameters when you submit the calculation process to restrict the payroll relationships and further restrict the elements that the run processes. For example, Calculate Payroll or Calculate Gross Earnings.

Restrict the Elements Processing Based on Rules

When you create an element, specify eligibility rules that control who’s eligible to receive an element. You can also create skip and frequency rules that control which recurring elements the payroll run processes.

<table>
<thead>
<tr>
<th>Rules</th>
<th>Use To</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skip</td>
<td>Determines whether to include or exclude the element entry for the person using rules in a formula</td>
<td>A once-each-period rule stops recurring element entries from processing more than once in a payroll period.</td>
</tr>
</tbody>
</table>
Restrict the Records to Process Based on Flow Parameters

Specify flow submission parameters to restrict the number of records for the calculation process.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Use To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Relationship Group</td>
<td>Restricts processing to the payroll relationships within the group, which you can define using static or dynamic rules, based on payroll relationship or assignment information.</td>
</tr>
<tr>
<td>Element Group</td>
<td>Restricts processing to the elements in the group, which you can define by selecting element classifications and including or excluding specific elements.</td>
</tr>
<tr>
<td>Run Types</td>
<td>Determines which payroll calculations to perform and how to pay the results. The application processes an element in all the run types, unless you set up the element:</td>
</tr>
<tr>
<td></td>
<td>• To process separately</td>
</tr>
<tr>
<td></td>
<td>• As a trigger for a run type, in which case it's automatically excluded from the other run types</td>
</tr>
</tbody>
</table>

This table shows the flow submission parameters for the calculation process including dates that control which records to process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Required?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date</td>
<td>No</td>
<td>Usually the payroll run date of your payroll definition.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>Yes</td>
<td>Used to derive other dates for processing.</td>
</tr>
<tr>
<td>Date Earned</td>
<td>Yes</td>
<td>Identifies the element entries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To include in the payroll run</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• That belong to a proration group and ended within the payroll period</td>
</tr>
</tbody>
</table>

Related Topics

• Options to Determine an Element’s Latest Entry Date
Marking for Retry, Retrying, and Rolling Back Payroll Results

You correct payroll results when they contain errors due to missing or inaccurate information, or when you must reprocess them due to receiving late information. Available corrective actions depend on the type of task, its status, if subsequent tasks locked the results of the task, and the cause of any errors.

Before processing the correction in the Payroll Checklist or from the payroll flow page in a payroll work area:

- Determine the status of the task
- Decide which corrective action to use
- Decide which corrective method to use

Determining the Status of the Task

Status icons in the checklist or payroll flow, and the View Person Process Results page show the status of tasks and records. The status determines the actions you can take. For example, suppose the last task in a flow is complete, but you receive information that requires updating a person’s element entry, you would update the status to incomplete, and then select Retry or Roll Back from the Actions menu.

Deciding Which Corrective Action to Use

Some tasks that involve the transfer of information to other applications don’t support roll back or retry, such as the Create Final Accounting task, but most task do support these actions.

The following table describes when to use the corrective actions.

<table>
<thead>
<tr>
<th>Action</th>
<th>When to Use</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Back</td>
<td>Delete all the records processed by the task</td>
<td>While reviewing run results, you discover an error in a person’s record that requires additional research. You do the following steps:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Roll back the person’s record to remove it from the payroll run.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Correct the error.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Submit a QuickPay flow to calculate the payroll for the person.</td>
</tr>
<tr>
<td>Mark for Retry</td>
<td>Indicate which records require reprocessing</td>
<td>While reviewing run results, you receive late information that requires updating a person’s element entry. You do the following steps:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Mark the record for retry.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Update the element entry data.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Retry the task to reprocess the record.</td>
</tr>
<tr>
<td>Retry</td>
<td>Resubmit records marked for retry or in error</td>
<td>You didn’t update a formula for an earnings element before calculating the payroll. You do the following steps:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Correct the formula and recompile it.</td>
</tr>
</tbody>
</table>
## Deciding Which Corrective Method to Use

You can process the entire task or individual records by using one of the methods described on the following table.

<table>
<thead>
<tr>
<th>Method</th>
<th>Location</th>
<th>Scope</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions menu</td>
<td>Payroll Checklist or Processes and Reports tab of the payroll flow</td>
<td>Entire task or individual records</td>
<td>The action retains the context of the original process so that you don’t need to enter any parameters to run it.</td>
</tr>
<tr>
<td>Submit a Report or Process task</td>
<td>Payroll Checklist or Payroll Calculation work areas</td>
<td>Entire task or only the records included in the payroll relationship group</td>
<td>You must enter submission parameters to identify the payroll process and its records.</td>
</tr>
</tbody>
</table>

## Other Corrective Actions

Some corrections require specific processes or flows to address different problems. For example, you might submit:

- Reverse Payroll Calculation task to maintain an audit trail by creating negative calculation results that offset the original results
- QuickPay flow to pay a new hire not included in time for processing in the payroll run

### Related Topics

- Status of Flow Tasks
- Complete, Skip, or Correct Flows
- Corrective Actions for Payments
- What’s the difference between rolling back and reversing a payment action

## How to Troubleshoot Missing Elements in Payroll Run Results

If you review the Payroll Activity report and determine that the payroll run results don’t include run results for an element a person should receive, you can take several steps to investigate the reason for the missing element entry.

### Troubleshooting Tips

Confirm from the Statement of Earnings section of the Person Process Results page or the Element Results Register whether the payroll calculation included the element. If you don’t find it, you can take the following actions.

1. Review the submission parameter on the Payroll Flow page to check whether they include a payroll relationship group or element group.
   
   If so, query these groups on the Manage Object Groups page to confirm that the payroll relationship group includes the person, and that the element group includes the element.
2. Review the element entries on the Manage Element Entries

If the element isn’t listed there, review the element eligibility on the Manage Elements page to ensure the person is entitled to receive the element. For involuntary and statutory deductions, you might review the calculation card to ensure the details are up-to-date.

3. If you recently hired, terminated, or transferred the person to a new payroll, query the person on the Manage Payroll Relationships page.

Review the person’s assigned payrolls and element duration dates to ensure that the element entry falls within the duration dates.

4. Confirm that the run type on the Manage Run Types page for the payroll run includes the element

### Making Balance Adjustments for Incorrect State Tax Jurisdiction

**Video**

![Watch: This tutorial will demonstrate to you how to make balance adjustments. It will show a new employee that the wrong state was entered upon hiring, so they need to move the state balances from one state to another.](image)

**Worked Example**

Calculating the state tax when incorrect jurisdiction is selected for an employee. A balance adjustment when processed by the payment processing, defaults based on the corrected jurisdiction selected.

You create a person record and a work relationship in Oracle Human Capital Management Cloud when you hire an employee. In this example, an employee, Patricia Smith, is employed at California, but, the system has mistakenly set her work place to Illinois. This results in incorrect state tax being processed for Patricia. Correct the work place in Patricia’s record from Illinois to California. Run the balance adjustment process to ensure correct state income tax is reflected accurately.

The employment detail of the employee Patricia Williams is as below;

<table>
<thead>
<tr>
<th>Person</th>
<th>Current jurisdiction</th>
<th>Correct jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Smith</td>
<td>Illinois</td>
<td>California</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Correction Action</th>
<th>Correction Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the correction action being done?</td>
<td>Global Payroll</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who is the initiating the correction?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human resource (HR) specialist</td>
</tr>
</tbody>
</table>
The correction action triggers the following:

1. The Human Resource specialist for the US legal employer corrects the record after obtaining access to Patricia’s information.
2. The Human Resource specialist automatically corrects Patricia’s work relationship from Illinois to California.
3. A notification is sent to the Payroll Administrator to process payroll according to the correction.

Perform the following tasks to create Patricia’s record for the scenario:

1. Select the Payroll Calculations icon.
2. Select the Tasks side panel tab
3. Select the Adjust Individual Balances link.
4. In the Name field, enter Smith, Patricia.
5. In the Search Results, click Smith, Patricia.
6. Click the Element Name drop-down list box and select Residence State Income Tax.
7. Click the State drop-down list box and select IL.
8. In the Gross field, enter -2600.
9. In the Subject Withhold, and enter -2600.
10. In the Reduced Subject Withhold able field, enter -2600.
11. In the Tax Calculated field, enter -145.37.
12. Click Submit.
13. Click OK.

Perform the following tasks to create Patricia’s record for the balance adjustment:

1. In the Search Results, select Smith, Patricia.
2. Click the Element Name drop-down list box and select Residence State Income Tax.
3. Click the State drop-down list box and select CA.
4. In the Gross field, enter 2600.
5. In the Subject Withhold field, enter 2600.
6. In the Reduced Subject Withhold field, enter 2600.
7. In the field, enter 145.37.
8. Click Submit.
9. Click OK.

Perform the following tasks to view/verify the balance adjustment:

1. Select the Tasks side panel tab.
2. Select the View Person Process Results link
3. Click the Basic search button.
4. In the Name field, enter Smith, Patricia.
5. Click the Balance Group drop-down list box and select State Income Tax.
6. Click Search.
7. The adjusted balance can be verified.
How QuickPay Is Processed

Use the Calculate QuickPay task to submit a flow that calculates the run results for a person without waiting for the standard payroll run.

For example, use it to:

- Process new-hire or termination payments
- Pay people whose records you removed from the standard run for further processing
- Perform special payments
- Resolve localized problems with a payroll run that requires reprocessing

Select the Calculate QuickPay task to display the Person page. Based on the person selected and effective date used for the search, the QuickPay process displays a single page and checklist. It populates parameters, such as the person’s payroll, date earned, and flow name. You can override these parameters.

The checklist is based on the predefined QuickPay flow pattern that includes tasks for calculating payroll run results and prepayments, and processing an external payment. You can replace the default QuickPay pattern with a user-defined QuickPay flow pattern by adding your flow pattern to a user-defined table.

Process a QuickPay action using one of the methods listed here.

<table>
<thead>
<tr>
<th>Method to Use</th>
<th>Work Area</th>
<th>When to Use</th>
</tr>
</thead>
</table>
| Calculate QuickPay task | Payroll Calculation | • Process all QuickPay actions from one page using a checklist
• Automatically populate parameters based on the effective date.
• Process one or more QuickPay flows |
| Calculate QuickPay task on the Actions menu of the Manage Person Details search page | Payroll Calculation | Start a QuickPay process immediately after updating a person’s element entries |
| Submit a Payroll Flow task for the QuickPay flow pattern | Payroll Checklist | Schedule a QuickPay flow |

Settings That Affect Processing

The parameters and settings you specify for the tasks in the QuickPay flow determine which records to retrieve and process. The QuickPay process calculates the element entries for all the assignments associated with the payroll relationship, based on the run type and settings specified.

Typical examples of settings that you might change to address different processing requirements are given here.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Task</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation parameters</td>
<td>Calculate QuickPay</td>
<td>You submit an off-cycle QuickPay process. You override the Date Paid parameter, specifying the same date as the Process Date.</td>
</tr>
</tbody>
</table>
### QuickPay Processing

This figure shows the sequence of tasks in a QuickPay flow:

1. **Calculate payroll run results for the person, based on the settings you provide.**
2. **Verify run results on the View Person Process Results page and mark the process completed.**
3. **Calculate payment distribution using the Calculate QuickPay Prepayments task.**
   - The calculation uses the default payment method and payment source, unless you select to override these settings in the Prepayments section.
4. **Verify prepayment results in the Prepayment Results section of the View Person Process Results page and mark the process completed.**
5. **Issue an external or internal payment:**
   - Issue an external payment by selecting **Make Payment** from the Action menu. Verify the payment results and mark the task completed.

   The Make External Payment task marks the record as paid so that it isn’t included in the normal payment process.

---

<table>
<thead>
<tr>
<th>Settings</th>
<th>Task</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation settings</td>
<td>Calculate QuickPay</td>
<td>You exclude the element entry for a voluntary deduction for a QuickPay flow that issues a bonus payment.</td>
</tr>
<tr>
<td>Payment settings</td>
<td>Calculate QuickPay Prepayments</td>
<td>You override the default payment setting to issue a check instead of an electronic funds transfer.</td>
</tr>
</tbody>
</table>
Skip the Make External Payments task and issue an internal payment. Select the Skip Flow action for the Make External Payment task to skip the rest of the tasks in the flow and mark the flow as complete. When you're ready, run the payment process, which processes the unpaid payments from this QuickPay and any others that match the parameters you provided when you submit the process.

For example, archive the payroll run and prepayment results, and then Make EFT Payments from the Payroll Checklist or Payment Distribution work areas.

6. Verify the payment results and mark the task as complete.

When to Run QuickPay: Examples

These examples illustrate scenarios where you might want to run a QuickPay flow using the Calculate QuickPay task in the Payroll Calculation work area.

Pay Separate Check for Employee Bonus

An employee receives a special incentive bonus, which you pay separately from the regular pay. The employee doesn't want any voluntary deductions taken from the bonus pay, such as charitable donations or retirement fund contributions. Using the Manage Element Entries task, you add the bonus to the employee’s element entries. You select Calculate QuickPay from the Actions menu, and specify the following settings:

- In the Details section, select **Supplemental** as the Run Type.
- In the Element Entries section, deselect element entries for all voluntary deductions.

Pay New Hire After Payroll Cutoff Date

A new hire joins the company on the 25th of the month, but the new hire process doesn’t complete until the 28th. By that time, you have processed the monthly payroll and issued payments. To avoid delaying the person’s pay until the next month, you use the Calculate QuickPay task to submit a QuickPay calculation, and make an external payment. Normal processing of the employee’s pay resumes with the next payroll cycle.

Pay Terminated Employee

HR terminates an employee in the middle of a payroll period. HR requests that you process and pay the person immediately. You update the employee’s payroll information. You use the Calculate QuickPay task to submit a QuickPay calculation, and make an external payment for the employee’s final pay.

Verify Bonus Payment Amounts Before Running the Main Payroll

Before processing bonus payments in the next payroll run, you want to verify the run results. You might submit a QuickPay process for a few employees and review the results, then roll back the QuickPay calculation.

1. Use the Calculate QuickPay task in the Payroll Calculation work area to submit the QuickPay process.
2. When the QuickPay calculation completes, verify the results to confirm that the bonus amount and deductions are calculated correctly. Don’t click **Mark as Complete**.
3. Select the verification task in the checklist. Select **Roll Back** from the Action menu.
4. Select the Calculate QuickPay task in the checklist. Select **Roll Back** from the Action menu.
5. Submit the regular payroll to recalculate this person’s run results and to generate payments.

This scenario also applies if you change an employee’s payroll information, such as adding a new deduction or updating the tax code, and want to validate the change before the next payroll run.
QuickPay Flows

How to Run QuickPay Flows

You can access and process your QuickPay from the payroll flow or the Calculate QuickPay page. The Calculate QuickPay page streamlines access to some tasks, such as interacting with another flow. This topic explains how you can work with the flow from the Calculate QuickPay page.

Process Multiple QuickPay Flows and Interact with Other Flows

Here’s how you can process a QuickPay for consecutive payroll periods and how to connect a QuickPay process to another flow.

<table>
<thead>
<tr>
<th>Task</th>
<th>Action to Do</th>
</tr>
</thead>
</table>
| Run QuickPay flows for consecutive payroll periods | 1. Use the Calculate QuickPay task and start a QuickPay flow.  
2. Select **Next** from the Action menu to go to the next payroll period.  
3. Complete the QuickPay flow.  
4. Select **Next** from the Action menu to go to the next payroll period.  
5. Complete the QuickPay flow. |

<table>
<thead>
<tr>
<th>Task</th>
<th>Action to Do</th>
</tr>
</thead>
</table>
| Interact with another flow | 1. While working with a QuickPay flow, select **Flow Interaction** from the Action menu.  
2. In the Flow Interactions dialog box, add a row.  
3. Select the last task you will complete.  
4. Select the destination flow.  
5. Select the task in the destination flow that will continue processing the QuickPay results.  
6. Select the **Use to Calculate Results** check box.  
7. Click Ok. |

Tips to Process QuickPay

Here’s how you can perform common tasks when working with your QuickPay flow.

<table>
<thead>
<tr>
<th>Task</th>
<th>Action to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quit the QuickPay flow and save it</td>
<td>Click the <strong>Done</strong> or <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Action to Do</th>
</tr>
</thead>
</table>
| Resume work on a QuickPay flow using the checklist | You can’t resume work on the QuickPay flow using the Calculate QuickPay task. Follow these steps to resume work on the QuickPay flow:  
1. Go to the Payroll Checklist work area.  
2. On the Overview page, search for and open the QuickPay flow. |
Submit a QuickPay Flow to Correct a Payroll Calculation Error

This example demonstrates how to submit a QuickPay flow for an employee to correct a calculation error that occurs in the main payroll run.

In this scenario, you complete the payroll calculation but not the prepayments calculation for the weekly payroll run. HR informs you that an employee took unpaid leave earlier in the month. You roll back the employee’s payroll calculation to remove the person from the payroll run, and continue processing the weekly payroll and issue the payments. When you receive details about the leave from HR, you update the employee’s records. You submit a QuickPay process to calculate the payroll run and prepayments for the employee, and to process an external payment.

Before you start, these are key decisions for this example.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a regular or supplemental run?</td>
<td>Regular</td>
</tr>
<tr>
<td>Should you exclude any elements from the payroll calculation?</td>
<td>No</td>
</tr>
<tr>
<td>Do you process the QuickPay results in the main payroll run?</td>
<td>No</td>
</tr>
</tbody>
</table>

Here’s the list of tasks to submit a QuickPay flow for an employee to correct a calculation error in the main payroll run:

- Roll back the employee’s payroll run results.
- Submit a QuickPay process.
- Calculate and verify payroll run results.
- Calculate and verify prepayments.
- Make an external payment and verify the payment results.

Roll Back and Correct Data

1. Before calculating payments for the main payroll run, roll back the employee’s run results.
2. Complete the weekly payroll run.
3. Make the necessary corrections in the person’s payroll or HR data.

Submit the QuickPay Flow
1. Select the **Calculate QuickPay** task in the Payroll Calculation work area.
2. On the Person page, search for and select the employee.
3. On the Calculate QuickPay page, optionally, override the payroll flow name with a more meaningful one. Verify the remaining information in the Details section.
   The Element Entries section refreshes to display all element entries that the QuickPay flow processes. Ensure that the process includes all element entries.
4. Click **Submit Process**.
5. Click **Refresh** until the Calculate QuickPay task is complete.
6. Click the Verify Payroll Results task in the checklist.
7. On the View Person Process Results page, click the person’s name in the Search Results.
8. In the Statement of Earnings section, verify the information in each of the Quick Reference Summary tabs.
9. Click **Done** to return to the QuickPay process.
10. Click **Mark as Complete**.

Calculate and Verify Prepayments
1. Click the Calculate QuickPay Prepayments task in the checklist.
2. In the Prepayments section, optionally, select an organization payment method and payment source.
3. Click **Submit Process**.
4. Click **Refresh** until the Calculate QuickPay Prepayments task completes.
5. Click the View Prepayments Results task in the checklist.
6. On the View Person Process Results page, click the person’s name in the Search Results.
7. Verify the prepayment results, including the payee, payment method, payment source, and payment amount.
8. Click **Done** to return to the QuickPay process.
9. Click **Mark as Complete**.

Make External Payment and Verify Payment Results
1. Click the Make External Payment task from the checklist.
2. In the External Payments section, select the payment and then select **Make Payment** from the Action menu.
3. Enter a check number and the reason you are generating the check externally. Click **OK**.
   The application marks the payment as Paid. This status prevents a payment process that would normally pick up this payment from processing it again.
4. Click **Mark as Complete**.
5. Click the Verify Payment task in the checklist.
6. On the View Person Process Results page, click the person’s name in the Search Results.
7. Verify the payment results. Click **Done** to return to the checklist.
   The payment results shown here should match the prepayment results you verified earlier.
8. Click **Mark as Complete**.

Examples of Using Flow Interaction for QuickPay Flows
Let’s look at some examples to understand how to specify flow interaction when you process a QuickPay after calculating QuickPay run results or prepayments.
Merge Flows after Calculating QuickPay

Scenario: While verifying payroll run results in your weekly payroll flow, you discover an error in the pay amount for an employee. You remove the person’s record from the payroll run, so that you can continue processing the payroll. You investigate the problem and update the person’s element entries on the Manage Person Details page. You select the Calculate QuickPay task from the Actions menu. You want to calculate the QuickPay and verify the results, and then process the combined QuickPay and payroll run for the Calculate Prepayments task.

On the Calculate QuickPay page, complete these steps to create the flow interaction.

1. Select Flow Interaction from the Action menu, and specify these details.

<table>
<thead>
<tr>
<th>From Flow</th>
<th>From Task</th>
<th>To Flow</th>
<th>To Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current QuickPay flow</td>
<td>View Payroll Results</td>
<td>Weekly Payroll Flow</td>
<td>Calculate Prepayments</td>
</tr>
</tbody>
</table>

2. Select the **Use to Calculate Results** option so that the weekly payroll flow includes the results of the QuickPay process.

The QuickPay flow ends and merges with the Calculate Prepayments task in the weekly payroll flow.

Merge Flows after Calculating Prepayments

Scenario: Verify the results of your prepayments task for your biweekly payroll flow when you receive notification to process the pay for a new hire. You want to generate an EFT payment for the new hire rather than issue an external payment. In your enterprise, you archive payroll results before generating payments. Use the Calculate QuickPay task to start the QuickPay process, and interact with the biweekly payroll flow, as shown in the following table. Select the **Use to Calculate Results** option so that the biweekly payroll flow includes the results of the QuickPay process.

<table>
<thead>
<tr>
<th>From Flow</th>
<th>From Task</th>
<th>To Flow</th>
<th>To Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current QuickPay flow</td>
<td>View Prepayment Results</td>
<td>Biweekly payroll flow</td>
<td>Archive Periodic Payroll Results</td>
</tr>
</tbody>
</table>

After marking the Verify QuickPay Results task in the QuickPay process complete, the QuickPay flow ends. The Archive Period Payroll Results task includes the results of the QuickPay process.

QuickPay Run Results

QuickPay Summary

You can now process QuickPay and view the earning and deduction information for an employee on the QuickPay Summary page.

To generate the QuickPay Summary page:

- Use the Calculate QuickPay task from the Payroll Calculation work area. You are taken to the Payroll Person Search page, from where you can search for a person or multiple persons and process the QuickPay using the Actions menu.
• Use the Payroll Person Search feature from the Payroll Calculation work area, search for a person or multiple persons and process the QuickPay using the Actions menu.

  There are two QuickPay options:
  ◦ The QuickPay Payments option to run the QuickPay and Payments process at the same time.
  ◦ The Simplified QuickPay option to run the standalone QuickPay process.

The summary page displays information from the calculation cards and the element entries. The Effective As-of Date you enter on the Payroll Person Search page determines the payroll period information for the QuickPay calculations.

The regions of the summary page displays information across the entire payroll period for the date you enter in the search. When creating new entries or making updates within a region you must specify an ‘Effective Date’ for the transaction to ensure that the correct start and end dates are populated.

The Summary Page has the following regions:

  • Standard Entries
  • Absence Entries
  • Time Card Entries

From the above three regions, you can:

  • View details of element entries, absence entries, and time card entries
  • Click on an element name to view additional details of entry values and costing
  • You can create, end date, or update details contained on the page
  • Use the ‘Add Element’ button to create multiple elements at a time
  • Drill down on the absence date and view all entries for the absence in a separate page
  • Expand a time card row to view the property and costing details for the time record

View the Standalone QuickPay Summary page

Use the filter on the standalone summary page to change the view of the data based on the dates you select.

The filter and displayed dates are available at the top right of the page and controls all the regions within the summary page. If you select a date range within the filter all the regions on the page uses this date range. For instance, you can’t show a different date range of data for standard entries and absence entries.

QuickPay Standard Entries Summary

You can view the Standard Entries Summary page from the QuickPay Summary page. The Standard Entries page displays the standard entries that are assigned to an employee.

The page has a summary region from where you can drill down to the details section.

Summary Region

The summary region displays all the summarized entry values applicable to an element across the entire payroll period for the date you enter in the search. The region displays a maximum of five elements and you can use the Show More button to view additional entries.
To see additional information pertaining to an entry value and costing, click on the element name and this displays additional information within a detail region. The element name is read-only as this is the link to the detail page.

- You can edit the values on the summary region and update, correct, end date or delete costing information using the Actions menu.
- Use the Include or Exclude check box at the header level to include or exclude an entry in the QuickPay calculations.
- Hover over a name to view additional information regarding the field name or value. For example, if you hover over the amount value, you can view the unit of measurement of the amount.

**Detail Region**

A detail region displays detailed information for the entry you selected in the summary region. The detail region displays detailed information including entry values, the source of an element, whether it has been processed, costing information, and history.

- You can see all the entries within the detail page and be able to minimize or maximize each one. You don’t have to go back to the summary to select a different entry to view. This enables you to compare entries within a single page.
- If you select a row in the summary region, the Additional Details Input Values region in the detail region displays the input values for the record.
- The Element Entry Information region displays information about the element entry. For instance, how it was created, is it a retroactive entry, assignment number, and so on.
- The Costing Information region displays the costing information for an element entry. By default the costing segments should be minimized when opening the detail region for the standard entry. This region can be collapsed and opened.

**Add Elements**

Use the Add Element button in either of the regions to create additional elements. The Add Element button opens a new window where you can select multiple elements and an effective date. The effective date defaults to the effective date at the top of the summary page, and the payroll field defaults to the active payroll. You can enter a different effective date and payroll if required.

You can also enter the assignment, element name and classification, make the element an overridden entry, add a reason and enter costing information if required.

You can select multiple elements when creating rather than creating one at a time. You can also use a saved search for grouping elements to enter

**QuickPay Absence Entries Summary**

The Absence Entries page displays the absence information of an employee. You can view on a single page the absence information of your employees passed from the Absences application to the Payroll application.

You can view the Absence Entries Summary page from the QuickPay Summary page.

The page has a summary region from where you can drill down to the details section.

**Summary Region**

The summary table is a read-only region that displays summarized absence information. It shows the total number of units, for example hours, for an absence, broken down by absence type and employment record.
The region displays:

- A summary region for each absence record that spans the effective dates entered on the summary page or the QuickPay period dates. If multiple summary sections are displayed, they’re sorted by absence start date with latest date at top of table.
- The absence start and end date plus the ID for the absence.
- The name of the absence plan, for example Sickness Plan.
- The total number of units, for example hours, for each absence record such as, entitlement, accrual, discretionary disbursement, and final disbursement.
- Enables you to search for a specific absence type summary record for one or more time cards.

Use the 'Create Absence' button on the summary table to create an absence record.

**Detail Region**

A detail region displays the daily information for the selected time card. It will include a breakdown of the time card entries and other information such as costing.

Use the Detail region to:

- View the detailed information for the selected time card.
- If multiple time cards are displayed in the summary region, navigate to the detail for the other time cards and quickly compare time card details.
- Search for a specific time type record.

**QuickPay Time Card Entries Summary**

The Time Card Entries page displays the time information of an employee. You can view on a single page the time information of your employees passed from the Time and Labor application to the payroll application.

You can view the Time Card Entries Summary page from the QuickPay Summary page.

The page has a summary region from where you can drill down to the details section.

**Summary Region**

The summary table is a read-only region that displays summarized time information. It shows the total number of units, for example hours, for a time card, broken down by time type and employment record.

The region displays:

- A summary region for each time card that spans the effective dates entered on the summary page or the QuickPay period dates. If multiple summary sections are displayed, they’re sorted by time card start date with latest date at top of table.
- Enables you to search for a specific time type summary record for one or more time cards.

Use the 'Create Time Card' button on the summary table to create a time card record.
Detail Region
A detail region displays the daily information for the selected time card. It will include a breakdown of the time card entries and other information such as costing.

Use the Detail region to:

• View the detailed information for the selected time card.
• If multiple time cards are displayed in the summary region, navigate to the detail for the other time cards and quickly compare time card details.
• Search for a specific time type record.

View the QuickPay Person Process Results
Run QuickPay and view the Person Process Results page from the QuickPay Summary page. Use the process results page to do the following:

• Drill down into the details for each processed person
• View the task details and parameters used for submission
• See all records that completed, has errors, or still to be processed
• View analytical graphs

Use the Process Results task from the Actions menu on the Payroll Person Search page to generate the Person Process Results page for a person.

The page has three distinct regions as explained below.

Header Region
The header region displays static processing information such as Flow Name, Process Name, Payroll Name, Period Name and so on.

Summary Region
The summary region displays summary level information concerning the data that’s processed or is being processed for the selected person. Information contained within this region includes records processed, errors raised, processing time, and so on. The region also displays the analytical graphs to display details of the process such as parameters used, the submitting user, and logging information.

Click on an item to view detailed information pertaining to the item. You can view the following information from this region:

• Error Messages: Displays all the errors that the process has encountered.
• Record Processing: Displays information regarding total records processed, unprocessed, processing, encountered error, marked for retry, and skipped.
• Process Status: Displays the start time, finish time, and elapsed time of the process.

Process Results Region
The process results region displays the records processed with a brief summary of total values processed. The summary level information is dependent on the process that has been selected. For example, the payroll process shows the Gross and Net
payments for each employee, whereas costing process shows the total debits and credits for an employee. You can view the processed information for a list of individuals in a single page.

Use the Actions Menu at the end of each record, to perform any of the following actions on a process:

- Roll Back
- Mark for Retry
- Reversals
- View Results, such as viewing the Statement of Earnings
- View Messages

FAQ for Calculate Quick Pay

Can I automate a QuickPay flow using a service?

No, because QuickPay tasks require user input. The Flow Actions service is only for flows that don’t require user action.

Expedited Processing

Expedited Processing: How It Works

The application processes certain payments outside of the regular payroll run. For example, these runs may be necessary to accommodate missed payments due to late time card submissions or time card errors. The expedited runs are early runs in the current period for adjustments to time cards already processed in the prior periods. The application makes these expedited payments after the regular payroll run payments from a previous payroll cycle.

An employee can have multiple time cards that are adjusted and marked for expedited processing on the same day. The application processes all such time card entries in the same expedited run and pays through a single payment.

Settings That Affect Expedited Processing

The following settings affect expedited payments:

- Time cards that are identified and marked for expedited processing
- Expedited Processing Rule option on the element
- Following additional values for time and absence elements:
  - Expedite
  - Override Payment Method
  - Override Check Printer
- Expedite Payroll parameter on the Payroll Run
- Override Payslip Availability Date on the Generate Payslips process
How It Is Calculated

The employee’s manager identifies time cards that come in late or have errors and mark them for expedited processing in the Time and Labor application. The application includes the payments corresponding to such time card entries in the next expedited processing run. The time card is reset to the default regular payroll run, after every change to the card is processed. For a subsequent expedited run, the manager should necessarily mark the time card for expedited processing. Changes to absence entries can only be expedited, if entered on a time card.

Expedited processing includes prior period adjustments to time and absence as well as mandatory elements such as taxes and percentage-based deductions. It does not process early payment of regular earnings such as salary or flat amount-based deductions. Use the Expedited Processing Rule option on the element definition to determine if the element must be included or skipped for expedited processing.

Time card and Absence elements have the following variables. They determine which element entries are eligible for expedited processing and payments.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expedite</td>
<td>Determines if this time card/absence entry corresponding to prior pay period adjustment is to be included for expedited processing. If left blank or set to No, the payroll entries are picked up by the regular payroll runs. If set to Yes, the retroactive payroll entry is included for expedited processing.</td>
</tr>
<tr>
<td>Override Payment Method</td>
<td>Overrides the payment method on the Prepayments and QuickPay Prepayments process to Check. You can select this value only for time cards that are marked for expedited processing. If left blank, the employees are paid by their default payment method, either check or electronic funds transfer.</td>
</tr>
<tr>
<td>Override Check Printer</td>
<td>Informational attribute that tracks the check printer for expedited time cards marked for expedited processing and are paid through check. The Override Check Printer value is ignored if not paid by check. The Payments XML contains the Override Check Printer setting which can then be referenced within the Bursting File for printing the Checks. The list of printers must be configured within the HCM Common Lookup ORA_EXPEDITE_CHECK_PRINTER.</td>
</tr>
</tbody>
</table>

The Recalculate Payroll for Retroactive Changes task within the Expedited Payroll flow generates retroactive element entries for the prior pay period adjustments. The retroactive element entries retain the expedited payroll attributes on the time card. The expedited run includes retroactive entries of only those time cards that are marked for expedited processing.

Select the Expedite Payroll value as **Yes** on the Payroll Run to identify the run as an expedited run. The run includes all employees who have at least one expedited processing entry on their time card.

Set the Override Payslip Availability Date to a date earlier than the regular payslip availability date that is defined in the standard payroll calendar. For expedited payments, the employees don’t have to wait for their payslips until the next regular payroll cycle. They can view their payslips at a date earlier than the regular payslip availability date as defined in the standard payroll calendar.

**Expedited Processing Rules**

An expedited payroll run includes only prior pay period adjustments marked for expedited processing. You may choose not to process regular earnings such as salary or flat amount-based deductions for early payments.
Use the Manage Elements task in the Payroll Calculation work area to review payroll elements and to create new ones. Existing time card elements that doesn’t have the value definitions and input values, listed in the table below, doesn’t support expedited payroll processing.

<table>
<thead>
<tr>
<th>Expedited Processing Rule option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on the element entry value</td>
<td>Initiates expedited processing depending on the other parameters on the time card. This only applies to time card and absence elements that have the three input values for expedited processing and is set automatically during element creation. This means that the application processes elements with this rule based on the element entry value for ‘Expedite’.</td>
</tr>
<tr>
<td>Do not include in expedited payroll runs</td>
<td>Applies to elements, such as, Salary and Flat Amount-based Deductions that are processed only once per pay period. They aren’t time card elements. The application includes such elements only in the non-expedited payroll runs and excludes them from the expedited payroll runs.</td>
</tr>
<tr>
<td>Include in both expedited and non-expedited payroll runs</td>
<td>Applies to elements, such as, Taxes and percentage-based deductions. They aren’t time card elements. This is the default behavior when the Expedited Processing Rule is left blank.</td>
</tr>
</tbody>
</table>

Overview of Adding Override Check Printer in XML File

Use the **Override Check Printer** attribute on the time card to tag the time card adjustments for expedited payments. Also, you can mark these expedited time card adjustments to be paid through check even if the employee is normally paid by EFT.

You can include this attribute in the Check Payments XML file.

Adding Override Check Printer in XML File

Use the **Manage Extensible Flexfields** for Payroll task in the Setup and Maintenance work area to add the override check printer attribute in the XML file.

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Workforce Deployment
   - Functional Area: Payroll
   - Task: Manage Extensible Flexfields for Payroll
2. On the Manage Extensible Flexfields for Payroll page, click **Deploy Flexfield**.
3. In the Confirmation dialog box, click **OK**.
4. Click **Done**.
5. In the Setup and Maintenance work area, go to the following:
   - Offering: Workforce Deployment
   - Functional Area: Payroll
   - Task: Manage Enterprise HCM Information
6. On the Enterprise page, click **Edit** and select **Correct**.
7. In the Global Payroll Element Information to Archive section, click **Add**.
8. For each element entered on the time card, enter these values and click **Submit**.
### Expedited Payroll Flow

Use the Expedited payroll flow to process expedited payments for prior pay period adjustments on the time card. The Expedited payroll flow is similar to the regular payroll flow. The flow includes a sequence of payroll tasks and reports to identify, calculate, and make expedited payments.

Use the Submit a Payroll Flow task from the Payroll Checklist or Payroll Calculation work area to submit an expedited payroll flow.

Run the expedited flow on demand or schedule the flow to run at a predefined date for expedited processing. When you submit a Payroll Flow, select **Yes** in the Expedite Payroll field, to identify this run as an expedited run.

Time cards that come in late or have errors are identified and marked for expedited processing by the manager in the Time and Labor application. The manager sets the Expedite value to **Yes** on the time card, so that the payroll entries are included in the expedited process. If the Expedite value is **Yes**, the manager can Override the Payment Method to Check and also set the Override Check Printer value to a specified printer location.

The Expedited payroll flow processes all time cards that are marked for expedited processing. The next regular payroll cycle processes the unapproved time cards.

Here’s the list of tasks in sequence that the expedited payroll flow triggers:

1. The Recalculate Payroll for Retroactive Changes task generates retroactive element entries for the prior pay period adjustments pertaining to time cards marked for expedited processing. The retroactive element entries retain the expedited payroll attributes from the time card elements.
2. The Calculate Payroll task includes employees whose time cards are marked for expedited processing and includes elements configured for expedited processing. Employees without any expedited processing entries are skipped.
3. The Calculate Prepayments task checks for employees whose payment method is overridden to Check, on the value definition of the payroll entry. If no override is found, it uses the usual payment method it would use in a regular payroll run.
4. The Archive Periodic Payroll Results task archives the expedited payroll results for further processing. The Check Writer accesses these values through the XML.
5. The Generate Check Payments task picks all the prepayments marked for Check.
6. The Make EFT Payments task picks all the prepayments that aren’t overridden to check and who have a default payment method of EFT payments.
7. The Generate Payslips task generates payslips for all the employees receiving expedited payments in this flow. The employees who are eligible for an expedited payment can use the Override Payslip Availability Date to view their payslip. Set the Override Payslip Availability Date to a date earlier than the regular payslip availability date that’s defined in the regular payroll calendar.
View Results

Viewing and Verifying Payroll Run Results
View and verify the results of payroll calculations for the payroll run or a QuickPay flow to ensure the accuracy of your results. An error in run results typically means an error in your payments as well. Checking results now minimizes the effort involved in correcting problems you would find later. Review run results for the entire process or one person using these options:

- View the list of payroll relationships processed for the payroll run or QuickPay
- Run reports to verify results based on different criteria
- Review the log file

Viewing the Payroll Run or QuickPay Results
In the Payroll Calculation work area, use the View Payroll Process Results page to view all the results processed for the payroll. Drill down to view a person’s payroll run results on the View Person Process Results page. You have a choice of starting points as shown in the following table.

<table>
<thead>
<tr>
<th>Access Run Results</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the Calculate Payroll or Calculate QuickPay task on the Processes and Reports page of the flow</td>
<td>View the payroll relationship records processed by the flow and view details for individual records.</td>
</tr>
<tr>
<td>Use the View Payroll Process Results task</td>
<td>View a list of payrolls processed for a person. Use to research results for a person over several payroll periods. For example, you might respond to a query from an employee regarding the outstanding balance on a loan deduction and the payments made over a series of payroll periods.</td>
</tr>
<tr>
<td>Use the Person Process Results task</td>
<td>Query the person and view the run results.</td>
</tr>
</tbody>
</table>

Running Reports to Verify Payroll Run Results
Use the payroll run reports to view results before calculating prepayments. Reports offer different ways of showing the run results, such as by aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.

Reviewing the Log file
Review the log file for a process, report, or extract flow you submitted. The log includes detailed information about the output, such as information about an error encountered while processing a task.
Viewing a Statement of Earnings

Watch: This tutorial shows you how to locate the statement of earnings record from the Payroll Calculations work area to confirm that the earnings for an employee included a backdated salary increase. It shows how to view gross-to-net results and run results. The content of this video is also covered in text topics.

How to View the Statement of Earnings

After you calculate your payroll, you can view a quick reference summary to confirm that your statement of earnings is correct, or access detailed information to identify the source of any discrepancies. You can view the payroll results by payroll or person. For example, as a payroll manager of an employee who is transferred to another state, you can view the employee’s statement of earnings to verify their withholding is paid to the correct state.

Using the Statement of Earnings

The View Person Process Results page shows the statement of earnings, which includes a summary and detailed sections, as shown in the following table. The tabs and sections available to view depend on your country’s implementation.

<table>
<thead>
<tr>
<th>Sections</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Earning Quick Reference Summary</td>
<td>Tabs display the following information:</td>
</tr>
<tr>
<td></td>
<td>• Gross-to-net: Displays balances used to calculate gross-to-net, such as threshold and ceiling balances.</td>
</tr>
<tr>
<td></td>
<td>• Information: Displays balances that belong to the Information balance category.</td>
</tr>
<tr>
<td></td>
<td>• Paid Time Off: Displays accrual balances.</td>
</tr>
<tr>
<td></td>
<td>• Calculation Card: Displays details captured on the employee’s calculation cards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement of Earnings sections for balance categories</th>
<th>Each section displays balances that belong to the balance category. There are two exceptions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Rate Details: Displays elements used in calculating the rate for earnings that you calculate using units multiplied by rate.</td>
</tr>
<tr>
<td></td>
<td>• Messages: Displays any warnings or errors that result from the payroll calculation.</td>
</tr>
</tbody>
</table>

You can use a menu to select other results to review on the View Person Process Results page. The following table lists the sections you can view in place of the statement of earnings.

<table>
<thead>
<tr>
<th>Sections</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costing Results</td>
<td>Costing details for elements processed in the payroll run that have costing information defined for them.</td>
</tr>
<tr>
<td>Balance Results</td>
<td>Balance results that confirm the payroll run has completed successfully. Use to:</td>
</tr>
<tr>
<td></td>
<td>• Verify that a worker has the correct pay and amount of tax deducted</td>
</tr>
<tr>
<td></td>
<td>• Review a balance before and after adjusting it</td>
</tr>
</tbody>
</table>
### Sections | Details
--- | ---
Messages | Messages generated by payroll processes when they raise warnings or errors.
Run Results | Run results for all elements processed.

### Controlling the Details to View in the Statement of Earnings

The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. Use one of the following methods to control which details display in the detailed and summary sections of the statement of earnings.

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click <strong>Show More</strong> at the top of the page, then click <strong>Control Details</strong> on the Process Hierarchy menu bar.</td>
<td>Displays the child processes included in the master process, such as the processes included in a QuickPay or the run types if the payroll run included more than one run type.</td>
</tr>
<tr>
<td>Select an assignment in the Employment Hierarchy section.</td>
<td>Restricts the details displayed in the statement of earnings to the element entries that the payroll run processed at the selected level for each run type.</td>
</tr>
<tr>
<td>Click <strong>Control Details</strong> in the Statement of Earnings Summary section</td>
<td>Displays the different subsections of the statement of earnings to personalize your view.</td>
</tr>
</tbody>
</table>

For example, you can use these features to:

- Filter results to view the results at each level of the employment hierarchy for each run type.
- View the taxes deducted for each run type at the payroll relationship level.
- Confirm the appropriate earnings at the assignment level.

### FAQs for View Results

**How can I identify the payroll flow that includes a specific element for an employee?**

Submit the Element Results Register report, which displays the name of the payroll flow. The report shows details for the element and the value paid to the employee. If you don’t know the person’s assigned payroll, query the person’s payroll details on the Manage Payroll Relationships page.

**How can I remove someone from the payroll run?**

Roll back the person’s record from the View Person Process Result page. Subsequent tasks, such as the Calculate Prepayments task, may have locked the person’s record. If so, you must roll back these tasks before you can roll back the payroll calculation record.
Remove a person from the run to correct a problem when you can’t delay the main payroll run while you complete the correction. You can roll back the record, make the corrections, and then submit a QuickPay flow to calculate the person’s run results.

What's the difference between retrying a payroll process and retrying a payroll calculation?

Use the Retry Payroll Process flow to reprocess the results of any payroll process, with two exceptions: the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Use the Retry Payroll or Retroactive Calculation flow to reprocess the results of the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

When does a balance display on the Statement of Earnings?

After you calculate the payroll, a QuickPay, or gross earnings, you can view balances on the Statement of Earnings section of the Person Process Results page. If you have configured your own legislative data for a country that doesn’t have a predefined country extension, some balances may be empty. You must load balances for the Information balance group and the Gross-to-Net balance group before you can view their results in the Statement of Earnings.

How can I access a log file for a payroll flow, extract, or report?

Locate and open the flow you submitted that includes the process, report, or extract. On the flow’s Process and Reports tab, click the Process link, which is listed below the task. On the Oracle Enterprise Scheduler Output page, click the View Log button for the process. In the log window, select an option to view or save the log.

**Related Topics**

- Status of Flow Tasks

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**View Reports**

**Payroll Calculation Reports**

As a payroll manager, you can use a number of reports to identify any missing statutory data and to verify payroll calculations and payroll run results, and payroll costing results.

This table lists reports you can run from the Payroll Checklist or Payroll Calculation work areas.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</th>
<th>When to Run</th>
<th>Example of Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Report</td>
<td>Identify values that vary for the same balance dimension. This variance could be identified after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports.</td>
<td>Run after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports.</td>
<td>View to identify potentially incorrect payments or amounts withheld.</td>
</tr>
<tr>
<td>Report</td>
<td>Purpose</td>
<td>When to Run</td>
<td>Example of Usage</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Deduction Report</td>
<td>View details of payroll deductions processed for the specified period.</td>
<td>Run every pay period</td>
<td>Validate the deduction amounts processed.</td>
</tr>
<tr>
<td>Element Results Register</td>
<td>View a list of elements and their primary output values for processes that generate run results.</td>
<td>Usually run every pay period after running the Payroll Activity Report</td>
<td>Review run results for payroll processes. Create a pivot table to obtain totals. During implementation, reconcile run results with the results produced by your legacy payroll.</td>
</tr>
<tr>
<td>Gross-to-Net Report</td>
<td>View summary or detail listings for the total results calculated in the payroll run. Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The report displays the balances for the payroll period in which the process date occurs.</td>
<td>Run after each payroll run or, at a minimum, on a quarterly basis</td>
<td>Review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.</td>
</tr>
<tr>
<td>Payroll Activity Report</td>
<td>View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.</td>
<td>Run the report before processing prepayments</td>
<td>Verify, validate, and audit run results before processing payments.</td>
</tr>
<tr>
<td>Payroll Balance Report</td>
<td>View balance results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance information for a specific employee over a defined period of time.</td>
<td>Run as needed for diagnostic purposes.</td>
<td>Verify the values of other reports. You can use this report to pinpoint a problem discovered by another report.</td>
</tr>
<tr>
<td>Payroll Costing Report</td>
<td>View details of the costing results from payroll calculations. View details after submitting corrective actions, such as cost adjustments and retroactive costing, or costing balance adjustments.</td>
<td>Run the report before transferring costing results to subledger accounting or to general ledger.</td>
<td>Verify results after you submit a process that generates costing results.</td>
</tr>
<tr>
<td>Payroll Data Validation Report</td>
<td>View a listing of noncompliant or missing statutory information for a person by payroll statutory unit.</td>
<td>Run before calculating payroll as needed.</td>
<td>Identify any missing attributes based on statutory rules of the legislative data group, such as tax reporting unit.</td>
</tr>
</tbody>
</table>
Filter reports by location when reconciling payroll calculation and costing results in reports that include the Location parameter. The report output lists the payroll relationship records based on a person's assignment location. In the report output, the location is listed along with the other parameters, but not as a column in the results.

Report Days and Units in Payroll Reports

You can view the days and units information for Days X Rate and Other Units elements in the following payroll reports:

- Payroll Activity Report
- Payroll Balance Report
- Payroll Register
- Payslips

You can view the rate information in the rate section of the payslip. The reported units can be hours, days, or other units. For example, an employee is paid an allowance, in addition to the regular pay, on a per unit basis. If the unit is other than time, it could be wages made on a per shift basis or payments per unit produced. In such cases, the additional allowance is captured as supplemental earnings. Enter the value on the time card or the application calculates it indirectly using an element of type 'Other Units'. A rate definition is linked to the element. The rate is defined as amount per shift or amount per unit, as the case may be.

The above mentioned reports display the Other Units balances separately in various sections, just as the Hours and Days balances.

Support for Days X Rate and Units X Rate Elements in the Payslip

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

For example, if your company pays a meal allowance of 10.00 USD per day and an employee is paid meal allowance payments for one week. The table below displays the meal allowance payment details on the payslip.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>5</td>
</tr>
<tr>
<td>Type</td>
<td>Days</td>
</tr>
<tr>
<td>Rate</td>
<td>10.00</td>
</tr>
<tr>
<td>Multiple</td>
<td>1</td>
</tr>
<tr>
<td>Amount</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Multiple element entries for the same rate, multiple, and element are grouped together and shown as a single entry in the rates section. For instance, in the above example, if payments are made to the employee at:

- 1.5 times the agreed rate on Mondays when the employee comes in early to work, and
- 2 times the agreed rate on Fridays for working extra hours to meet targets
The payslip displays three different meal allowance entries for the three different multiple values and the corresponding amounts, as shown in the table below:

<table>
<thead>
<tr>
<th>Meal Allowance</th>
<th>Quantity</th>
<th>Type</th>
<th>Rate</th>
<th>Multiple</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry 1</td>
<td>3</td>
<td>Days</td>
<td>10.00</td>
<td>1</td>
<td>30.00</td>
</tr>
<tr>
<td>Entry 2 (for Monday)</td>
<td>1</td>
<td>Days</td>
<td>10.00</td>
<td>1.5</td>
<td>15.00</td>
</tr>
<tr>
<td>Entry 3 (for Friday)</td>
<td>1</td>
<td>Days</td>
<td>10.00</td>
<td>2</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Note: The number of decimal places for the rates displayed on the payslip is dependent on the precision value you set.

Delivery Options for Extract-Based Payroll Reports

Use the Report Category to define multiple delivery options for the following extract-based payroll reports:

- Payroll Activity Report
- Gross-to-Net Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report
- Payment Register
- Third-Party Payment Register
- Payroll Register

A report category is a set of delivery options grouped together.

A delivery option defines where and how the report output is delivered, including the output file format, choice of template and optionally a destination such as an FTP server.

You can also define your own delivery option and include it in the report category. For example, you can define a delivery option to use a combination of both PDF and Excel outputs for a single submission of the report.

The new optional Report Category parameter is added to the payroll report flow task to show the list of delivery options defined for the report’s extract definition. If left blank, the existing PDF delivery option is used.

Complete the following steps to add Delivery Options for the Payment Register:

1. Select the Manage Extract Definitions task in the Data Exchange work area.
2. In the Search window, enter Payment Register in the Name field.
3. Select Archive Retrieval in the Type field.
4. Select a a legislative data group (LDG) and click Search.
5. Click Payment Register in the Search Results region.
6. Click the Deliver tab in the Manage HCM Extract Definitions: Payment Register page.
7. Select the Extract Delivery Options tab under the Hierarchy panel on the left, and complete the following:
   - Click **Add** to add a row for the delivery option you’re about to create.
   - Enter the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Option Name</td>
<td>Enter a value, example Excel Register.</td>
</tr>
<tr>
<td>Output Type</td>
<td>Select a value, for example, Excel.</td>
</tr>
<tr>
<td>Report</td>
<td>Enter the location of the report output.</td>
</tr>
<tr>
<td>Template Name</td>
<td>Enter the name of the report template for this output type.</td>
</tr>
<tr>
<td>Output Name</td>
<td>Enter Name of the report output, for example, Excel Register.</td>
</tr>
<tr>
<td>Delivery Type</td>
<td>Select the mode of delivery of the report, for example, Documents of Record.</td>
</tr>
<tr>
<td>Required</td>
<td>Select this check box if this delivery option is a required option.</td>
</tr>
</tbody>
</table>

   - Click **Save**. The newly created delivery option is saved and you can select it when you create the Report Category.

8. Click **Add** in the Report Category Section.
10. Click **Add** in the Additional Details section.
11. Select the name of the Delivery Option you have created.

   Similarly, you can create additional delivery options and select it here. For example, you can create a delivery option to create a PDF of the register and have it delivered by email. When you create the delivery option, you must enter the email details in the Additional Details section.

12. Click **Save and Close**.

When you run the register, you can select the newly created report category to deliver the register in Excel in the Documents of Record.

*Related Topics*
- Guidelines for Delivering Extracts

**Display All Hours in Payroll Reports**

Use the **Display All Hours parameter** to report hours from Supplemental Earnings and other element classifications on the following payroll reports:

- Gross-to-Net Report
- Payroll Activity Report
- Payroll Balance Report
• Payroll Register Report

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are included in the report to match with the standard working hours.

## Payroll Balance Report

You can run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

You can run this report from the Payroll Calculation and Checklist work areas.

### Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

#### Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

#### Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

#### Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

#### Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

#### Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Manage Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

#### Person

Use this field to verify balance results for a single person.

#### Display All Hours
Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

**Report Results**

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

**Configure Information Balances in the Payroll Balance Report**

This topic demonstrates how you can configure a predefined balance group usage item to include information balances in the Payroll Balance Report.

Use the Manage Group Usages task from the Payroll Calculation work area to add matrix items to the predefined Global Information Balances for Payroll Balance Report balance group. You can add matrix items to the group and associate them with existing balance groups for use in reports.

To configure the balance group usage:

1. Select the **Manage Group Usages** task from the Payroll Calculation work area.
3. Select the wanted Legislative Data Group.
4. Click **Search**. The search result displays all the applicable balance group usages for the Payroll Balance Report.
5. Select the Global Information Balances for Payroll Balance Report row and click **Edit**.
7. Click **Add** to create a new matrix item.
8. In the Matrix Item section, select the **Balance Dimension** matrix type.
9. Select the name of the wanted Balance Dimension and enter a position value.
10. Click **Save**.
11. Click **Submit**.

**Related Topics**

- Balance Groups and Usages
- Examples of Balance Group Usages
- Rules for Editing Balance Groups and Their Usages
Examples of Balance Exceptions

Balance exceptions define the criteria that you want to use to identify overpayments, underpayments, and trends. This information can help detect the balance adjustments needed to correct payments and identify people in your organization who are prominent in specific areas such as sales. The following examples illustrate two different types of balance exceptions that you may want to include in your balance exception reports.

You create reports using the Manage Balance Exceptions task in the Payroll Calculation work area.

Track Increases in Commissions

InFusion US plans to train incoming sales staff on productivity techniques. To identify exceptional sales staff in the organization, you can run a report that lists workers whose commissions increased by 25 percent compared to their averages for the previous 3 months. To find out who the sales leaders are, set up a balance exception using the values in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Name</td>
<td>Commission Increases Over 25 Percent</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Average in Months</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>3</td>
</tr>
<tr>
<td>Balance Name</td>
<td>Commissions</td>
</tr>
<tr>
<td>Dimension Name</td>
<td>Relationship Period to Date</td>
</tr>
<tr>
<td>Variance Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Variance Operator</td>
<td>Greater than</td>
</tr>
<tr>
<td>Variance Value</td>
<td>25</td>
</tr>
<tr>
<td>Severity Level</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Enter a lower value for a high priority exception.

Track Gross Earnings

Before InFusion US certifies its current payroll run, the payroll manager wants to know if gross payments are in line with the previous payroll run. The previous run verified the established levels of earnings that the company wants to maintain for the remainder of the quarter. The table below provides an example of the values you enter to set up a balance exception to find out if gross earnings exceed the gross earnings of the previous period by more than 10 percent:
### Account Number Masking in Payroll Reports

You can mask bank account information to prevent display of sensitive information on the following payroll reports:

- Payslips
- Payment Register
- Third-Party Payment Register

Masking enables display of only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can’t see them on the reports. For example, you may decide to display only the last four characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports that support masked account numbers.

Use the new **Extract Unmasked Bank Information** process configuration parameter to display either the masked or full bank account numbers in the reports. By default or when set to No, the bank account information on the reports is masked. Set it to Yes to see the unmasked bank account information. For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to Yes.

The following table shows how the bank account number ABC123456 is stored in the application tables depending on how you configure masking.

<table>
<thead>
<tr>
<th>Field</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Name</td>
<td>Gross Earnings</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Previous period</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1</td>
</tr>
<tr>
<td>Balance Name</td>
<td>Gross Earnings</td>
</tr>
<tr>
<td>Dimension Name</td>
<td>Relationship Period to Date</td>
</tr>
<tr>
<td>Variance Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Variance Operator</td>
<td>Greater than</td>
</tr>
<tr>
<td>Variance Value</td>
<td>10</td>
</tr>
<tr>
<td>Severity Level</td>
<td>1</td>
</tr>
</tbody>
</table>

*Note: Enter a lower value for a high priority exception.*
Actual Account Number | Masking Enabled | Masked Number |
------------------------|----------------|--------------|
ABC123456               | No             | ABC123456    |
ABC123456               | Yes            | XXXXXXX3456 |

Note: The above table assumes that the masking setup displays only the last four characters of the bank account number.

Rate Precision in Payslips

Use the Payslip Rate Precision process configuration parameter to set a fixed, positive integer value as the precision value for rates displayed on the payslip. The default value is two decimal places. Set this parameter before you run the Periodic Payroll Archive process.

A fixed rate precision value ensures ease of implementation, user control, and consistency across different rates and element entries. Setting the rate precision value does not impact the calculation of payroll or the accuracy or precision of payments. You are only defining the number of decimal places for the rates shown on the payslip.

The precision value you set for the number of decimal places for the rates displayed on the payslip, is dependent on the following factors:

- Currency: Some currencies require a rate precision value higher than the default value of two.
- Multiplying factor for the rate: precision value you set for the element rates displayed on the payslip is dependent on how high you expect the quantity to be. For example, if you expect the quantity, say hours to be high, set a precision value higher than the default value of two.

Any precision value you set on the report template overrides the value you set on the Archive process. For rates needing a lower precision value, you must define it in the report template. The precision value you set on the Archive process applies for the calculation results and appears by default on all reports that use the archived data. However, you can configure your report template to display a value that is lower than the value on the Archive process. In the report template, you cannot set a value that is higher than that on the Archive process.

For example, suppose you want your hourly employees to see four decimal places for rates and the salaried employees to see only two decimal places on their payslips. Set the Payslip Rate Precision process configuration parameter to four decimal places. Then, modify the report template to display the rates with two decimal places only for salaried employees.

Generate Payslips in the Worker's Correspondence Language

Run the Generate Payslips process just once and generate individual payslips in the worker’s correspondence language of choice. Generate the payslips in different languages depending on what’s set as the worker’s correspondence language.

For example, if you have workers who have set their language of correspondence as Spanish, you can now generate their payslips in Spanish.

The following sections explain the tasks you must perform to generate the payslips in the worker’s correspondence language of choice.

1. Identifying and grouping worker's for payslip translation
Identify the workers whose Correspondence Language on the Manage Person page, under Biographical Information is given as Spanish. Create a Payroll Relationship Group for these workers, and use this group when you run the Generate Payslips task.

2. Enabling payslip translation

Set the process configuration parameter, Enable Payslip Translation, to ‘Y’, before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

Run the Archive Periodic Payroll Results task from the Payroll Checklist work area. Run this process after the payroll calculation is complete.

If you have run the Payroll Archive before setting this parameter, roll back the process, set the Enable Payslip Translation parameter to ‘Y’, and rerun the Payroll Archive process.

3. Installing the worker’s correspondence language

Although the worker sets their correspondence language to one of several languages, the application supports only the installed languages for translation. Hence, to generate the payslip, you must install every preferred correspondence language on the environment. If the correspondence language is not one of the installed languages, the Payslip is produced in the base language.

For this example, ensure that Spanish is an installed language on the environment.

4. Adding bursting for paper delivery of the payslip

As only one language can be applied to all the labels on a payslip, payslips for different languages must be in their own PDF. Add the Bursting configuration onto the Print delivery option within the Payslip extract definition.

For more details on how to add the Bursting option, refer to ‘Adding Bursting to Print Delivery Option: Procedure’ on the Oracle Applications Help.

5. Setting Locale property and correspondence language

For translation of the payslip labels, set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to “Correspondence Language”. If you do not want translation of the payslip labels, leave the Locale property blank or set to the base language, for example, en-us for US English.

For more details on how to set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to “Correspondence Language”, refer to ‘Adding Bursting to Print Delivery Option: Procedure’ on the Oracle Applications Help.

For setting the Locale property of Document of Records within the payslip extract definition, follow steps 6 to 8 in the above referred topic. Select the Online Payslip Delivery Option Name row in the Extract Delivery Options section in step 7.

6. Enabling translation of modified text on the payslip

For the payslip data that is not delivered by Oracle (transactional data and user configurations), in addition to the base language text, enter the translated text in the application. For example, if the name of a user-created element and its associated balance definition must be translated, the translated value (for each of the installed languages that needs translation support) must be entered in the application.

For more information about how you can add translations of modified text, refer to ‘Adding Translations of Modified Text: Overview’ and ‘Translating Existing Strings at Runtime: Worked Example’ on the Oracle Applications Help.
After you have completed the above mentioned settings, run the Generate Payslips task to generate the payslips. Select the Payroll Relationship Group you have created, so that the payslips are generated in Spanish for the workers you have identified.

Related Topics

- Multilanguage Support for Payslips
- Add Bursting to Print Delivery Option

Balance Exceptions

Use balance exception reports to identify potential overpayments or underpayments. Comparison types define the period that is used to determine whether an exception has occurred. Variance operators enable you to specify the precise range of variance that you want to report on.

Comparison Types

When you’re creating balance exceptions, you must select a comparison type. For example, select Average in months as the comparison type and enter 3 in the Comparison Value field. In this scenario, the current month is compared to the average of the previous three months.

Some comparison values are preset and you can’t change them:

- Current month, Current period, Current quarter, and Current year always have a comparison value of 0.
- Previous period and Previous month have a comparison value of 1.

This table lists each comparison type that you can select and explains how it operates as a basis of comparison.

<table>
<thead>
<tr>
<th>Comparison Type</th>
<th>How it Operates as a Basis of Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average in months</td>
<td>Compares the current month to date with the average of previous months to date. Only available if you have the balance dimensions ASG_MONTH or _PER_MONTH.</td>
</tr>
<tr>
<td>Current month</td>
<td>Compares values to the total for the current month to date. Doesn’t use any previous month as a basis for comparison.</td>
</tr>
<tr>
<td>Current period</td>
<td>Compares values to the total for the current period to date. Doesn’t use any previous period as a basis for comparison.</td>
</tr>
<tr>
<td>Current quarter</td>
<td>Compares values to the total for the current quarter to date. Doesn’t use any previous period as a basis for comparison.</td>
</tr>
<tr>
<td>Current year</td>
<td>Compares values to the total for the current year to date. Doesn’t use any previous period as a basis for comparison.</td>
</tr>
<tr>
<td>Previous month</td>
<td>Uses the previous month as a basis of comparison.</td>
</tr>
<tr>
<td>Previous period</td>
<td>Uses the previous period as a basis of comparison.</td>
</tr>
</tbody>
</table>
Variance Operators

The table describes the variance operators that you can use for your balance exception reports.

The Results column indicates the effect of selecting each variance operator assuming that these sample data is used:

- Comparison type is previous month
- Balance name is monthly car allowance
- Dimension name is relationship previous month to date
- Previous month amount is 500
- Variance value is 100

<table>
<thead>
<tr>
<th>Variance Operator</th>
<th>Balance Exception Report Output</th>
<th>Results (based on sample data)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance, plus or minus</td>
<td>All relationships that either exceed or are less than the previous month amount by the amount or percentage stated in the variance value.</td>
<td>Returns all relationships with a value less than 400 and greater than 600.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This operator applies only for comparison types of ‘Previous’, like Previous Months or Previous Period, as well as ‘Average in Months’.</td>
<td></td>
</tr>
<tr>
<td>Less than</td>
<td>All relationships that are less than the previous month amount by the amount or percentage stated in the variance value.</td>
<td>Returns all relationships with a value of less than 400.</td>
</tr>
<tr>
<td>Less than or equal</td>
<td>All relationships with a current value either equal to or less than the previous month amount by the amount or percentage stated in the variance value.</td>
<td>Returns all relationships with a value of 400 or less.</td>
</tr>
<tr>
<td>Equal</td>
<td>All values that are exactly equal to the higher limit or the lower limit of the variance value.</td>
<td>Returns all relationships with a current value equal to 400 or 600.</td>
</tr>
<tr>
<td>Greater than</td>
<td>All relationships that are greater than the previous month amount by the amount or percentage stated in the variance value.</td>
<td>Returns all relationships with a value of more than 600.</td>
</tr>
<tr>
<td>Greater than or equal</td>
<td>All relationships with a current value either equal to or greater than the previous month amount by the amount or percentage stated in the variance value.</td>
<td>Returns all relationships with a value of 600 or more.</td>
</tr>
<tr>
<td>Does not equal</td>
<td>All relationships with a current value not equal to the previous month amount.</td>
<td>Returns all relationships with a value other than 500.</td>
</tr>
</tbody>
</table>

Severity Level

Severity Level controls the order in which the exceptions are displayed in the balance exception report. Balance exceptions with the higher severity are displayed first (1 being the highest)
Using Formula Variance Type
You can write a fast formula using the Balance Exception formula type to return a variance value that you can use for identifying exceptions for a balance. To use this feature, select the **Formula** variance type on the Create Balance Exception page and then select the formula that you created from the Formula ID field.

Using Balance Variance Type
To reference two balances in the balance exception equation, select the **Balance** variance type on the Create Balance Exception page and then select the Target Balance Name and Target Dimension Name. The context values for Target Dimension Name are inherited from the Dimension Name you select on the left-hand side of the Create Balance Exception page as the first Dimension. No additional contexts are set for Target Dimension Name.

Create a Balance Exception Report
This example demonstrates how to create and run a balance exception report. The report compares the total payments you made to your employee population for the current payroll period with the payments you made in the previous period.

Before you create your report, you may want to determine the following:

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which balance holds the values to compare?</td>
<td>Net Payment</td>
</tr>
<tr>
<td>What period of time should the balances be</td>
<td>Previous period</td>
</tr>
<tr>
<td>compared to?</td>
<td></td>
</tr>
<tr>
<td>How many periods do you want to compare the</td>
<td>1</td>
</tr>
<tr>
<td>balances to?</td>
<td></td>
</tr>
</tbody>
</table>

Creating a balance exception report involves creating a balance exception, creating the report, and then running the report.

Create a Balance Exception
To derive net pay amounts for the previous period:

1. Open the Payroll Calculation work area, and then click **Manage Balance Exceptions** task.
2. Click **Create**.
3. Select the InFusion legislative data group and click **OK**.
4. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Name</td>
<td>Compare Net Payment Amounts to the Previous Period</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Previous period</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1</td>
</tr>
</tbody>
</table>

For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only.
Create a Balance Exception Report

1. In the Tasks pane, click Manage Balance Exceptions and Reports.
2. Click Create.
3. Select the InFusion legislative data group and click OK.
4. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Report Name</td>
<td>Compare Net Payment Amounts to the Previous Period</td>
</tr>
<tr>
<td>Consolidation Group</td>
<td>InFusion Weekly Payroll</td>
</tr>
<tr>
<td>Payroll</td>
<td>InFusion Weekly Payroll</td>
</tr>
</tbody>
</table>

5. Click Add.
6. Select the Compare Net Payment Amounts to the Previous Period balance exception name and then click OK.
7. Click Submit.

Run the Balance Exception Report

1. In the Tasks pane, click Submit a Process or Report.
2. Select the InFusion legislative data group.
3. Select the Run Balance Exception Report flow pattern and then click Next.
4. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>InFusion Weekly Balance Report</td>
</tr>
<tr>
<td>Process End Date</td>
<td>9/7/12</td>
</tr>
</tbody>
</table>

Note: Enter a lower value for a high priority exception.
5. Click Next.

When you enter information on the Submit a Process or Report - Flow Interaction page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.

6. Click Next.
7. Click Submit.
8. Click OK and View Checklist.
9. In the task list click Go to Task for the Run Balance Exception Report.
10. Click the View Results link associated with the process number for the report.
11. When the View results page opens, click the report link. The output is in PDF format.

Balance Exception Report

Use the Balance Exception Report to identify potentially incorrect payments or amounts withheld. The report identifies values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.

To run this report, use the Run Balance Exception Report task from the Payroll Calculation or Checklist work area. Before you run this report you must:

Prerequisites

Before you run this report you must:

- Use the Manage Balance Exceptions task from the Payroll Calculation work area to create a balance exception.
- Use the Manage Balance Exceptions and Reports task from the Payroll Calculation work area to create a balance exception report that groups together one or more balance exceptions.

Balance Exceptions

A balance exception determines the criteria you use to identify values that vary for the same balance dimension. The variance could be in terms of incorrect payments or amounts withheld. When you create a balance exception you specify:

- A comparison type and comparison value to define the period that is used to determine the exception.
- A Balance Type and Balance Dimension that specifies the balance value that is evaluated for the exception. You can only select balance dimensions that are compatible with the Comparison Type you specified. For example, if the Comparison Type is Current Period, you will only be able to select balance dimensions of type ‘Period to Date’.
- The variance operator and the variance value to specify the precise range of variance that you want to report on.

For example, you want to determine the monthly car allowance paid to employees in excess of 600 more than the previous month. You can create a balance exception, specifying the attributes as given in the table below.
### Attributes

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Type</td>
<td>Previous Month</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1</td>
</tr>
<tr>
<td>Variance Operator</td>
<td>Greater Than</td>
</tr>
<tr>
<td>Variance Value</td>
<td>600</td>
</tr>
<tr>
<td>Balance Type</td>
<td>Monthly Car Allowance</td>
</tr>
<tr>
<td>Balance Dimension</td>
<td>Month-to-Date</td>
</tr>
</tbody>
</table>

### Balance Exception Report Name

You must create an Exception Report Name that you can use to run the Balance Exception Report. For instance, in the above example, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month.

### Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

#### Payroll Flow

The name of the payroll flow you use to run this report. The selected flow uniquely identifies a specific instance of the report execution.

#### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

#### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the ‘Payroll Run Date’. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

### Balance Exception Report

The name of the Balance Exception Report you use to run this report.

### Payroll
Select the required payroll name.

**Process Configuration Group**

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as passwords or number of threads. You can select a value only if you have a predefined process configuration group.

**Consolidation Group**

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

**Location**

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

**Payroll Relationship Group**

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Manage Object Groups task to define a payroll relationship group before you can use it here.

You can also provide values to run this report for a specific payroll statutory unit or tax reporting unit.

After you have entered the above details, click **Next**. On the Flow Interaction Page, select the payroll flow as the Current Flow and the Run Balance Exception Report as the task. This ensures that the report uses the payroll balances for the current payroll flow.

**Report Results**

The report provides details of payroll balance results for matching persons, filtered by the defined exception criteria, specified time frame and the selected parameters. The output report includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Person Number
- Person Name
- Payroll Relationship Number
- Employment Level
- Current Balance
- Variance Value

The report output additionally displays the Previous Balance, Difference, and Difference % columns when the Comparison Type is Previous Period or Previous Month.
Related Topics

- Balance Exception Formula Type

Employee Active Payroll Balance Report

The Employee Active Payroll Balance report displays the current values for any given list of employee balances. You compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances. This report can also assist in determining if you have any tax balances over the statutory limits such as Social Security.

From the Checklists or Regulatory and Tax Reporting work areas, start the Run Employee Active Payroll Balance Report ESS job.

Prerequisites

Successful completion of any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Report Parameters

Payroll Flow
Name of your payroll flow.

Start Date
If you are including Run balance values, specify the start date. This date must coincide with the date of the selected payroll run.

End Date
Specify the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

Payroll
To run report against a specific payroll run, specify it here.

Consolidation Group
To run the report against the members of a consolidation group, select it here.

Tax Reporting Unit
To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Click Search to locate the TRU.

Payroll Relationship Group
To run this report for a group of employees, specify the payroll relationship group here. Click Search to locate the group.

Employee Name
To run this report for a specific employee, specify their name here. Click **Search** to locate the correct employee.

**Balance Dimension**
Select the balance dimension you want to review:

- Run
- Quarter
- Year
- Quarter and Year

**Quarter**
Select the quarter you want to review.

**Balance Group Usage**
Select the balance group to include balance values in the report output.

**Hide Records with Zero Values**
Select if you do not want records with 0 balances to show in this report.

**Process Configuration Group**
Select the process configuration group name, if you have defined any. This parameter is used for logging and reporting purposes.

**Report Results**
This report produces a pipe-delimited text file containing all live payroll balances for matching employees, filtered by parameters and time-frames. You can open this file in Microsoft Excel for additional filtering. If no employee balances match your report parameter criteria, the report returns an output file with no data.

For example, if you do not select **Yes** for any of the **Include Balance Values** fields, the report captures no balances. The output file would be empty.

The output file includes:

- Payroll balance information
- TRU
- Employee name and number
- Payroll relationship number
- Run type (Run level only)
- State, county, city, school district, and Pennsylvania locals (if applicable)
Deduction Report

Run the Deduction Report To view and validate the deduction amounts processed every pay period. The report lists payroll deduction details, such as the actual deductions and the amounts not taken or put into arrears.

You can run this report from the Payroll Calculation and Checklist work areas.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

**Process Start Date**

Use this field to specify the first effective date of the payroll or QuickPay runs to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

**Process End Date**

Use this field to specify the last effective date of the payroll or QuickPay runs to include in the report.

**Deduction Category**

Use this field to include values for a specific balance category of deduction type. Leave this field blank to include deduction balances for all the balance categories.

**Deductions**

Use this field to run this report for a specific deduction. Leave this field blank to run the report for all the deduction balances you define.

**Payroll Relationship Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> Note: Use the Manage Object Groups task to define a payroll relationship group before you can use it here.

**Person**

Use this field to verify deduction balances for a single person.

Report Results

The report provides details of payroll deductions processed for the specified period.

Report Fields

Report results include the following key fields:
### Report Field Description

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date</td>
<td>The report includes multiple payroll processes depending on the process date range you specify when you run the report.</td>
</tr>
<tr>
<td>Actual Deduction</td>
<td>Amount deducted from the person’s pay for this deduction element.</td>
</tr>
<tr>
<td>Deduction Not Taken</td>
<td>Part or entire amount of the calculated or owed deduction that is not deducted from the person’s pay.</td>
</tr>
<tr>
<td>Current Arrears</td>
<td>Part or entire amount of the calculated or owed deduction that is not deducted and is stored as arrears within the current period.</td>
</tr>
<tr>
<td>Total Arrears</td>
<td>The aggregated total of the arrears as of the process date.</td>
</tr>
<tr>
<td>Accrued Deductions</td>
<td>The aggregated total of the actual deductions as of the process date.</td>
</tr>
<tr>
<td>Total Owed</td>
<td>The total owed deduction amount as of the process date. For involuntary deductions such as a court order or a tax levy, this amount is initially entered on the employee’s involuntary deduction card. In some cases, the deductions stop once the total owed amount is reached. In other cases, it’s informational and the employer must wait for another order to stop the deductions.</td>
</tr>
<tr>
<td>Remaining Amount</td>
<td>Balance of the total owed, less the amount accrued for the deduction.</td>
</tr>
</tbody>
</table>

### Related Topics

- Generating Payroll Reports in Microsoft Excel Format

### Reporting Payment and Nonpayment Balances

When you process a reversal or balance adjustment, you decide whether to include or exclude the balances from the payment. When you submit a report that includes the Balances Reported parameter, your selection determines which balances to display. Select Nonpayment Only or Payment Only options, or leave the parameter blank to display both payment and nonpayment balances. The Payroll Activity, Payroll Register, and Statutory Deduction Register include the Balances Reported parameter.

When you submit the report, you can optionally specify the Scope and Report YTD Summary parameters. These parameters determine how the balances are reported and whether you can select a value for the Balances Reported parameter, as shown on the following table.

<table>
<thead>
<tr>
<th>Report Parameter</th>
<th>Parameter Value</th>
<th>Report Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Summary</td>
<td>The total is displayed for the payment and nonpayment balances</td>
</tr>
<tr>
<td>Scope</td>
<td>Detail</td>
<td>Payment and nonpayment balance details are listed in the Include in Payment report section</td>
</tr>
</tbody>
</table>

---

143
View YTD Balances in Reports

Several payroll reports include a parameter for viewing year-to-date balance values: Payroll Activity, Payroll Register, and Statutory Deduction Register reports. When you submit the reports, you specify a value for the Report YTD Summary parameter that controls which balances are included in the total, as shown in the following table.

<table>
<thead>
<tr>
<th>Parameter Value</th>
<th>Report Displays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Year-to-date total from the last process run for a person in a specific PSU and TRU within a specified date range</td>
</tr>
<tr>
<td>No</td>
<td>Each separate transaction included in the report displays the current total, and the year-to-date total is displayed for all the processes run for a person within the date range</td>
</tr>
</tbody>
</table>

Examples of Viewing YTD Balances in Reports

Several payroll reports include a parameter for viewing year-to-date balance values: Payroll Activity, Payroll Register, and Statutory Deduction Register reports. When you submit the reports, you specify a value for the Report YTD Summary parameter that controls which balances are included in the total.

Report Results for Transfer

The following scenarios illustrate the results when the Report YTD Summary Parameter is Yes. For these scenarios, you transfer Susan Smith April 1 from PSU1/TRU1 to PSU2/TRU2, which creates a new payroll relationship. You submit the Payroll Activity Report with a Process Start Date of January 1 and a Process End Date of December 31. The following table shows what the report displays.

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>Year-to-Date Totals Displayed for PSU1/TRU1 From</th>
<th>Last Action Displayed for PSU2/TRU2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan continues working in PSU2/TRU2.</td>
<td>March 31</td>
<td>Last action processed in December</td>
</tr>
<tr>
<td>Susan continues working in PSU2/TRU2. You pay her an off-cycle commission on June 30 for the previous payroll relationship (PSU1/TRU1).</td>
<td>June 30</td>
<td>Last action processed in December</td>
</tr>
</tbody>
</table>
### Scenarios

<table>
<thead>
<tr>
<th>Description</th>
<th>Year-to-Date Totals Displayed for PSU1/TRU1 From</th>
<th>Last Action Displayed for PSU2/TRU2</th>
</tr>
</thead>
<tbody>
<tr>
<td>You terminate Susan’s employment August 30.</td>
<td>March 31</td>
<td>Last action processed as of August 30</td>
</tr>
</tbody>
</table>

If instead of terminating Susan, August 30, you transfer her from PSU2/TRU2 back to PSU1/TRU1 on October 1, the previous payroll relationship for PSU1/TRU1 is reused with a new assignment ID. The report would display the results shown in the following table.

<table>
<thead>
<tr>
<th>Description</th>
<th>Report Results PSU2/TRU2 Display as of</th>
<th>Last Action for PSU1/TRU1</th>
</tr>
</thead>
<tbody>
<tr>
<td>You transfer Susan from PSU2/TRU2 to PSU1/TRU1.</td>
<td>September 30</td>
<td>Last action processed in December</td>
</tr>
</tbody>
</table>

### Element Results Register

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

Tip: Submit the Payroll Balance Report to review balances that the payroll process generates.

To generate the report, submit the Run Element Results Register flow from the Payroll Calculation or Payroll Checklist work areas.

### Totals by Element and Person

After you run the report, use the pivot table feature in Microsoft Excel to obtain totals by element and person. For example, complete these steps to create a pivot table that displays these totals:

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click PivotTable from the Insert menu.
4. In the Create Pivot Table dialog, select New Worksheet. Click OK.
5. Click these fields from the Pivot Table Field List:
   - Person Name
   - Payroll Statutory Unit
   - Tax Reporting Unit
   - Payroll
   - Run Type
   - Element Name
   - Value
6. Drag the fields to these areas:
### Related Topics

- View and Verify Person Process Results for Payroll Interface

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### Gross-to-Net Report

Submit the Gross-to-Net Report to view summary or detail listings for the total results calculated in the payroll run. The report displays the balances for the payroll period in which the process date occurs. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis. Use the report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.

You control which results to view by specifying a date range that includes the process dates of the payroll calculations. The results of the report depend on the number of payroll calculations completed for the payroll within the date range.

Submit the Gross-to-Net Report from the Payroll Checklist or Payroll Calculation work areas.

### Example

The following example produces a report that combines results from two payroll periods.

1. You calculate the payroll for semimonthly payrolls. The process date of the first payroll run is offset to the second payroll period. The following table displays the balances for each payroll run.

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Process Date</th>
<th>Balance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 to 15</td>
<td>January 17</td>
<td>Standard Earnings</td>
<td>3200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee Tax Deductions</td>
<td>1106.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employer Liabilities</td>
<td>468.80</td>
</tr>
<tr>
<td>January 16 to 31</td>
<td>January 31</td>
<td>Standard Earnings</td>
<td>3200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee Tax Deductions</td>
<td>1391.73</td>
</tr>
</tbody>
</table>
2. You submit the Gross-to-Net Report with a start date of January 16 and an end date of January 31.
3. Both process dates fall between the selected dates, so the report displays the combined results of both payrolls as shown in the following table.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Earnings</td>
<td>6400.00</td>
</tr>
<tr>
<td>Total Gross Pay</td>
<td>6400.00</td>
</tr>
<tr>
<td>Employee Tax Deductions</td>
<td>2498.39</td>
</tr>
<tr>
<td>Total Deductions</td>
<td>2498.39</td>
</tr>
<tr>
<td>Total Net</td>
<td>3901.61</td>
</tr>
<tr>
<td>Employer Liabilities</td>
<td>937.60</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>937.60</td>
</tr>
<tr>
<td>Total Cost</td>
<td>7337.70</td>
</tr>
</tbody>
</table>

Payroll Activity Report

Run the Payroll Activity Report to view payroll balances and reconcile this information with the data archived by the periodic payroll archive as viewed in the Payroll Register. You can run this report at any time and use the report for payroll verification, validation, and auditing purposes.

You can run this report from the Payroll Calculation and Checklist work areas.

The Payroll Activity Report provides a high-level summary of all relationship-level balances across various balance categories, payroll statutory units (PSUs), and tax reporting units (TRUs). Use the Payroll Activity report to list:

- Balance adjustments for all employees within a given time period.
- Gross earning calculations.
- Reversals within a given time period.
- Balance initialization for a selected employee or all employees for a given time period.
- Payroll Runs or Quick Pays for a given time period.

Parameters
The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

**Scope**

You control the results of the report by specifying the scope of the report, as given below.

<table>
<thead>
<tr>
<th>Scope Value</th>
<th>Report Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Provides a summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity.</td>
</tr>
<tr>
<td>Detail</td>
<td>Provides the detail of each payroll relationship level balance for every worker in every payroll activity.</td>
</tr>
</tbody>
</table>

**Payroll**

Select the required payroll name.

**Process Type**

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Balance Initialization
- Calculate Gross Earning

**Process Start Date**

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

**Process End Data**

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the ‘Payroll Run Date’. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

**Location**

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.
Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don’t select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

Note: You must use the Manage Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

Person Page Break

The options are Yes and No. If you select Yes, the report is generated with details per person per page. The default value is No and this field is disabled for the summary report.

Hide Records with Zero Value

The options are Yes and No. If you select Yes, balances with zero values are not displayed in the report.

Latest Process YTD Total Only

The options are Yes and No. If you select Yes, the summary report includes year-to-date total from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Balances Reported

Use this field to run this report for Payment Balances, Nonpayment Balances, or both, as given in the table below.

<table>
<thead>
<tr>
<th>Balances Reported Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment only</td>
<td>Includes balances included in the payments process.</td>
</tr>
<tr>
<td>Nonpayment only</td>
<td>Includes balances that are not included in the payments process.</td>
</tr>
<tr>
<td>Field is left blank</td>
<td>Includes all balances.</td>
</tr>
</tbody>
</table>

This field is disabled if Latest Process YTD Total Only is set to Yes and all balances are included in the report.

Display All Hours
Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

**Report Results**

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you select while running the report, as given below.

**Summary Report**

The summary report has the following sections:

- Summary for Balance Categories
- Summary for Balances
- Summary for Balances by PSU and TRU
- Balances by Payroll and Process Type Summary

Balances by Payroll and Process Type Summary is displayed when Latest Process YTD Total Only is set to No or left blank.

The summary report displays either payment balances data or nonpayment balances data or both payment and nonpayment balances data together, depending on the Balances Reported parameter.

**Detail Report**

The detail report includes the above three sections followed by a fourth section that has employee level balances information displayed separately for payment and nonpayment balances. The balances are reported separately for unpaid Balance Adjustments when ‘Include adjustment in payment balance’ is set as No during balance adjustments, and unpaid Reversals.

**Dynamic Payroll Relationship Group support for Payroll Activity Report**

You can use the dynamic payroll relationship group parameter functionality to run the Payroll Activity Report. Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. For example, use the Payroll Relationship Group formula type to restrict the payroll run to a specific employee group, based on assignment and person level attributes.

Use the Manage Fast Formulas task to first create a fast formula of the Payroll Relationship Group type. You can then create a formula with specific criteria to define this group. Use this payroll relationship group as a submission parameter when you run the Payroll Activity Report.

**Related Topics**

- Payroll Relationship Group Formula Type

**Payslip Reprinting Report**

Use the Payslip Reprinting Report to generate a report to include payslips for an employee or a specific group of employees spanning across multiple pay periods.
For example, you may generate the report for:

- Employees who generally view their payslips online and are on long-term leave of absence, for instance on maternity leave, and hence cannot view their payslips online.
- Employees who are terminated and can no longer view their payslips online and are paid severance payments after they have left the organization.
- Your legal department, who has requested for an employee’s payslips for a specific financial year.

You can run this report for:

- Multiple employees
- Multiple pay periods
- Any date range
- Any number of times

To run this report, use the Payslip Reprinting Report task from the Payroll Calculation or Checklist work area.

Prerequisites

Run this report after successful completion of the Generate Payslips process. The report retrieves the payslips that are already generated by the Generate Payslips task and stored in the Document of Records. Hence ensure that the Generate Payslips task is run for the pay periods, employees, and date range for which you want to run this report.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

**Process Start Date**

The report excludes pay slips with a payment date that is earlier than the date specified.

**Process End Date**

The report excludes pay slips with a payment date that is later than the date specified.

**Payroll**

The name of the payroll you use to run this report.

**Consolidation Group**

Use this field to run the report for a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

**Location**

Use this field to print the payslips for employees who have at least one assignment for the selected location.

**Payroll Relationship Group**

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.
**Person**

Use this field to print the payslips for a specific employee.

**Process Configuration Group**

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as passwords or number of threads. You can select a value only if you have a predefined process configuration group.

> **Note:** Use the Manage Object Groups task to define any of the groups mentioned above, before you can use it here.

**Delivery Preference**

Use this field to select any of the following options:

- Online
- Paper
- Both online and paper

You can also run this report for a specific payroll statutory unit or tax reporting unit.

**Report Results**

The report provides a single output file and also includes employees who have not opted for a printed payslip.

**Related Topics**

- Multilanguage Support for Payslips
- Add Bursting to Print Delivery Option

**FAQs for View Reports**

**Why don't I see the new delivery option when I redeliver the report?**

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report. If you add a delivery option to the report’s extract definition, you must submit a new report to view and select the additional delivery option.

**How can I display employee work location and department on their payslip or check?**

Define a check or payslip template to include the archived payroll information, including the employee’s work location and department details. Use this template in the BI Publisher Report and add the report to the Generate Check Payments or...
Generate Payslips flow. When you submit the flow, the flow output is automatically generated based on the template included in the BI Publisher Report.

**Related Topics**
- Add a BI Publisher Report to a Flow

### How can I view transient data in extract-based payroll reports?

Use the Run Mode parameter to control whether the extract-based payroll report must retain or discard the transient data created during the report execution to produce the output file.

Select the Debug option only when you investigate an issue with the report output or when instructed by Oracle Support to do so.

The default Normal option discards the temporary transient data produced during report execution.
5 Calculate Payment Distribution

Overview

Before distributing payroll payments, you use tasks to calculate the distribution of payments and verify the prepayment calculations. The following figure shows the flow of the calculate payment distribution tasks.

Calculating Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' payment methods. It uses the results of the payroll run to calculate the gross-to-net payment.

Tip: The Calculate Prepayment process locks the payroll run results, which prevents changes and ensures data integrity. To roll back run results, first roll back the Calculate Prepayments task.
The Calculate Prepayments task is an automatic task included in the payroll cycle flow, but you can also run it as a standalone process in the Payment Distribution work area. You specify the following submission parameters:

- Payroll name that determines the payroll relationships to calculate
- Process start date and process end date for the range of records to return
- Optional consolidation group name to limit the scope of the process
- Optional payment source name to override the default payment method
- Optional process configuration group name for processing rules, such as logging
- Optional default payment setting override to issue a check instead of an electronic funds transfer

**Verifying Prepayments**

Use the Verify Prepayments manual task to review and verify prepayment results before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, and payment and deduction amounts are accurate.

**Taking Corrective Action**

If you find problems, you can correct the underlying data and then do one of the following actions:

- Retry the Calculate Prepayments process if it didn’t complete successfully.
- Roll back the prepayment results to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if there were no payments.
- Void the prepayments results to void the payment and then use the Make Payment action to reissue another payment.

**Roll Up Third-Party Payments**

Use the Run Third-Party Payment Rollup task to consolidate payments from individual contributions into a single payment for each third-party organization payee. Run this optional process after calculating and verifying prepayments.

**Related Topics**

- Overview of Distributing Payroll Payments
- Status of Flow Tasks

**Verifying and Troubleshooting Payments**

Review the results of each payroll process before continuing with the next one to minimize the effort involved in correcting any problems. In particular, be sure to check payroll run results and prepayment results before generating payments.

Review payment information in this sequence:

1. Verify payroll run results and review payroll validation reports before calculating prepayments.
2. Verify prepayment results before generating payments.
3. Verify payment results and review available reports, and take corrective action as needed.

Verifying Payroll Run Results

Follow these steps:

1. Use the following payroll reports to verify run results:
   - Gross-to-Net Report
   - Balance Exception Report
   - Element Result Register
   - Payroll Balance Report
   - Payroll Activity Report
   - Any additional country-specific or user-defined reports

2. Use the View Person Process Results page for the Payroll Calculation process to verify the information listed in the following table:

<table>
<thead>
<tr>
<th>Information to Verify</th>
<th>Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances, including gross pay, deductions, and net payment</td>
<td>Use the Gross to Net tab of the Statement of Earnings.</td>
</tr>
<tr>
<td>Accruals</td>
<td>Use the Paid Time Off tab of the Statement of Earnings.</td>
</tr>
<tr>
<td>Deduction details</td>
<td>Use the Deduction Card tab of the Statement of Earnings.</td>
</tr>
<tr>
<td>Costing results</td>
<td>Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.</td>
</tr>
<tr>
<td>Balance results</td>
<td>Review balance results to confirm that the payroll run completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.</td>
</tr>
<tr>
<td>Run results</td>
<td>Review run results for all elements processed.</td>
</tr>
<tr>
<td>Messages</td>
<td>View messages generated by payroll processes, if any.</td>
</tr>
</tbody>
</table>

3. If you find errors that you can correct, correct the underlying data and use the Retry and Mark for Retry task actions.
4. If you find an error in a person’s record that requires additional information or research before you can correct it:
   - Roll back the record to remove the person from the payroll run.
   - Continue processing the main payroll.
   - Correct the problem and process the person’s payroll in a QuickPay run.
5. If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all the necessary corrections.
Verifying Prepayments

If you run the Calculate Prepayments task as a standalone process, review the results on the View Payroll Process Results page.

If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

Verifying and Troubleshooting Payments

Use the resources in the following table.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Results section of the View Person Process Results page</td>
<td>Check that the payment results match the prepayment results that you reviewed earlier.</td>
</tr>
<tr>
<td>Payroll Register</td>
<td>Verify total payment amounts per balance category and compare payment values to previous periods.</td>
</tr>
<tr>
<td>Payment Register summary</td>
<td>Verify the total amounts paid by payment category, type, status, and method.</td>
</tr>
<tr>
<td>Payment Register detail</td>
<td>Validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person’s assignment location. The location is listed with the other parameters, but not on the results.</td>
</tr>
<tr>
<td>Log file</td>
<td>Review the log file to obtain detailed information about the results of the submitted process.</td>
</tr>
</tbody>
</table>

If you discover an error after generating payments, you can’t simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem, as shown in the following table.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The check is correct, but was lost, stolen, or destroyed.</td>
<td>Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Void the original payment and reissue using the normal payment process.</td>
</tr>
<tr>
<td></td>
<td>• Void the original payment and make an external payment to replace it.</td>
</tr>
</tbody>
</table>

Related Topics

- Corrective Actions for Payments
- Examples of Correcting Payments
- Payment Distribution Reports
- How can I access a log file for a payroll flow, extract, or report
- Viewing a Statement of Earnings
FAQs for Calculate Payment Distribution

What's the difference between rolling back and reversing a payment action?

The Roll Back action deletes the process and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.

The Reverse action reverses the payroll calculation, generates a negative run result to offset the original run result, and leaves an audit trail. For example, you might reverse the calculation for a payment that you made in error and didn't issue.

Related Topics
- Corrective Actions for Payments

How can I correct a hire date for a worker?

You correct the hire date for a worker in the Person Management page and have access to all the worker’s payroll processes after the hire date has been updated. For example, you hire and pay a worker then you're informed the worker joined the company on a later date, you can now correct the hire date and still view the worker’s payroll results.
6 Distribute Payroll Payments

Overview of Distributing Payroll Payments

The Distribute Payroll Payments activity comprises several tasks from making payments through archiving the results and running reports. You typically make payroll payments as part of the payroll cycle flow or a QuickPay flow, or by submitting a standalone process using the Submit a Process or Report task.

Sequence of Tasks

This figure shows the sequence of payment distribution tasks for a typical payroll cycle with the exception of the Make External Payments process. You submit this process as part of the QuickPay flow or as a standalone process in the Payment Distribution work area.
You can view the results of these tasks on the View Person Process Results page.

Your flow may include additional or fewer tasks, but you must archive payroll run results before running the following tasks:

- Run Payroll Register
- Generate Check Payments, unless this process in your legislative data group doesn’t use archived payroll data

### Overview of the Payment Distribution Tasks

The following table describes the payment distribution tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate Check Payments</td>
<td>Generates check payments for all payees including third-party payees, using a predefined format.</td>
</tr>
</tbody>
</table>
## Related Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make EFT Payments</td>
<td>Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT.</td>
</tr>
<tr>
<td>Make External Payments</td>
<td>Addresses special situations where you don't want to use the normal payment process. Examples include:</td>
</tr>
<tr>
<td></td>
<td>• Replace a lost check that you voided</td>
</tr>
<tr>
<td></td>
<td>• Create a final payroll check for a terminated employee</td>
</tr>
<tr>
<td></td>
<td>• Pay using a different payment type or payment source than specified in the normal payment process</td>
</tr>
<tr>
<td>Archive Periodic Payroll Results</td>
<td>Makes the data available for reports, such as the payroll register and payslips.</td>
</tr>
<tr>
<td>Run Payroll Register</td>
<td>Verifies and provides an audit trail of a payroll run including hours, earnings, and deductions by PSU and TRU. In detail mode, shows the complete details for each employee.</td>
</tr>
<tr>
<td>Generate and Verify Payslips</td>
<td>Generates a payslip for all paid payments matching your criteria except:</td>
</tr>
<tr>
<td></td>
<td>• Voided payments</td>
</tr>
<tr>
<td></td>
<td>• Reversed payroll calculations</td>
</tr>
<tr>
<td></td>
<td>• Data not archived</td>
</tr>
<tr>
<td></td>
<td>• Previously generated payslips</td>
</tr>
<tr>
<td>Run Payment Register</td>
<td>Verifies and provides an audit trail of payments generated by all payment processes, including total amounts paid by payment category, type, status, and method. In detail mode, shows payments for each employee.</td>
</tr>
</tbody>
</table>

### Related Topics

- Verifying and Troubleshooting Payments
- Overview of Calculate Payment Distribution

## Viewing and Editing Archive Results

Because payslips and the payroll register use archived data, it is critical that the archive process completes successfully and that it includes all the information it should. You can view the results of the Archive Periodic Payroll Results process on the View Person Process Results page. You can also edit archived data, if your user privileges and the restrictions in place for your system enable it.

### Viewing the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.
The data archived by this process may vary depending on your legislation and your organization’s reporting requirements. Archive payroll data typically comprise four types of information:

- HR data, such as employee and employer address details, employee work location and department, accruals, and assignment details
- Element information, such as earnings and deductions
- Balance sets
- Messages

Archive results include prepayment information used to generate payslips. Prepayment information for external payments is also included in the archive. To view results:

1. Review the archive results to determine if there are any errors or if there are unprocessed assignments or records that are missing from the archive.
2. If errors exist, review the employee’s HR or payroll data to determine what caused the errors or prevented the employee from being included.
3. After correcting the errors, roll back the affected processes and then rerun them.

Editing the Archive Results

By default, the extract definition for the payroll archive doesn’t allow editing of the output. However, if your environment and your security privileges enable this task, you can use the Edit button in the Archive Results section of the View Person Process Results page. The application stores any changes to the archived results in the archive table, which the payroll register and payment processes then use.

*Note:* Updates made to the archive results will no longer match the original generated from the original archive. For this reason, avoid manually updating the archive unless necessary.

Viewing Payments

View payments to verify payee and amount information and to determine the payment status. You have a choice of different ways to locate and view payments, based on the work area and the type of payment information you want to see.

**Work Area**

This table contrasts the advantages of viewing payment information from the Payroll Checklist or the Payment Distribution work area.

<table>
<thead>
<tr>
<th>Payroll Phase</th>
<th>Work Area Starting Point</th>
<th>Available Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working on the current payroll or QuickPay run</td>
<td>Payroll Checklist</td>
<td>On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses. Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back.</td>
</tr>
</tbody>
</table>
Distribute Payroll Payments

<table>
<thead>
<tr>
<th>Payroll Phase</th>
<th>Work Area Starting Point</th>
<th>Available Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working on tasks for different payroll periods or payroll runs</td>
<td>Payment Distribution</td>
<td>Use the Payments search in the regional area to query payments by payment method, payee, or legislative data group. You can view payment details, but you can't select actions from the Payments search results. Use the Overview page to search for a payment process flow. Navigate to the Payroll Flow Processes and Reports tab and from there to the View Person Process Results page. You can also use the View Payroll Process Results and View Person Process Results tasks to navigate to the payment results and take corrective action.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For a completed process, view the output of the process or navigate to the View Person Process Results page to view individual payment results and take corrective action.</td>
</tr>
</tbody>
</table>

Type of Payment Information
Decide which type of payment information you want to view as shown in the following table.

<table>
<thead>
<tr>
<th>Method</th>
<th>Process Results</th>
<th>Person Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Interface</td>
<td>Query the payroll flow from the Overview page of the Payroll Checklist and go to the task you want to view.</td>
<td>Use the Payment search in the regional area of the Payment Distribution work area or select the View Person Process Results task in the Tasks pane.</td>
</tr>
<tr>
<td>Report</td>
<td>Use the Payroll Register to view summary-level payment information for a payroll run.</td>
<td>Use the Payroll Register to view detailed, person-level payment information</td>
</tr>
</tbody>
</table>

Generating Check Payments and Check Numbers

The Generation Check Payments process generates check payments in a predefined format for all payees who have a check payment method and a net pay greater than zero. The format of printed checks and the information printed on the checks and check stubs vary based on your organization’s requirements. When you submit the check payment process, you must enter the starting check number, and optionally, an ending check number. This topic explains now the check numbers work when generating check payments.

Starting Check Numbers
Before you begin printing checks, ensure that the starting check number in the application matches the printed check.
Ending Check Numbers

Enter the ending check number to put a break in the print job to ensure you synchronize the numbers entered as submission parameters with the numbers printed on the checks. When printing separate batches of consecutively numbered checks consider your ending check numbers. For example, you have one box of checks numbered 4500 through 4999 and another box numbered 7000 through 7999. If you don’t enter the last check number in the range and print more than 500 checks, the payment process will record incorrect check numbers for checks from the second box. To ensure the process stops when the printer runs out of a batch of checks, enter the ending check number when submitting the process.

Corrective Actions for Payments

Several types of corrective actions are available for payroll payments, depending on the cause of the error and status of the process.

- Voiding payments
- Reversing payroll calculations
- Using the standard payroll flow task actions: Roll Back, Mark for Retry, and Retry

Voiding Payments

You can only void a payment that has a status of Paid or Reconciled. Voiding a payment doesn’t reverse or delete any payment calculation information; it simply updates the status of the payment record to Void.

Examples of when to void a payment:

- A check payment that was lost, stolen, or destroyed.

  Tip: Contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

- An electronic funds transfer (EFT) payment sent to a bank account that’s now closed.

To void and reissue a payment:

1. Submit the Void Payment process in the Payment Distribution work area or select the Void Payment action from the View Person Process Results page for the payment.
2. Reissue the payment in the next payment run.

   Once you have voided a payment, the application reissues it automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment.

Reversing Payroll Calculations

You can reverse a payroll calculation after generating a payment, such as a check issued to the wrong person. This differs from the Roll Back action, which you can only perform if payment wasn’t issued. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. Reversal doesn’t affect the payment itself, only the payroll run results and costing results.

Note: Use the Roll Back action only when you didn’t issue the payment.
To reverse a payment for:

- The same payroll period, generate the payment, and then reverse it.

  If you reverse the calculation after running prepayments, but before the payment process, the process will still issue payment.

- A previous payroll period, reverse the payment before or after processing the payroll for the current period.

You can reverse the payroll run results and costing results by doing one of the following:

- Select the **Reversal** action from the View Person Process Results page. Use this to reverse an individual calculation.

- Submit the **Reverse Payroll Calculation** process in the Payroll Calculation work area to reverse a set of payroll calculations based on the parameters you select.

When you submit a reversal, you can control whether the next prepayments process, which covers the date of the reversal, includes the negative net pay value, as shown in the following table.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>You Reverse</th>
<th>Negative Net Pay Option Selected</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>On April 30 you incorrectly pay a temporary worker for the hours of another employee. The temporary worker agrees to have the overpayment deducted from the next pay check.</td>
<td>Temporary worker’s payment in the May payroll run</td>
<td>Include in Pay</td>
<td>Next prepayments run that includes the reversal date reduces the temporary worker’s payment</td>
</tr>
<tr>
<td>An employee terminates on April 30, but the information isn’t communicated to the payroll department. The employee contacts the payroll department, informs the payroll manager of the overpayment, and returns the check.</td>
<td>Employee’s April payroll run using the same process date for the reversal as you did for the payroll run</td>
<td>Exclude from Pay</td>
<td>Next prepayments run that includes the reversal date doesn’t reduce the employee’s payment</td>
</tr>
</tbody>
</table>

Some reports, such as the Payroll Activity and Payroll Register reports, include a submission parameter for Balances Reported. This parameter determines whether the report lists payment and nonpayment balances for reversals and balance adjustments. For example, you might process a reversal and include the negative net payment in the next prepayments process. You submit the Payroll Register report and select the option to list payment balances only. You then use this report to review payroll results and compare balances with other reports you have run.

**Using the Standard Actions: Roll Back, Mark for Retry, and Retry**

If an error prevents successful completion of the payroll calculation or payment generation process, correct the underlying data. Use the standard payroll actions, Mark for Retry and Retry, to retry the process with the corrected data. The availability of these actions depends on the status of the process.

**Note:** For some tasks that generate files, such as reports, checks, and EFT payments, you can retry or roll back the entire task but not individual results.
If a process completes successfully, but the results are incorrect, use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action. Once the process issues a payment, you can't roll it back.

Related Topics

- Marking for Retry, Retrying, and Rolling Back Payroll Results
- Create a Flow Pattern to Reissue a Check
- Reporting Payment and Nonpayment Balances

Examples of Correcting Payments

These examples illustrate scenarios that require corrective actions for payments and the correct actions to take in each scenario.

Employee’s Check is Lost

Scenario:

An employee’s check is lost, stolen, or destroyed.

Corrective Action:

1. Submit the Void Payment process in the Payment Distribution work area or select the Void Payment action from the View Person Process Results page.
2. Reissue payment in one of the following ways:
   - Make an external payment.
     
     This process prevents the check from being included in the next payments run. You can record the check number for the replacement check and the reason why you are making the payment externally.
   - Allow the normal payment process to issue the payment.
     
     The Void status includes it automatically in the payments process for the date of the voided payment, unless you prevent its reissue. The replacement check retains the original payment date.
3. Contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

Checks Require Reprinting Due to a Printer Problem

Scenario:

Your printer jams while printing a batch of checks. The printer destroys one check and generates a blank check, which causes a mismatch between the check number displayed on the person's record and the number on the printed check.
Corrective Action:

1. Because you didn’t reissue the checks, you can roll back the batch check payment process and then rerun the checks.
2. If the printing problem results in missing check numbers, void the checks to create an audit trail.
3. Adjust your starting and ending check numbers as needed when you resubmit the payment process.

Note: As a best practice, roll back all the check payments to create a range of check numbers for printing. Printing individual checks means the check numbers are not continuous, which can create problems when printing on preprinted stationery.

Employee Requests to be Paid in a Different Currency

Scenario:
An employee works and pays taxes in the UK, but wants to receive payments to a bank account in her home country of China. You set up payment methods so that the payment process converts the net pay amount from sterling to yuan.

Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency
2. Define a personal payment method for the Chinese bank account.
3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.
4. Make an EFT payment to the Chinese bank account.

EFT Payment is Made to a Closed Bank Account

Scenario:
An employee changes banks without notifying the payroll department, and the payment process sends an EFT payment to a closed account.

Corrective Action:

Void the EFT payment. Once voided, you can either process the payment in the next payroll run or make an external payment.

Payroll Check Expires Before It’s Cashed

Scenario:
Your payroll checks expire after 90 days, and you receive a notification that an employee never cashed a check that you issued four months ago.

Corrective Action:
Void the original check. Run the Generate Check Payments process and set the new payment date in the Overriding Payment Date.

**Related Topics**

- Verifying and Troubleshooting Payments
- Submit a QuickPay Flow to Correct a Payroll Calculation Error
- Examples of QuickPay Processing

## View Reports

### Payment Distribution Reports

Verify payment calculations and payment distributions using the reports from the Payment Distribution work area.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</th>
<th>When to Run</th>
<th>Example of Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Register</td>
<td>Verification, validation, and audit of payroll calculations</td>
<td>After calculating payroll and archiving periodic payroll results</td>
<td>Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee to balance and reconcile payroll and to compare the payment values to previous periods. The report lists the current and year-to-date hours worked for each person included in the report.</td>
</tr>
<tr>
<td>Payment Register</td>
<td>Verification and audit of payment distributions</td>
<td>After calculating prepayments, running the payment process, and generating payslips</td>
<td>Use the summary report to verify the total amounts paid by payment category, type, status, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person’s assignment location. The location is listed with the other parameters, but not on the results.</td>
</tr>
</tbody>
</table>
### Payslips

**Purpose:** Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals.

**When to Run:** After generating payments and archiving periodic payroll results.

**Example of Usage:**
- Generate payslips for all employees as a record of payments made.
- Payroll managers and administrators can view payslips from the Person Management work area. Employees can view or print their payslips from the Portrait page.

### Third-Party Payment Register

**Purpose:** Provides details of all payments made to a third-party person or organization, including involuntary and voluntary deductions.

**When to Run:** After generating payments.

**Example of Usage:**
- Use the summary report to view a list of payments by payroll statutory unit.
- Use the detail report to view the breakdown and roll-up of payments.

---

After submitting a report that uses archived data, you can submit the Redeliver Output process from the Payroll Checklist work area to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

**Related Topics**
- Verifying and Troubleshooting Payments
- Reporting Payment and Nonpayment Balances

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### Third-Party Payment Register

**Purpose:**
Use the Run Third-Party Payment Register task to view a summary or detail listing of all third-party payments. Run this process from the Payroll Checklist or Payment Distribution work areas.

**Prerequisites**
You must run the report after calculating and verifying prepayments and generating the payments.

**Report Parameters**

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

**Scope**
You control the results of the report by specifying the scope of the report, as given in the following table.

<table>
<thead>
<tr>
<th>Scope Value</th>
<th>Report Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Provides a list of payments by payee.</td>
</tr>
</tbody>
</table>
Scope Value | Report Results
-------------------
Detail | Provides details of employee and deduction information for third-party payments.

Payroll
Select the required payroll name. The report is generated for the selected payroll run.

Process Start Date
Enter a start date to define the date range of this process.

Process End Date
Enter an end date to define the date range of this process.

Consolidation Group
Select a consolidation group to view the payments for all payrolls that are included in this consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. If you don’t select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit
Select a payroll statutory unit (PSU) to view the payments for a specific PSU.

Tax Reporting Unit
Select a tax reporting unit (TRU) to view the payments for a specific TRU.

Payroll Relationship Group
Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> Note: You must use the Manage Object Groups task to define the payroll relationship group before you can select it here.

Person
Select the person number to validate payments for each employee, including the payment amount, bank, and check information, as reported in the detailed report.

Process Configuration Group
Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don’t select a process configuration group; the process uses the parameters in the default group.

Payee
Select the payee for which the check payment process is run, to view the payment details of individual and rollup payments made for each payee.
Use the following parameters to view a list of individual payments, including total amounts paid by payment category, type, status, and method:

- Payment Category
- Payment Method
- Payment Process
- Payment Type
- Payment Status

Report Results
The results of the report depend on the scope value you select while running the report, as given below. Both the formats have a page break after every payee, so you can provide the payment details separately to each payee.

**Summary Report**
The Summary report displays the list of payments made to each payee by the payment source, payment status, and payment category. The report does not show PSU, TRU, and employee and deduction information. This is because the rollup payments include employees across PSUs and TRUs.

**Detail Report**
The Detail report has a multiple-tier layout that includes:

- Payment details of individual and rollup payments made for each payee. Within each payee report, the payments are further segregated into:
  - Employee deduction information for individual payments, including single deductions and multiple deductions
  - Employee deduction information for rollup payments
- Consolidated totals of each multiple deduction payment and rollup payment
- Deduction reference details for involuntary deductions stored on the calculation card
  - It displays a blank deduction reference if the details are not available.
- Element name of voluntary deductions

**Support for Spreadsheet Tabular Layout**
You can create your own template for a tabular output of data in Microsoft Excel file format for both the summary and detail reports.

**Related Topics**
- Third-Party Rollup Payments
- Generating Employee and Third-Party Check Payments

**Payment Statuses**
Payroll managers use the Payment Register to verify the total amounts paid by payment category, type, method, and status.
The following table shows the payment statuses that you might see on the Payment Register. Payment statuses are configurable values in the PAY_STATUS lookup.

<table>
<thead>
<tr>
<th>Lookup Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Canceled and cannot be reissued</td>
<td>The payment was marked as Void, the prepayment process was rolled back, and the calculation of the payroll run results reversed.</td>
</tr>
<tr>
<td>MR</td>
<td>Paid externally</td>
<td>The payment was processed, but generated externally. Examples include a hand-written check for a terminated employee.</td>
</tr>
<tr>
<td>P</td>
<td>Paid</td>
<td>The payment was processed and issued without error.</td>
</tr>
<tr>
<td>U</td>
<td>Unpaid</td>
<td>The payment was processed, but was incomplete or errors occurred during payment.</td>
</tr>
<tr>
<td>V</td>
<td>Void</td>
<td>The payment was marked as Void but is eligible for reissue. Examples include replacing a lost payroll check.</td>
</tr>
</tbody>
</table>

FAQs for Distribute Payroll Payments

When should I archive payroll data?

You must archive payroll results before you submit processes that use archived data, such as Run Payroll Register, Generate Payslips, and for some legislative data groups, Generate Check Payments. Your payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payroll processes, you can archive the results using the Archive Periodic Payroll Results task in the Payment Distribution work area.

Can I roll back a payment after generating it?

No, you can't roll back the payment process after you generate a payment. If the original check payment is correct but lost or destroyed, you can void and reissue it. An exception would be if something had damaged all of the checks in a payment run. In this case, because the application generated but didn’t issue payments, you could roll back and rerun the entire payment process.
How do I generate payments to third-party payees?

You can run the check or EFT payment process as part of the payroll cycle flow or as a standalone process from the Payment Distribution work area. The payment process generates third-party payments for all deduction elements included in the process using the flow submission parameters you specify. Payment methods for all third-party payees must already exist.

Viewing My Payslips and Bank Details

Video

Watch: This tutorial shows you how to find your payslip and update your payment methods, including bank details for payroll payments. The content of this video is also covered in text topics.

Procedure

This topic explains how you can view your payslip and bank details from the Personal Information icon on your home page. You can view your payslips and also set up your bank details.

To view the PDF of a full payslip:

1. Click the Personal Information icon on your home page.
2. Click Pay from the side panel. You can see the list of your payslips.
3. To view the full payslip, select a row and click the Check icon.

Information displayed on the payslip is segregated into sections and contains the following:

- The first section displays your personal and job information.
- The second section displays the payroll period information.
- The next section has a summary of your Gross-to-Net details.
- The next sections give a breakdown of earnings, pretax deductions, taxes and other deductions.

You can print your payslip or save it to your computer. Your payslips are stored in the application and you can retrieve them at any time.

Set Up a Payment Method

Suppose you’re being paid by check and you’re tired of going to the back. You can change your preference to direct deposit and receive your pay directly into your account. You can create personal payment methods, and specify the percentage or fixed amount to be paid by each method.

To create a personal payment method:

1. Click the Personal Information icon on your home page.
2. Click Pay from the side panel.
3. Click Add.
4. To set up a direct deposit, select a Payment Type of **NACHA**.
5. Select the **Currency**.
6. Enter a name for this account.
7. Select **New Account** for the bank account. The first account you enter here should be the account that you want to deposit 100 percent of your check. Alternatively, it could be the account you want to deposit your remaining check.
8. Select **Bank** and **Branch**.
9. Select **Checking** as the account type.
10. Enter the **Branch Number** and **Account Number**.
11. Click **Save and Close**.

### Add a Savings Account

You can also add a savings account and allocate a portion of your pay as savings for a future use. For example, you can open a savings account for down payments for a new house.

To open a savings account and allocate part of your pay as savings:

1. After you have saved your personal payment method, click **Manage**.
2. Click **Add**.
3. Select a Payment Type of **NACHA** and enter the bank details as given in the earlier section.
4. Select **Savings** as the account type.
5. In the Payment Amount field, select **Percentage** and enter a value. You can also select **Amount** and enter an amount instead of percentage.
6. Click **Save and Close**.
7 Calculate Cost Distributions

Overview

The Calculate Payroll process automatically calculates the costs for the payroll run. Submit separate processes to calculate the cost distributions for retroactive costs, payments, cost adjustments, balance adjustments, and partial period accruals throughout the payroll cycle. You can submit these processes from the Accounting Distribution work area.

Calculate Retroactive Costing

Calculate retroactive costing after you update the original costing setup information. For example, you might correct invalid account numbers charged to a suspense account. Typically, you submit the process when it’s not possible or convenient to roll back and recalculate the costing.

The Calculate Retroactive Costing process:

1. Compares the recalculated costs to the original results.
2. Negates original entries that have changed.
3. Creates new entries for the current payroll process.

Calculate Costing of Payments

Cost payments after calculating or distributing your payments, or after reconciling payments against a bank statement.

The process:

- Allocates costs to the accounts you set up for each payment source
- Calculates costs for all payments, including voided, canceled, external, unreconciled, and reconciled payments

Adjust Cost for a Person

Manually adjust the amount or percentage of a cost result allocated to one or more accounts. The adjustment creates an offset for the original costing entry.

Cost adjustments are corrective actions that apply only to the costing result for the payroll run, and in reports and calculations based on the payroll run. To use the adjusted information in subsequent payroll runs, update the account information on the costing setup pages.

Costing of Balance Adjustment

Calculate the costing of balance adjustments after you complete the balance adjustment or later in the accounting cycle.
Costing balance adjustments ensures that later processes or reports use the correct costing. You select an option to cost a balance adjustment when you process the adjustment on the Adjust Individual Balances page of the Payroll Calculation work area. After you complete the adjustment, you submit the Costing of Balance Adjustment process to cost the adjustment.

### Calculate Partial Period Accruals

Submit the Calculate Partial Period Accruals process to use the costs from a previous payroll period as the basis for the estimates of the current accounting period. Use this process for the following scenarios:

- Your payroll period overlaps two accounting periods.
- You require an estimate of costing results to close an accounting period.

When you transfer the costs to Oracle Fusion Subledger Accounting, the transfer process creates Partial Period Accrual and Partial Period Accrual Reversal transactions. When you calculate the actual costs for the full payroll period, the actual cost results offset the partial period accrual calculations.

### Cost and Reconcile Payments

#### How to Cost Payroll Payments

The Calculate Costing of Payments process calculates costs for payments, including void and canceled payments. If you are reconciling payments, the process costs unreconciled, reconciled, and cleared payments.

Costing payroll payments includes the following steps:

1. Submit the Calculate Costing of Payments process
2. Verify costing results for payments
3. Correct costing results for payments

#### Submit the Calculate Costing of Payments Process

Submit the Calculate Costing of Payments process from the Payroll Checklist or Accounting Distribution work areas. The frequency with which you submit the process depends on your accounting practices. Most enterprises cost payments before or on the actual payment date.

If you reconcile payments and pay employees by issuing checks, resubmit the process again for the reasons shown in the following table.

<table>
<thead>
<tr>
<th>When to Resubmit the Process</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Several days after the payment date</td>
<td>To cost the reconciled payments</td>
</tr>
<tr>
<td>Last business day of the month or the last date of the bank statement cycle</td>
<td>To simplify reconciling balances and bank statements when using Oracle Fusion General Ledger and Oracle Fusion Cash Management</td>
</tr>
</tbody>
</table>

Two factors control which account the process uses to cost the payment result:

- Account information set up for the payment source on the Manage Costing of Payment Sources page
• Decision to reconcile payments

The following table lists the account typically used if you reconcile payments.

<table>
<thead>
<tr>
<th>Payments Reconciled</th>
<th>Resulting Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>The process debits payroll liability accounts and credits the cash account.</td>
</tr>
<tr>
<td>Yes</td>
<td>The process creates entries that debit the payroll liability accounts and credit the cash clearing accounts. When the payments clear, resubmit the process to create entries that debit the cash clearing accounts and credit the cash accounts.</td>
</tr>
</tbody>
</table>

Verify Costing Results for Payments

Review costing results on the Person Process Results page of the Accounting Distribution work area.

Depending on your payment method, and whether you reconcile payments, you may have a lag time between the date you issue the payment and the date it clears. For example, if you issue checks and reconcile them, you can review costing results by tracking the progress of the transactions using the analytics on the Summary tab of the payroll flow.

Correct Costing Results for Payments

Most enterprises resolve errors during implementation. If results require correction, you might take the following steps:

1. Roll back the Costing of Payments process for the records that were costed using the incorrect account number.
2. Update the costing setup information for the payment source.
3. Resubmit the Costing of Payments process to negate the original costing and create the correct costing.

Related Topics

• Distribute Payroll Accounting

How to Reconcile Payroll Payments

Oracle Fusion Global Payroll integrates with Oracle Fusion Cash Management, which facilitates the reconciliation of bank statements with payment transactions. Reconcile payments after you receive the bank statement and reconciliation file.

Perform the following sequence of steps to cost and reconcile your payments using a duty role with the appropriate security privileges for each application, such as the payroll manager or cash management manager.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Task</th>
<th>Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit tasks to generate payments for employees and third-party payees, such as Generate Check Payments.</td>
<td>Payment Distribution work area</td>
<td>Payment information you can reconcile includes payments generated for checks, electronic funds transfer, and external payments.</td>
</tr>
<tr>
<td>2</td>
<td>Submit the Calculate Costing of Payments task for new payments.</td>
<td>Payment Distribution work area</td>
<td>• Creates cost results that debit the payroll liability accounts and credit the cash clearing accounts.</td>
</tr>
</tbody>
</table>
## Calculate Cost Distributions

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Task</th>
<th>Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Submit the Transfer Payments Information to Cash Management task.</td>
<td>Payment Distribution work area</td>
<td>Typically, you submit the process after sending the payment files to the banks.</td>
</tr>
<tr>
<td>4</td>
<td>Load a bank statement.</td>
<td>Cash Management</td>
<td>Load a bank statement that includes the payments for the payroll period you want to reconcile.</td>
</tr>
<tr>
<td>5</td>
<td>Reconcile payments automatically or manually.</td>
<td>Cash Management</td>
<td>Refer to Managing Discrepancies in this topic.</td>
</tr>
<tr>
<td>6</td>
<td>Monitor the reconciliation status</td>
<td>Cash Management</td>
<td>Refer to Monitoring the Status in this topic.</td>
</tr>
<tr>
<td>7</td>
<td>Submit the Calculate Costing of Payments task for reconciled payments.</td>
<td>Payment Distribution work area</td>
<td>After the payment clears, submit the process to debit the cash clearing account and credit the cash account. Enterprises typically submit the process toward the end of the accounting period.</td>
</tr>
</tbody>
</table>
The following figure shows the division of tasks between payroll and Cash Management.

Managing Discrepancies
The reconciliation process captures discrepancies between the amount reported in the bank statement and the payment information transferred to Cash Management. If there is a discrepancy, the amount determines the actions you might take, as shown in the following table.

<table>
<thead>
<tr>
<th>Discrepancy</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difference falls within the allowable tolerance permitted for discrepancies</td>
<td>Payment is marked reconciled and the difference is allocated to a reconciliation differences account in Oracle Fusion General Ledger. The journal entries for the differences are transferred from Cash Management to General Ledger, and not through payroll.</td>
</tr>
</tbody>
</table>
Discrepancy | Action
--- | ---
Difference falls outside the allowed tolerance | Payroll manager and cash managers must resolve the discrepancy.

**Monitoring the Status**

When you monitor the reconciliation process, you review statuses to determine whether the bank cleared or rejected a payment. Refer to the following pages to monitor the status.

<table>
<thead>
<tr>
<th>Page</th>
<th>Action to Monitor Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll flow page of the Payroll Checklist or Accounting Distribution work areas</td>
<td>View the payment amounts distributed from the payroll liability, the cash clearing, and the cash accounts. The Clearing Account Summary analytics on the Summary tab of the payroll flow display the amounts charged to each account.</td>
</tr>
</tbody>
</table>
| Person Process Results page of the Accounting Distribution work area | View the cash clearing account status:  
  - Cleared applies to payments that aren’t reconciled or that typically don’t require reconciliation such as cash and EFT  
  - Not Cleared applies to payments awaiting reconciliation or payments that failed the reconciliation process |
| Overview and Manage Bank Statement pages of the Cash management work area | View the status of bank statement lines. |

**Related Topics**

- Automatic Reconciliation
- Overview of Bank Statement Processing and Troubleshooting
- Overview of Tolerance Rules
- Payroll Setup Tasks for Costing Accounts
- Setting Up Reconciliation for Payments

**Cost Run Results**

**Payroll Processes That Generate Costing Results**

Different payroll processes create costing results during the payroll cycle. The following table lists and describes the payroll processes that generate costing entries.
<table>
<thead>
<tr>
<th>Process</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjust Cost for a Person</td>
<td>Reallocates the amount or percentage of the cost results. Creates an offset entry for the original costing entry.</td>
</tr>
<tr>
<td>Calculate Costing of Payments</td>
<td>Calculates costing for prepayments, QuickPay prepayments, and external payments, void, canceled, unreconciled, and reconciled payments.</td>
</tr>
<tr>
<td>Calculate Partial Period Accruals</td>
<td>Calculates accrual entries for a partial payroll period by</td>
</tr>
<tr>
<td></td>
<td>• Prorating the costing results based on the previous results of a full period</td>
</tr>
<tr>
<td></td>
<td>• Using the date of the Partial Period Accruals process as the accounting date</td>
</tr>
<tr>
<td></td>
<td>The process also creates reversal entries using the payroll period end date as the accounting date.</td>
</tr>
<tr>
<td>Calculate Payroll</td>
<td>Calculates payroll run results for payroll relationships and then costs these results.</td>
</tr>
<tr>
<td>Calculate QuickPay</td>
<td>Calculates costing for the payroll run results for a single payroll relationship.</td>
</tr>
<tr>
<td>Calculate Retroactive Costing</td>
<td>Recalculates costing based upon retroactive changes to costing setups. Compares the recalculated and original entries, and where different, offsets the original entries and creates new ones. The effective date of this process is the accounting date used when transferring results to general ledger.</td>
</tr>
<tr>
<td>Costing of Balance Adjustment</td>
<td>Calculates costing for the payroll run results of the Adjust Individual Balances process.</td>
</tr>
<tr>
<td>Create Draft Accounting</td>
<td>Creates journal entries that you can review and correct before transferring them to Oracle Fusion General Ledger.</td>
</tr>
<tr>
<td>Create Final Accounting</td>
<td>Creates final journal entries that Subledger Accounting transfers and posts to General Ledger.</td>
</tr>
<tr>
<td>Recalculate Payroll for Retroactive Changes</td>
<td>Calculates costing for retroactive changes that were excluded from the original payroll run, and records the difference found between the original entry and the retroactive result.</td>
</tr>
<tr>
<td>Reverse Payroll Calculation</td>
<td>Negates the costing results generated by the Calculate Payroll process by creating costing entries that offset the original entries. Uses the effective date of the reversal process as the accounting date to avoid creating entries for a closed accounting period. Creates an audit trail.</td>
</tr>
<tr>
<td>Transfer to Subledger Accounting</td>
<td>Creates Subledger Accounting events for cost transactions processed for each payroll relationship.</td>
</tr>
</tbody>
</table>

### How Payroll Cost Results are Calculated

Payroll processes create costing and offset results for the payroll run and payments you process. For example, when calculating the payroll, the application typically costs a value in a salary run result as a debit to an expense account, and offsets the same amount as a credit to a payroll liability account.
How the Account Number is Calculated

The application builds the account number based on the cost allocation key flexfield structure and the information you enter by using the costing setup tasks. The following table shows the different steps performed by the application to calculate costs based on the type of account.

<table>
<thead>
<tr>
<th>Account</th>
<th>Cost Calculation Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>1. Calculates costs for the input values specified on the element eligibility record.</td>
</tr>
<tr>
<td></td>
<td>2. Builds each segment by checking for:</td>
</tr>
<tr>
<td></td>
<td>◦ Costed and Distributed costing types at each level of the cost hierarchy</td>
</tr>
<tr>
<td></td>
<td>◦ Fixed Costed costing types at the payroll, element, and element eligibility levels</td>
</tr>
<tr>
<td></td>
<td>3. Calculates the cost for each account, if you allocated percentages of the cost to different accounts.</td>
</tr>
<tr>
<td></td>
<td>Places any unallocated amount in a default account.</td>
</tr>
<tr>
<td></td>
<td>Places invalid results in a suspense account. If a segment has a blank value, the cost account result depends on whether the segment of the cost allocation key flexfield is required or optional and whether a suspense account is defined.</td>
</tr>
<tr>
<td></td>
<td>◦ Optional, regardless of whether a suspense account is defined, costing result displays a null segment</td>
</tr>
<tr>
<td></td>
<td>◦ Required, and suspense account is defined, costing result is placed in suspense account</td>
</tr>
<tr>
<td></td>
<td>◦ Required, and suspense account isn’t defined, costing result errors.</td>
</tr>
<tr>
<td></td>
<td>4. Adds cost results for a distributed element to the elements included in the distribution group, based on the ratio each element contributes to the total amount for the distribution group.</td>
</tr>
<tr>
<td></td>
<td>5. Creates a debit or credit result based on the element classification settings.</td>
</tr>
<tr>
<td>Priority</td>
<td>• Calculates the cost using the account number specified for the priority account on the element eligibility record.</td>
</tr>
<tr>
<td></td>
<td>• If you allocated only a percentage of the cost, calculates the cost account number for the remaining percentage.</td>
</tr>
<tr>
<td>Offset</td>
<td>• Calculates the offset using the segments specified for the offset account on the element eligibility record.</td>
</tr>
<tr>
<td></td>
<td>• For blank segments, uses the account number derived for the equivalent segment of the cost account for the same element eligibility record.</td>
</tr>
<tr>
<td>Payroll Liability, Cash Clearing, Cash</td>
<td>Calculates the account number using the segments specified for the payment source on the Manage Payment Source page.</td>
</tr>
</tbody>
</table>

Related Topics

• Costing of Elements Options

How Distributed Costing Is Calculated

Many enterprises distribute the costs for employer taxes, charges, and liabilities over earnings elements. For example, you might distribute an overhead expense, such as an employer liability over a group of elements that include regular, overtime, and shift pay.
How Distributed Payroll Costs Are Calculated

The following steps explain how the payroll run calculates the cost distribution.

1. The process adds the cost for the distributed element to elements included in the distribution group. It distributes the costs based on the ratio each element contributes to the total amount for the distribution group.

   If an element in the distribution group produces no run results, the application distributes the results to the remaining members.

   

   **Note:** Costing at the *element entry level* for an element included in the distribution group uses the costing defined for it, not the costing defined for the distributed element.

2. The process builds each segment of the cost account by starting with the lowest level of the cost hierarchy. When it reaches the element eligibility level, the process applies the rules shown in the following table.

<table>
<thead>
<tr>
<th>Costing Exists at Element Eligibility Level</th>
<th>Account Numbers Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Numbers specified for the distributed element, in place of account numbers for the segments of the distribution group elements</td>
</tr>
<tr>
<td>No</td>
<td>Numbers derived for the segments of the distribution group elements</td>
</tr>
</tbody>
</table>

For example, suppose the only difference between the costing result for an overtime wage and distributed element is the natural account segment. The account number is 5130 for the overtime wage and for 5220 for the distributed element. The process adds the proportional cost of the distributed element to the overtime wage. It derives the natural account segment as shown in the following table.

<table>
<thead>
<tr>
<th>Costing Exists at Element Eligibility Level</th>
<th>Account Numbers Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>The process costs the result to distributed element’s natural account of 5220</td>
</tr>
<tr>
<td>No</td>
<td>The process retains the account number for the overtime wage of 5130</td>
</tr>
</tbody>
</table>

**Related Topics**

- What’s the difference between allocating and distributing costs

How to Set Up Distributed Costing

This topic explains how to distribute the costs for employer taxes, charges, and liabilities based upon earnings elements, such as wages, overtime, and shift pay.

Creating the Distribution Group

Create a distribution group that includes your earnings elements.

1. In the Payroll functional area, use the Manage Object Groups task.
2. On the Manage Object Groups page, create an element group.
3. Specify Distribution Group for the Usage Type parameter.
4. Specify which element classification or elements to include in the group.

The costing option for the element’s primary classification controls whether you can include the element in a distribution group. Typically, you include both standard and supplemental earnings in the distribution group.

### Setting Up Costing

You set up distributed costing at the element eligibility level in the Setup and Maintenance work areas. Confirm on the Manage Elements page in the Payroll Calculation work area that you created element eligibility records for results elements generated by the element template when you created the element. Complete the following steps to set up distributed costing:

1. Use the Manage Costing of Elements task in the Workforce Deployment functional area.
2. Search for and select the element eligibility record of the element, such as an employer liability record.

   **Note:** You must cost all the element eligibility records of the results element, even if you set up the same costing information for all the eligibility records. If there is no results element, cost the base element.
3. Update the record.
4. Set up the cost account information:
   a. In the Costing Type field, select Distributed.
   b. In the Distribution Group field, select the element group you created.
   c. Select the Transfer to General Ledger option if you plan to transfer and post costing results to your general ledger.
   d. In the Costed Input Values section, add the input value that has a special purpose definition of primary output value as the input value to cost.
   e. In the Cost Account section, enter values for the segments that you don’t want the costing calculation to derive from distributed costing.
   f. In the Offset Account section, select the appropriate segments for the offset account. Typically, you select values that are different from the offset account used for earnings and deductions.

### Related Topics

- Costing of Elements Options

### Setting Up Distributed Costing for an Element

This example demonstrates how to set up costing for an element whose costs you distribute to the earnings elements of a distribution group.

The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which element’s costs are you distributing?</td>
<td>Employer Union Pension Expense element</td>
</tr>
<tr>
<td>Which distribution group should carry the costs of the distributed element?</td>
<td>Pensionable Wages</td>
</tr>
</tbody>
</table>
Decisions to Consider | In this Example
--- | ---
Which input value of the distributed element does the costing process use to calculate costs? | Pay Value
What is the natural account number to use for the cost account segment? | 5220 Employer Union Pension Expense account
Which offset account number is used to balance this cost account? | 00.000.2152 Employer Union Pension Payable liability account

In this example, the payroll manager costs the employer portion of the pension liability by creating an element for the employer union pension expense, and a distribution group that includes the employee’s wage elements.

Prerequisites
1. Set up the Cost Allocation key flexfield.
2. Create costing for element eligibility records for each of the pensionable earnings elements, such as the regular wages and overtime wages.
3. Create an element group, Pensionable Wages, which includes the pensionable earnings elements.

Creating Costing for a Distributed Element
1. In the Accounting Distribution work area, click the Manage Costing of Elements task.
2. On the Manage Costing of Elements page, search for the element eligibility record for the Employer Union Pension element and click **Create Costing Details**.
3. In the Create Costing of Elements window, Enter 1/1/00 as the effective start date and then click **Continue**. As a best practice, enter the same effective start date you specified for the element eligibility record.
4. On the Create Costing of Elements page, complete the fields in the Costing Information section, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costing Type</td>
<td>Distributed</td>
</tr>
<tr>
<td>Distribution Group</td>
<td>Pensionable Wages</td>
</tr>
<tr>
<td>Transfer to GL</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. In the Costed Input Values section, click **Add Row**. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
<tr>
<td>Costed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

6. In the Cost Accounts section, select **5220** for the natural account segment.
In this example, the only segment entered is the natural account segment for the employer liability.
7. In the Offset Accounts section, complete the fields, as shown in this table.
### Example of Calculating Distributed Costing

This example illustrates how the cost for an element is distributed based upon earnings elements included in a distribution group.

**Scenario**

In this example, the total gross pay is 30,000 USD. You distribute the cost of an income tax over the earnings elements in a distribution group.

**Distributing Tax Over Earnings**

You create a distribution group that includes all your earnings elements and add an eligibility record with distributed costing to the income tax element.

**Analysis**

You run the payroll calculation process. The costing calculation:

- Totals the results of all elements within the distribution group
- Calculates the percentage that each costed run result represents of the total for the group
- Distributes the cost of the income tax proportionally
  - The process uses the ratio when generating the final costing results complete segments not specified on the element eligibility costing.

---

Field | Value  
---|---
Division | 00
Department | 000
Natural Account | 2152

In this example, the offset account is the payable liability account, and the balance sheet account numbers are for the Division and Department segments.

Note: If a value is captured for the same segment at higher levels in the costing hierarchy of distribution group members, then that segment value will be considered though the value is defined at element eligibility level of distributed element.

8. Click **Submit**.
You then review the distributed results.

**Cost Distribution**

This table shows the costing results calculated for the distributed element.

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Distributed element</th>
<th>Input Value</th>
<th>Distributed Input Value</th>
<th>Account</th>
<th>Debit (USD)</th>
<th>Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Wages</td>
<td>Earnings</td>
<td>Calculated</td>
<td></td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100003.</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Regular Wages (Offset)</td>
<td>Earnings</td>
<td>Calculated</td>
<td></td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100004</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Bonus</td>
<td>Earnings</td>
<td>Calculated</td>
<td></td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100001</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Bonus (Offset)</td>
<td>Earnings</td>
<td>Calculated</td>
<td></td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100002</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Income Tax</td>
<td>Income Tax</td>
<td>Tax Calculated</td>
<td>Tax Calculated</td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100007</td>
<td>8,517</td>
<td></td>
</tr>
<tr>
<td>Regular Wages</td>
<td>Income Tax</td>
<td>Earnings</td>
<td>Tax Calculated</td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100003</td>
<td>5,678</td>
<td></td>
</tr>
<tr>
<td>Bonus</td>
<td>Income Tax</td>
<td>Earnings</td>
<td>Tax Calculated</td>
<td>4310. 1010. 1010. 3710. 1010. 6530. 51200.100001</td>
<td>2,839</td>
<td></td>
</tr>
</tbody>
</table>

**Partial Period Accruals**

Estimate costs when the last payroll period overlaps two accounting periods, or when you require an estimate for an accounting period you must close quickly, such as the end of a quarter. You submit the Calculate Partial Period Accruals process from the Payroll Checklist or Accounting Distribution work areas.
If you estimate costing, consider creating a payroll flow pattern to use at the end of the month that includes the following tasks:

- Calculate Partial Period Accruals
- Run Payroll Costing Report in detail and summary modes
- Transfer to Subledger Accounting
- Create Accounting in draft and final modes

**Accounting Date Used as Basis for Accruals**
The date parameters of the Calculate Partial Period Accruals process determine which costing results are referenced and in which accounting month.

The following table lists the dates you enter when submitting the Partial Period Accrual process.

<table>
<thead>
<tr>
<th>Date Parameter</th>
<th>Calculation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Period Date</td>
<td>Determines which payroll period to use as the basis for estimating the costing results</td>
<td>Select date within a previous payroll period that contains costs. Generally, you select the latest payroll period, but if that period includes atypical expenses, select an earlier period.</td>
</tr>
<tr>
<td>Process Date</td>
<td>Determines the effective date used to record estimates</td>
<td>Select a process date for the payroll period.</td>
</tr>
<tr>
<td></td>
<td>The process calculates the proportion to use based on the number of days between the start date of the payroll period and the process date.</td>
<td></td>
</tr>
</tbody>
</table>

**Accounting Date Used to Transfer Results to Subledger Accounting**
The Partial Period Accrual process creates an offset entry so that later when you calculate the payroll, you reverse the accruals and enter the actual costing results.

The following table shows which accounting date each process uses to transfer the results to Subledger Accounting.

**Note:** The accounting date used for Partial Period Reversals and for the effective date of the actual payroll run depends on the Accounting Date for Transfer to General Ledger parameter entered using the Manage Payroll Process Configuration task. You can access the Manage Payroll Process Configuration task from Quick Actions on the Home page.

<table>
<thead>
<tr>
<th>Process</th>
<th>Subledger Accounting Event</th>
<th>Accounting Date Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Period Accruals</td>
<td>Partial Period Accrual</td>
<td>Process Date</td>
</tr>
</tbody>
</table>
| Partial Period Accruals      | Payroll Period Accrual Reversal          | Configuration parameter determines the accounting date:  
|                              |                                         | • P, process date of the payroll run  
|                              |                                         | • EVE, the date earned |
### Calculate Partial Period Accruals

The Calculate Partial Period Accrual process prorates costs based on the number of days in the payroll period that fall in the current accounting period.

#### How Partial Period Accruals Are Calculated

The process performs the following steps:

1. Calculates the costs for each person for the referenced period, as if each day of the payroll period included the same cost results.
   
   The process uses the number of calendar days within the referenced period, not the number of days in the work week. It estimates the proportionate costs based on the number of days from the start of the payroll period to the process date you specify when submitting the Calculate Partial Period Accrual process.

2. Creates an offset entry to use when reversing the accruals with the actual payroll costs for the payroll period.

If the referenced results include costs placed in suspense and default accounts, the partial period accrual process costs the results to the same accounts. You submit the process from the Payroll Checklist or Accounting Distribution work areas.

#### Example

You have a partial payroll period for a weekly payroll that begins Saturday, July 29 and ends Friday, August 4. Your accounting periods are monthly, so you submit the Partial Period Accrual process, and specify July 31 for the Process Date. You select a date for the Previous Payroll Period parameter that include similar costs. If the estimated cost is 210 USD, the process creates:

- Partial Period Accrual entries for three-sevenths of the estimated cost
  
  The process debits 90 USD to the cost account and credits 90 USD to the offset account, with an accounting date of July 31.
  
  The Partial Period Accrual process uses the Process Date of July 31 that you specified when you submitted the process.
Partial Period Accrual Reversal entries for the estimated cost

The process credits 90 USD to the cost account, and debits 90 USD to the offset account, with the accounting date of July 4.

The Partial Period Accrual Reversal process checks for the Accounting Date for Transfer to General Ledger parameter specified on the Manage Payroll Process Configuration page. To open this page, use the Manage Payroll Process Configuration task from Quick Actions on the Home page. Your enterprise uses the payroll period end date for partial period accrual reversals, which in this example is August 4.

Later, you process the payroll for the period ending August 4, and submit the Transfer to Subledger Accounting process. The costing for the payroll run creates entries for the actual costs and reverses the partial period accrual entries. The accounting date is based on the Accounting Date for Transfer to General Ledger. Your enterprise uses the process date of the actual payroll run for the accounting date.

You can then submit the Create Accounting process from Oracle Enterprise Scheduler and review the results created for the draft journal entries before running the final accounting.

Related Topics

- How to Create Accounting Results
- Distribute Payroll Accounting

Payroll Costing Report

Run the costing report to verify costing results for a single costing process or for all costing processes within a specified time period, such as a payroll period or accounting period. Use this report to verify the costing entries of a payroll run to ensure the values are apportioned correctly, such as to cost centers, before transferring the entries to your general ledger.

Payroll administrators and payroll managers run this report from the Payroll Checklist or Accounting Distribution work areas.

Before running this report, you must submit one or more processes that generate costing results.

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory. The following parameters have special meaning in the context of this report.

Scope

The parameter values determine the level of detail in the report. You can select one of two values for the Scope parameter, as shown in the following table.

<table>
<thead>
<tr>
<th>Scope</th>
<th>Description</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Shows the account numbers and the net credit and debit amounts for transferring and posting to general ledger.</td>
<td>Select this scope to create a Microsoft Excel file for your third-party general ledger provider.</td>
</tr>
</tbody>
</table>
Calculate Cost Distributions

<table>
<thead>
<tr>
<th>Scope</th>
<th>Description</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.</td>
<td>Select this scope to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review individual entries, such as the results of distributed or allocated costing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Analyze entries to an invalid account number</td>
</tr>
</tbody>
</table>

**Process Start Date and Process End Date**

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report, and the Process End Date, the last effective date.

Typically, you specify the start and end dates of the current payroll period or accounting period. You might specify the start and end dates of a previous payroll period to identify which payroll period to use for your partial period accruals.

To ensure you report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. The following processes use the process date as the effective date: cost adjustments, costing of balance adjustments, partial period accruals, payroll calculations, retroactive pay calculations, QuickPay calculations, voids, and reversals. All other processes that generate costing results use the process end date as the effective date.

**Process**

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. You might select single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to general ledger.

**Consolidation Group**

The consolidation group specified for a payroll definition.

Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you might review the results of cost adjustments before transferring their results to general ledger.

**Location**

A single work location, or all work locations.

The report output lists the payroll relationship records based on a person’s assignment location. The location is listed with the other parameters, but not on the results.

**Person Name**

The costing results for a specific person. This parameter is only available for detailed reports.
Report Results
If a person has multiple assignments, and the costing result for an element at the payroll relationship level includes more than one value for a parameter, the report separates the displayed values using a pipe delimiter. For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction and shows the department names separated using a pipe delimiter.

Viewing Payroll Costing Results
View costing results as a starting point for resolving problems to respond to queries from managers or the financial department. You have a choice of different ways to locate and view costing results based on the work area and which type of costing result you want to view.

Actions to Display Costing Results Based on Work Area
The following table describes how to display costing results based on your starting point.

<table>
<thead>
<tr>
<th>Payroll Work Area</th>
<th>Action</th>
<th>Page Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Do one of the following actions:</td>
<td>View Person Process Results</td>
</tr>
<tr>
<td></td>
<td>• Click the View Person Process task in the task pane.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the link for the costing process on the Processes and Reports tab of the payroll flow.</td>
<td></td>
</tr>
<tr>
<td>Payment Distribution</td>
<td>Click the Results link on the graphs of the Summary page of the payroll flow.</td>
<td>View Person Process Results</td>
</tr>
<tr>
<td>Payroll Checklist and Payroll Calculation</td>
<td>Click the Results link on the graphs of the Summary page of the payroll flow.</td>
<td>Person Process Results</td>
</tr>
<tr>
<td>Accounting Distribution</td>
<td>Click the Search: Person Costing Distribution panel tab below the Tasks panel tab. In the search dialog, enter process start and end dates.</td>
<td>Person Process Results</td>
</tr>
</tbody>
</table>

Reports That Display Costing Results
Submit the Payroll Costing Report to verify costing results to review results, or before transferring results to general ledger. Use the delivered user entities and database items to define your own extracts and run the Payroll Costing Results Report to query the costing results for large volumes of data. You can use the Reported Results parameter to filter and view the report results for smaller volumes of data.

View summarized or detailed results. Specify a costing process or view the results for all costing over a specified period. The following table contrasts the results you can view. Both reports include statutory information, such as the payroll statutory unit, and dates, such as the period start and end dates.
Scope of Report | Description
--- | ---
Summary | Shows the account numbers and net credit and debit amounts.

Detailed | Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.

### Payroll Costing Results Report

Run the Payroll Costing Results Report to view and verify the costing results for a costing process or the costing entries of a payroll run. This report is similar to the Payroll Costing Report. It uses the extracts-based architecture to handle large volumes of data.

The report uses delivered user entities and database items that you can to write your own extracts to query the costing results.

Submit the Run Payroll Costing Results Report from the Payroll Checklist or Accounting Distribution work areas. Before running this report, you must submit one or more processes that generate costing results.

#### User Entities

A user entity is a logical entity associated with a data group defined using the HCM Extracts feature, a flexible tool for generating data files and reports. The following table describes the user entities related to costing results and the type of data they extract.

<table>
<thead>
<tr>
<th>User Entity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORA_PAY_COST_RESULT_UE</td>
<td>Extracts the detailed costing results.</td>
</tr>
<tr>
<td>ORA_PAY_COST_SUMMARY_UE</td>
<td>Extracts the summary of the costing results.</td>
</tr>
<tr>
<td>ORA_PAY_COST_ALLOCATION_ACCOUNT_UE</td>
<td>Extracts the individual costing segment information.</td>
</tr>
</tbody>
</table>

### Report Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory. The following parameters have special meaning in the context of this report.

#### Scope

The parameter values determine the level of detail in the report. You can select one of two values for the Scope parameter, as shown in the following table.

<table>
<thead>
<tr>
<th>Scope</th>
<th>Description</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Shows the account numbers and the net credit and debit amounts for transferring and posting to general ledger.</td>
<td>Select this scope to create a Microsoft Excel file for your third-party general ledger provider.</td>
</tr>
</tbody>
</table>
Scope | Description | When to Use
--- | --- | ---
Detail | Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated. | Select this scope to:
|  |  | • Review individual entries, such as the results of distributed or allocated costing.
|  |  | • Analyze entries to an invalid account number.

**Process Start Date and Process End Date**

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report. The Process End Date specifies the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You might specify the start and end dates of a previous payroll period to identify which payroll period to use for your partial period accruals.

To report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. The following processes use the process date as the effective date: cost adjustments, costing of balance adjustments, partial period accruals, payroll calculations, retroactive pay calculations, QuickPay calculations, voids, and reversals. All other processes that generate costing results use the process end date as the effective date.

**Process**

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. Select single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to the general ledger.

**Process Configuration Group**

Select the process configuration group, if you have defined one. A process configuration group is used to provide sets of processing parameters, primarily related to logging and performance. If you don’t select a process configuration group, the application uses the parameters in the default group.

**Consolidation Group**

The consolidation group specified for a payroll definition. Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you can review the results of cost adjustments before transferring their results to general ledger.

**Location**

A single work location, or all work locations. The report output lists the payroll relationship records based on a person’s assignment location. The location is listed with the other parameters, but not on the results.

**Payroll Relationship Group**

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.
Note: You must use the Manage Object Groups task to define any of the groups mentioned above before you can select it here.

**Person Name**

The costing results for a specific person. This parameter is only available for detailed reports.

**Results Reported**

Use this parameter to filter and view the report results for smaller volumes of data, thereby enhancing the report performance. Here are the values you can select.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll process costing results</td>
<td>The report includes the costing results of payroll processes, such as calculate payroll, QuickPay, and reversals.</td>
</tr>
<tr>
<td>Payment process cost results</td>
<td>The report includes the costing results of payment processes, such as costing of payments.</td>
</tr>
<tr>
<td>Payroll and payment process cost results</td>
<td>The report includes the costing results of both payroll and payment processes.</td>
</tr>
</tbody>
</table>

**Report Category**

Use this parameter to generate the report output in the Excel or text format.

**Report Results**

The report separates the displayed values using a pipe delimiter when:

- A person has multiple assignments, and
- The costing result for an element at the payroll relationship level includes more than one value for a parameter.

For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction. The report also shows the department names separated using a pipe delimiter.

**Related Topics**

- Best Practices for Viewing User Entity Details

**FAQs for Cost Run Results**
Why do payroll costing results differ for workers with the same position in the same department?

Results might vary if you allocate costs to different accounts at the person costing or element entry level. Follow these steps to resolve the question:

1. Identify which costing results vary for workers holding the same position in the department.
2. Review the costing setup information for these workers on the Manage Costing of Persons page to determine if costing setups exist for the elements whose costing results vary by worker. Confirm the setup is accurate.
3. Review the costing information you entered for the element entries for the workers for that payroll run. Confirm the information is accurate.

Correct Costing

Correcting Costing for Payroll Run Results

After you calculate the payroll, review and correct the costs placed in suspense and default accounts. For example, you might correct invalid cost account numbers, or correct unallocated costs. You can correct cost results before or after the payroll run completes.

Correction Method to Use

The following table describes the correction method to use based on whether the payroll is complete and whether another process locks the payroll run results.

<table>
<thead>
<tr>
<th>Payroll is Complete</th>
<th>Scenario</th>
<th>Correction Methods</th>
</tr>
</thead>
</table>
| No                  | Your enterprise reviews payroll run and costing results before processing payments, for example, in enterprises that run weekly payrolls that generate project-based costing. | The number of records usually determines the method used to correct the results:
|                     |                                                                          | • For a few records, such as records where the allocated costs don’t total 100 percent, correct the costing setups, mark those records for retry, and retry the payroll. |
|                     |                                                                          | • For numerous records, such as records with an invalid account number, roll back the payroll calculation, correct the costing setups, and retry the payroll run. |
|                     |                                                                          | If a message informs you that a process locks the run results, you must roll back the process before correcting the costing. |
| Yes                 | Your enterprise has a short interval between the date earned and the date paid. You process payments directly after reviewing and correcting payroll run results, and address costing corrections later. | Depending on the type of correction required, process a cost adjustment or submit the Calculate Retroactive Costing process. |
Cost Adjustments and Retroactive Costing

The following table explains when to process a Cost Adjustment or to submit the Calculate Retroactive Costing process.

<table>
<thead>
<tr>
<th>Correction Method</th>
<th>Where to Process the Correction</th>
<th>When to Use the Method</th>
<th>What is Updated</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Adjustment</td>
<td>Cost Distribution page in the Accounting Distribution work area</td>
<td>Correcting a few records for a person and the effective date of the costing adjustment is for an open accounting period.</td>
<td>The person's costing entry for a run result, such as the allocated amount or percentage, the distribution, and the account numbers.</td>
<td>Adjusts costing for the current payroll run. The application uses the original costing setup in the next payroll run.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The adjusted costing entry is used in reports or in later calculations performed against that entry.</td>
</tr>
<tr>
<td>Calculate Retroactive</td>
<td>Payroll Checklist or Payroll Calculation work areas</td>
<td>Correcting numerous errors due to invalid entries placed in suspense account. Correcting costing setups as a basis for future payroll runs, such as adding the account number for a new line of business.</td>
<td>The account numbers used to process the run result.</td>
<td>Updates the original costing setups. The application compares the recalculated and original entries, and where different, offsets the original entries and creates new entries for the current payroll period. The application uses the revised information in the next payroll run.</td>
</tr>
<tr>
<td>Costing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example

The following example illustrates when you would use each correction method.

<table>
<thead>
<tr>
<th>Correction Method</th>
<th>Scenario</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Adjustment</td>
<td>An employee worked for two department cost centers during a payroll period. A manager notifies you that you should divide the employee’s wages between the two departments.</td>
<td>1. Process a cost adjustment. 2. Allocate the appropriate percentage to each department’s cost center. The allocation applies to the current payroll result only. It doesn’t change the costing setup used to cost the employee’s wages for the next payroll run.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retroactive Costing</td>
<td>A manager informs you that a mid-year reorganization of administrative departments requires that you cost the employee parking allowance to a different department. The last semi-monthly payroll completed July 15.</td>
<td>1. Update the parking allowance element eligibility records with an effective date of July 1, and correct the costing setup information. 2. Submit the Calculate Retroactive Costing process.</td>
</tr>
</tbody>
</table>
Related Topics

- Payroll Setup Tasks for Costing Accounts

Retroactive Costing

Two processes cost results retroactively. The Recalculate Payroll for Retroactive Changes process creates costing for retroactive run results. The Calculate Retroactive Costing process recalculates costs after you update costing setups.

Recalculate Payroll for Retroactive Costing

You submit the Recalculate Payroll for Retroactive Changes process from the Payroll Calculation or Payroll Checklist work areas.

The process:

- Calculates the retroactive pay and costs the retroactive pay results
- Records the difference found between the original entry and the retroactive result for the current payroll period

Tip: If you don’t see the costing results you expect, confirm that you created costing setups for each retroactive element whose run results the application costs.

Calculate Retroactive Costing

You submit the Calculate Retroactive Costing process from the Payroll Checklist or Accounting Distribution work areas. Complete the submission date parameters, as described in the following table.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Start Date</td>
<td>The date the update to the costing setup should take effect</td>
</tr>
<tr>
<td>Process End Date</td>
<td>The date the current payroll period ends, which is used as the accounting date for the costing record</td>
</tr>
</tbody>
</table>

The process:

- Compares the recalculated and original entries
- Where the results are different, the process offsets the original entries and creates new entries for the current payroll period

Note: The Calculate Retroactive Costing process doesn’t prorate costing results based on updates to costing setups made within the payroll period.
How to Adjust Payroll Costs

Process a cost adjustment to correct missing or incomplete account numbers after a payroll completes. If you allocated costs to different accounts, you can also update the allocated amounts or percentages. The application uses the adjusted costing entry in reports or in later calculations.

Steps for Processing a Cost Adjustment

Do the following:

1. Open the Adjust Cost for Person window. The steps vary by work area, as shown in the following table.

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Calculation</td>
<td>Click Results on the Costing Summary graph of the payroll flow to go to the Person Process Results page. Search for and select the person’s record.</td>
</tr>
<tr>
<td>Accounting Distribution</td>
<td>Search for a person using the Search: Person Costing Distribution window in the task pane. On the Person Process Results page, select the person’s record.</td>
</tr>
</tbody>
</table>

2. In the Adjust Cost for a Person window, select one or more rows to adjust. Select multiple rows to adjust the same costing information for more than one result.

3. Specify the corrected amount or percentage. Add accounts to allocate the cost to more accounts.

4. Distribute the costing results by completing the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes.

To locate the cost adjustment later, review a list of cost adjustments on the payroll flow’s Summary tab in the Payroll Checklist or Accounting Distribution work areas. To apply the same adjustment in later payroll calculations, update the account information on the appropriate costing setup.

Related Topics

- Distribute Payroll Accounting

Corrective Actions for Payroll Costing Results

These examples illustrate how to correct, adjust, or update costing information for a payroll run in several typical scenarios.

Correcting Incorrect Costing

After reviewing a report, a manager notifies you that an employee’s housing allowance is charged to the incorrect department account. You take the following steps to review and correct the costing result.

1. In the Search: Person Costing Distribution window of the Accounting Distribution work area, search for the person’s costing record.

2. On the Cost Distribution page, locate the element with the incorrect cost result.

3. Review the costing setup information, including any costing information entered for the person for the payroll run at the element entry level.

4. Correct the results based on the payroll phase, such as correcting and retrying the record, or processing a cost adjustment.
Correcting Unallocated Costing

You review the costing analytics on the Summary tab of the payroll flow in the Payroll Calculation work area. The graph shows that the application has placed a costing entry in the default account.

1. Click the graph for the Default Account to view the entries on the Costing Distribution page.
2. Identify the records where the allocated costs fall below 100 percent.
3. Update the costing setup information.

For example, if you allocated the cost of a person’s wages to two departments, update the percentage allocated to each department on the Manage Person Costing page in the Accounting Distribution work area.

4. Correct the results based on the payroll phase by retrying the record, or processing a cost adjustment.

Updating Costing for Future Change

The accounting department notifies you that an account that funds the salaries of employees assigned to a project will close at the end of the quarter. You must use a different account to fund and cost the wages at the start of the next quarter.

1. Search for the latest payroll period costing entries to determine which departments, positions, and workers you pay from the current project fund.
2. On the Manage Costing of Elements page in the Accounting Distribution work area:
   a. Update the costing setup for the wage element by specifying the date on which the new costing setup takes effect.
   b. Update the account number for the funding source.

FAQs for Correct Costing

When do I cost a payroll balance adjustment?

Submit the Costing of Balance Adjustment process from the Payroll Checklist or Accounting Distribution work areas after processing the balance adjustment or later in the accounting cycle. You can control which adjustments to process by specifying the start and process dates.

Can I correct payroll costing results from the Person Results page?

No, results on this page are view-only. However, you can use other pages to make corrections.

If you have not started the prepayments process or created accounting entries, to recost the entry:

1. In the Payroll Checklist work area, search for the person’s record on the Person Process Results page
2. Correct the error, mark the record for retry, and retry the payroll calculation

If you have created accounting entries or do not want to retry or roll back the payroll calculation:

1. In the Accounting Distribution work area, search for the person’s record using the Person Costing Distribution search in the regional area.
2. Locate the costing entry on the Costing Person Process Results page.
3. Process a corrective action such as a cost adjustment or retroactive costing.
Can I view an audit trail of corrections for payroll costing results?

It depends on the method used to correct the results.

<table>
<thead>
<tr>
<th>Corrective Method</th>
<th>Costing Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling back or retrying a process</td>
<td>Eliminates the audit of the costing entries the process completed or that were in error that you subsequently corrected and retried.</td>
</tr>
<tr>
<td>Reversing a process</td>
<td>Negates the costing entries, but maintains an audit trail</td>
</tr>
<tr>
<td>Processing a cost adjustment or retroactive costing</td>
<td>Retains a record of the original costing entries</td>
</tr>
</tbody>
</table>

How can I revise the payroll costing information for a specified period of time?

To change the costing for a few people for the current payroll run, update the costing information for each person’s element entries before you run the payroll. If the change impacts many people in your department such as a cost center allocation, update the appropriate costing setups based on the date the changes take effect.

Why can't I find my cost adjustment in the flow search results?

The Overview search page of the Accounting work area displays the search results for payroll flows. If you submit a cost adjustment from the Cost Distribution page to correct a specific costing entry, you can access and view that cost adjustment from the Person Process Results page.

You can view a list of cost adjustments in the Payroll Checklist or Accounting Distribution work areas on the Summary tab analytics of the payroll flow that includes the costing result you adjusted.
8 Distribute Payroll Accounting Information

Distribute Payroll Accounting

Distributing accounting involves transferring costing results for your payroll run costs and your payments. You transfer the cost results to Oracle Fusion Subledger Accounting from the Payroll Checklist work area. You can then create journal entries from the Scheduled Processes work area for review before creating the final journal entries you post to Oracle Fusion General Ledger.

The following figure shows an overview of the different aspects of distributing accounting:

1. Calculate Cost Distributions
2. Distribute Accounting
   a. Transfer costing results to Subledger Accounting
   b. Create and review draft journal entries
   c. Create, transfer, and post journal entries

Transfer Costing Results to Subledger Accounting

Payroll is integrated with Subledger Accounting, an accounting application that generates journal entries for financial transactions. You submit the Transfer to Subledger Accounting process from the Accounting Distribution or Payroll Checklist work areas. Select this task to prepare transactions for accounting for the costing results and journal entries. For example, the process prepares transactions for the payroll run results and journal entries for each costed run result.

The Transfer to Subledger Accounting process creates a transaction number for each person’s costing results. You can use this transaction number when searching for the person’s journal entries on the Review Journal Entries page in the Accounting Distribution work area.

For example, if you submit a QuickPay process for a person, the Transfer to Subledger Accounting process creates journal entries for each costing result generated by the payroll calculation and payment process. The process creates two transaction numbers, one for the payroll calculation costing results and one for the payment costing results.
Create and Review Draft Journal Entries

Payroll integrates with General Ledger. You submit the Create Accounting process in draft mode from the Scheduled Processes work area. You can then review the resulting journal entries before transferring and posting them to General Ledger. Typically, you review journal entries after you add new accounts, payrolls, or elements that would affect costing.

You have two options to review these entries:

- Select the Review Journal Entries task in the task pane of the Accounting Distribution work area.
  
  The Review Journal Entries page displays a summary of the transactions. Drill down to display information about the transactions underlying the accounting transactions and journal entry.

- Display output of the Create Accounting process in the Create Accounting Execution report.

If you discover costing results that require correction, you can roll back the Transfer to Subledger Accounting process from the flow’s checklist. After correcting the costing results, you can submit the Transfer to Subledger Accounting process from the Accounting Distribution or Payroll Checklist work areas. Submit the Create Accounting process in draft mode to create and review the corrected journal entries.

Create, Transfer and Post Journal Entries

You submit the Create Accounting process in final mode from the Scheduled Processes work area to transfer and post the final journal entries to General Ledger.

After you submit and complete the Create Accounting process in final mode, you can’t roll back the posted journal entries. If a result requires correction, perform these actions.

1. Correct the result using one of the actions shown on the following table

<table>
<thead>
<tr>
<th>Costing Result</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costed run result</td>
<td>Process a cost adjustment or retroactive costing</td>
</tr>
<tr>
<td>Costed payment result</td>
<td>Enter adjustments directly into General Ledger.</td>
</tr>
</tbody>
</table>

2. Submit the Transfer to Subledger Accounting process.
3. Submit the Create Accounting process in draft mode to review the entries and in final mode to transfer and post the entries to General Ledger.

Related Topics

- Correcting Costing for Payroll Run Results
- Payroll Setup Tasks for Transferring Costs to General Ledger
How to Create Accounting Results

Create journal entries for review before transferring and posting them to Oracle Fusion General Ledger. You submit the Create Accounting process from the Scheduled Processes work area in draft mode to create journal entries for review, and in final mode to create, transfer, and post journal entries.

Prerequisite Steps

Ensure that you complete the following prerequisites:

- Set up the information required by Oracle Fusion Subledger Accounting for payroll costing.
- Generate data roles using the Global Payroll Template for Payroll Security in the Oracle Entitlements Server Authorization Policy Manager.
- Assign the data roles using standard HCM role-provisioning.
- Specify a ledger for each payroll whose results you cost on the Manage Payroll Definitions page.
- If you transfer costs to Oracle Fusion General Ledger, specify the option to transfer costs when setting up costing for elements and payment sources on the Manage Costing of Elements and Manage Costing of Payment Sources pages.

Submitting the Create Accounting Process

You submit the Create Accounting process initially in draft mode to create journal entries for review. You resubmit the process in final mode to transfer and post the entries to General Ledger.

To submit the Create Accounting process, complete the following steps:

1. In the Navigator, click the Scheduled Processes task.
2. Click the Schedule New Process tab.
3. In the Search and Select dialog box, search for and select Create Accounting. Click OK.
4. Complete the parameters in the Process Details dialog as indicated in the following table.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Required</th>
<th>Value to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subledger Application</td>
<td>Yes</td>
<td>Payroll</td>
</tr>
<tr>
<td>Ledger</td>
<td>Yes</td>
<td>Ledger associated to the payroll</td>
</tr>
<tr>
<td>Process Category</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- **Costs** to generate entries for processes that create costed run results, such as QuickPay, cost adjustments, retroactive costing, and partial period accruals
- **Payment Costs** to generate entries for processes based on prepayments, such as EFT payments, reconciled, voided or reversed payments


<table>
<thead>
<tr>
<th>Parameters</th>
<th>Required</th>
<th>Value to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End Date</strong></td>
<td>No</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The date on or before which to retrieve records transferred to Subledger Accounting.</td>
</tr>
<tr>
<td><strong>Accounting Mode</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft to generate entries for review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final to generate entries for transfer and posting to General Ledger</td>
</tr>
<tr>
<td><strong>Process Events</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All to process any costing results transferred to Subledger Accounting since the last time you submitted the process including entries marked as invalid or in error</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invalid or Error to reprocess entries in this status.</td>
</tr>
<tr>
<td><strong>Report Style</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Create Accounting Execution report:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summary to view totals by the parameter set for Process Event, such as the number of journal entries for payments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detail to view the total number of journal lines created for an account based on the parameter set for Process Event, and the resulting debits and credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No report</td>
</tr>
<tr>
<td><strong>Transfer to General Ledger</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, if you selected Final for Accounting Mode and plan to transfer the entries to Oracle Fusion General Ledger</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, if you selected Draft for Accounting Mode</td>
</tr>
<tr>
<td><strong>Post in General Ledger</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, if you selected Final for Accounting Mode and plan to post the entries to Oracle Fusion General Ledger</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, if you selected Draft for Accounting Mode</td>
</tr>
<tr>
<td><strong>Journal Batch</strong></td>
<td>No</td>
<td>Name of the batch</td>
</tr>
<tr>
<td><strong>Include User Transaction Identifier</strong></td>
<td>Yes</td>
<td>Yes to display the transaction IDs generated by the Transfer to Subledger Accounting process on the Create Account Execution report</td>
</tr>
</tbody>
</table>
You can resubmit the process to generate draft entries, but not final entries. Correct final entries directly in General Ledger, or submit corrective costing processes and create accounting for those results.

After you create your draft journal entries using the Create Accounting process, you can review them using the Review Journal Entries task in the Accounting Distribution work area.

The following table shows the date used as the accounting date for the journal entry.

<table>
<thead>
<tr>
<th>Costing Process</th>
<th>Date Used to Record Journal Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll calculation, QuickPay, Void, Cost Adjustment</td>
<td>Process date of the flow</td>
</tr>
<tr>
<td>Retroactive Costing, Estimate Costing (Partial Period Accruals flow)</td>
<td>Process end date of the flow</td>
</tr>
<tr>
<td>Reversals, Balance Adjustment Costing</td>
<td>The configuration parameter for Reversal and Balance Adjustment Accounting Date on the Manage Payroll Process Configuration page controls which accounting date is used.</td>
</tr>
<tr>
<td></td>
<td>• T, the process end date of the flow</td>
</tr>
<tr>
<td></td>
<td>• P, the process date of the reversal or balance adjustment</td>
</tr>
</tbody>
</table>

Reversals of cleared payments reconciled in Oracle Fusion Cash Management

• Date from Cash Management on which the payment cleared

You receive an error message or warning if the following conditions exist: the accounting period is closed, or costing result is for a summary account or for an account that is closed or inactive

Related Topics

• How to Payroll Setup Tasks for Subledger Accounting

• Payroll Setup Tasks for Financials

How to Review Journal Entries

Review journal entries before you transfer and post the entries to Oracle Fusion General Ledger. After you submit the Create Accounting process in draft mode from the Scheduled Processes work area, you can review the resulting entries before resubmitting the process in final mode to transfer and post the entries to Oracle Fusion General Ledger.

This topic covers the following aspects:

• Prerequisite steps

• Reviewing journal entries
• Finding a transaction number for a person

Prerequisite Steps
Ensure that you complete the following prerequisites:

• Set up the information required by Oracle Fusion Subledger Accounting for payroll costing.
• Generate data roles using the Global Payroll Template for Payroll Security in the Oracle Entitlements Server Authorization Policy Manager.
• Assign the data roles using standard HCM role-provisioning rules to the persons who submit the Create Accounting process and review the resulting entries.

Reviewing Journal Entries
After you submit the Create Accounting process in Oracle Enterprise Scheduler to create draft entries, use the Review Journal Entries task to display journal lines and details for each transaction transferred to Subledger Accounting. The Review Journal Entries page displays the journal entries by transaction date and number and event class.

Complete the following steps to display journal entry lines and details:

1. In the Accounting Distribution work area, click the Review Journal Entries task.
2. On the Review Journal Entries page, complete the required fields:
   o Ledger: Ledger associated with the payroll definition used to generate the costing results transferred to Subledger Accounting
   o Journal Source: Payroll
   o Date: Date range, such as payroll period or accounting period

   The search results display the results for each transaction (the credit and debit information processed for each costing result transferred on that date).

Finding a Transaction Number for a Person
The Transfer to Subledger Accounting process generates a transaction number for each set of results transferred for that person in the process. You can use that number as a search criteria on the Review Journal Entries page.

Complete the following steps to locate a person’s transaction number:

1. Query a person’s record using the Search Person Costing Distribution pane in the regional area of the Accounting Distribution work area.
2. On the Person Process Results page, click Transfer to Subledger in the Process field.
   The Search Results display a new column for Subledger Transaction Number.
3. Locate the transaction based on the process date that you used to transfer the costing results to Subledger Accounting, such as the process date used for the payroll calculation.
4. On the Review Journal Entries page, enter the search criteria, and specify the transaction number.
   The Search Results display the journal lines created for that person by event class.

Related Topics
• Correcting Costing for Payroll Run Results
FAQs for Payroll Accounting Information

What's the difference between Create Draft and Create Final Accounting for Payroll?

When you run the Create Accounting process in Oracle Enterprise Scheduler and select Draft for the Mode parameter, you create journal entries for review. If you discover an error, you can roll back the Transfer to Subledger Accounting process and correct the underlying problem with the payroll costing, and then run the Create Accounting process again.

When you run the process in Final mode, the process transfers and posts the journal entries to Oracle Fusion General Ledger. You can review the results generated by this process, but you cannot roll it back.
9 Define Workforce Records

How You Set Preferences for Document Delivery

You typically define delivery preferences for documents that are delivered periodically from employers to workers, for example, payslips, or year end tax statements. You can select default delivery methods for a document type, including online and paper, and specify other delivery related preferences. You set these preferences using the Manage Document Types task in the Setup and Maintenance work area.

Online Delivery Consent

You can specify whether worker consent is required for delivering documents online-only. If you set the Online Delivery Consent Required option to Yes and Initial Consent Granted to No, then the Delivery Method is automatically selected as Paper and the option is disabled for edit; the option is automatically deselected (while still disabled) when you set back Initial Consent Granted to No.

Overriding Default Preferences

You set default delivery preferences on the document type and override the preferences on associated work structures. You can override default delivery preferences at various levels for a payroll statutory unit (for payroll documents) or legal employer (for other document categories). These levels are arranged in a hierarchy. For example, delivery preferences set for a location override those set for a department and delivery preferences set for a department override those set for a legal employer. The document type is at the highest level in the hierarchy. The default delivery preferences you specify for a document type apply to all documents, if you do not override them at lower levels.

Person Level Overrides

You can enable persons to override the delivery preferences for their documents, on the Document Delivery Preferences page in the Personal Information work area. The delivery preferences that workers specify on this page override delivery preferences specified elsewhere for the document type.
Glossary

**absence plan**
A benefit that entitles workers to accrue time for the purpose of taking leave and receiving payments during absence periods.

**absence type**
A grouping of absences, such as illness or personal business that is used for reporting, accrual, and compensation calculations.

**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.

**benefits object hierarchy**
A structure that enables efficient management of benefits that share similar attributes. The four object types used to structure benefits offerings are programs, plan types, plans, and options.

**Calculation Card**
Captures values required for payroll calculations for some earnings and deductions, such as absence payments and involuntary deductions. For some countries, you can also create various types of cards to hold default values for tax reporting units or payroll statutory units.

**calculation component**
An individual calculation captured on a calculation card, which is typically associated with an element.

**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.
external payment
A payment processed by a prepayment process, but generated externally. Examples include a hand-written check for a terminated employee and a payment made with a different payment type or payment source than specified in the prepayment process.

final close date
The last date on which a payroll run can process element entries. Typically, the last effective date of the payroll record.

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.

last standard earnings date
Date on which standard earnings stop accumulating, typically the date of the termination or payroll transfer.

last standard process date
Last date on which element entries are considered for normal processing in a payroll run. Typically, the last day of the payroll period in which a termination or payroll transfer occurs.

object group
User-defined set of elements or people that restrict the items you want to include in various processes and reports.

payroll employment group
Group of people that payroll runs use for processing, data entry, and reporting.

payroll relationship
Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

payroll relationship rule
Determines how the application creates payroll relationships when hiring or rehiring an employee, and how it sets end dates on termination.

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.
tax reporting unit
A legal entity that groups workers for the purpose of tax and social insurance reporting.

termination
Voluntary or involuntary ending of a work relationship. When workers or nonworkers leave the enterprise, you terminate their work relationships. When you terminate a work relationship, any assignments associated with the relationship are ended automatically.

work relationship group
Group of people that you can define for reporting, for example in HCM extracts.