Oracle Global Human Resources Cloud
Using Global Payroll Interface

19C
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>i</td>
</tr>
<tr>
<td>1 Overview</td>
<td>1</td>
</tr>
<tr>
<td>Manage Payroll Interface: Overview</td>
<td>1</td>
</tr>
<tr>
<td>2 Personal Payroll Information</td>
<td>3</td>
</tr>
<tr>
<td>Maintain Personal Payroll Information: Overview</td>
<td>3</td>
</tr>
<tr>
<td>Manage Element Entries</td>
<td>4</td>
</tr>
<tr>
<td>Manage Calculation Cards</td>
<td>8</td>
</tr>
<tr>
<td>Manage Personal Payment Methods</td>
<td>12</td>
</tr>
<tr>
<td>Manage Payroll Relationships</td>
<td>15</td>
</tr>
<tr>
<td>3 Submit Payroll Flows</td>
<td>21</td>
</tr>
<tr>
<td>Overview</td>
<td>21</td>
</tr>
<tr>
<td>Submitting a Payroll Flow</td>
<td>21</td>
</tr>
<tr>
<td>Checklist and Flow Tasks</td>
<td>21</td>
</tr>
<tr>
<td>Schedule Flows</td>
<td>21</td>
</tr>
<tr>
<td>Complete, Skip, or Correct Flows</td>
<td>23</td>
</tr>
<tr>
<td>Status of Flow Tasks</td>
<td>25</td>
</tr>
<tr>
<td>Creating a Daily Schedule for a Flow that Skips Weekends: Worked Example</td>
<td>27</td>
</tr>
<tr>
<td>Creating Multiple Instances of a Flow</td>
<td>29</td>
</tr>
<tr>
<td>FAQs for Submit Payroll Flows</td>
<td>34</td>
</tr>
<tr>
<td>4 Calculate Gross Earnings</td>
<td>37</td>
</tr>
<tr>
<td>Calculating Gross Earnings for Payroll Interface: Overview</td>
<td>37</td>
</tr>
<tr>
<td>Gross Earnings: How They Are Calculated</td>
<td>38</td>
</tr>
<tr>
<td>Restricting Payroll Processing: Critical Choices</td>
<td>40</td>
</tr>
<tr>
<td>Viewing and Verifying Person Process Results for Payroll Interface: Points to Consider</td>
<td>42</td>
</tr>
<tr>
<td>Element Processing Sequence: How It’s Determined</td>
<td>43</td>
</tr>
<tr>
<td>View Reports</td>
<td>43</td>
</tr>
</tbody>
</table>
5 Run Payroll Interface Reports 47
Payroll Interface Reports: How They Are Processed 47
Extracting Payroll Data for Third-Party Processing: Worked Example 47
Retroactive Changes for Payroll Interface: How They’re Extracted 50
FAQs for Run Payroll Interface Reports 51

6 Payroll Interface Inbound Records 55
Payroll Interface Inbound Records: Explained 55
Managing Inbound Records: Procedure 57
Importing Payroll Data From Third-Party Payroll Providers: Procedure 57

7 Payroll Interface for US ADP Solutions 59
Ad-Hoc Extract Reporting Period: Critical Choices 59
Resolving US ADP PayForce Third-Party Periodic Extract Errors: Examples 59
FAQs for Payroll Interface for US ADP Solutions 62
Preface

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

Using Oracle Applications

Using Applications Help

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

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

You can also read Using Applications Help.

Additional Resources

- **Community**: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos**: Go to the Oracle Help Center to find guides and videos.
- **Training**: Take courses on Oracle Cloud from Oracle University.

Conventions

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

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tr>
</tbody>
</table>

Documentation Accessibility

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

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

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

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

Manage Payroll Interface: Overview

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

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

- Extract employment, salary, and compensation details from HCM to send to a third-party payroll provider.
- Import payroll processed data, payslips, and messages to flexfields. This processed payroll data is available within the application for further reporting and analysis.

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

Extract Data from HCM

Use these predefined extract definitions.

⚠️ Note: Create a copy of the delivered extract definition for additional configurations.
## Import Third-Party Payroll Processed Data and Pay slips

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

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

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

### Related Topics

- Extract Components
- Extracting Payroll-Related Data: Critical Choices
- Overview of HCM Data Loader
- Payroll Interface Inbound Records: Explained
- Implementing Payroll Interface: Procedure
2 Personal Payroll Information

Maintain Personal Payroll Information: Overview

You can update payroll information for your employees in the Payroll Administration or Payroll Calculation work areas. For payment methods, use the Payment Distribution work area. Employees can update their own payment method and bank account details by selecting the Personal Information icon on their home page.

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

Element Entry Methods: Explained

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 the following 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 for managing element entries.

Manual Entry

On the Manage Element Entries page, you can:

- 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.
- Specify costing overrides, if the element is costed at the element entry level.
- 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. It also ensures that hiring eligible workers in the future automatically creates an element entry for them.

Automatic Entry by Other Processes

There are certain processes and actions within salary administration, compensation, benefits, and payroll that can generate new element entries. You maintain these entries through the original processes that generated them. You 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.
Related Topics

- Cost Hierarchy: Explained

Element Entries: 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. You use some entry values to provide inputs to element calculations, such as hours worked.

Other entry values store results from payroll calculations, for example of 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

The following table summarizes element setup options that affect element entries.

<table>
<thead>
<tr>
<th>Element Setup</th>
<th>Example and Effect on Element Entries</th>
</tr>
</thead>
<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>
<tr>
<td>Automatic entry</td>
<td>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?</td>
</tr>
<tr>
<td>Allow multiple entries</td>
<td>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.</td>
</tr>
<tr>
<td>Additional entry</td>
<td>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.</td>
</tr>
<tr>
<td>Validation, calculation, or defaulting formulas</td>
<td>You can use formulas to:</td>
</tr>
<tr>
<td></td>
<td>• Provide a default value for one or more entry values when you create an element entry.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Validate one or more entry values when you save an element entry.</td>
</tr>
</tbody>
</table>
Input Value Setup That Affects Entry Values

The following table summarizes how the setup of element input values affects entry values on element entries.

<table>
<thead>
<tr>
<th>Input Value Setup</th>
<th>Example and Effect on Element Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default value</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<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.</td>
</tr>
<tr>
<td></td>
<td>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, for the percentage of earnings an employee can contribute to the employee stock purchase plan.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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

- Determining an Element’s Latest Entry Date: Critical Choices
- Enabling Automatic, Multiple, or Additional Element Entries: Critical Choices

Default Values for Element Entries: Critical Choices

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

You can:

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

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

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

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

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

**Related Topics**
- Element Input Validation Formula Type
- Determining an Element’s Latest Entry Date: Critical Choices

**FAQs for Manage Element Entries**

**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.

**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.
Manage Calculation Cards

Personal Calculation Cards: How Their Entries 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 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.

Related Topics
- Enterable Values on Calculation Cards: Explained

Configuring a Personal Calculation Card: Worked Example
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. Make sure 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 the person’s name and legislative data group in the Search section.
3. Click Search.
4. 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.
5. Click Create to open the Create Calculation Card window.
6. In the Name field, select **Statutory Deductions** as the calculation card type.
7. 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 may also be able to 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.

### Defining 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, and then click **Create** in the Association Details section.
5. Select the calculation component you just configured, and then click **OK**.
6. Click **Save and Close**.

### FAQs for Manage Calculation Cards

**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.

\[\textbf{Note:}\] 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.

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.

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.

**Related Topics**

- What happens when I end date an object

**Manage Personal Payment Methods**

**Splitting Up Payroll Payments: Examples**

You can allocate payroll payments to different personal payment methods using percentages, fixed amounts, or a combination. You can create personal payment methods the Manage Personal Payment Methods page. The following scenarios illustrate how you can split up payments.
Using Fixed Amount Payments
Barbara wants 100 USD each payroll period deposited in her savings account and the remainder paid by check. Barbara first creates a check payment method so it is 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.

Using Percentage Payments
Oscar wants to contribute to the college fund he set up for his children. Because Oscar frequently receives bonuses and sales commissions and his net payment amount always changes, 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.

Using 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.

Entering Bank Information for Personal Payment Methods: Critical Choices
You can enter bank, branch, and bank account information centrally as part of implementation, or you can let employees add their own bank information. You can share this information across multiple applications for different purposes. The following table summarizes several approaches for creating bank information for employees.

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

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

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

**Related Topics**
- Bank, Branch, and Account Components: How They Work Together
- Configuring Payment Method Preferences: Procedure
- Payroll User Interface Configuration Formula Type

**FAQs Manage Personal Payment Methods**

**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
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.

Manage Payroll Relationships

Payroll Relationships: Explained

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.

Creating Payroll Relationship Records and Mapping Rules

For certain processes, such as the rehire process, to automatically create a payroll relationship record, the mapping between the system person type and the payroll relationship type must exist. You must use the payroll relationship types predefined in the application. You cannot create your own.

The table below 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.

The table below 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>
</tbody>
</table>
A payroll relationship cannot end while there are active employment assignments. When all employment assignments are ended for a payroll relationship, it could either remain active or become end dated. It depends on the legislation and the payroll relationship rules applicable for the legislation. For example:

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

Related Topics

- Payroll Employment Model: Explained
- Time Card Required Option: Critical Choices

Transferring Payrolls: Example

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

Transferring 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, such as monthly or semimonthly, and set the effective date to the start date of the transfer.

Element Duration Dates in Payroll Relationships: Explained

Element duration dates control when element entries for an employee start or end. View and manage these dates on the Manage Payroll Relationships page in the Payroll Calculation work area 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 following 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

The following 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>Last date that at regular payroll process can include elements for normal processing</td>
<td>End employee assignment or transfer payroll</td>
<td>Last day of the payroll period</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Must be later than or same as LSED or FCD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If edited after termination, it will not be updated with assignment date</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>
<tr>
<td></td>
<td></td>
<td></td>
<td>If date is End of time, date does not show in field</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Must be later than or same as LSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The End Payroll action does not set a final close date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>You must set the final close date to end a payroll record</td>
</tr>
</tbody>
</table>

Changing Date Values

The following 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>
</tbody>
</table>
Payroll Relationship Rules: Explained

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 a new 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 a new 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.

**Setting End Dates for Terminations: Examples**

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

**Excluding Terminated Employees from Process Consideration**
You terminated Heidi’s assignment on 3 June 2014. The termination process automatically set the last standard earnings date to the termination date (3 June 2014) and the last standard process date to the end date of her weekly payroll (6 June 2014). The termination process does not 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.

### Modifying 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 is paid on both the weekly and monthly payroll through June, you change the last standard process date on the weekly payroll to 30 June 2014.

**Related Topics**
- Determining an Element’s Latest Entry Date: Critical Choices
- Using Time Definitions for Severance Pay: Example

### Terminations: How They 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.

### Updating Personal Payroll Information for a Termination
When you receive notification of a termination, you might perform the following 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 the following 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
- Determining an Element’s Latest Entry Date: Critical Choices

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.

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

Overview

A flow is a process that you submit, such as the Calculate Gross Earnings process, the Run Balance Exception Report process, or an extract process. You can submit flows from a payroll work area or by using the Submit Extract task in the Data Exchange work area. You can schedule flows to run at a specified time or at regular intervals. Monitor the status of submitted flows from the Payroll Checklist work area or from the Data Exchange work area using the View Extracts task.

Submitting a Payroll Flow

Watch: This tutorial shows you how to submit a payroll flow from the Checklist work area for a semimonthly payroll run, and how to navigate directly to the checklist to begin working on the tasks included in the flow. The content of this video is also covered in text topics.

Checklist and Flow Tasks

When you submit a flow pattern it creates an instance of the flow. For every submitted flow, the application generates a checklist by default. The flow can be a task flow, process, or report.

Here’s what the checklist might include, depending on the flow pattern.

- Automatic tasks, such as extracts, reports, and processes
- Manual tasks, such as the Verify Payroll Process verification task, required to complete a flow

Here’s what you can do with checklists.

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

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

Schedule Flows

Schedule a flow to start and to automatically resubmit the flow at a date, frequency, and time span that suits your business practices. Schedule a flow to run once or on a recurring basis using predefined frequencies or formulas you create. For example, scheduling a process to run on weekdays but not on weekends. Another example is scheduling a flow to submit an extract that reports extract update details on a daily basis. You schedule a flow when you submit it from the Data Exchange or payroll work areas.
Scheduling flows includes the following aspects:

- Creating a schedule
- Submitting the next occurrence of the flow
- Connecting active flows
- Monitoring the status of scheduled flows
- Troubleshooting
- Canceling scheduled flows

Create Schedules for Flows
When you submit a flow, you have a choice of scheduling options. The following table lists the examples of scheduling options and parameters you can set while creating schedules for flows.

<table>
<thead>
<tr>
<th>Scheduling Options</th>
<th>Parameters to Set</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit the current flow only</td>
<td>Date</td>
<td>Schedule a process that transfers time card entries for a weekly payroll.</td>
</tr>
<tr>
<td></td>
<td>Optionally, time</td>
<td></td>
</tr>
<tr>
<td>Submit the current flow and future occurrences</td>
<td>Frequency details or formula</td>
<td>Optimize processing by scheduling an archiving process to start after normal working hours. However, the processing must end before the start of the nightly process to backup the enterprise’s servers.</td>
</tr>
<tr>
<td></td>
<td>Start date and time</td>
<td></td>
</tr>
<tr>
<td>Restrict the period during which the flow recurs</td>
<td>End Date</td>
<td>Specify an end date for a scheduled statutory report that the government no longer requires you to submit.</td>
</tr>
</tbody>
</table>

Submit the Next Flow Occurrence
When the application submits the next occurrence of a flow at the scheduled time, it performs the following tasks:

- Uses the parameters specified in the original flow
- Resets the dates appropriately, using the system date for the submission date
- For predefined flows, increments parameters derived from the date parameter

For example, if you schedule a gross-to-net report to run monthly for a monthly payroll, the application uses the same parameters you entered for the following, but increments the process end date. The submitted report covers the payroll period that corresponds to the incremented end date.

- Payroll Name
- Payroll Statutory Unit
- Consolidation Group

For user-defined flows, to automatically increment the date, specify the parameters in the table below for the effective date parameter in the flow pattern. The flow pattern can be for the process, extract, or report:
For example, you define a flow pattern to extract weekly payroll data that requires the user to enter a process date parameter. Use the Refine Extracts task from the Data Exchange work area, or the Manage Flow Patterns task from the Checklist work area. Edit the task parameters on the task’s Basic Information page by performing the following actions:

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

Setting these parameters ensures that the dates the application derives from the date parameters increment appropriately.

**Connect Active Flows**

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

**Monitor the Status of Scheduled Flows**

A scheduling icon identifies the status of scheduled flows that have not yet started. As soon as the current flow starts, the application lists the next occurrence on the Overview page of the appropriate work areas. For example, if you schedule a report to verify payroll calculations, the scheduled flow displays in the Checklist and Payroll Calculation work areas.

**Troubleshoot Scheduled Flows**

If the application server fails when a flow is due to start, the flow instance ends. When the server begins running again, resubmit the flow. You don’t have to reschedule the recurring flows scheduled to run at a later date.

**Cancel Scheduled Flows**

The options to cancel a scheduled flow depend on the frequency and status of the flow.

The following table lists actions you can take on scheduled flows.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Status</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once</td>
<td>Started</td>
<td>Skip</td>
</tr>
<tr>
<td>Once</td>
<td>Not Started</td>
<td>Cancel flow</td>
</tr>
<tr>
<td>Recurring</td>
<td>Not Started</td>
<td>Cancel the current flow, cancel the recurring flow, or cancel the current and recurring flows</td>
</tr>
</tbody>
</table>
Complete, Skip, or Correct Flows

When you submit an extract report or process or a flow, the resulting checklist lists tasks sequentially that you perform to complete a flow. You can skip tasks, if you don’t require the results when processing later tasks. If you submit a flow in error, you can skip the entire flow. If you discover you must correct an earlier task, you can undo the intervening tasks, correct the data and then resubmit the tasks.

This topic covers the following aspects of working with flows:

- Completing flows
- Deleting and skipping flows
- Correcting tasks in a flow

Complete Flows

The Tasks Details tab of the checklist lists the manual and automatic tasks required to complete the flow. Review status icons to monitor the progress of tasks.

An automatic task is complete when the application finishes it successfully and marks it complete. A manual task is complete when you mark it complete or update its progress to 100 percent. With the exception of skipped tasks, you must complete a task before you can update the status as complete.

Delete and Skip Flows

You can delete a flow you copied or created if you haven’t yet submitted it. Delete it using the Manage Payroll Flow Patterns task in the Payroll Checklist work area. You can always skip an entire flow or a task in a flow if you have submitted it.

The following table shows when and who can control a flow or a flow task.

<table>
<thead>
<tr>
<th>Object</th>
<th>Who Can Skip It</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task in a flow</td>
<td>Flow or task owner</td>
<td>The task isn’t in progress.</td>
</tr>
<tr>
<td>An entire flow</td>
<td>Flow owner</td>
<td>None of the tasks are in progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skip the flow from the Payroll Checklist work area Overview page</td>
</tr>
</tbody>
</table>

Correct Tasks in a Flow

To correct records for a task, such as records in error or missing information, the actions you take in the checklist depend on whether the correction involves the current task in the checklist or a previous one.

For a current task:

1. Mark the records for retry.
2. Correct the records.
3. Resubmit the task.
If records require more investigation, you can avoid delaying the start of the next task by rolling back the records and processing them separately. Resubmit the task to change its status to Complete.

For a previous task:

1. Start with the last manual task in progress, even if it occurs in the next activity or task group.
2. Set the status of the manual task to incomplete:
   - Roll back to roll back all the records processed by the task
   - Retry to change the status to Paused to correct and retry records processed by the task
3. Repeat this process for each intervening task.
4. Correct the records for the task in error.
5. Resubmit the task.

If you submit separate flows, you must roll back or mark for retry the flows that lock the records in the current flow before you can process the correction.

As an example, you process a flow to calculate the payroll for a regular run, and then process a flow later that day to calculate the payroll for a bonus supplemental run for the same payroll and payroll period. To correct a record from the earlier run, you do the following steps.

1. Roll back the record in the bonus run.
2. Correct and retry the record in the regular run.
3. Resubmit the bonus run.

Note: The status of the payroll flow tasks determines which actions you can perform. Refer to the table in the topic about monitoring a flow’s status for guidelines.

Status of Flow Tasks

Monitor the status of an entire flow and the tasks within it from the checklist generated when you submit a flow. Review the status of a flow by checking the status icons and notifications. The task status determines what actions you can perform, such as rolling back the task.

This topic covers:

- Task status and available actions
- Notifications

Task Status and Available Actions

The status icons indicate the state, such as in progress or in error. The application updates the status of automatic tasks. Flow or task owners update the status of manual tasks, and the application automatically updates the status of automatic tasks. You can further monitor the progress of a task by reviewing the percentage of the task completed. The actions available to you when working with a task depend on its status and the status of the tasks that precede or follow it.

The Action menu displays the actions available for a task based on its status, as shown on the following table.
### Submit Payroll Flows

The actions to roll back or retry a task depend on:

- Whether the task supports that task action
- The status of tasks that precede or follow the task in the checklist

The following table shows when you can perform an action on the current task.

<table>
<thead>
<tr>
<th>Action to Perform on Current Task</th>
<th>Status of Current Task</th>
<th>Status of Previous or Subsequent Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll back or retry</td>
<td>Completed</td>
<td>All subsequent task must have a status of Rolled Back or Completed</td>
</tr>
<tr>
<td>Submit</td>
<td>One of the following:</td>
<td>All previous tasks must have a status of Completed</td>
</tr>
<tr>
<td></td>
<td>• Roll Back</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• On Hold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mark for Retry</td>
<td></td>
</tr>
</tbody>
</table>
Notifications
To remind you of upcoming tasks or to warn you of tasks that are overdue, you can update the flow pattern to have notifications sent to you. Completing a task removes its notifications.

The setup of notifications includes:

- Specifying the type of notifications and when to send them on the flow pattern
- Specifying the number of days before the application automatically deletes a notification for the Notification Expiration Offset parameter on the Manage Payroll Process Configurations page. To open this page, use the Manage Payroll Process Configuration task from Quick Actions on the Home page.

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

Creating a Daily Schedule for a Flow that Skips Weekends: Worked Example

This example demonstrates how to create a formula that returns the next schedule date for a flow that is submitted daily on weekdays but not at the weekend.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you restrict the use of the formula to a specific legislative data group?</td>
<td>No, this is a global formula for use by any legislative data group.</td>
</tr>
<tr>
<td>Which formula type does the formula use?</td>
<td>Flow Schedule</td>
</tr>
<tr>
<td>Does the formula use contexts?</td>
<td>No</td>
</tr>
<tr>
<td>Does the formula use default values for database items?</td>
<td>No</td>
</tr>
<tr>
<td>Does the formula use default values for input values?</td>
<td>SUBMISSION DATE, SCHEDULED DATE</td>
</tr>
<tr>
<td>What return values does the formula include?</td>
<td>NEXT SCHEDULED DATE</td>
</tr>
</tbody>
</table>

Creating a Fast Formula to Submit a Flow Only on Weekdays

1. Use the Manage Fast Formulas in the Payroll Calculation work area.
2. Create a new formula on the Manage Fast Formulas page, completing the fields as shown in this table.
Field | Value
--- | ---
Formula Name | Daily Weekday Schedule
Formula Type | Flow Schedule
Description | Submits Flow Daily Except Weekends
Effective Start Date | 1-Jan-2010

3. Click **Continue**.
4. Enter the following formula details in the Formula Text section:

```c
/********************************************************************************
FORMULA NAME: Daily Weekday Schedule
FORMULA TYPE: Flow Schedule
DESCRIPTION: Formula to return a date time.
    Returns NEXT_SCHEDULED_DATE;
FORMULA RESULTS:
    NEXT_SCHEDULED_DATE This is a date time value with yyyy-MM-dd HH:mm:ss format.
*********************************************************************************/
/* Inputs */
INPUTS ARE SCHEDULED_DATE(DATE)
/* Calculations */
add = 1
day = to_char(SCHEDULED_DATE, 'DAY')
if (day = 'FRIDAY') then add = 3
NEXT_SCHEDULED_DATE =ADD_DAYS(SCHEDULED_DATE, add)
/* Returns */
RETURN NEXT_SCHEDULED_DATE
/* End Formula Text */
```

5. Click **Compile**.
6. Click **Save**.

### Submitting the Flow Using the Skip Weekends Formula

The formula is available for use when you submit a flow. For example, if you close your company on weekends, you might schedule the process that loads time entries for your hourly workers so that it runs daily during the week.

1. Submit the Load Time Card Batches flow from the Payroll Checklist work area.
2. Enter the parameters for the flow.
4. On the Scheduling page, select the formula from the Frequency field, and enter the dates the schedule starts and ends.
5. Review and submit the flow.

**Related Topics**
- Formula Operators
Creating Multiple Instances of a Flow

Multiple Instance of a Flow

Use the Submit Another Task to repeat a task instance multiple times. For example, you can schedule the Archive End-of-Year Payroll Results task for multiple payroll statutory units (PSUs) within the organization. You can initiate and submit the task for a single PSU and make the task repeat itself for each subsequent PSU. The number of iterations you specify, determines the number of times the task repeats itself.

Use the Manage Payroll Flow Pattern task from the Payroll Checklist work area to create a flow pattern that includes the task, Submit Another Task. Submit Another Task takes the task name as the input parameter and uses the repeat formula to execute multiple submissions of a task. The formula controls the repetition logic and execution of the task.

Before you begin, consider these points.

**Task Name**
This is the name of the task that is submitted multiple times. The Submit Another task takes this parameter as an input parameter.

**Task Repeat Formula**
The Task Repeat Formula is a prerequisite for this flow and it decides the repetition logic and drives the iteration. When you create the repeat formula, use the 'Task Repeat' formula type. The input parameters are predefined for an input task. You can add them as flow parameters during flow creation. The formula return values are used to validate the task parameters.

**Parameters**
Task parameters submit the information required for the task submissions to complete successfully. The flow has these two sets of parameters:

- Parameters for Submit Another Task
- Parameters for the repeat submission task that is submitted multiple times

You can specify the parameters for Submit Another Task as flow task parameters while defining the flow pattern.

The input values for the repeat submission task are either one of these:

- Task parameters from the flow parameters defined while creating the flow
- Return parameters from the repeat formula

Flow parameter values are used as the task parameters in either one of these options:

- If the task parameter name matches the Base Flow Parameter Name, exposed in the UI at the flow-level, then the values are used directly.
- If the task parameter names do not match the Base Flow Parameter Name, the application uses a fast formula function to pass the flow parameter values as the task parameters. This formula function is built into the repeat formula.
For example, assume that you have defined the flow parameter as ‘Effective Date’, and the corresponding Base Flow Parameter Name is ‘EFFECTIVE DATE’. The application uses formula function `GET_FLOW_PARAM_VALUE()` and stores the return value of this formula function in the task parameter ‘EFFECTIVE DATE’. The formula function is:

```
*EFFECTIVE_DATE=GET_FLOW_PARAM_VALUE('Effective Date')
```

Provide the correct parameter basis when you define the task parameters. Some of the static parameters like the Effective Date or the Start Date can have a parameter basis value of ‘Bind to Flow’. The dynamic parameters like the Payroll Statutory Unit ID are derived from the database tables. Hence you can have a parameter basis value of ‘Bind to Flow Task’ or ‘Context Binding’. If you have defined specific names for the flow task parameters, you must ensure that the same names are used in the repeat formula.

Alternately, use the return parameters from the repeat formula as the task parameters. In this case the input parameters for the repeat formula are only the Base Task Name and the Repeat Counter. While calling the formula, the application uses these two parameters to get the context of the job submission. You create the Repeat formula to return input values for the submission task.

The formula output Repeat Flow decides if another job submission has to be done.

These parameters can be static or dynamic parameters. For example, for the Archive End-of-Year Payroll Results process the following parameters are defined as static parameters:

- Effective Date
- Start Date
- Tax Year Date
- Repeat Counter

The Repeat Counter is a static variable and is maintained by the application. During the iteration process this parameter increments by ‘1’ after every submission.

In this example, these are the dynamic parameters for each submission:

- Payroll Statutory Unit ID
- Repeat Flow

However, you can also define the Tax Year as a dynamic parameter, so that you can generate the report for various years.

**Maximum Repeat Counter**

Specify a threshold limit of the maximum number of instances that can be executed for a single submission of the task. If the iteration runs into an error, this parameter prevents the process from getting into an infinite loop. A repeat counter N indicates one parent and N-1 child submissions.

**Repeat Flow Parameter**

The repeat flow parameter indicates when the task iteration should stop. A repeat flow instance is submitted only if the repeat flow parameter is set to ‘Y’.

**Execute in Parallel**

Execute the submissions in parallel or serial. For parallel submissions, the number of threads is taken into consideration. A number of submissions equivalent to the number of threads is submitted in parallel. For serial submissions, number of submissions equivalent to the Repeat Counter is executed one after the other.
If you have set the Execute in Parallel parameter to ‘Yes’, you must specify a value for the Maximum Parallel Threads. This parameter is taken into consideration for a parallel submission.

For example, if you specify a value of X, during a submission, the application processes X instances of the task initially. The parent task waits for X child submissions to complete, evaluates the fast formula and executes another set of X child submissions to complete. This cycle continues till the Maximum Repeat Counter submissions are completed or the Repeat Flow value is ‘N’.

### Parent Log File

After completion of the flow, use the ESS Log file to view the details of the input parameters for each job submission. The log displays one set of flow instance details and parameter values for the parent submission and similar set of values for each subsequent child submission.

### Generate Archive End-of-Year Payroll Results Process for Multiple PSUs

In this example you create a flow pattern using Submit Another Task and generate the Archive End-of-Year (EOY) report. You generate the report for multiple payroll statutory units (PSUs) within your organization. Use the Archive EOY Payroll Results task to retrieve employee and employer information and employee balances in a given year for year-end reporting.

Use the Manage Payroll Flow Pattern task from the Payroll Checklist work area to create a flow pattern that also includes the task, Submit Another Task.

### Before You Start

Review and validate the year-end data and complete balance adjustments and balance feeds for year-end reporting.

Here are the key decisions for this example.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the start date of the report?</td>
<td>January 01, 2011</td>
</tr>
<tr>
<td>What is the effective date of the report?</td>
<td>January 01, 2012</td>
</tr>
<tr>
<td>What is the tax year date?</td>
<td>January 01, 2011</td>
</tr>
<tr>
<td>What is the repeat formula name?</td>
<td>Sample Formula</td>
</tr>
<tr>
<td>Is this report confined to a single legislative data group (LDG)</td>
<td>No. The report can be used globally for any LDG in the organization.</td>
</tr>
<tr>
<td>What are the static flow parameters?</td>
<td>Effective Date, Start Date, Tax Year Date, Repeat Counter</td>
</tr>
<tr>
<td>What are the dynamic parameters?</td>
<td>Payroll Statutory Unit ID and the Repeat Flow</td>
</tr>
</tbody>
</table>
The input parameters for the repeat submissions are obtained from the repeat formula returns. Perform these tasks to use Submit Another Task and generate the Archive End-of-Year (EOY) report for multiple PSUs.

1. Create a repeat formula
2. Create a flow pattern
3. Submit the flow
4. View the results and log file

Create a Repeat Formula

Use the text editor to create a fast formula and return the values required to run the Archive EOY Results for a PSU. This formula is not specific to any legislative data group (LDG) and the formula type you use for this formula is Task Repeat.

Complete these steps to create a repeat formula.

1. Use the Manage Fast Formulas task in the Payroll Calculations work area.
2. On the Manage Fast Formulas page, click **Create** to create a formula.
3. On the Create Fast Formula, complete these fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula Name</td>
<td>Sample Formula</td>
</tr>
<tr>
<td>Formula Type</td>
<td>Repeat Task</td>
</tr>
<tr>
<td>Description</td>
<td>Archive EOY Results for each PSU</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>January 01, 2011</td>
</tr>
</tbody>
</table>

4. Click **Continue**.
5. Enter this formula text details in the Formula Text Section.

```java
/* FORMULA NAME: Sample Formula
FORMULA TYPE: Flow Schedule
DESCRIPTION: Formula to iterate the EOY Archiver
Formula Results: Iterates the EOY and generates the report
/* Inputs */
INPUTS ARE REPEAT_COUNTER, BASE_TASK_NAME (text)
REPEATFLOW = 'N'
START_DATE = '2011-01-01'
EFFECTIVE_DATE = '2012-01-01'
TAX_YEAR_DATE = '2011-01-01'
*/
/* FORMULA BODY */
IF REPEAT_COUNTER= 1
THEN(PAYROLL_STATUTORY_UNIT = 300100001794785
   REPEATFLOW = 'Y')
IF REPEAT_COUNTER= 2
THEN(PAYROLL_STATUTORY_UNIT = 300100002950763
   REPEATFLOW = 'Y')
IF REPEAT_COUNTER= 3
THEN(PAYROLL_STATUTORY_UNIT = 300100013071724
   REPEATFLOW = 'Y')
IF REPEAT_COUNTER= 4
THEN(PAYROLL_STATUTORY_UNIT = 300100007796226
   REPEATFLOW = 'N')
```
6. Click **Compile**.
7. Click **Save**.

### Create a Flow Pattern

Complete these steps to create a flow pattern.

1. Select the Manage Payroll Flow Patterns task in the Payroll Checklist work area.
2. Click **Create** to create a flow pattern. You can also search for and select an existing flow pattern to copy.
3. Leave the Legislative Data Group field blank and click **Continue**.
4. On the Basic Information page, complete these basic flow information fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Pattern Name</td>
<td>EOY Results Flow</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description for the flow.</td>
</tr>
<tr>
<td>LDG Required</td>
<td>No</td>
</tr>
<tr>
<td>Activities to Include</td>
<td>Select two options, Statutory and Calculate.</td>
</tr>
</tbody>
</table>

5. Select **Submit Another Task** to include it in the flow pattern. The activity associated with the task determines the work area where you can submit the flow.
6. On the Task Sequence page, reorder, add, or delete tasks as required.
7. Specify the order in which the tasks display in the checklist. You can specify a value for the sequence on the Edit Task Details Owners and Checklist page.
8. On the Parameters page, select **Create**.
9. On the Select and Add: Parameters page, add these parameters to complete the flow pattern.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Task</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Name</td>
<td>Name of the task</td>
<td>Submit Another Task</td>
<td>Required</td>
</tr>
<tr>
<td>Task Repeat Formula</td>
<td>Name of the formula</td>
<td>Submit Another Task</td>
<td>Required</td>
</tr>
<tr>
<td>Maximum Repeat Counter</td>
<td>Maximum number of submissions</td>
<td>Submit Another Task</td>
<td>Required</td>
</tr>
<tr>
<td>Execute in Parallel</td>
<td>Decides if the submissions are in parallel or sequential</td>
<td>Submit Another Task</td>
<td>Yes</td>
</tr>
<tr>
<td>Maximum Parallel Threads</td>
<td>Maximum number of submissions executed in parallel</td>
<td>Submit Another Task</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The flow parameters are used to submit and complete the tasks in the flow pattern, or as a basis for deriving values to submit the remaining tasks in the flow pattern.
10. After you have completed the requisite parameters, click **OK**.

11. On the Task Parameters page, review the parameters, and if necessary update the parameters.

12. Review the resulting checklist for the flow pattern before submitting the flow pattern.

13. Click **Submit**.

Submit the Flow

Complete these steps to submit the newly created flow pattern.

1. Select the Submit a Payroll Flow task in the Payroll Checklist work area.
2. Search for EOY Results Flow and click **Next**.
3. Enter these parameters.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>Enter a payroll flow name.</td>
</tr>
<tr>
<td>Task Name</td>
<td>Archive End-of-Year Payroll Results</td>
</tr>
<tr>
<td>Task Repeat Formula</td>
<td>Archive EOY Results Repeat Formula</td>
</tr>
<tr>
<td>Maximum Repeat Counter</td>
<td>10</td>
</tr>
<tr>
<td>Execute in Parallel</td>
<td>Yes</td>
</tr>
<tr>
<td>Maximum Parallel Threads</td>
<td>3</td>
</tr>
</tbody>
</table>

4. Click **Next**. Check the flow interaction.
5. Click **Next** and select the schedule. You can select 'As Soon As Possible' to execute the task immediately.
6. Click **Review** to review the parameters.
7. Click **Submit**.
8. Click **Done**.

View the Results and Log File

To access the archive results after the process is submitted:

1. From the Confirmation page, click **OK and View Checklist**.
2. Click **Go to Task**.
3. Click the **Processes and Results** tab.
4. Click **View Results**.
5. Highlight a process row to view the results of a specific process.
6. Click the **View Output** icon to view the output of the process.
7. Click **Log** to view the process log.

The log file shows details of each submission. You can also use the View Payroll Process Results task in the Payroll Checklist work area to view the process results.

FAQs for Submit Payroll Flows
What’s the difference between the process date and submission date for a flow?

The process date is the date the flow uses to retrieve records to process. As an example, the Calculate Payroll flow uses the payroll run date as the default process date to retrieve employee details and taxation information.

The submission date is the date when the process, report, or flow starts. For automatic tasks in a checklist, the task starts when the previous task completes. The application uses the system date for the submission date. If you schedule a flow, the submission date is the scheduled start date for the flow and applies to the first task in the flow.

**Related Topics**

- Payroll Run Results: How They’re Calculated

What’s the difference between submitting a flow and a process or report?

The Submit a Payroll Flow task starts a flow that consists of more than one task. The flow can include manual tasks such as verification tasks, and automatic tasks such as reports and processes. Examples of predefined flows include QuickPay and the payroll cycle flow.

The Submit a Process or Report task starts a flow that consists of a single automatic task, such as a report or extract process.

How can I fix system errors for flow tasks?

For potential system errors or system errors, perform one or more of the following tasks.

- Refresh the checklist page to display the current status. If the status doesn't display In Progress, resubmit the task.
- Determine if the flow task includes a record that a previous process locked. Wait for the process to complete or roll back the record that produced the lock.
- Consult the help desk and review the log files. After resolving the issue, if the task status doesn't display In Progress, select the Resubmit task from the Actions menu, and if that doesn't work, the Force Resubmit task.
- Skip this task if other tasks do not depend on its results.

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.
Why can't I find the flow I want to submit?

Confirm that your role grants you security access to the flow pattern, for example to an extract report or process. For payroll, confirm your role grants you security access to the payroll definition. Finally, determine whether the task or flow owner specified in the flow pattern is for your role or username.

Why can't I act on a task on a checklist?

Confirm whether your data role is based on a job role or abstract role that includes the functional privileges required to perform the task. Before reassigning this task to another person, ensure the data role for the new task owner also includes these privileges.

How can I delete a flow?

You can delete a flow that you copied or created if you haven't submitted it. Delete it using the Manage Payroll Flow Patterns task in the Payroll Checklist work area. If you submitted a flow, you can skip the entire flow or tasks in the flow.

You can skip manual and automatic tasks that are in error, marked for retry, or rolled back. Before skipping tasks, confirm that later tasks do not depend on the results of the skipped task.

Payroll flow owners can also mark an entire flow as skipped from the Payroll Flow Checklist page on the Overview tab. Marking the entire flow as skipped marks any remaining uncompleted tasks as complete.

How can I cancel a scheduled flow?

Cancel current and recurring scheduled flows that you own from the flow's checklist. Select the appropriate menu command from the Actions menu to cancel the current flow and the recurring schedule, or the recurring schedule only.

If you can’t cancel the scheduled flow from the checklist, your system administrator can stop the job. If you based the schedule on a formula, review the formula to ensure that it contains no negative numbers. Negative numbers will produce a continuous recurring schedule.
4 Calculate Gross Earnings

Calculating Gross Earnings for Payroll Interface: Overview

Payroll interface coordinators run the Calculate Gross Earnings process to calculate periodic balances and validate gross earnings calculations before extracting and sending data to a third-party payroll provider. Submit this process to validate the calculation of gross earnings results and update payroll balances before sending any data to a third-party payroll provider.

After submitting the process, view the results and further validate these results by performing the following steps:

1. Submit predefined reports to help validate the run results and ensure that all data is ready for the extract process.
2. Compare balances between different payroll periods and run the predefined reports to help with validation.
3. If required, make corrections, and retry or roll back the process.

For example, after submitting the process, you might update a person’s record with missing information that would affect results, such as adding an earnings element entry. You would mark the person record for retry and resubmit the process.
You run the Calculate Gross Earnings process by selecting the Submit a Process or Report task from the Payroll Calculation work area. Some third-party payroll providers required that you extract all records to establish a baseline for the first time extract report that you generate.

**Gross Earnings: How They Are Calculated**

The Calculate Gross Earnings process calculates gross compensation values based on payroll frequency and the element entries attached to an employee. Calculations apply to the gross value of regular and supplemental earnings element classifications. Run results don’t include any results for imputed earnings, statutory information, absences, or voluntary or
involuntary deductions. You can verify the results by viewing the statement of earnings, run results, and predefined payroll reports.

The process reports deductions at the payroll relationship level as follows:

- Flat amounts for the primary assignment only
- Percentage amounts aggregated for each assignment or terms record

## Settings That Affect Calculation

When you submit a process to calculate gross earnings, you complete information that determines which payroll relationships and element entries to process and the calendar dates to use for the calculations.

You can enter the following parameters when running the process.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>Name you assign when you submit the process. After running the process, you can use this name to search for it and monitor its status.</td>
</tr>
<tr>
<td>Payroll</td>
<td>Name of the payroll definition that determines the payroll period, calendar, and frequency</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>Payroll period for the payroll you are calculating, which determines other dates for processing</td>
</tr>
<tr>
<td>Process Date</td>
<td>Optional. First date range on which to retrieve effective data for calculation, typically the process dates of the specified payroll definition</td>
</tr>
<tr>
<td>Date Earned</td>
<td>Optional. Date of element entries to include in the calculation run. Overrides the default value determined by calendar of the specified payroll definition</td>
</tr>
<tr>
<td>Consolidation Group</td>
<td>Optional. Name of the grouping of payroll runs for the specified payroll definition. Overrides the default consolidation group for post-run processing</td>
</tr>
<tr>
<td>Run Type</td>
<td>Name of the run type that determines which payroll calculations to perform.</td>
</tr>
<tr>
<td>Payroll Relationship Group</td>
<td>Optional. Name of a group of payroll relationships to limit the people that are included in the run.</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>Optional. Name of a group that determines performance parameters such as logging, chunk size, and number of threads. Overrides the default process configuration group.</td>
</tr>
<tr>
<td>Element Group</td>
<td>Optional. Name of a group of regular or supplemental earnings elements included in the run. You create element groups on the Manage Object Groups page.</td>
</tr>
</tbody>
</table>
How Results Are Calculated

Calculations of gross earnings occur at the payroll relationship level. The payroll relationship structure groups employment terms and assignments together for calculations based on the payroll statutory unit. The resulting multilevel aggregation ensures the correct calculation and distribution of earnings. The following figure illustrates the calculation process.

The main steps of the calculation process are as follows:

1. The process identifies the payroll relationships to process. If you specify a payroll relationship group, the parameter limits processing to the people in the group.
2. The process creates a payroll action representing the payroll and a payroll relationship action for each relationship processed.
3. The process loads into memory the element entries for the payroll relationship action.
4. The process identifies and determines any formulas to run for calculating the element entries.
5. At the end of the process, there is one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current conversion rate and rounds the monetary result based on the formula rules.
6. For each run result, the process determines which balances the result should feed. The process then writes and updates the balances to the database.

Example 1: Calculation Based on Annual Salary Basis

Your payroll provider might require you to pass values for gross earnings periodically, based on the payroll frequency of each employee. If you use an annual salary basis to store the values, you can run the Calculate Gross Earnings process to calculate the values by payroll period.

The formula attached to the annual salary would calculate the periodic value and feed this to a run result during the payroll run. You can then extract the run result value using a payroll interface report.

Example 2: Calculation Based on an Element Group

To avoid processing all the regular and supplemental earnings in a calculation process, the process considers only the earnings elements you associate with an element group. You specify the value of the element group as a parameter when submitting the Calculate Gross Earnings process.
Restricting Payroll Processing: Critical Choices

You can control which payroll relationships and which elements to process in a payroll run by selecting rules, such as a skip rule or frequency rule. You can also restrict the payroll relationships and further restrict the elements that the run will process by specifying flow parameters when you submit the calculation process, such as Calculate Payroll or Calculate Gross Earnings.

Restrict the Elements to Process Based on Rules

When you create an element, you specify eligibility rules that control who is eligible to receive an element. You can also create skip and frequency rules that control which recurring elements the payroll run processes, as shown in the following table.

<table>
<thead>
<tr>
<th>Rules</th>
<th>Descriptions</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>
<tr>
<td>Frequency</td>
<td>Specifies which payroll periods to process the entries</td>
<td>A frequency rule might specify that the formula processes an element only on the first and third weeks of a month.</td>
</tr>
</tbody>
</table>

Restrict the Records to Process Based on Flow Parameters

Restrict the number of records for the calculation process by specifying flow submission parameters as shown in the following table.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</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 is automatically excluded from the other run types</td>
</tr>
</tbody>
</table>

The flow submission parameters for the calculation process include dates that control which records to process as shown in the following table.
### Related Topics
- Overview of Object Groups
- Determining an Element’s Latest Entry Date: Critical Choices

### Viewing and Verifying Person Process Results for Payroll Interface: Points to Consider

Monitor the progress of a submitted Calculate Gross Earnings process. View any warning or error messages. View the actual run results to ensure accuracy and to minimize the effort involved in correcting problems you find later.

### Viewing Person Process Results

View results in the Payroll Calculation work area, investigate and correct any problems.

1. From the Overview page, click **Go to Task** for the flow.
2. On the Process and Reports tab, click **Go to Task** to view completed records and any records that are preventing the task from completion.

Use the following table as a guide for which task to use to view results.

<table>
<thead>
<tr>
<th>Task</th>
<th>Usage</th>
</tr>
</thead>
</table>
| View Payroll Process Results | Verify the results for all the people and payroll relationship actions processed in a flow. Use this task if you don’t recall which flow included the results.  
1. Locate the payrolls recently processed to identify the payroll that contains the results.  
2. Go to the View Person Process Results page. |
| View Person Process Results | Verify individual run results for the flow. Refer to it also when researching results for a person over several payroll periods.  
- View balance results to confirm that the process completed, a worker has the correct pay, and compare and adjust balances.  
- View run results for all elements processed.  
- View messages generated by payroll processes, if any. |
Element Processing Sequence: How It’s Determined

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

Overriding Default Processing Priority

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

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

View Reports

Reports for Calculate Gross Earnings: Overview

After running the Calculate Gross Earnings process and viewing and verifying person process results, you can further validate records or balances you want to extract. Use the Submit a Process or Report task from the Payroll Calculation work area to verify the output of the following reports.

Note: Run these reports as needed after verifying person process results and before running your extract process.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</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 indicate overpayments or underpayments.</td>
<td>View to identify potentially incorrect payments or amounts withheld.</td>
</tr>
<tr>
<td>Element Results Register</td>
<td>View a listing of the elements and pay values for a worker, including earnings amounts processed by the Calculate Gross Earnings process.</td>
<td>Review details about the elements and pay values processed for a person when you are investigating a calculation problem.</td>
</tr>
<tr>
<td>Payroll Balance Report</td>
<td>View balances written by the Calculate Gross Earnings process for a specific payroll period. View detailed balance information for a specific employee over a defined period.</td>
<td>Use this report to pinpoint a problem discovered by another report.</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: To review balances generated by the payroll processes, submit the Payroll Balance Report.

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, you can use the pivot table feature in Microsoft Excel to obtain totals by element and person. For example, to create a pivot table that displays these totals, complete the following steps:

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 the following fields from the Pivot Table Field List: Person Name, Payroll Statutory Unit, Tax Reporting Unit, Payroll, Run Type, Element Name, and Value.
6. Drag the fields to the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Filter</td>
<td>Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll</td>
</tr>
<tr>
<td>Column Labels</td>
<td>Element Name</td>
</tr>
<tr>
<td>Row Labels</td>
<td>Person Name</td>
</tr>
<tr>
<td>Values</td>
<td>Sum of Value</td>
</tr>
</tbody>
</table>

7. Refresh the page to display the populated columns and rows, and the summed totals.
8. Filter to view different results.

Related Topics

- Payroll Calculation Reports

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, if you select Average in months as the comparison type and enter 3 in the Comparison Value field, 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 that follows 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 the following 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 variance value.</td>
<td>Returns all relationships with a value less than 400 and greater than 600.</td>
</tr>
</tbody>
</table>
### Variance Operator

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Results (based on sample data)</th>
</tr>
</thead>
<tbody>
<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>

#### Note:
This operator applies only for comparison types of ‘Previous’, like Previous Months or Previous Period, as well as ‘Average in Months’.

### 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.
5 Run Payroll Interface Reports

Payroll Interface Reports: How They Are Processed

After you create an extract definition, you can submit the extract process for your payroll interface report. Use the Submit a Process or Report task from the Payroll Calculation work area or the Submit Extracts task from the Data Exchange work area.

Settings That Affect Report Output

When you submit a payroll interface report, the extract process captures values for all employees that match the specified criteria. The following table describes the flow submission parameters you complete.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Data Group</td>
<td>Name of partition used for payroll information.</td>
</tr>
<tr>
<td>Payroll Flow</td>
<td>Name you assign when you run the process. After submitting the process, you can use this name to search for it and monitor its status.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>First date on which to retrieve effective records.</td>
</tr>
<tr>
<td>Payroll Name</td>
<td>Name of the payroll definition from which to extract data.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>Name of the payroll time period for the payroll you are calculating, which determines other dates for processing.</td>
</tr>
<tr>
<td>Changes Only</td>
<td>Optional. Indicator that determines whether to extract only changed records. If not selected, the process extracts all records matching the process criteria.</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>Optional. Name of a configuration group that determines performance parameters, such as logging, chunk size, and number of threads. Overrides the default process configuration group.</td>
</tr>
</tbody>
</table>

How Initial and Subsequent Reports Are Processed

Your payroll provider might require that you provide all the records defined in the extract each period, or only new or changed data. The flow submission parameter, Changes Only, controls the scope of the extract. When set to Yes, the application compares the extracted employee data with the values from the previous payroll period. If it finds changes are found, the data output file contains only the records for each employee with changes. If it finds no changes, the data output file contains no data.
Extracting Payroll Data for Third-Party Processing: Worked Example

This example demonstrates how to run and validate an extract process that extracts payroll-related employee information to send to a third-party payroll provider. In this example, the third party is a payroll provider named ADP Streamline, which issues employee payments in France.

The payroll provider expects one output file for each weekly payroll period. Because this is a periodic extract that includes calculated balance values, the Calculate Gross Earnings process is not optional as it is for ad hoc extracts.

The output file contains only records of employees where a value has changed. When the payroll provider receives the output file, the changed data updates the payroll provider’s data.

Extracting data for periodic third-party payroll processing involves four primary steps:

1. If the scenario requires calculating gross earnings and balances:
   a. Run the Calculate Gross Earnings process.
   b. Verify the results in the Element Results Register and Payroll Balances reports.
2. Run the extract process.
3. Verify the results in the output file.

Assumptions and Prerequisites

This worked example assumes that the following prerequisites are complete:

1. You created the extract definition and output template for France ADP Streamline Payroll.
2. Eligible employees have element entries for any elements referenced in the extract definition.
3. Employees opting for electronic funds transfer payments have their personal payment methods set up with the appropriate bank, branch, and account information.
4. You provided a full extract of all employee data to ADP Streamline as a baseline.

Submitting the Calculate Gross Earnings Process

The Calculate Gross Earnings process ensures that all balances retrieved by the extract process are up-to-date and accurate.

1. In the Payroll Calculation work area, click the Submit a Process or Report task.
2. In the Legislative Data Group list, select InFusion FR.
3. Select the Calculate Gross Earnings flow pattern, and then click Next.
4. On the Enter Parameters page, enter values as shown in the following table.

Tip: The first time you extract data for ADP Streamline, set the Changes Only parameter to No so that all data is included as a baseline. For subsequent extracts, set Changes Only to Yes so that the extracted records can be compared to the baseline data.
### Run Payroll Interface Reports

#### Field | Value
--- | ---
Payroll Flow | Name to identify the process you are submitting, for example, InFusion FR Weekly Calculation. You can use this name when searching for status or results of the process.

Payroll | Name of the payroll definition, for example, InFusion FR Weekly Payroll.

Payroll Period | First payroll period that has not already been calculated and extracted for the payroll.

Run Type | Regular

5. Skip the Enter Flow Interaction page and the Schedule page.
6. On the Review page, review the values and then click **Submit**.
7. Click **OK and View Checklist**.

**Tip:** If you choose not to view the checklist now, you can search for your process later from the Payroll Calculation work area.

#### Verifying and Viewing Results

Verify that the process completed successfully, and then verify the balances in the two reports generated by the Calculate Gross Earnings process.

1. In the task list, in the row containing Calculate Gross Earnings, click **Go to Task**.
2. On the Processes and Reports tab, verify that the process is 100 percent complete.

**Note:** If the process is not 100 percent completed, go to the Errors and Warnings tab to check for any messages.

3. On the Processes and Reports tab, in the row with the process ID, click **View Results**.
   You should see two reports in the View Results window:
   - Payroll Balances Report
   - Element Results Register
4. Click the file name or URL of each report to view its content.

#### Running the Extract Process

The extract process retrieves balances from the results of the Calculate Gross Earnings process and other payroll-related information, using element entries and database items determined by the extract definition.

1. In the Payroll Calculation work area, click the **Submit a Process or Report** task.
2. In the Legislative Data Group list, select InFusion FR Sun Power.
3. Select the ADP Streamline Payroll Extract flow pattern, and then click **Next**.
4. On the Enter Parameters page, enter values as shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Flow</strong></td>
<td>Name to identify the process you are submitting, for example, InFusion FR Weekly Payroll. You use this name when searching for status or results of the process.</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>Last date in range to retrieve effective data.</td>
</tr>
<tr>
<td><strong>Changes Only</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Payroll Name</strong></td>
<td>Name of the payroll definition, for example, InFusion FR Weekly Payroll.</td>
</tr>
<tr>
<td><strong>Payroll Period</strong></td>
<td>The same payroll period as was selected when running the Calculate Gross Earnings process.</td>
</tr>
</tbody>
</table>

5. Skip the Flow Interaction page and the Schedule page.
6. On the Review page, review the values and then click **Submit**.
7. Click **OK and View Checklist**.
   If you opt not to view the checklist now, you can always search for your process later.

### Verifying the Output File

You can view the output file to verify that it contains the data you expected.

1. In the task list, in the row containing the name of your extract process, click **Go to Task**.
2. On the Processes and Reports tab, verify that the process is 100 percent completed.
   If the process is not 100 percent completed, go to the Errors and Warnings tab to check for any messages.
3. On the Processes and Reports tab, in the row with the process ID, click **View Results**.
4. In the View Results window, click the file name or URL of the output file to view its content.
5. Click **OK**.

**Related Topics**

- Extract Components

### Retroactive Changes for Payroll Interface: How They're Extracted

If your extract is based on the Global Payroll Interface extract definition, all HR- and payroll-related data in the output file is effective-dated. The third-party payroll provider uses the effective date value that is in the **EffectiveDate** tag in the XML file header. A past-dated change would be reflected within the range between the Effective Start Date and the Effective End Data attribute values. Third-party payroll providers can pick up the dates if there is date in the past that triggers any retroactive processing.
For example, you have already sent the following details for John Franklin's salary to your payroll provider in the extract for July 2015.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Element</th>
<th>Pay Value</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Entry ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Franklin</td>
<td>Basic Salary</td>
<td>1000</td>
<td>01-Jul-2015</td>
<td>31-Dec-4712</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Element</th>
<th>Pay Value</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Entry ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Franklin</td>
<td>Basic Salary</td>
<td>1500</td>
<td>01-Jan-2015</td>
<td>31-Dec-4712</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

### FAQs for Run Payroll Interface Reports

#### How can I identify the payroll flow that includes a specific element for an employee?

Submit the Element Results Register report, which displays the name of the payroll flow. The report shows details for the element and the value paid to the employee. If you don’t know the person’s assigned payroll, query the person’s payroll details on the Manage Payroll Relationships page.

#### Why don't I see the new delivery option when I redeliver the report?

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report. If you add a delivery option to the report’s extract definition, you must submit a new report to view and select the additional delivery option.

#### Are future-dated changes ever included in Payroll Interface extracts?

If your extract is based on the Global Payroll Interface extract definition, no future-dated changes are included. All data in the output file is valid as of the effective date value in the file. If your extract is based on other Payroll Interface extracts, the output might include future-dated data.
Can changes-only extracts for Payroll Interface compare data with previous runs?

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

What happens to my Payroll Interface extracts when there are multiple changes on the same day?

When there is more than one change in a single day, for example at the assignment level, the Payroll Interface extracts retrieve the data that is valid at the time you submit the extract process.

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

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

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

Because the payroll employment model supports three tiers of employment: payroll relationship, employment terms, and assignments. If you have a two-tier implementation, the application hides any data at the employment terms level. However, the extract process includes this data, which can appear as if it’s duplicate data.

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

You can identify new hires when the ActionReason tag in the XML file for the person record has the NEWHIRE value. Use the TerminationAction and TerminationReason tags for details about terminated person records.
Can I calculate gross earnings for select employees and pick other values from element entries to send to my third-party payroll provider?

No, this scenario isn’t supported. Deciding whether to extract gross earnings or element entries in your Payroll Interface implementation is one of the critical choices to make during implementation. If you must segregate a different group of employees, for example, element entries when you normally calculate earnings, the employees must be on separate payroll. If you do this and later transfer employees to another payroll, you must extract data the same way on the new payroll to ensure accuracy.
6 Payroll Interface Inbound Records

Payroll Interface Inbound Records: Explained

Use the HCM Data Loader to import processed payroll data and payslips from third-party payroll providers. Each import record is associated with a master record that specifies a payroll name and payroll period. The Inbound table stores the imported payroll information, while the document record stores payslips.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI). Use the mentioned Subject area and Fact data Data to create reports:

- Subject area: Payroll Interface Inbound Record - Real Time
- Fact Data: Payroll Interface Inbound Records and Payroll Interface Inbound Record Information

You can obtain these details from a typical data import:

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

Extensible Flexfields

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

These are the delivered contexts:

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

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

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

Payroll Interface Inbound Record

After a payroll is processed by your third-party payroll provider, the application extracts the results and configures them into a data file. Convert this data file to the HCM Data Loader required format.

This table shows the list of files to import your payroll data:
Oracle Global Human Resources Cloud
Using Global Payroll Interface

Chapter 6
Payroll Interface Inbound Records

<table>
<thead>
<tr>
<th>File Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayrollInterfaceInboundRecord. dat</td>
<td>Includes processed payroll information for employees included in the payroll run. You must use this file name as the HCM Data Loader recognizes only this file name.</td>
</tr>
<tr>
<td>PayrollInterfaceInboundRecord. zip</td>
<td>Compressed file that contains the data file. After you create the data file, compress the file with the .zip file extension. In this scenario, you can create your own file name.</td>
</tr>
</tbody>
</table>

On the Manage Payroll Interface Inbound Records page, you can do these actions:

- Filter imported data by using one or more of the following criteria:
  - Payroll Name
  - Batch Name
  - Name
  - Record Type
  - Person Number
  - Record Owner Type
- Select Payroll Data in the Record Type field to view, add, edit, and delete these details:
  - Payroll
  - Payment
  - Leave
  - Messages received from third-party payroll providers

Payslip Files

Use the HCM Data Loader to import payslips as PDF files into your Oracle Fusion HCM application.

This table shows the list of files to import payslips:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>DocumentsOfRecord. dat</td>
<td>Data file listing employees for whom payslips are being provided. You must use this file name. The HCM Data Loader utility recognizes only this file name.</td>
</tr>
<tr>
<td>BlobFiles</td>
<td>Folder that contains all the PDF payslip files. You must use this folder name. The HCM Data Loader utility recognizes only this file name.</td>
</tr>
</tbody>
</table>

PDF file names
The import process looks for the PDF files based on the information contained in the data file. After you complete the import process, employees can view their payslips from the My Portrait work area. On the Manage Payroll Interface Inbound Records page, select Payslip Data in the Record Type field to view payslip data.

**Related Topics**

- Configuring Extensible Flexfields for Inbound Payroll Interface: Procedure
- Overview of HCM Data Loader
- How Data Is Imported and Loaded

## Managing Inbound Records: Procedure

Use the Manage Payroll Interface Inbound Records task in the Payroll work area to view, edit, and delete imported data. Imported data includes information about payroll, payment, leave, and messages from third-party payroll providers.

You can also view the net payment and payslip dates. To view the payslips that you imported, select the Pay work area. Click **View Payslips**.

### Viewing Inbound Records

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

Use the HCM Data Loader utility to import your payroll data that was processed by your third-party payroll provider. Typically, this data includes information such as earnings, deductions, and messages but can include additional information that you receive from your provider. You can also import payslips as PDF files that you can make available for viewing by employees.

Uploading Payroll Interface Inbound Records

After the payroll is processed, you can import the payroll data that was processed by your third-party payroll provider for the employees in the payroll run. Before the data is uploaded, your Payroll Interface Inbound Record file must be in the format that is required by the HCM Data Loader.

Importing Employee Payslip Information

After the payroll is processed, you can import payslips for the employees in the payroll run. Before the data is uploaded, your DocumentsOfRecord file must be in the format that is required by the HCM Data Loader.

7 Payroll Interface for US ADP Solutions

Ad-Hoc Extract Reporting Period: Critical Choices

When running payroll interface reports using an extract, such as the US ADP PayForce Third-Party Ad-Hoc Extract, the settings you specify at run time depend on the wanted reporting method:

- Payroll Period
- Date Range

Payroll Period

When processing the extract for a payroll period, you must make the following settings:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Period</td>
<td>Specify the payroll period you are processing.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Specify the end date of the pay period.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Leave blank.</td>
</tr>
</tbody>
</table>

Date Range

When processing the extract for a date range, you must make the following settings:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Period</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Specify the end of the date range.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Specify the start of the date range.</td>
</tr>
</tbody>
</table>

Related Topics

- US ADP PayForce Third-Party Ad-Hoc Extract Definition
Resolving US ADP PayForce Third-Party Periodic Extract Errors: Examples

The Third-Party Payroll Interface keeps no records of what files you send to ADP PayForce and ADP Connection for PayForce or when you send them. You must ensure the accuracy of the data you capture and upload to ADP. This data must remain your source of truth. You must make any change or correction of employee or payroll data in the Oracle application first and then communicated to ADP Connection for PayForce through the upload process.

The following examples provide instruction on how to maintain your data integrity on both the Oracle and ADP sides:

- Correcting Employee Data Before Output File Generation
- Correcting Payroll Data Before Output File Generation
- Correcting Data Before Output File Upload
- Correcting Data After Output File Upload
- Resolving Invalid or Missing Earnings Data

Correcting Employee Data Before Output File Generation

If you find an error in your employee data, and you have not yet submitted the extract process, simply make your corrections in Oracle Fusion Human Capital Management for the United States. Your changes will be migrated to ADP when you perform your next upload.

If you discover your errors after generating the output file, refer to "Correcting Data Before Output File Upload" below.

If you discover your errors after uploading the output file to ADP, refer to "Correcting Data After Output File Upload" below.

Correcting Payroll Data Before Output File Generation

To make payroll changes for one or more employees (such as applying an additional earnings entry) after running the Calculate Gross Earnings process but before submitting the extract process, you must:

1. Mark the Calculate Gross Earnings process for retry.
2. Correct the payroll information.
3. Retry the process. The process recalculates and generates new results for the affected employees.

If you discover your errors after generating the output file, refer to "Correcting Data Before Output File Upload" below.

If you discover your errors after generating the output file to ADP, refer to "Correcting Data After Output File Upload" below.
Correcting Data Before Output File Upload

To make corrections to your employee or payroll data, but you have already generated the extract file, and you know for certain that the last extract file was not sent to ADP, you must:

1. Roll back the payroll extract process.
2. Correct the errors.
3. Rerun the extract process.

If you discover your errors after uploading the output file to ADP, refer to "Correcting Data After Output File Upload" below.

Correcting Data After Output File Upload

If you discover errors in your data after you have generated the output file and uploaded it to ADP Connection for PayForce, you must first correct the data within Oracle Fusion Human Capital Management for the United States. Once that is complete, use the tools and processes provided by ADP to ensure that their data is updated to match the data maintained by Oracle. ADP Connection for PayForce has no rollback functionality, so you must make these corrections manually. This ensures the information maintained by ADP correctly reflects the information maintained by Oracle.

If manual intervention is not possible on your ADP system, then you must:

1. Restore your ADP system from the prior day’s backup.
2. Roll back the Payroll Interface payroll extract process.
3. Resubmit the extract process to generate a new output file.
4. Upload the new file.

Resolving Invalid or Missing Earnings Data

Use the Calculate Gross Earnings process to calculate periodic payroll run results and validate gross earnings calculations before you extract and send data to the third-party payroll provider. For any payroll period, if you fail to run this process before generating the output file, the gross compensation values for your employees may be incorrect or missing entirely.

If you are unsure that you have run Calculate Gross Earnings process:

- Check the payroll process or person process results to confirm whether or not Calculate Gross Earnings has been run for this payroll period.

  If not, run Calculate Gross Earnings before continuing.

- If you have already submitted the extract process, check the output file for empty or missing DE records (earnings).

  To resolve, you must roll back the payroll extract process, submit the Calculate Gross Earnings process, and then generate a new output file.

- Once you have uploaded the output file, check your payroll data in ADP for PayForce for missing or incorrect earnings.

  To resolve, you must use the tools provided by ADP to ensure the earnings data is correct. ADP Connection for PayForce has no rollback functionality, so you must make these corrections manually. No action is required in
Oracle Fusion Human Capital Management for the United States. When you submit the Calculate Gross Earnings process for the next payroll period, the earnings information is captured.

**Related Topics**

- Calculating Gross Earnings for Payroll Interface: Overview
- Gross Earnings: How They Are Calculated
- Manage Payroll Interface: Overview
- Payroll Interface Reports: How They Are Processed
- Viewing and Verifying Person Process Results for Payroll Interface: Points to Consider

**FAQs for Payroll Interface for US ADP Solutions**

**What happens if I fail to upload my US ADP Connection for PayForce output file?**

What you should do depends on if you have uploaded the second, newer file. If you have uploaded the newer file, you must use the tools and processes provided by ADP to ensure that the data and changes reflected in the older file are included into their records. ADP has no rollback functionality, so you must enter this data manually.

If manual intervention is not feasible, you must restore the ADP data using a backup prior to the upload and then upload both output files in proper order.

If you have not uploaded the newer file, upload the older file first to ADP and then the newer file. This ensures the data maintained by ADP correctly reflects the data maintained by Oracle Fusion Human Capital Management for the United States, which is the source of truth.
Glossary

**assignment**
A set of information, including job, position, pay, compensation, managers, working hours, and work location, that defines a worker's or nonworker's role in a legal employer.

**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.

**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 classification**
Provides various element controls, such as the processing order, balances feeds, costing, and taxation. Oracle predefines primary element classifications and some secondary classifications. You can create other secondary classifications.

**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.

**final close date**
The last date on which a payroll run can process element entries. Typically, the last effective date of the payroll record.

**flow checklist**
A sequence of automatic and manual flow tasks grouped into activities, such as extract reports and processes, or tasks related to payroll processing. Submitting a flow generates a checklist that you use to monitor the flow and manage its tasks.

**flow pattern**
A series of tasks performed in a predefined order, which are grouped into activities, such as extract reports and processes, or tasks that cover a phase of the payroll process. The flow pattern is used to generate a flow, which you can manage from its checklist.
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.

payroll interface report
A process to extract and generate a report of payroll-related data sent to a third-party payroll provider.

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.