

# Oracle Fusion Cloud Human Resources

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## **Administering Payroll for Mexico**

24A



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# Get Help

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

## Get Help in the Applications

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.

## Get Support

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Thanks for helping us improve our user assistance!





# 1 Let's Get Started

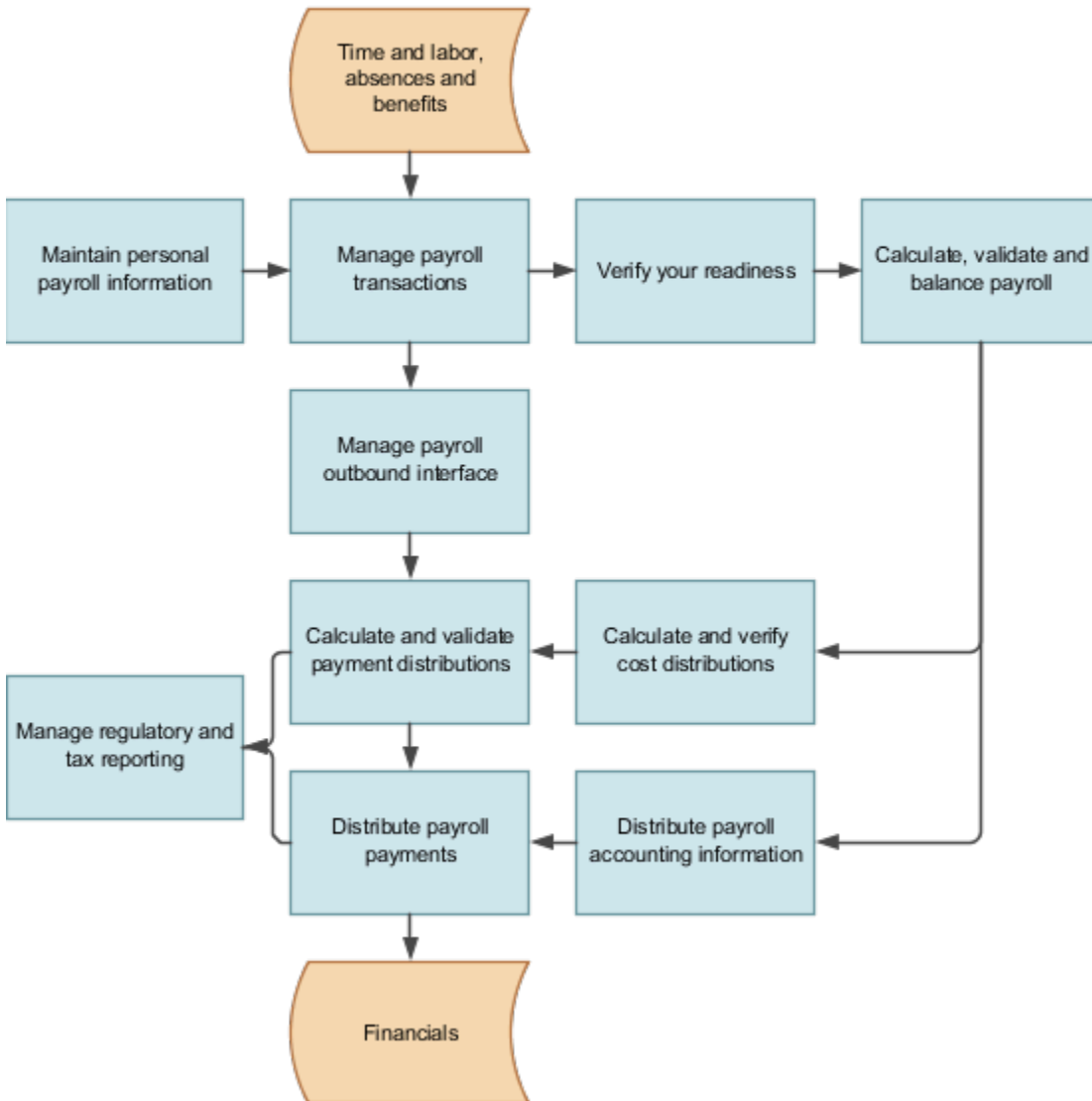
## Overview

### Overview of Administering Global Payroll for Mexico

This guide helps you manage the multiple payroll tasks for using Oracle Fusion Global Payroll for Mexico, from maintaining personal payroll information for your employees to running payroll processes and reports.

Here's how the payroll cycle process works.

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



This table identifies the payroll tasks you must complete at each stage of the payroll cycle. At each stage of the run, ensure that all the payroll components are complete and the requisite information is available for you to proceed to the next stage of the payroll cycle.

Payroll Task	Tasks you must complete
Maintain Personal Payroll Information	Before you initiate payroll processing, complete and update the following information for all your employees: <ul style="list-style-type: none"> <li>• Manage Payroll Relationships records</li> <li>• Enable time cards for eligible employees</li> </ul>

Payroll Task	Tasks you must complete
	<ul style="list-style-type: none"> <li>• Complete element entries</li> <li>• Update information required for statutory deductions</li> <li>• Define and complete personal calculation cards</li> <li>• Enter final processing dates for terminations</li> <li>• Update person-level details for individual or mass transfer of employees to a different payroll</li> </ul>
Payroll Transactions	<p>Use payroll flows for many of your payroll tasks, such as load data, calculate payroll and payments, run reports, or calculate and distribute cost results. Use the Checklist page to monitor and manage each task and payroll flow.</p>
Verify Payroll Readiness	<p>A good payroll run depends on many accurate and completed tasks. Before you start your run, check these tasks to ensure your readiness:</p> <ul style="list-style-type: none"> <li>• Confirm completion of all the payroll prerequisite tasks</li> <li>• Review the Payroll Dashboard for notifications, and take any actions requiring your attention</li> <li>• Check retroactive notifications, and process any retroactive changes</li> </ul>
Calculate, Validate, and Balance Payroll	<p>Once you have verified your payroll readiness, it's time to run payroll and validate the run results.</p> <ul style="list-style-type: none"> <li>• Use the predefined Calculate Payroll flow, or a flow you have configured to run payroll</li> <li>• Use the pay calculation reports to review and validate balances and run results</li> <li>• Make corrections, retry results and, if needed, remove employees from the main payroll flow to handle them separately using QuickPay at a later time. You can merge their records into the main payroll flow before calculating payments</li> </ul>
Calculate Payment Distributions	<p>In a typical payroll cycle flow, the Calculate Prepayments process runs automatically when you mark the Verify Reports task as complete within the Calculate and Validate Payroll activity.</p> <ul style="list-style-type: none"> <li>• Review the distribution of payments across employee personal payment methods in the Calculate Prepayments process results. If you find issues, fix the data and retry the action or roll back the record to remove them from the run. Once you fix the data in the removed record, run the prepayments process</li> <li>• Run the payroll register to validate payment distribution amounts by payment category, type, and method</li> </ul>
Distribute Payroll Payments	<p>You have validated payment distribution amount and you're ready to follow these steps to distribute payments:</p> <ul style="list-style-type: none"> <li>• Archive the payroll results</li> <li>• Run the payroll register</li> <li>• Run the third-party roll up process, if required</li> <li>• Generate the payments to your employees and third parties</li> <li>• Generate payslips</li> <li>• Run the payment register</li> </ul>
Calculate and Verify Cost Distributions	<p>Calculate Payroll process automatically calculates the costs for the payroll run and it's important for you to review the results. If you have any of the following when you're calculating and distributing cost, run a separate processes for each:</p> <ul style="list-style-type: none"> <li>• Retroactive costs</li> </ul>

Payroll Task	Tasks you must complete
	<ul style="list-style-type: none"> <li>• Payments</li> <li>• Cost adjustments</li> <li>• Balance adjustments</li> <li>• Partial period accruals</li> </ul>
Distribute Payroll Accounting Information	Typically you will run the Transfer to Subledger Accounting process to create journal entries for posting to the general ledger. Then submit the Create Accounting process in draft mode to create journal entries for review. Once you're satisfied with the journal entries, run in final mode to create, transfer, and post journal entries.
Regulatory and Tax Reporting	Run and validate the Mexico-specific periodic reports to meet regulatory requirements.

- Implementing Payroll for Mexico
- Implementing Global Payroll Interface
- Using Global Payroll Interface
- Using Payroll Flows
- Implementing Payroll Costing
- Implementing Global Payroll

## Responsive User Experience Setup

### Deep Links

You can use deep links to provide easy navigation directly to a page in the HCM Cloud application.

You can also use deep links for mobile responsive pages on your intranet, custom and third-party applications, or in a document. This helps people run transactions in the HCM cloud and provides quick access to their HR information.

To access deep links:

1. Open the main menu.
2. Go to **Tools > Deep Links**.
3. Copy the URL for a deep link.
4. Paste the URL in the appropriate location.

When you open Deep Links, you find a list of all available deep links.

### Search Logic Profile Options for Client List of Values

You can use the logic `<code>CONTAINS</code>` to create the client list of values. This returns results containing the characters you enter.

Optionally, for individual list of values, you could change this logic to `<codeph>STARTS WITH</codeph>`, to return results that start with the search characters you enter.

For example, when you search for a person with the name John Smith while using the logic `CONTAINS`, you can search by `'jo'` or `'sm'` or `'th'`. When you use the logic `STARTS WITH`, your search must start with `'j'`.

Use the logic `STARTS WITH` when your list contains thousands of values (more than 15,000 records) to improve the search performance. Or, if you don't partition your data by set ID.

**Note:** If you change the search logic for a client list of values, the logic changes in all pages where the list of values is used.

#### Related Topics

- [Search Logic Profile Options for Client List of Values in Global Human Resources](#)

## Use Transaction Design Studio to Configure Field Displays

Use the Transaction Design Studio (TDS) to configure transactions and pages for responsive applications. TDS is available within the HCM Experience Design Studio.

You can control the visibility of attributes that are displayed either as **Delivered** or **Enabled**, and the availability of fields and sections of a transaction based on the user's role, person's business unit, or legal employer.

By default, the responsive pages display the often used attributes and hide the less often used attributes. Use Page Composer to personalize the responsive pages and display the attributes and tabs delivered within the feature.

Here's how you start HCM Experience Design Studio:

1. Sign in to the application as Human Capital Management Application Administrator with Access HCM Page Configurator (HRC\_ACCESS\_HCM\_TRANSACTION\_CONFIGURATOR\_PRIV) privilege. This privilege provides you access to TDS in HCM Experience Design Studio.
2. Enable a sandbox to compose data for configuring business objects. On the Home page, click the **HCM Experience Design Studio** quick action under the **My Client Groups** tab.
3. Under **Settings and Actions**, click **Edit Pages**.
4. Select the site layer and click **OK**.

#### Related Topics

- [Overview of Page Modification](#)

## Payroll Concepts to Understand

### Date Effectivity

Date effectivity preserves a history of changes made to the attributes of some objects. As a Professional user, you can retrieve and edit past and future versions of an object.

Many Human Capital Management (HCM) objects, including person names, assignments, benefits plans, grades, jobs, locations, payrolls, and positions are date-effective.

## Logical and Physical Records

Date-effective objects include one or more physical records. Each record has effective start and end dates. One record is current and available to transactions. Others are past or take effect in the future. Together, these records constitute the logical record or object instance. For a date-effective logical row, which is a collection on contiguous temporal physical rows, each physical row CreatedBy (CREATED\_BY) and CreationDate (CREATION\_DATE) are the same.

This table shows changes to the department manager attribute in a department business object. Each row represents a single physical record.

Physical Record	Effective Start Date	Effective End Date	Department Manager
4	18 January, 2022		C. Woods
3	15 October, 2021	17 January, 2022	A. Chan
2	13 June, 2020	14 October, 2021	T. Romero
1	22 March, 2019	12 June, 2020	G. Martin

**Note:** The physical record number doesn't appear in the record.

## Effective End Dates in Physical Records

Every physical record except the last has an effective end date. The update process adds this date, which is the day before the effective start date of the next record, whenever you update the object.

## Object End Dates

You can enter a final effective end date for some date-effective objects. For example, terminating an assignment adds a final effective end date to the assignment. Alternatively, the **End Date** action may be available. If you end date a date-effective object, then it isn't available to transactions after that date. But the object's history is retrievable.

## Status Values in Date-Effective Objects

Some date-effective objects, such as grades and jobs, have both effective dates and status values. When the object status is **Inactive**, the object isn't available to transactions, regardless of its effective dates. Setting the status to **Inactive** makes objects unavailable to transactions. If you can't enter an effective end date for an object, then changing its status has the same effect.

## Future-Dated Changes

For date-effective objects, you can enter future changes. For example, you enter the worker promotion shown in this table on 25 July, 2022 to take effect on 18 October, 2022.

Physical Record	Effective Start Date	Effective End Date	Grade
2	18 October, 2022		IC2
1	14 December, 2020	17 October, 2022	IC1

Physical record two becomes current on 18 October, 2022. From 14 December, 2020 until 17 October, 2022 physical record one is current and available to transactions. If you can access the object history, you can see physical record two before it takes effect.

When future-dated changes exist, other actions may be limited. For example, to end this worker's assignment before the promotion takes effect, you must first delete the promotion.

## Date-Enabled Objects

Some objects, such as work relationships, are date-enabled rather than date-effective. They have start and end dates that define when they're available, but they have no history of changes. New attribute values overwrite existing attribute values.

### Related Topics

- [How You Delete Physical Records from Date-Effective Objects](#)
- [Examples of Updating Date-Effective Objects](#)
- [Examples of Correcting Date-Effective Objects](#)
- [How You Make Multiple Updates to Date-Effective Objects in One Day](#)

## How You Delete Physical Records from Date-Effective Objects

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

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

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

## Intermediate Records

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

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

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

## First or Only Records

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

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

## Final Records

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

# Application Tools

## Payroll Flows

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

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

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

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

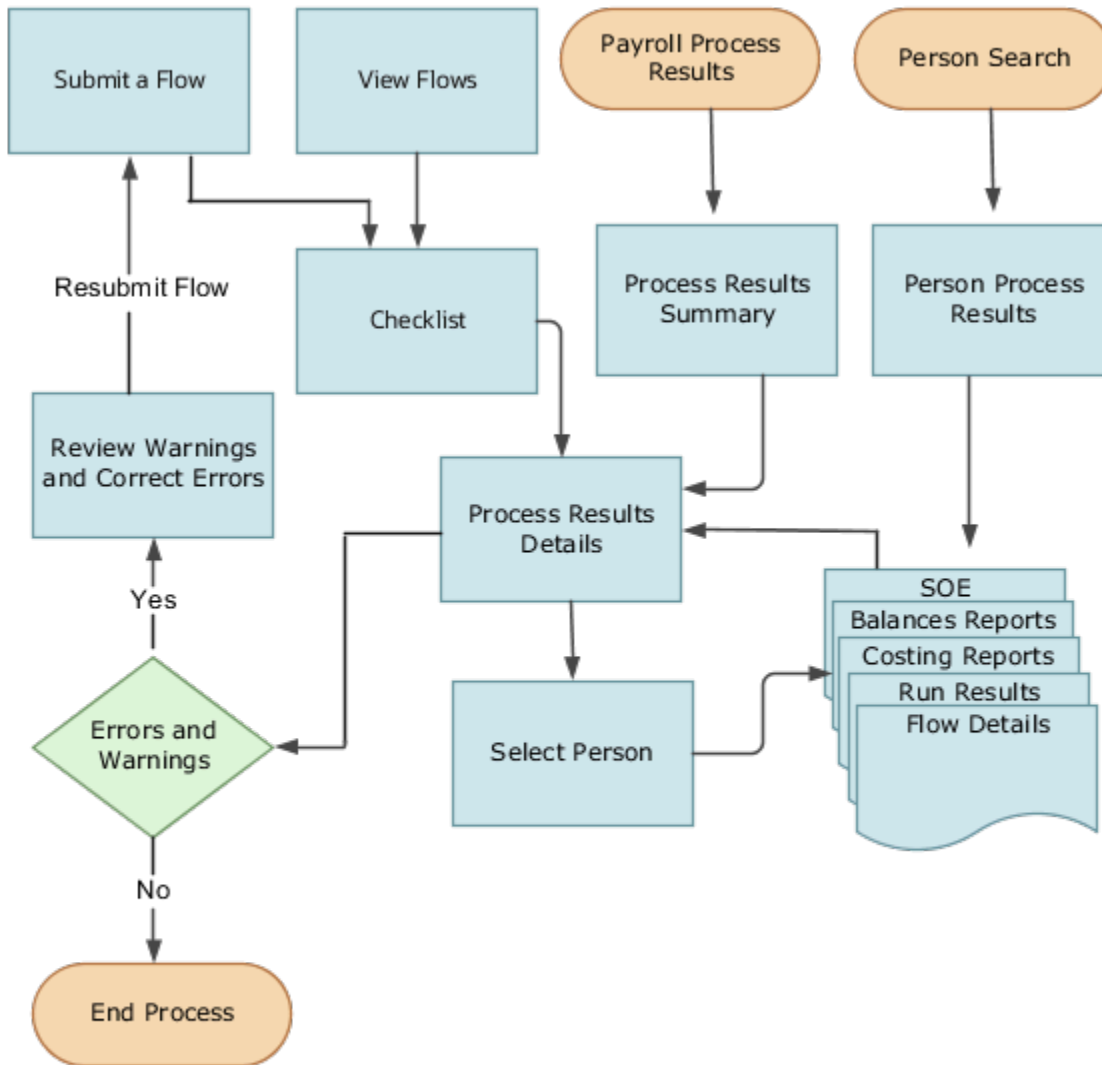
You can run the predefined flows directly, or you can use them as templates to create your own. You can even copy a predefined flow pattern and edit it to meet your business requirements, such as adding, deleting, or moving a task in the schedule.

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



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

This workflow diagram gives you an understanding of how payroll flows work. It shows the navigation path from the pages that provide high-level flows information, such as the View Flows page, to the pages that provide detailed employee-level information, such as the Checklist and Process Results Details pages.



This table gives you a list of the payroll flow pages and a high-level description of the ongoing tasks you can perform to submit and monitor your flows.

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

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

*Related Topics*

- [Flow Pattern Components](#)
- [Payroll Flow Patterns](#)

## 2 Assemble and Maintain Payrolls

### Personal Payroll Entries

You can update payroll information for your employees and employees can update their own payment method and bank account details on their home page.

You can find examples of the tasks to maintain personal payroll information in this table. The Payroll Only column indicates the task is applicable only for Global Payroll.

Task	Instructions	Payroll Only
Elements	<ul style="list-style-type: none"> <li>Review the earnings and deduction entries to be processed in the payroll run.</li> <li>You can update some entries, such as voluntary deductions.</li> <li>You can manage other entries, such as salary, through other pages or in a source application. The entries are view-only on this page.</li> </ul>	No
Legal Reporting Unit Calculation Cards	<ul style="list-style-type: none"> <li>Review rates and values for statutory deductions, involuntary deductions, and other entries held on calculation cards.</li> <li>Depending on the type of entry, you can update values on the card, or in a source application, such as a time card.</li> </ul>	No
Personal Payment Methods	<ul style="list-style-type: none"> <li>Create personal payment methods, and specify the percentage or fixed amount that each method has to pay.</li> <li>Enter bank account details for electronic funds transfers.</li> </ul>	No
Third Parties	<ul style="list-style-type: none"> <li>Create third party payees to process payments to organizations and people who aren't on the payroll.</li> </ul>	Yes
Payroll Relationships	<ul style="list-style-type: none"> <li>Transfer a person to another payroll.</li> <li>Enter final processing dates for terminations.</li> </ul>	No
Manage Batch Uploads	<p>Use a spreadsheet to batch load these personlevel information:</p> <ul style="list-style-type: none"> <li>Element entries</li> <li>Bank details for personal payment methods</li> </ul>	No

Task	Instructions	Payroll Only
	<ul style="list-style-type: none"> <li>Assigned payrolls</li> </ul>	

## Payroll Relationships

### Overview of Administering Payroll Relationships for Mexico

Oracle HCM Cloud automatically creates a payroll relationship when you hire an employee or create other types of person records, such as candidates and pending workers. A payroll relationship is an association between a person and a payroll statutory unit (PSU).

A payroll relationship is the highest level of the payroll employment model. If a person has multiple employments that belong to the same PSU, the application groups the assignments within a payroll relationship for statutory reporting purposes. Payroll relationships enable you to enter payroll related information for a person in Oracle HCM Cloud, such as compensation, time cards, payment methods, and salary offers to candidates.

Use the **Payroll Relationships** task to view details, such as the payroll relationship number and the associated PSU. You can also perform actions for the assignments associated to the payroll relationship, such as adding a payroll or setting the time card required status.

#### Process a Payroll Relationship in Payroll

For employees with multiple assignments, payroll relationships support tax and social insurance calculations that you perform on earnings from all assignments grouped within the relationship. The results of payroll processes are accordingly held against the payroll relationship of a person. Within a payroll relationship, payroll processes can aggregate balances for multiple assignment records. Balances don't span payroll relationships.

Use the **Process Result Summary** task to view a payroll process. Select a process such as calculate payroll, and drill down to view a list of the payroll relationships included in the process.

#### Add Assignment to Employee

Use the **Add Assignment** task to create an assignment, which belongs to the same PSU. For Mexico, the application adds new assignment to the existing payroll relationship of the employee.

#### *Related Topics*

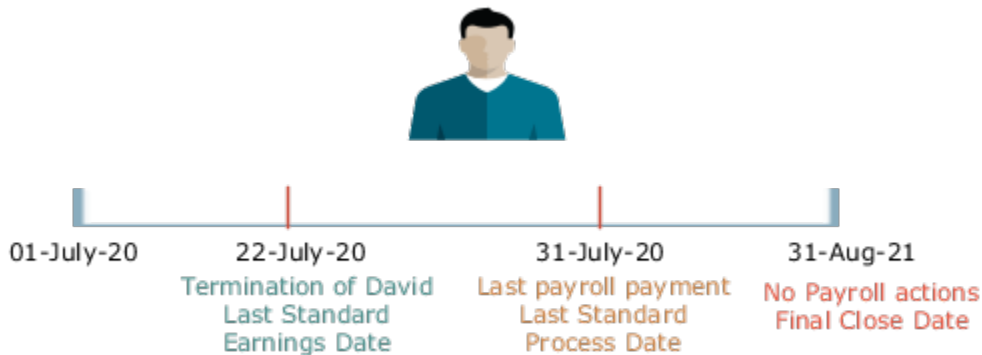
### Payroll Relationship and Termination Dates for Mexico

When you terminate an employee or end an assignment record, the Payroll Relationship page displays the corresponding dates. These dates control how earnings and deductions are processed for the terminated employment record.

For example, David Garcia resigned from his teaching post at Royal High School, and his line manager enters a termination date of 22-July-2020. The application will process David's last payroll payment for 31-July-2020. You can

view these termination dates on the payroll relationship page for David. These dates show up at all the employment levels of David, such as assignment, associated payroll, and payroll relationship.

This image shows David Garcia's payroll processing dates and the behavior of the application for handling the payroll records:



Name	Date	Application Behavior
Last Standard Earnings Date	22-JUL-2020	Sets the Last Standard Earnings Date as David's termination date.
Last Standard Process Date	31-JULY-2020	Sets the Last Standard Process Date as the process date of the payroll period in which David's termination occurred.
Final Close Date	31-AUG-2021	<p>Enter a Final Close Date on David's assignment. This date will carry over to David's payroll and payroll relationship records.</p> <p>The Final Close Date ends the payroll records. You can't perform any payroll actions for David after this date, such as calculate payroll, make retroactive payments, or balance adjustments.</p> <p>The date you provide would depend on your business requirements, such as when your company makes commission or profit sharing payments to terminated employees. However, the best approach is to enter a Final Close date that falls after tax year-end. You can perform any balance adjustments as part of your year-end processing. For Mexico, it's important to take into account when your company completes its profit sharing exercise.</p> <p><b>Note:</b> If you enter a Final Close date for a person who has other active assignments, the payroll relationship still remains active.</p>
End Date	31-AUG-2021	This date is defaulted when you enter the Final Close Date.

### Related Topics

- [How Terminations Affect Payroll Processing for Mexico](#)

## Payroll Relationship and Rehires for Mexico

When you rehire a person, the application adds the new assignment to the original payroll relationship or creates a new payroll relationship.

The behavior of the application depends on the legislative rules of your country.

Mexico supports the Continuous Period of Service rule for payroll relationships. When you create a work assignment, the application looks for an active payroll relationship of the same payroll relationship type and payroll statutory unit. If it exists, the new work assignment is attached to it; otherwise, a new payroll relationship is created.

When you terminate a work assignment, the associated payroll relationship remains active even though it doesn't have a work assignment associated with it. In the case of a rehire, the new work assignment is attached to an existing active payroll relationship and the existing balances are updated.

**Note:** These rules only apply to rehires that exist for the same person type such as employee and PSU as the original employment. The application creates a new payroll relationship for any rehires that exist for a different person type or PSU.

### Related Topics

## Payroll Relationship and Time Card Required

Select the Time Card Required option to indicate if an employee must submit a time card for salary payments.

This option controls how the salary basis entry for the employee is processed in the payroll run:

- If a time card is required for the employee, the application doesn't process the salary basis entry in the payroll run. The employee must submit time cards for salary hours.
- If a time card isn't required for the employee, the application processes the salary basis entry in the payroll run.

You can enter a Time Card Required status on the payroll record or assignment for a person. Use the Time Card Required status on the payroll record to control the status when the person transfers to a new payroll. Alternatively, you can define the status for a person on the assignment. Use the **HCM Experience Design Studio** task to select the option that best suits your company and hide the other fields.

### Related Topics

- [Time Card Required Option](#)
- [Define Payroll Level Information](#)
- [Use Transaction Design Studio to Configure Field Displays](#)
- [HCM Experience Design Studio](#)

## FAQs for Payroll Relationships

### How can I create a payroll relationship?

Oracle HCM Cloud automatically creates a payroll relationship when you hire an employee or create other types of person records such as candidate and pending workers.

### How can I end a payroll relationship?

Enter a Final Close Date for a terminated employee after you have completed all payroll processing including any remaining payments and year-end balance adjustments. The Final Close Date ends the payroll relationship record and discontinues the employee to be included in payroll processes.

Enter the Final Close Date on the assignment of the terminated employee. If the employee has no other active assignments, the Final Close Date that you have entered on the assignment shows up on the payroll relationship record.

#### *Related Topics*

- [How to Set End Dates for Terminations](#)

### What happens if I don't use Cloud Payroll, do I need a payroll relationship?

If you want to capture payroll related information in Oracle HCM Cloud, such as salary, compensation, and time cards, you need a payroll relationship.

If you aren't using Cloud Payroll, you can extract this information from Oracle HCM Cloud and send to a third-party payroll provider.

#### *Related Topics*

- [Overview of Global Payroll Interface](#)

## Organization Payment Methods

### Overview of Organization Payment Methods for Mexico

You must create one organization payment method for each combination of legislative data group, payment type, and currency that you use to disburse wages and other compensation. You can also create rules for validating or processing the distribution of payments. Use the Organization Payment

### Payment Types

When creating an organization payment method, you select a payment type. You can create more than one organization payment method with the same payment type.

Mexico supports these payment types:

- Cash
- Direct Deposit
- Electronic Funds Transfer (EFT)

## Payment Sources

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

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

## Payment Rules and Default Payment sources

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

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

Payment Source	Tax Reporting Unit	Default Payment Source
Payroll Direct Deposit Source MX National Bank of Mexico	Mexico TRU	Yes
Payroll Direct Deposit Source SO Sonora Bank	Sonora TRU	No
Payroll Direct Deposit Source CH Bank of Chihuahua	Chihuahua TRU	No

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

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

Approach	Use Case
With a default payment source, the payment process pays employees using the default payment source.	This approach might suit a company with multiple independent franchises, each with its own TRU. If a franchise holder sells the franchise, payments don't fail.



Approach	Use Case
Without a default payment source, the payments process issues error notifications to ensure that you use the appropriate payment source to fund the payment.	This approach might suit a company with strict policies about payment rule compliance.

*Related Topics*

- [Bank Info for Personal Payment Methods](#)
- [User Table Validation Formula Type](#)

## Personal Payment Methods

### Bank Info for Personal Payment Methods for Mexico

You can create bank, branch, and bank account info as part of implementation, or you can let employees add their own bank info. Once created, you can use bank accounts in other applications, such as expenses.

#### Enter Bank Info for Personal Payment Methods

This table summarizes approaches to create bank info for employees.

Approach	Purpose
Manage Banks and Manage Bank Branches pages	Create, edit, and view your bank account information.  Banks and associated branches created appear in a list of values on the personal payment method page when the CE_USE_EXISTING_BANK_BRANCH profile is set to Y.
Payment Methods page	Create, edit and view employee bank account details to receive payments.
HCM Data Loader	Use an integrated Excel workbook to load personal payment methods and employee bank account details.

You can use CE\_USE\_EXISTING\_BANK\_BRANCH profile option to control to whether or not your employee can create their own bank and branch data. On the Manage Cash Management Profile Options page, set the Use Existing Banks and Branches profile option to either Yes or No.

- If you set the option to Yes, you need to load bank and branch data. Administrators and employees select bank and branch details from a list of values in the bank region on the payment method page.
- If you set the option to No (default setting), you don't need to load any bank details. Administrators and employees enter their bank and branch details as free text.

**Note:** In order to manage banks and branches, you must have the Manage Bank and Manage Bank Branch privileges.

## Access to Personal Payment Methods and Bank Info

The table shows the privileges you need to access personal payment methods and bank info:

User	Privileges	Access Description
Employee Self-service	Maintain Personal Payment Method	Allows users to maintain their own personal payment methods
Employee Self-service	View Personal Payment Method	Allows users to view their own personal payment methods
Employee Self-service, Implementors, Administrators, or Managers	Payee Bank Account Management Duty	Allows users to create bank accounts
Implementors, Administrators, or Managers	Manage Worker Personal Payment Method	Allows access to maintain employee personal payment methods
Implementors, Administrators, or Managers	View Worker Personal Payment Method	Allows access to view employee personal payment methods.

*Related Topics*

## FAQs for Personal Payment Methods

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

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

*Related Topics*

- [Configure Payment Method Preferences](#)

### 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.

Make sure your change results in a valid default payment method with dates that don't overlap with other payment method 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.

You can delete a payment method that hasn't been picked up in a prepayments process or isn't included in any current payroll processes. You must confirm your request by responding to the message. You have the option to cancel or continue. If you continue, the payment method is end dated as of system date minus one day, which makes it no longer effective, and the payment method is no longer on the page view.

If the payment method is included in a current payroll process and you attempt to delete, you get a message with the delete date. For example, if the prepayment process date is 31-May-2022, the message you receive is "This payment method is included in a payroll process. This personal payment method will be deleted on 31-May-2022." You have the option to cancel or continue. If they continue, the PPM is end dated as of the prepayment process date, and the employee no longer sees this payment method on the page after that date. The payment method remains effective and can be viewed on the page until after the process date.

## 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, depending on your security privileges.

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

When you update an object's organization payment method, you must make the effective start date of the organization payment method on or before the effective date of the change.

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

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

Use the Payment Methods task to View, print or download your payslips, change your bank account details, or manage your payment methods.

### Related Topics

- [Bank Info for Personal Payment Methods](#)
- [Personal Payment Methods](#)

# Add and Transfer Payrolls

## How You Assign and Transfer Payroll

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



1. From the Navigator, select the **My Client Groups** link.
2. Click the **Person Management** icon.
3. In the **Name** field, enter **Brown Elizabeth**.
4. In the **Effective As-of Date** field, enter **01/01/2021**.
5. Click **Search**.
6. In the Search Results section, click **Brown, Elizabeth**.
7. Click **Manage Payroll Relationships**.
8. In the Assignment: Analyst section, on the Payroll Details tool bar, click the **Actions** drop-down list box and select **Transfer Payroll**.
9. Click the **Payroll** drop-down list and select **Monthly**.
10. Click **Save**.
11. Click **Close**.

## Add a Payroll to a Person

You add a payroll to a person to control how and when the person is paid. For example, you add a weekly payroll to the assignment of Carrie Smith to ensure the application pays her each Friday.

You can add a payroll when you hire an employee or when you create other types of person records such as candidate and pending workers. You can also enter a payroll on the payroll relationship page.

If you use a third-party payroll product, you might also need to capture a payroll for a person with HCM Cloud. For example, if your company has defined a salary basis with a 'Payroll Period' frequency, you need to add a payroll to the person before you can enter a salary.

Payroll that's assigned to a person controls how the application generates the entry dates for nonrecurring element entries. The application derives the end date of a nonrecurring element entry from the end date of the payroll period.

Let's consider this example. Effective on 3-Dec-2020, you assign a nonrecurring element entry to a monthly paid employee. In this case, the application automatically derives the end date as 31-Dec-2020. Alternatively, let's assume that you assign a nonrecurring element entry to a candidate before assigning them a payroll, which has an effective date of 3-Dec-2020. In this scenario, the application derives the start and the end date as 3-Dec-2020.

### *Related Topics*

- [Overview of Payroll Definitions](#)

## Transfer a Payroll

You can transfer a person to another payroll on the Manage Payroll Relationships page. Select the appropriate assignment record to view the person's current payroll details.

Select the 'Transfer Payroll' option to move the assignment to a new payroll. The assignment will begin processing on the new payroll from the payroll transfer date. The original payroll on the assignment will also remain active to enable you to pay any outstanding payments on this payroll. Once you complete all such payments, you can enter a Final Close Date to end date the original payroll.

**Note:** The application will process the employee in both the original and new payrolls until you enter a Final Close date.

## Payroll Transfer Dates

When you transfer a payroll, the application creates a new payroll record for the assignment and, also populates element duration dates on the new and original payroll records.

These dates control how the application processes assignment level earnings and deductions on the new and original payrolls.

Carrie Smith is a temporary employee, assigned to a weekly payroll. She accepts an offer to become a full-time permanent employee in the same position starting on 20-Feb. Here's how you can update Carrie's assignment record:

- On the Manage Relationship's page, you transfer her to a semimonthly payroll, appropriate for a full-time permanent worker.
- Set the effective date to 20-Feb, which is the date of payroll transfer.

The transfer sets element duration dates on the original weekly payroll and the new semimonthly payroll as shown below.

### Semimonthly Payroll

Name	Date	Description
Start Date	20-Feb	This is the date Carrie transferred to the semimonthly payroll.
First Standard Earnings Date	20-Feb	This date is also set to Carrie's payroll transfer date. It controls the start date of entries such as salary on the semimonthly payroll.

### Weekly payroll

Name	Date	Description
Last Standard Earnings Date	19-Feb	This is the day before Carrie's payroll transfer date. This date controls the end date of entries such as salary, on the weekly payroll.
Last Standard Process Date	23-Feb	This is the last of the weekly payroll period in which Carrie's payroll transfer occurred. Use this to control the end date of entries such as, voluntary deductions on the weekly payroll.
Final Close Date	Example: 19-Aug	This date is entered by the Payroll or HR administrator which ends Carrie's association with the weekly payroll. All outstanding payments including commission and overtime

Name	Date	Description
		must be paid before you enter a Final Close Date.
End Date	N/A	This is the end date of the semimonthly payroll. This date is defaulted when you enter a final close date.

**Note:** Payroll customers should define eligibility rules based on a payroll criteria such as, 'All Payrolls' for assignment level elements. This ensures assignment level element entries are processed based on the dates populated by the payroll transfer.

## Define Payroll Level Information

You have the option to define information such as the Time Card Required status against either the person's payroll, or directly on the assignment record. Select the option that best meets the needs of your company.

You can use Transaction Design Studio to hide fields at different levels:

- **Payroll Level:** Select this option if the attribute such as Time Card Required changes when a worker transfers to a new payroll. Assume all weekly paid workers at your company submit a time card, but all monthly paid workers are salaried and therefore don't. In such scenarios you can enable the Time Card Required field at a payroll level to meet this requirement.
- **Assignment Level:** Select this option if the attribute such as Time Card Required doesn't change when a worker transfers to a new payroll.

The payroll option enables you to capture information that's specific to the payroll of a person. This option is particularly helpful when an assignment has multiple active payrolls following a payroll transfer.

## FAQs for Add and Transfer Payroll

### How can I prorate elements when a person transfers payrolls?

You can prorate assignment level elements when a person transfers to a new payroll using the following steps.

1. Enable proration for the assignment level element.
2. Ensure the proration event group tracks changes to a person's payroll.
3. Define eligibility for the element using the payroll criteria. Select the 'All Payrolls' option if the element is applicable to workers on any of your company's payrolls

Let's assume you have enabled proration for the Salary element. You transfer Yan Klein from the weekly to monthly payroll effective 20-Feb.

- The application will stop processing Yan's salary for the weekly payroll on 19-Feb and the salary entry is prorated.
- The application starts processing Yan's salary for the monthly payroll on 20-Feb and the salary entry is prorated.

**Note:** In the example above, the salary element ends on the Last Standard Earnings date of the assignment.

#### *Related Topics*

- [Payroll Element Eligibility](#)

## What happens when I add a payroll to a person, does the application create a new payroll relationship?

The application automatically creates a payroll relationship when you hire a worker or when you create other types of person records such as candidate or pending workers. Adding a payroll to a person doesn't create a new payroll relationship.

# Transfer Tax Reporting Units

## Tax Reporting Units for Mexico

Tax Reporting Units (TRU's) represent a legal entity for tax and social insurance reporting in legislations such as Mexico.

You can assign a TRU to a worker using the payroll region on the new hire flow. Alternatively, you can associate a TRU on the Employee Tax Card of the worker.

## Tax Reporting Across Multiple Assignments

The application uses TRU's to group the assignments of a worker for tax and social insurance reporting.

For example, Softgear Cars operates several car dealerships in Mexico. They have a single legal entity responsible for employing and paying workers across all their dealerships. Sophie works part-time at two Softgear Cars showrooms. She has two assignments to capture information for each role such as showroom location and line manager details.

Both of Sophie's assignments are associated to the same TRU. Therefore, when the weekly payroll is processed, the application consolidates her earnings from both the assignments for tax and social security.

#### *Related Topics*

## Update TRU for a Worker in Mexico

When a worker moves to a new legal employer, they may also require a new TRU. In this scenario, the global transfer process creates a new assignment, which can be associated to the new TRU.

In other circumstances, you need to update the TRU of a worker although they still retain their legal employer (and payroll statutory unit). For example, when the worker moves to another department within your organization. In this type of scenario, you can either update the TRU on the worker's original assignment or create a new assignment.

#### **Scenario:**

Vision Corporation operates supermarket and hardware stores in a Mexican city.

- Vision Corporation is a single legal entity responsible for employing and paying workers across all their stores.
- The supermarket and hardware stores are classified differently for tax and social insurance reporting purposes. Vision Corporation therefore has two TRU's: Vision Supermarket and Vision Hardware.

Rosa has worked at the supermarket store for several years, and has now secured a manager role at her local hardware store. With this promotion, update Rosa's TRU from Vision Supermarket to Vision Hardware.

You must note that Rosa transfers to the hardware store payroll on 10-May-2020. She will continue to be paid on a semi-monthly payroll.

## Transfer TRU - New Assignment

- You start by terminating Rosa's original assignment on 09-May-2020. This will evoke standard payroll termination processing including the ending of element entries.
- Then create a new assignment effective 10-May-2020 and associate it with Vision Hardware.
- Enter her earnings and deductions as required.
- Run the semi-monthly payroll for the period ending 15-May-2020.
- The application performs two payroll calculations:
  - a. Original Assignment: Earnings for the period 01-May-2020 to 09-May-2020 has social security calculated and reported against Vision Supermarkets.
  - b. New Assignment: Earnings for the period 10-May-2020 to 15-May-2020 are reported against Vision Hardware.

## Transfer TRU - Retain Assignment

- Navigate to Rosa's Employee Tax Card. Set the effective date to 10-May-2020 and edit the Associations component.
- Enter 10-May-2020 as the date when this change starts.
- Select Vision Hardware from the list of tax reporting units.
- Update her earnings and deductions as required.
- Run the semi-monthly payroll for the period ending 15-May-2020.

All of Rosa's earnings for the payroll period 01-May-2020 to 15-May-2020 are taxed and reported against Vision Hardware. This is the active TRU on the process date of the payroll run.

*Related Topics*



# Terminations

## How to Set End Dates for Terminations

These scenarios illustrate how to set the last standard process date and final close date for element entries at the assignment level.

You can't change the last standard earnings date. Set element duration dates in the Payroll Details section of the Payroll Relationships page.

### Exclude Terminated Employees from Process Consideration

You terminated Heidi's assignment on 03, June 2014. The termination process automatically sets the last standard earnings date to the termination date (03, June 2014). The process also sets the last standard process date to the end date of her weekly payroll (06, June 2014). The termination process doesn't set a final close date.

To ensure payroll processes stop considering Heidi for processing after one full year after termination, you set the final close date to 03, 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 **Elements** page.

### Modify the Last Standard Process Date for Compensation

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

**Note:** Change the assignment status to **process when earnings** if you want to allow recurring entries to be processed after the last standard process date.

### Frequency of Recurring Elements for Terminated Employees

Use frequency rules to process a recurring element at a frequency other than the one you defined for the payroll. For example, to process a monthly deduction in the third payroll period of the month for employees that are paid on a weekly basis.

When you terminate an employee, the application normally ends payment of recurring elements such as salary, and therefore frequency rules can't be applied. Frequency rules are processed in the payroll period in which the employee terminates but these rules aren't processed in subsequent payroll periods. You can use element entry start and end dates to control the frequency of recurring elements for terminated employees.

### Related Topics

- [Options to Determine an Element's Latest Entry Date](#)
- [Use Time Definitions for Severance Pay](#)

## How Terminations Affect Payroll Processing for Mexico

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

### Entry Dates That Affect Processing

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

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

### How Terminations Are Processed

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

### Update Personal Payroll Information for a Termination

When you receive notification of a termination, perform these tasks either manually or as part of a payroll termination flow:

- Update element entries, for example, enter severance payment details on the Element Entries page
- Use the Severance Pay primary classification to define termination payment elements
- Verify termination dates and element duration dates on the Payroll Relationships page
- Update personal calculation cards to provide information required for tax reporting on the Calculation Cards page

If you use Oracle Cloud Global Payroll for payroll processing, your termination flow may include one or more automatic or manual tasks such as the ones listed above. You can use these sections to maintain 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

## FAQ for Personal Payroll Entries

### How can I correct a hire date for an employee?

You correct the hire date for an employee in the Person Management page.

Even if you changed the hire date, you have access to all the employee's payroll processes after the hire date has been updated. For example, you hire and pay a worker then you're informed the worker joined the company on a later date,

1. You hire and begin payroll processing of a worker.
2. You're informed the worker joined the company on a later date.

In this case, you can correct the hire date and still view the worker's payroll results.



# 3 Calculation Entries

## Element Entries

### Element Entry Methods

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

Create an element entry using these methods:

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

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

### Manual Entry

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

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

### Automatic Entry for All Eligible Workers

When you create an eligibility record with automatic entry option, the application submits a process that creates element entries for all eligible workers. This option also ensures that hiring eligible workers in the future automatically creates an element entry for them.

### Automatic Entry by Other Processes

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

Consider these examples.

- 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*

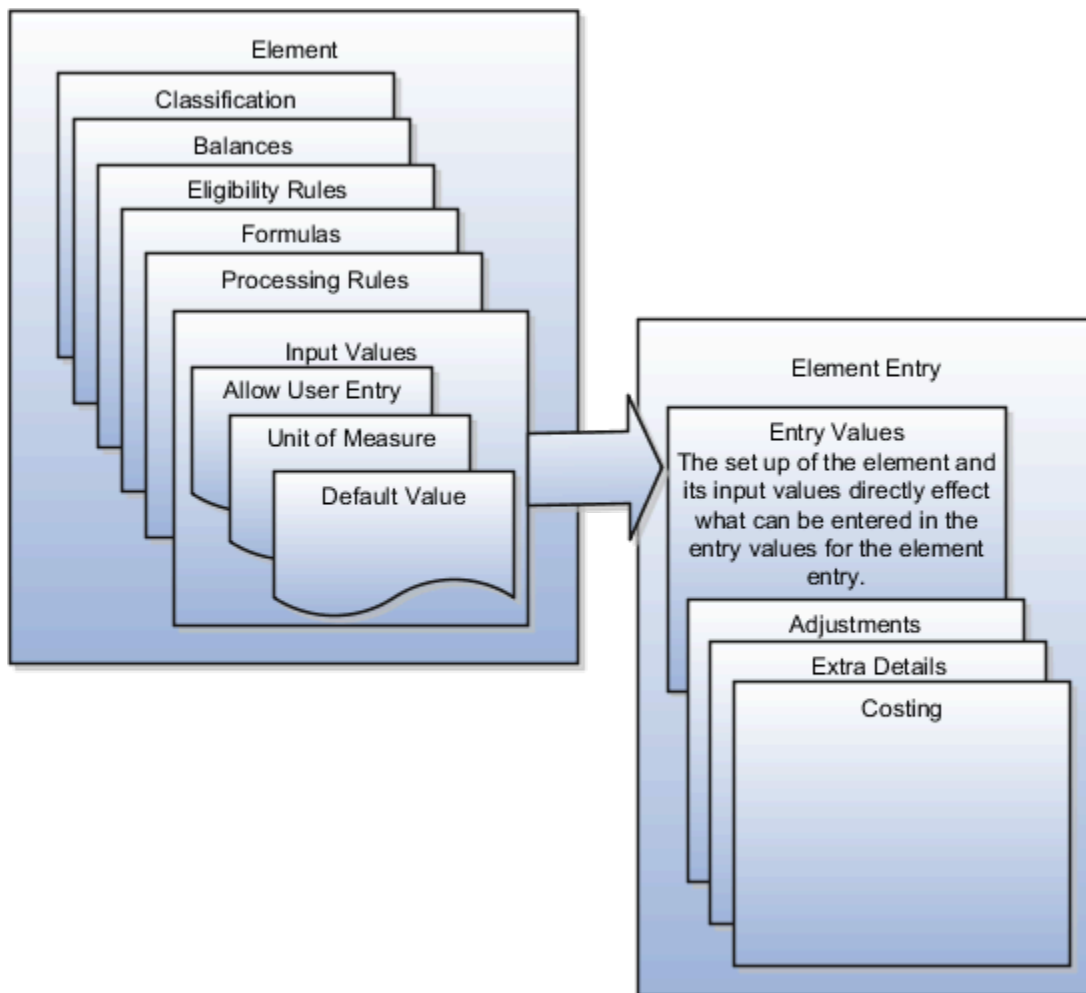
- [How Element Setup Affects Entries and Their Values](#)
- [Cost Hierarchy](#)

## How Element Setup Affects Entries and Their Values

An element's input values define the entry values available on each entry of this element.

For each input value that's marked for display, an associated element entry value is available on the Element Entries page.

- Some entry values provide inputs to element calculations, such as hours worked.
- Others results from payroll calculations. For example, elements processed earlier in the payroll run.



### Element Setup that Affects Element Entries

This table summarizes element setup options that affect element entries.

Setup Option	How It Affects Element Entries
Calculation rule	<p>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.</p>
Duration for entries	<p>You can specify an element as recurring or nonrecurring.</p> <p>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.</p> <p>Payroll that's assigned to a person controls how the application generates the entry dates for nonrecurring element entries. The application derives the end date of a nonrecurring element entry from the end date of the payroll period.</p> <p>Let's consider this example. Effective on 3-Dec-2020, you assign a nonrecurring element entry to a monthly paid employee. In this case, the application automatically derives the end date as 31-Dec-2020. Alternatively, let's assume that you assign a nonrecurring element entry to a person before assigning them a payroll, which has an effective date of 3-Dec-2020. In this scenario, the application derives the start and the end date as 3-Dec-2020.</p>
Automatic entry	<p>When you create an eligibility record with automatic entry option, the application submits a process that creates element entries for all eligible workers. For example, you select the Automatic Entry option for element eligibility records for the predefined US Taxation element.</p> <p>This setup ensures that all eligible workers have an entry to initiate the tax calculation process.</p> <p>This check box is selected if you answer <b>Yes</b> to the question on the template: Should every person eligible for the element automatically receive it?</p> <p><b>Note:</b> This option isn't frequently selected and you should not select it after you create the element. Taxes are the only elements that this rule applies to on a consistent basis.</p>
Allowing multiple entries	<p>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.</p> <p>You can use this option for hourly workers that you pay biweekly but whose overtime you enter on a weekly basis.</p> <p>You might limit other elements, such as benefits and bonuses, to one entry per pay period.</p>
Additional entry	<p>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.</p>
Validation, calculation, or defaulting formulas	<p>You can use formulas to do these actions:</p> <ul style="list-style-type: none"> <li>• Provide a default value for one or more entry values when you create an element entry.</li> <li>• 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.</li> </ul>

Setup Option	How It Affects Element Entries
	<ul style="list-style-type: none"> <li>Validate one or more entry values when you save an element entry.</li> </ul>

## Input Value Setup That Affects Entry Values

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

**Note:** You can't add an input value to the element if any payroll process were run after the element was created. This behavior holds good irrespective of whether the payroll run included this element or not. To add input values, rollback all processes that were ran after the element creation date.

What You Want To Set	Example and Effect on Element Entries
Default value	<p>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.</p> <p>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.</p> <p>Alternatively, you can apply the default value when you run the payroll process, rather than when you create the element entry. This selection ensures that you use the latest value on the date of the payroll run. You can manually override the default value on the element entry.</p>
Lookup type	<p>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. For this setup, you can define a lookup with these values and associate it to input value at element definition level.</p> <p>When entering the entry values, you can only select values from the list provided.</p>
Minimum and maximum values	<p>In the same example as above, you can set a minimum or maximum value, or both. Specify values for the percentage of earnings an employee can contribute to the employee stock purchase plan.</p> <p>You receive a warning or error message if your entry value exceeds these limits, depending on the input value setup.</p>
Required	<p>You could make the entry of hours required for an overtime element, or units for piecework, or type for a car allowance element.</p>
Special Purpose	<p>The element entries summary on the Person Details page displays one input value. It displays the input value with the Primary Input Value special purpose, if there is one.</p>
Validation through a formula	<p>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.</p> <p>You receive a warning or error message if your entry value fails the validation, depending on the input value setup.</p>



### Related Topics

- [Options to Determine an Element's Latest Entry Date](#)
- [Enable Automatic, Multiple, or Additional Element Entries Options](#)

## Default Values for Element Entries

Specify default values for element entries using the Elements task. Your element setup controls when the default value affects element entries.

You can apply the default value in any of these scenarios

- When you create an element entry
- At run time
- When you use a formula to define default values on one or more entry values

You can do these actions:

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

### Define Default Values at Element Entry Creation

When you create or edit input values, you can specify a default value. If you don't select the **Apply default at runtime** option, subsequent updates to the default value have no effect on existing element entries. Users can override or change the default value at any time.

### Define Default Values at Runtime

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

### Use a Formula to Provide Default Values

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

Here's the order of precedence:

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

*Related Topics*

- [How Element Setup Affects Entries and Their Values](#)
- [Element Input Validation Formula Type](#)
- [Options to Determine an Element's Latest Entry Date](#)

## Set Up Balances for Percentage Elements

When you create a deduction element, select the Percentage Deduction Calculation rule to create a balance called <ELEMENT NAME> Eligible Compensation.

Use this balance definition to define the following items:

- Balance feed from the earnings element result value as either pay value or output value
- Effective date to capture the balance feed history

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

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

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

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

## How Payroll Elements Hold Information for Multiple Features

Use Payroll Elements to determine the payment of base pay, benefits, absences, and other earnings and deductions. Associate payroll elements with salary bases, absence plans, and the benefits object hierarchy to determine how you will use those elements.

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

Payroll Element Usage	Examples of Payroll Elements
Base Pay Management	Annual Salary Basis Monthly Salary Basis Hourly Salary Basis
Absence Management	Absence Payment Leave Liability

Payroll Element Usage	Examples of Payroll Elements
	Discretionary Disbursement Final Disbursement
Benefits	Health Care Deduction Savings Plan Deduction Employee Stock Purchase Deduction
Time and Labor	Regular Hourly Earnings Overtime Earnings Shift Earnings
Payroll	Regular Standard Earnings Bonus Earnings Tax Deduction Involuntary Deduction

## Base Pay Management

To manage base pay, you attach an earnings element to each salary basis (hourly, monthly or annual) for each worker. When a manager or compensation specialist enters a base pay amount for a worker, the application writes the amount to an element entry. The application does this by using the element input value associated with the worker's salary basis. Payroll processing uses the element entry to generate payment amounts.

## Absence Management

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

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

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

## Benefits

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

## Time and Labor

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

## Payroll

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

## FAQs for 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. To clear your entry, you can restore the default value.

#### Related Topics

- [Default Values for Element Entries](#)

### Why doesn't my element entry input value display on the Manage Person Details page?

When creating an input value for an element, select it as the special purpose element to display it as input value for the element entry.

### How can I override an element entry for a limited period?

Follow these steps if the element is set up to support additional entries.

1. Create the additional entry on the 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.

Let's consider this scenario. Create these two elements with Process separately and pay with other earnings.

- Vacation Retro 5th Jan
- Vacation Retro 6th Jan

Give element entries with amounts -100 on 5th Jan and + 100 on 6th Jan. The payroll run fails on the first entry with a negative net error.

As a workaround, on the element entry page, create an Override element entry Vacation Retro 6th Jan 0, and run the payroll.

*Related Topics*

- [How Element Setup Affects Entries and Their Values](#)

## Time

### Time Card Required Option

If a worker's pay calculations depend on the worker submitting time cards, you must indicate that a time card is required at the appropriate employment level. Select the Time Card Required check box for each assignment level that the requirement applies.

For example, don't select the Time Card Required check box for these scenarios:

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

### Select the Time Card Required Option

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

- HR specialists can select the check box on the **Employment Information** page of the new hire flow.
- Payroll Managers and Payroll Administrators can select the **Payroll Relationship** quick action in the **My Client Groups** tab. The Payment Details section of the Person Details page includes the Time Card Required check box on the Assignment sections.

This table shows which hours the payroll process uses for elements with a calculation rule of hours multiplied by rate.

Time Card Required	Hours Used in Calculations
Yes	Time card entries
No	Work schedule, unless you enter hours as element entries

*Related Topics*

- [Payroll Elements for Time Card Attributes](#)
- [Create Time Card Elements for Time Entries](#)
- [Generate Time Attributes and Time Card Fields for Your Elements](#)

## Process Time Entries in Payroll

Most time card applications and providers apply validation rules when employees submit their time cards.

Typically, you import time entries to payroll by submitting the Load Time Card Batches process. The process validates that the persons in the batch are eligible for the time card elements, and rejects records for terminated employees.

Aspects of working with time card entries include:

- Validating time card entries
- Resolving transfer errors
- Viewing time card entries
- Viewing costing overrides
- Correcting time card entries

### Validating Time Card Entries

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

### Resolving Import Errors

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

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

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

If you use a third-party time provider, you can roll back the Load Time Card Batches process. After resolving the transfer error with the time provider, you resubmit the Load Time Card Batches process.

You can continue to import corrected time card entries until the payroll calculation starts for the payroll period that includes the entries. Corrections submitted after that time are processed as a retroactive change in the next payroll period.

### Viewing Time Card Entries

Submitting the Load Time Card Batches process creates or updates a time calculation card for each person included in the batch. Use the **Calculation Cards** task to view time card entries. There's only one time calculation card for each payroll relationship. The card includes time entries for multiple assignments for the same payroll relationship. It displays the employee's time entries for the effective-as-of-date specified on the search. The time that's transferred on Calculation Card captures these values. For more information about the values, refer Time Element Value Definitions.

**Note:** You can use HCM Experience Design Studio to configure the Time fields on the Calculation Entries page. You can hide or display specific fields, and make specific fields optional or mandatory. You can configure the following fields on the Calculation Entries - Time region:

- Time Entries - Detail: **Rate Name**, **Rate Value**, **Factor**, and **Periodicity**

## Viewing Costing Overrides

Some of the time attributes associated with element entries, such as costing overrides, aren't stored on the calculation card. Use the **Element Entries** task to view these entries. The **Costing** tab on **Element Entries** page displays the costing overrides for the effective date used for your search. Costing entry on the time card is at the element entry level, which overrides costing at every level except the priority account.

Based on the primary and secondary classifications you select, the element template may generate indirect elements for calculation. In such scenarios, the element eligibility record of the Results indirect element defines costing. Submitting the Load Time Card Batches process displays costing for imported time entries on the calculation element. If no indirect elements exist, the Load Time Card Batches process displays costing for imported time entries on the base element.

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

## Correcting Time Card Entries

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

If you import a late time card after the payroll is run for that payroll period, you can still process that time entry. Use one of the methods shown in this table.

Method	Action
Pay the time card entries in the next payroll period as retroactive pay	<p>Submit the Recalculate Payroll for Retroactive Changes process.</p> <p>The process creates retroactive element entries for each element that has a retroactive change. If the imported time card entry includes a rate change, the element's formula recalculates the amount.</p>
Process QuickPay	<ol style="list-style-type: none"> <li>1. Roll back the records processed for the employees from the payroll run.</li> <li>2. Submit the Calculate QuickPay process.</li> </ol>
Process employees in a separate payroll run	<ol style="list-style-type: none"> <li>1. Roll back the records processed for the employees from the payroll run.</li> <li>2. Create a payroll relationship group that includes these employees and process a payroll run for the time card entries.</li> </ol>

### Related Topics

- [Import Time Card Entries to Payroll](#)
- [Create Time Card Elements for Time Entries](#)
- [Recalculate Payroll for Retroactive Changes](#)
- [Time Element Value Definitions](#)

## Import Time Card Entries to Payroll

Use the **Submit a Flow** task to submit the **Load Time Card Batches** process to import time card entries to payroll. This process creates a calculation card or updates an existing card for each person with time entries included in the batch.

Use the same process to import time entries from Oracle HCM Cloud Time and Labor and from a third-party time provider.

Use the **Transfer Time Cards from Time and Labor** payroll flow to transfer time card data to Global Payroll. Use the optional transfer parameters, such as time card from and to dates, HCM group, payroll relationship, person, or payroll, to identify the time cards to include within the selected legislative data group. Here are two ways to use these parameters:

- Use the **From Date** and **To Date** flow parameters to dates to include all time cards with pay periods that end between these dates. For example, enter the from date is June 1, 2022 and the to date as June 30, 2022, to transfer all time cards with pay periods that end in June. Any time card with a pay period that starts in May 2022 and ends June 1, 2022 is included.
- Use the **Filter Mode** to include all time cards for the specified group of people by HCM Group, Payroll, Payroll Relationship Group or Person. The selected filter mode populates the corresponding parameter choice list. For example, if you select the HCM Group filter mode, in the HCM Group choice list, you see all active HCM group options and you don't see any options in the Person choice list. If you change the filter mode to Person, the Person choice list gets populated and you don't see any groups in the HCM Groups choice list.

## Import Time Entries from Time and Labor

Complete these steps to import your time entries

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. On the **Flow Submission** page, select the **Legislative Data Group**.
3. Search for and select **Load Time Card Batches** in the Flow Pattern field.
4. Click **Next**.
5. On the **Submit a Payroll Flow** page, enter a name to identify the flow in the **Payroll Flow** field.
6. In the **Interface Type** field, search for and select **ORACLE FUSION TIME AND LABOR**.
7. Optionally, specify a process configuration group. Click **Next**.

**Note:** If you don't need to connect, schedule, or review the flow parameters, skip these pages and submit the flow.

8. On the Enter Flow Interaction page, complete the optional parameters. Click **Next**.
9. On the Schedule page, complete the optional parameters. Click **Next**.
10. On the Review page, click **Submit**. In the Confirmation dialog box, click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab, you should see a green check mark in the **Upload File** row, **Task Type** column. If not, click the **Refresh** icon intermittently on the toolbar until you do.
12. Right-click the **Upload File** row and select **Mark as Complete**.

You don't need to upload a file for Time and Labor.

The **View Person Process Results** page lists the time card IDs included in the batch of transferred time cards. Use the **Calculation Cards** task to view the time entries for each person's time included in the batch.



## Import Time Entries from a Third-Party Provider

For third-party time applications, you can load time cards using HCM Data Loader.

The **View Person Process Results** page lists the time card IDs included in the batch of transferred time cards. Use the **Calculation Cards** task to view the time entries for each person's time included in the batch. Entries transferred from third-party providers only display on the calculation cards, and not in the Oracle Fusion Time and Labor time cards.

## Import Time for Terminated Employees

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

### Related Topics

- [Process Time Entries in Payroll](#)
- [Create Time Card Elements for Time Entries](#)
- [Example of Loading Payroll Time Cards](#)

## FAQs for Time

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

The payroll run doesn't process the time card entries. Perform one of these actions to process these entries:

- For the current payroll period, perform one of the actions:
  - Process the entries as an additional payroll run.
  - Mark the process for retry.
  - Submit QuickPay calculations to calculate and pay the time worked.
- For the next payroll period, process the entries as retroactive pay.  
The application creates element entries for the adjusted entries, which are included as retroactive pay in the next payroll run.

### Related Topics

- [Process Time Entries in Payroll](#)

### What happens if time is reported beyond an employment termination date?

To avoid releasing information about planned employment terminations, unannounced future dates get hidden and ignored. People can report time beyond these dates, without any indication that they're ineligible for that time. And line managers can view and approve these entries.

The Load Time Card Batches and Transfer Time Cards from Time and Labor processes reject these entries:

- Entries for elements beyond the termination date

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

*Related Topics*

- [How Terminations Affect Payroll Processing](#)

## Can I correct a time entry in payroll?

You can't correct time card entries displayed within the calculation cards. You correct reported time in the time card application and then transfer the time cards to payroll.

*Related Topics*

- [What happens if a time card is transferred after the payroll run starts?](#)

# Balances

## Balance Exceptions

Balance exceptions define the criteria you use to identify overpayments, underpayments, and trends. The variance may also be a result of incorrect setup or adjustment.

Create a balance exception and the Balance Exception Report, and then run the Balance Exception Report. Run the report to generate a report output that displays payroll balance results as per the defined exception criteria. This information helps you detect the balance adjustments needed to correct payments or correct the balance setup.

Use the **Balance Exceptions** task to create a balance exception and consider these components when you create a balance exception.

## Comparison Types

When you're creating balance exceptions, select a comparison type. Comparison types define the period that you use to determine whether an exception has occurred. For example, select Average in months as the comparison type and enter 3 in the Comparison Value field. In this scenario, the current month value 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.

Comparison Type	How it Operates as a Basis of Comparison
Average in months	Compares the current month to date balance with the average of previous months to date. Only available if you have a Month to Date balance dimension for assignment or payroll relationship.

Comparison Type	How it Operates as a Basis of Comparison
Current month	Compares values to the total for the current month to date balance. Doesn't use any previous month as a basis for comparison. Only available if you have a Month to Date balance dimension for assignment or payroll relationship.
Current period	Compares values to the total for the current period to date. Doesn't use any previous period as a basis for comparison. Only available if you have a Period to Date balance dimension for assignment or payroll relationship.
Current quarter	Compares values to the total for the current quarter to date. Doesn't use any previous period as a basis for comparison. Only available if you have a Quarter to Date balance dimension for assignment or payroll relationship.
Current year	Compares values to the total for the current year to date. Doesn't use any previous period as a basis for comparison. Only available if you have a Year to Date balance dimension for assignment or payroll relationship.
Previous month	Uses the previous month as a basis of comparison. Only available if you have a Month to Date balance dimension for assignment or payroll relationship.
Previous period	Uses the previous period as a basis of comparison. Only available if you have a Period to Date balance dimension for assignment or payroll relationship.

**Note:** **Comparison Value** field is shown for Average in Months. It is hidden for other comparison types.

If you select a Comparison Type of Average in months, you must enter a Comparison Value to determine the number of months that are averaged for the comparison.

## Variance Operators

Variance operators enable you to specify the precise range of variance that you want to report on.

For example, you want to determine the monthly car allowance paid to employees in excess of 600 more than the previous month for the same payroll relationship. You can setup a balance exception for this example using these values:

- Comparison type is previous month
- Balance name is monthly car allowance
- Dimension name is relationship month to date
- Previous month amount is 500
- Variance value is 100

This table describes the effect of using each of the variance operators for balance exception reporting. The Results column indicates the effect of selecting each variance operator.

Variance Operator	Balance Exception Report Output	Results (based on sample data)
Variance, plus or minus  <b>Note:</b> This operator applies only for comparison types of 'Previous', like Previous Months or Previous Period, as well as 'Average in Months'.	All relationships whose balance value either exceeds or are less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value less than or equal to 400 and greater than or equal to 600.
Less than	All relationships that are less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of less than 400.
Less than or equal	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.	Returns all relationships with a value of 400 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value.	Returns all relationships with a current value equal to 400 or 600.
Greater than	All relationships that are greater than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of more than 600.
Greater than or equal	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.	Returns all relationships with a value of 600 or more.
Does not equal	All relationships with a current value not equal to the previous month amount.	Returns all relationships with a value other than 500.

Select a Balance Type and Balance Dimension that specifies the balance value that's evaluated for the exception. You can only select balance dimensions that are compatible with the Comparison Type you specified. For example, if the Comparison Type is Current Period, you can only select balance dimensions of type 'Period to Date'.

## 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 Name** 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**. This is applicable only when the Comparison Type is of type Current Month, Period, Quarter, or Year. 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**.

## Examples of Balance Exceptions

Here are two examples to illustrate two different types of balance exceptions that you may want to include in your balance exception report.

### Track Increases in Commissions

Your company plans to train incoming sales staff on productivity techniques. To identify exceptional sales staff in the organization, you can run a report that lists workers whose commissions increased by 25 percent compared to their averages for the previous 3 months. You can set up a balance exception using the values in this table.

Field	Values
Balance Exception Name	Commission Increases Over 25 Percent
Comparison Type	Average in Months
Comparison Value	3
Balance Name	Commissions
Dimension Name	Relationship Month to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	25
Severity Level	3
	<p><b>Note:</b> Enter a lower value for a high priority exception.</p>

## Track Gross Earnings

Before you certify the current payroll run, as a payroll manager, you may want to know if the current gross payments are in line with the previous payroll run. The previous run verified the established levels of earnings that the company wants to maintain for the remainder of the quarter. This table provides an example of the values you enter to set up a balance exception to find out if the current gross earnings exceeds the gross earnings of the previous period by more than 10 percent:

Field	Values
Balance Exception Name	Gross Earnings
Comparison Type	Previous period
Comparison Value	1
Balance Name	Gross Earnings
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1

**Note:**  
Enter a lower value for a high priority exception.

## Severity Level for Balance Exceptions

Severity Level controls the order in which the exceptions are displayed in the balance exception report.

While defining a balance exception, enter a severity level to specify the priority of the exception. An exception with a lower severity level has a higher priority than one with a higher severity level value.

When you run the Balance Exception Report, you can act on the exception based on its severity level. Let's say, you have these two exceptions:

- Net Pay less than 100
- The difference in Base Salary from previous period to current period is 1000

Ideally, you should enter a lower value for the first exception, so that when you run the Balance Exception Report, the payroll user can first look into reconciling the lower Net Pay exception.

**Note:** The value you enter has no impact on the balance exception calculation.

#### Related Topics

- [Examples of Balance Exceptions](#)
- [Severity Level for Balance Exceptions](#)
- [Balance Exceptions](#)
- [How to Create a Balance Exception Report](#)
- [Balance Exception Formula Type](#)

## Balance Exception Formula Type

Use the Balance Exception formula type to create formulas to return reference values for comparison in Balance Exception report.

On the Create Balance Exception page, enter **Formula** in the **Variance Type** field, and then enter the name of the formula that you create using this formula type in the **Formula Name** field.

These contexts are available to all formulas of this type:

- EFFECTIVE\_DATE
- PERSON\_ID
- HR\_ASSIGNMENT\_ID
- TAX\_UNIT\_ID
- PAYROLL\_RELATIONSHIP\_ID
- PAYROLL\_REL\_ACTION\_ID
- PAYROLL\_TERM\_ID
- PAYROLL\_ASSIGNMENT\_ID
- LEGISLATIVE\_DATA\_GROUP\_ID
- PAYROLL\_ID
- CALC\_BREAKDOWN\_ID
- AREA\_1
- AREA\_2
- AREA\_3
- AREA\_4
- AREA\_5
- AREA\_6
- PAYROLL\_STAT\_UNIT\_ID
- INSURANCE\_TYPE

- PENSION\_TYPE
- DEDUCTION\_CARD\_ID

You can reference any database item in the fast formula that uses any of the listed contexts.

You can't use input variables for this formula type. This formula is run by the balance exception report for each person record. It returns the reference value for that employee for comparison with the balance value that's configured in the respective balance exception.

These return values are available to formulas of this type:

Return Value	Data Type	Required	Description
REFERENCE_VALUE	Text	Y	Returns a reference value for comparing in the balance exception report.
REFERENCE_INFO	Text	Y	Returns the text that's displayed in the <b>Reference</b> field in the balance exception report.

This formula returns 100 as a static value when the balance exception report it's associated with is run.

```

/*****
FORMULA NAME: SAMPLE_BEX_FORMULA_1
FORMULA TYPE: Balance Exception
DESCRIPTION: This is a sample formula that returns a static value.
Formula Results:
reference_value - Reference Value for comparison in the Balance Exception Report.
reference_info - Reference Value for reporting in the Balance Exception Report.
*****/
reference_value = 100
reference_info = 'Ref Info'
RETURN REFERENCE_VALUE,REFERENCE_INFO
/* End Formula Text */

```

This formula multiplies the year-to-date gross earnings by 75 percent and returns the value when the balance exception report it's associated with is run.

```

/*****
FORMULA NAME: SAMPLE_BEX_FORMULA_3
FORMULA TYPE: Balance Exception
DESCRIPTION: This sample formula returns a Balance Value Formula
Results:
reference_value - Reference Value for comparison in the Balance Exception Report.
reference_info - Reference Value for reporting in the Balance Exception Report.
*****/
ytd_value = GROSS_EARNINGS_ASG_YTD
reference_value = 0.75* ytd_value
reference_info = 'Ref Info'
RETURN REFERENCE_VALUE,REFERENCE_INFO
/* End Formula Text */

```

*Related Topics*

- [Balance Exceptions](#)



# Adjust Individual Balances

## Overview

Perform balance adjustments when you complete any or all of these tasks and you want to correct the processed balance values:

- Correct balances you loaded using the Load Initial Balance task with these incorrect values:
  - Tax balance dimensions
  - Tax jurisdiction
  - Overstated or understated tax limits
  - Omissions or unwanted balance initialization
- Zero out arrears you have manually recovered or written off the dues from terminated employees after processing their final pay.
- Load balances for payroll payments administered by a third-party, such as:
  - Sick Pay
  - Stock Options
  - Relocation Expenses

Though a third-party is calculating these payments, you must report the earnings and taxes withheld. Therefore, you must import the details using balance adjustments.

**Note:** You don't have to complete this task if you choose to process these earnings in the payroll run.

- It's recommended that you use retroactive pay to process retroactive changes. However, not all elements support retroactive payroll processing and hence you may have to use balance adjustments. For example, Tax Deductions are not enabled for retroactive pay.

Here are the methods that you can use to adjust balances for a person. The option you use depends on the corrections required.

Adjustment Method	When to use this method
<p><b>Adjust Individual Balances</b></p> <p>Choose an element, a worker and a date, and then enter the input and context values for the run result.</p>	<ul style="list-style-type: none"> <li>• Adjust existing balances for elements processed in a payroll run.</li> <li>• Create balance results for elements not processed in a payroll run.</li> </ul>
<p><b>Adjust Balance</b> action on the <b>Balance Results</b> section in the <b>Person Process Results</b> page.</p>	<p>Adjust balances for elements you have already processed in a payroll run.</p>

Adjustment Method	When to use this method
All the values of element name, context values, date, and so on, are inherited from the balance results screen.	

Before adjusting the balances, use the **Person Process Results** task to view the balance results of the specific employee, and review and document these details:

- Employee
- The effective date of adjustment
- Balance before your adjustment with relevant contexts
- Adjustment amount
- Expected balance after adjustment
- Costing overrides on the element entries, if any

## Adjust Balance Action

Use the Adjust Balance action on the **Balance Results** page when you need to adjust element entries that:

- Are already associated with a person
- Have contexts that don't require updates

To adjust a balance:

1. Search by balance group or balance name.
2. Select the appropriate balance value in Balance Results.
3. Use the Adjust Balance action and select an element.
4. Enter the adjustment value.

## Verify Adjustments

After making the adjustments, verify that the Payroll Process Results task indicates the correct adjusted values.

If you have set the adjustment to be refunded in the employee's payment, the payment amount includes the adjusted amount.

You can verify the amount in the employee's payment once a prepayment process runs for an effective date that includes the date the adjustment was made.

## Roll Back Balance Adjustments

If you need to correct or remove a balance adjustment, you must roll back the adjustments on the **Person Process Results** or **Payroll Process Results** page.

### Related Topics

- [How to Make Balance Adjustments for Incorrect State Tax Jurisdiction](#)
- [Example of Loading Balance Adjustments](#)
- [Calculate Cost Distributions](#)

# How to Make Balance Adjustments for Incorrect State Tax Jurisdiction

Use the **Adjust Individual Balances** quick action under the **My Client Groups** tab on your home page to make a balance adjustment for an employee.

## Before you start



To illustrate how you can make a balance adjustment for an employee, let's look at an example to correct an employee's incorrect state tax jurisdiction.

For example, Patricia Smith, is employed at Illinois, but, you have erroneously set her work location as California. This results in deducting the wrong state tax for Patricia, instead of the correct Illinois sales tax. This error could impact multiple balances, as several balances are tagged by the state tax jurisdiction.

As a Payroll Administrator, you must:

1. Contact an HR Specialist to access Patricia's employment records and change the work place from California to Illinois.
2. Use the Elements task to ensure element eligibility links exist for all elements impacted by the tax jurisdiction.
3. Use the Adjust Individual Balances task to make the balance adjustments for the change of work location.

Here's how you perform the balance adjustment.

1. On the Home page, click **Adjust Individual Balances** under **My Client Groups**.
2. Enter the employee's name in the Search window.
3. Enter 3/31/2021 as the effective date for a quarter end correction.
4. In the Adjust Values section, expand **Adjustment Element**.  
Confirm it lists all the elements relevant for the employee. If an element isn't included here, you must set up the element eligibility and ensure that the employee meets the eligibility requirements.
5. Select **Residence State Income Tax**.
6. In the Adjustment Values section, expand **State** and select **CA** for California state.
7. Enter **-9318.72** as gross.
8. Enter **-9318.72** as subject withholdable.
9. Enter **-9318.72** as the reduced subject withholdable.
10. Enter **-641.38** as tax calculated.
11. Under the Costing and Payment Details section, select the following:
  - o If you want the balances to be refunded or deducted in the next payroll run, select **Yes** for **Include adjustment in payment balances**.
  - o If you want costing for the individual balances to be done as soon as the balance adjustments are processed, select **Yes** for **Include adjustment in costing process**.
12. Click **Submit**.
13. Click **OK**.

Repeat the same steps to enter the positive balance details for Illinois state for the employee.

After you submit the balance adjustments, the application uses the Adjust Multiple Balances flow to submit the changes for the employee. It automatically generates a name for the flow that includes the name of the employee and the date

of the balance adjustment. For this example, it generates 'Balance\_Adjustment\_Patricia\_Smith\_2022\_03\_31' as the flow name.

## View and Verify the Balance Adjustment

You can view the adjustment details using any of these tasks:

- Use the **View Flows** task, search for the submitted balance adjustment flow, and view the flow results.
- Use the **Process Results Summary** task, enter a date, and search for the Adjust Balances flow, click on the flow name, and select the person to view the details.
- Use the **Person Results** task, search for the person, and view the results details.

Here's how you can use the **Person Results** task to view and verify the balance adjustment for Patricia.

1. Click **Person Results** under **My Client Groups**.
2. Search for and select Patricia Smith.
3. Click **Show Filters**.
4. All the three payroll **Activities** filter options are selected by default. To view all results, deselect the three filter options, or click **Clear**.
5. Enter 3/31/21 as process date.
6. Click **OK**.
7. Click **Search**. You can see the details of the processes as per the selected filter options.
8. Click the **Adjust Multiple Balances** flow to view details of the adjustments you made.

## FAQs for Adjust Individual Balances

### How can I backdate a balance adjustment?

When adjusting a balance on the Adjust Individual Balances page, you can specify the effective date.

For example, you might enter the process date of the payroll run or enter the end date of the last period, such as the month, quarter, or year. When performing an adjustment from the View Person Process Results page, you can't change the date, because you're adjusting the balance result of the current payroll run.

### Can I update a balance adjustment?

No, but you can roll back a balance adjustment or process a new balance adjustment.

## Absences

### Rates Used to Calculate Absences in Payroll

You can specify a rate for use in calculating an absence in an absence plan or an absence element.

When processing absence entries in a payroll run, the formula associated with the absence element uses the Rate Converter global formula to convert rates. The formula checks for a rate in this sequence.

1. Absence plan

2. Absence element
3. Compensation salary element

## Absence Plan

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

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

## Absence Element

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

- Absence payments
- Discretionary disbursement
- Final disbursement
- Liability balance rate

As best practice, specify a rate in either the plan or the element. If you specify in both, ensure the rate for the element is same as the rate you selected in the corresponding plan.

## Compensation Salary Element

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

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

### *Related Topics*

- [Define Payroll Elements to Process Absences](#)

## Import Absence Entries to Payroll

You can import worker absences from Oracle Fusion Absence Management or another absence application to Oracle Fusion Global Payroll to process absence payments.

When you set up an absence plan, you associate an absence element to transfer the absence information to a person's calculation card. Processing absence information for payroll includes the following aspects.

- Importing absence entries
- Processing absence entries
- Validating absence results
- Correcting absence results

## Importing Absence Entries from Absence Management

Recording an absence in Absence Management transfers a summary record and a daily breakdown for each day the person is absent to the person's calculation card. The summary record contains information such as the start and end date of the absence, the absence rate, the units. The daily breakdown shows the absence date and any factor to be applied, such as a percentage to use when calculating the absence payment.

## Importing Absence Entries from a Third-Party

For third-party absence applications, you can load absence records using HCM Data Loader.

The View Person Process Results page lists the absence IDs included in the batch of transferred absences. View the absence entries for each person included in the batch using the Calculation Cards task in My Client Groups.

## Processing Absence Entries

Transferring the absence information to a calculation card creates an element entry for the element associated to the absence plan. The payroll run processes this entry using the formula attached to the element and values from the calculation card. The resulting values are then passed back to the element entry and stored as run results and balances.

## Validating Absence Results

You can verify the results of absences after calculating run results by using payroll reports or the statement of earnings. After archiving payment results, validate absence information on the Payroll Register Report or the person's payslip.

Review absence results on the following payroll reports:

- Element Result Report
- Gross-to-Net Report
- Payroll Activity Report
- Payroll Balance Report
- Payroll Register Report

Use the View Person Process Results task in the Payroll Calculation work area or click the person's record on the Person Process Results page of the payroll calculation flow to go to the person's statement of earnings. The following table lists the absence information displayed on the statement of earnings.

Statement of Earnings Sections	Information Displayed
Absences Accrual tab in the Quick Reference Summary	Accrual balances for accrual days and accrual hours
Absences	<ul style="list-style-type: none"> <li>• Total for the entitlement, discretionary disbursement, final disbursement payment</li> <li>• Absence deductions made for that period</li> </ul>

Use the View Payslip task to view the person's absence information in the Person Management work area. The following table lists the absence information displayed on the payslip.

Payslip Sections	Information Displayed
Summary	Total amount for the following balances: entitlement payment, entitlement deduction, final disbursement payment, and discretionary disbursement payment
Absence	Payment balances that contribute to the total absence balance shown in the Summary region  <b>Note:</b> Subregions display hours and rate, and days and rate details for these balances
Absence Accrual	Balances for accrual days and accrual hours

For accrual liabilities, the Employer Charges section of the Statement of Earnings page and payslip display the difference for liability balance since the last payroll.

**Note:** You can use HCM Experience Design Studio to configure the Absence fields on the Calculation Entries page. You can hide or display specific fields, and make specific fields optional or mandatory. You can configure the following fields on the Calculation Entries - Absences region:

- Absence Entries - Detail: **Rate Name**, **Factor**, and **Periodicity**.
- Absence Entries - Summary: **Rate Name** and **Factor**.

## Correcting Absence Results

You can continue to transfer updated absence entries to a person's calculation card until the payroll calculation starts. Any further updates are then processed as retroactive absences entries in the following payroll run.

### Related Topics

- [Integrate Absence Management with Global Payroll](#)
- [Define Payroll Elements to Process Absences](#)
- [Example for Loading Absence Records](#)

# Calculation Cards

## How Personal Calculation Card Entries Fit Together for Mexico

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 (TRU).

To view and manage calculation cards, use the Calculation Cards task under Payroll on the Home page.

Consider the following when working with personal calculation cards:

- Types of calculation cards
- Calculation card creation
- Calculation components and component groups
- Enterable calculation values
- TRU associations
- End date or delete association records

## Card Types

The type of calculation cards you can create and the type of information captured on a card are given in this table.

Additional cards may be available to capture information for reporting purposes.

Card Name	What it Does
Absences	Identifies absence data and categories, such as: <ul style="list-style-type: none"> <li>• Vacation</li> <li>• Maternity</li> <li>• Sickness</li> <li>• Other</li> </ul> Also used to track accrual balances, qualifications, or no entitlement.
Employee Tax Card	Identifies: <ul style="list-style-type: none"> <li>• Employee ISR (Mexican income tax) Overrides</li> <li>• Social Security information</li> <li>• INFONAVIT (National Housing Fund Institute for Workers) loans</li> <li>• Associations</li> </ul>
Involuntary Deductions	Identifies child support involuntary deductions for employees.
Time Cards	Depending on how they're configured, time cards capture: <ul style="list-style-type: none"> <li>• Hours and dates worked</li> <li>• Categories of time, such as regular time, overtime, absence, vacation, and holiday</li> </ul>
Organization	Organization configuration cards at the following levels: <ul style="list-style-type: none"> <li>• Legal Entity Calculation Card at the payroll statutory unit (PSU) level</li> <li>• Legal Reporting Unit Calculation Card at the TRU level</li> </ul>



## Card Creation

Some actions create or update a card automatically, as given here:

- When you record and approve an absence in the Absence Record task for an employee, the task automatically creates an Absences card, unless one already exists.
- The Employee Tax Card is created automatically during:
  - New hire
  - New payroll relationship assignment
  - Mass data upload through the HCM Data Loader

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

## Calculation Components and Component Groups

Each calculation card has one or more calculation components within component groups. For example, Employee ISR Tax and Social Security are calculation components in the Mexican Employee Tax Card.

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. For the Involuntary Deductions, Absences or Time Card calculation cards, 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.

The Employee Tax Card shows each calculation component in a separate region. Expand the region to see all details associated with the component.

## Enterable Calculation Values

For the Involuntary Deductions, Absences or Time Card calculation cards, 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.

## Tax Reporting Unit Associations

Click the Add icon in the Associations region on the Employee Tax Card 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.
- If a person has multiple terms or assignments, you may be able to associate specific terms or assignments with calculation components.

## End Date Calculation Cards

The Employee Tax Card isn't end dated upon termination of the employee. The cards remain open so that employee balances are retained if the employee is rehired and the payroll relationship and the TRU remains the same.

All other calculation cards are end dated upon employee termination.

## End Date or Delete Association Records

You can end date or delete association detail records on the Employee Tax Card. Use the Delete button in the Association section to select one of these options:

- **Delete Record Permanently** to delete the association detail record permanently.
- **Delete Date-Effective Record** to delete the association detail record as of the entered effective date.
- **End Date** to end date the association detail record (defaults to the effective date).

**Note:** If a record contains an end date, as of the effective date of the change, the **Clear Date** option is presented instead.

## Automatic Calculation Card Creation for Mexico

If your Payroll Product Usage is set to Oracle Fusion Payroll or Payroll Interface, then the Employee Tax Card is created automatically as part of the new hire process when you select a tax reporting unit.

It is important to understand these aspects of automatic calculation card creation:

- Component Groups and Components
- Associations and Association Details
- Automatically Created Calculation Card

Use the Calculation Cards task in the Payroll area to view and update the card as needed.

Automatic calculation card creation occurs only for employees; no card is created for pending workers or nonworkers. Other than the new hire flow, automatic card creation happens when:

- A pending worker is converted to an employee and there is a change in the payroll relationship
- An employee with an existing card gets a new term or assignment for a different payroll relationship

## Component Groups and Calculation Components

The automatically created Employee Tax Card contains these calculation groups and components:

Component Groups	Calculation Components
Taxes	Employee Taxation
Taxes	Employee ISR Tax

Component Groups	Calculation Components
Social Security	Employee Social Security
Social Security	SDI Calculation
Loans	INFONAVIT

## Associations and Association Details

If a tax reporting unit (TRU) is selected in the Payroll Details section on the Hire an Employee: Employment Information page, an association to that TRU is added to the calculation card. Association details are also added, linking the calculation components to the assignment or employment terms created for the new hire.

The TRU association process not only links the card to the assignment or employment term, but it also creates the Mexico Taxation element entry. The element entry is created if the eligibility is defined and the employee meets the eligibility criteria.

## Automatically Created Calculation Card

Once the card is created, you can view and update the card as needed. For example, you can

- Exempt the employee from ISR or employer state tax
- Enter an override for the calculation of ISR

## Edit the Employee Tax Card Calculation Card for Mexico

This topic demonstrates how you can modify the Employee Tax Card calculation card that was automatically generated during a new hire process. For example, you can modify the employee card to reflect employee-specific values that are different from the default values.

For example, the employee, Rosa Lopez is exempt from employer state tax.

### Before You Begin

Before you begin, confirm that:

- The new hire process for Rosa Lopez is completed and a TRU was selected on the Hire an Employee: Employment Information page.
- The employee has a payroll relationship and is assigned to a payroll.
- A calculation card definition that includes the federal tax calculation exists at the legislative level.

### How to Open the Calculation Card

1. Select *Calculation Cards* from **Payroll** in **My Client Groups**.
2. Enter Rosa Lopez in the Search.
3. Select the employee from the list of suggestions. Any available calculation cards appear in the Search Results.

4. Click the Employee Tax Card calculation card that was automatically created for this payroll relationship.

On the Employee Tax Card page, you can view the component groups associated with this calculation card. In this example, you can see the Taxes and Social Security component groups.

## How to Edit the Taxes Components

1. Expand the Taxes region.
2. The information you can edit is the Employee ISR Tax information.
3. Click on the pencil icon to edit.
4. Select Yes from the list of values for State Tax Exempt.
5. Click *Save and Close*.

## How to Create a Tax Reporting Unit Association

The employee has transferred to a different TRU, inFusion2 and you must associate the new TRU with the existing tax card.

1. Expand the Associations region.
2. Click the pencil icon to edit the Association Details.
3. Click Delete and choose End Date and enter the date of the last day the employee is in the TRU.
4. In the Associations region, enter the start date for the new TRU and select InFusion2 in the Tax Reporting Unit field.
5. Select the Add icon to create a new Association Detail. Enter the same start date you entered for the Association and select the assignment.
6. Click Save and Close.

**Note:** You must save the association before you can create association details.

## Enterable Values on the Employee Tax Card for Mexico

Use the predefined Employee Tax Card personal calculation card to define components to calculate and process taxes for Mexico. Aspects of the card include:

- Component Groups and Calculation Components
- Associations
- Calculation Card Overrides

Some values entered on a calculation card override values defined in a calculation value definition. For example, you can override an employee's exemption rules for ISR, State Tax and Social Security.

These are the two component groups that Mexican statutory calculations are broadly categorized into:

- Taxes
- Social Security

## Taxes Component Group

The Taxes component group includes the Employee ISR Tax calculation component.

### Employee ISR Tax:

There may be situations where the rules for the calculation of ISR tax vary for an employee. To make a change to these rules:

1. Choose the **Calculation Cards** task and search for an employee.
2. In the search results, click **Employee Tax Card**.
3. Expand the Taxes region on the Employee Tax Card.
4. Select the pencil icon to edit the Employee ISR Tax component.
5. Enter the start date of the changes for **When does this change start?**
6. The values you can enter for Employee ISR Tax include:

Override Name	Description	Value Type	Value Example
Exclude From Annual Adjustments	<p>Provides the option to exclude an employee from the annual tax adjustment process.</p> <p>The default value for this field is <b>No</b>. If you want to exclude the employee from the annual tax adjustment, select <b>Yes</b>.</p>	String	No
ISR Severance Rule	<p>Determines which Severance ISR tax calculation method to use.</p> <p>The default is <b>Subject Earnings Greater Than or Equal to Monthly Salary</b>. This means that the Severance tax calculation method is used if the Severance ISR Subject portion is greater than or equal to the Monthly Salary.</p> <p>If you select <b>None</b>, the severance ISR calculation method is used with no comparison and regardless of the severance amount.</p> <p>If you choose <b>Total Earnings Greater Than or Equal to Monthly Salary</b>, the severance tax calculation method is used if the total severance payment (subject plus exempt portions) is greater than or equal to the Monthly Salary.</p>	String	Subject Earnings Greater Than or Equal to Monthly Salary
ISR Subsidy Adjustment on Regular Run Type	<p>For each payroll run, the standard ISR calculation adjusts the amount of subsidy for employment to prevent exceeding the monthly cap. This adjustment compares the month-to-date (MTD) subject earnings balance with the prorated monthly subsidy for employment rates. This override determines if the ISR Subsidy for Employment is adjusted during a Regular payroll run type.</p>	String	Yes

Override Name	Description	Value Type	Value Example
	<p>Subsidy for employment is calculated (adjusted or not) based on the rates determined by the existing "ISR Subsidy Proration on Payroll Run Type" override.</p> <p>The default is <b>Yes</b>, whereby the subsidy for employment is adjusted based on the MTD ISR subject earnings balance.</p> <p>If you select <b>No</b>, the subsidy for employment is calculated with no adjustment considering the current processing pay period ISR subject earnings (Run balance).</p>		
ISR Subsidy Proration on Payroll Run Type	<p>This override determines if the ISR Subsidy for Employment is calculated based on the periods in the month and on the proration of the monthly Subsidy for Employment rates. The Subsidy for Employment calculation basis will be the MTD ISR subject earnings balance in all scenarios except if the <b>ISR Subsidy for employment Adjustment on Regular payroll run</b> override is set to <b>No</b>. In this case, the basis will be the Run balance.</p> <p>The payroll run type(s) excluded by this value definition will use a Subsidy for Employment rates factor of one (no proration). This means that the full monthly rates are used to calculate the Subsidy for Employment.</p> <p>The default is Regular and Monthly Tax Adjustment (Default). This means that the Subsidy for Employment Proration is applied to both payroll run types: Monthly Tax Adjustment and Regular.</p> <p>For None, no Subsidy for Employment proration (factor 1) is applied to both payroll run types, Monthly Tax Adjustment and Regular.</p> <p>If you select Regular, proration is applied only to the Regular run type. The Monthly Tax Adjustment run type will use a Subsidy for Employment proration factor of one.</p>	String	Monthly Tax Adjustment

Override Name	Description	Value Type	Value Example
	If you select the Monthly Tax Adjustment, proration is applied only to the Monthly Tax Adjustment run type. Regular run type will use a Subsidy for Employment proration factor of one.		
ISR Tax Calculation	<p>This override determines if the ISR tax is calculated. The default value is Yes.</p> <p>Note that if this override is set to <b>No</b>, it takes precedence over all other Employee ISR Tax component overrides.</p>	String	Yes
ISR Tax Proration on Monthly Tax Adjustment Run Type	<p>The standard Monthly Tax Adjustment ISR tax calculation procedure calculates the tax rates based on a factor derived from the periods the employee has worked in the month.</p> <p>This override applies only to the Monthly Tax Adjustment payroll run type and determines to calculate the tax based on the periods in the month. The tax calculation basis will be the month-to-date (MTD) ISR subject earnings balance.</p> <p>The default is <b>Yes</b>. This means that the ISR tax calculation determines the tax rates based on a factor derived from the periods the employee has worked in the month.</p> <p>If you select <b>No</b>, the ISR Tax rates are applied with a factor of one (no proration), regardless of the period when the Monthly Tax Adjustment run type is processed nor the employee hire date.</p>	String	Yes
Pay Subsidy for Employment	<p>When an employee has two or more employers, they must select which employer will pay the subsidy for employment in the ISR tax calculation.</p> <p>You can choose whether to exclude the employee from the subsidy for employment.</p> <p>The default value for this field is <b>Yes</b>. If you select <b>No</b>, then the</p>	String	Yes

Override Name	Description	Value Type	Value Example
	subsidy for employment isn't calculated for this employee.		
State Tax Exempt	Some companies or government agencies aren't required to pay the employer state tax.  Select <b>Yes</b> to exclude this employee from the state tax calculation. The default value for this field is <b>No</b> .	String	No

## Social Security Component Group

Calculation Components under the Social Security group are Social Security and SDI Calculation.

### Social Security:

In some circumstances, an employee may be eligible for exemptions or varied rates related to social security. To make a change to these rules:

1. Expand the **Social Security** region on the Employee Tax Card.
2. Select the pencil icon to edit the **Employee Social Security** component.
3. Enter the start date of the changes for **When does this change start?**
4. The values you can enter for Social Security include:

Override Name	Description	Value Type	Value Example
Additional Quota	The percentage of the additional quota.	Rate	N/A
Additional Quota Exempt	Employee's exemption to additional quota.	String	N/A
Benefits in Cash	The percentage of the benefits in cash.	Rate	N/A
Benefits In Cash Exemption	Employee's exemption to benefits in cash.	String	N/A
Day Care Centers	The percentage of the day care centers.	Rate	N/A
Day Care Centers Exemption	Employee's exemption to day care centers.	String	N/A



Override Name	Description	Value Type	Value Example
Disability and Death	The percentage of the disability and death.	Rate	N/A
Disability and Death Exemption	Employee's exemption to disability and death.	String	N/A
Fixed Quota	The percentage of the fixed quota.	Rate	N/A
Fixed Quota Exempt	Employee's exemption to Fixed Quota.	String	N/A
Pensions and Beneficiaries	The percentage of the Pensions And Beneficiaries.	Rate	N/A
Pensions And Beneficiaries Exempt	Employee's exemption to Pensions And Beneficiaries.	String	Yes
Retirement	The percentage of the retirement.	Rate	N/A
Retirement Exemption	Employee's exemption to retirement.	String	Yes
Social Security Leaving Reason	Records the social security leaving reason when an employee transfers from one tax reporting unit to another.	String	N/A
Suspension in Age Outpost	The percentage of the suspension in age outpost.	Rate	N/A
Suspension in Age Outpost Exemption	Employee's exemption to suspension in age outpost.	String	N/A
Social Security Exemption	Determines if the employee is exempt from having social security quota liabilities calculated.	String	N/A

Override Name	Description	Value Type	Value Example
Tax Reporting Unit for Social Security	Select the tax reporting unit to be used for reporting this employee's social security quotas if it's different to the Association's tax reporting unit.	String	N/A

5. Click Save.
6. Select the pencil icon to edit the **SDI Calculation** component.
7. Enter the start date of the changes for **When does this change start?**
8. The values you can enter for SDI Calculation include:

Override Name	Description	Value Type	Value Example
Annual pay period unit	Employee's unit of the annual pay period.	Total amount	N/A
Number of biweekly periods in the year	Number of biweekly periods in the year, which triggers the employee's SDI calculation.	Total amount	N/A
Number of days in the year	Employee's number of days in the year.	Total amount	N/A
Number of hours in the year	Employee's number of hours in the year.	Total amount	N/A
Number of months in the year	Employee's number of months in the year.	Total amount	12
Number of semimonthly periods in the year	Employee's number of semimonthly periods in the year.	Total amount	N/A
Number of ten-days periods in the year	Employee's number of ten-day periods in the year.	Total amount	N/A
Number of weeks in the year	Employee's number of weeks in the year.	Total amount	N/A

Override Name	Description	Value Type	Value Example
SDI Variable Portion Override	<p>Use the SDI Variable Portion Override to specify an employee's previous bimonthly variable earnings. This override amount will be used for the calculation of SDI (integrated daily wage).</p> <p>This can also be used for any new hires/rehires where variable earnings form part of the employee's expected earnings.</p>	Total Amount	N/A

9. Click **Save**.

## Associations

Associate a calculation card with a tax reporting unit (TRU). The association happens automatically if you select the TRU in the payroll details during new hire. This association enables the payroll process to apply rules and rates defined for the TRU when calculating deductions. It also controls the aggregation of deductions for tax reporting.

Association details link calculation components with an assignment.

## Change TRU for an Assignment

To end date or delete association detail records, use the Delete button in the Association Details section on the Employee Tax Card. The association detail records are for a pre-existing assignment on the tax card. Select any of these options as required.

- Delete Record Permanently to delete the association detail record entirely.
- Delete Date-Effective Record to delete the association detail record as of the entered effective date.
- End Date to end date the association detail record (defaults to the effective date).

**Note:** If a record contains an end date, as of the effective date of the change, the card displays the **Clear Date** option.

Consider the following when end dating an association:

- You can only delete or end date the association detail records.
- You can't delete or end date association records if it's processed in a payroll.

To transfer an assignment from one TRU to another:

1. End date the assignment one day before the TRU transfer effective date.
2. Create a new association record for the new TRU.
3. Add the assignment to the new TRU association on the TRU transfer effective date.

## Examples of Creating Calculation Cards Manually for Mexico

If your Product Usage is set to Payroll or Payroll Interface, then the new hire process automatically creates a calculation card. However, sometimes you must create a personal calculation card manually.

The following three scenarios show when you must manually create a personal calculation card for an employee.

In all examples, use the Calculation Cards task to create the card.

### Upgrade from HR to Payroll

When you upgrade your product usage from HR only to Payroll, you must create a calculation card for each existing employee who doesn't already have one.

### Transfer of Employees to a New TRU

If you're transferring all or some employees to a new TRU, follow these general steps:

1. Create the TRU. Also create the tax and other additional registrations for the new TRU.
2. On the existing calculation cards, set the end date for all association details including the TRU association.
3. For each transferring employee, define an association to the new TRU and association details for the employee assignment.

## FAQs for Calculation Cards

### How do I manage calculation cards for tax reporting units and payroll statutory units?

For payroll statutory unit (PSU) cards, you can use the Legal Entity Calculation Cards task in the Setup and Maintenance work area as part of the Workforce Deployment offering.

For tax reporting unit (TRU) cards, use the Legal Reporting Unit Calculation Cards task in the Setup and Maintenance work area as part of the Workforce Deployment offering. First you select the PSU or TRU as the scope for the task.

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

Select the date in the Effective As-of Date field on the Calculation Cards page before you select the End Date action for a calculation component.

Make sure that the end date you enter for any parent component isn't earlier than the end date of any child component.

### Why can't I delete a calculation card or a component in Mexico?

You can't delete a calculation card or component until you have deleted all its child components. Starting from the bottom of the hierarchy, delete the child components in the following order: association details, associations, components, and calculation card.

## Earnings and Deductions

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

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

## Benefits

### Load Benefits to Payroll

Transfer pension deduction information from a benefits application to benefits and pensions calculation cards for payroll processing using HCM Data Loader.

### View and Correct Entries

When the process completes successfully, it creates or updates a calculation card for each person included in the HCM Data Loader file. Use the **Calculation Cards** task in **My Client Groups** to view the new entries on the cards.

You can enter or update these values on the cards, if required:

- Payee
- Reference Number
- Employee Additional Contribution

The other values are view-only and must be maintained in the source application.

#### *Related Topics*

- [Considerations to Enter Calculation Values for Pensions](#)
- [Guidelines for Loading Calculation Cards](#)



# 4 Global Transfers

## Overview

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

The application terminates the existing work relationship and all assignments under it as of a day prior to the global transfer date. In this scenario, the application sets the Last Standard Earnings Date and Last Standard Process Date automatically, but you have to set the Final Close Date according to your requirements. Perform all the payroll actions before entering a Final Close Date because the application terminates the original assignment after you enter this date.

Depending on the payroll relationship rules, the application creates a new assignment under a different payroll relationship. You can also change the legal employer of multiple employees in a single batch using the Mass Legal Employer Change task.

**Note:** If you select Payroll Details to be managed in the Local and Global Transfer page, you must opt for a new legal employer for global transfer. Once you select a new legal employer, the application displays the payroll details and the transfer type changes to global from local transfer.

During a legal employer change within the legislative data group (LDG), you can select the data that you want to copy from the source to the target assignment and payroll relationship.

## What's Copied

For global transfers within the LDG, you can copy personal payroll data to the new payroll relationship and assignment. In the Payroll Details section of the Local and Global Transfer or Mass Legal Employer Change flow, select the check box for the corresponding data items that you want to copy.

**Note:** Personal Payment Methods and Third-Party Payment Methods are copied automatically without any check box, subject to eligibility and the validation rules applicable. You can copy these payroll objects in the event of a transfer.

Payroll item	What this includes
Payroll Relationship and Assignment attributes (Payroll Details)	Attributes such as payroll, overtime period, and time card. These values default to the value from the source, and you can override them if required.
Personal Payment Methods	Payment methods are copied subject to the availability of a valid organization payment method (OPM) for the same payment type.
Third Party Payment Methods	Payment methods are copied subject to a valid OPM on the target payroll.
Person Costing Overrides	All costing overrides are copied.

Payroll item	What this includes
Recurring Element Entries	Copy for element entries are subject to eligibility. The process doesn't copy adjustments made after the global transfer date.
Calculation Cards and Components	The application copies the cards and components at the payroll relationship level based on each country's legislation.  It doesn't copy cards at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.
Balances	The process copies the source assignment and relationship-level balances to the target assignment and payroll relationship respectively.

## Change Legal Employer Dashboard

You can use the Change Legal Employer Dashboard to view the results of a transfer. It lists a consolidated summary related to the global transfer for each employee. For further info, see [Dashboard for Legal Employer Change](#) in the Help Center.

## Override Default Settings

Some fields and copy options are enabled by default and hidden on this process. You can use HCM Experience Design Studio to configure what fields are hidden or displayed according to user role. For example, you can choose to hide some of the payroll fields from the line manager and make them visible to the payroll manager.

You could also set or modify default values. For example, all recurring element entries are copied subject to eligibility. But you could exclude certain elements by defining an element (object) group and using it as the default value for the element group field.

You can't override assignment attributes like job, grade, and position because they are unique and may differ for each worker in the destination assignment.

### Related Topics

- [HCM Experience Design Studio](#)
- [Dashboard for Legal Employer Change](#)
- [Local and Global Transfer](#)
- [Mass Legal Employer Change](#)
- [Overview of Administering Payroll Relationships](#)
- [Payroll Relationship and Termination Dates](#)

## Payroll Details

In the payroll employment model, each employee has:

1. A payroll relationship with a payroll statutory unit (PSU)
2. One or more assignments to a payroll and other employment structures



If an employee has the payroll details assigned, the application copies the details during a global transfer within the same legislative data group. The application creates an assignment and copies the details to the new assignment.

If the global transfer happens beyond the PSU, the application creates a payroll relationship and copies information from the source to the target payroll relationship.

**Note:** If you select **Payroll Details** to be managed in the Local and Global Transfer page, you must opt for a new legal employer for global transfer. Once you select a new legal employer, the payroll details show up and the transfer type changes to global from local transfer.

## Transfers Within a PSU

During these transfers, the process retains the person's payroll data for use by the new assignment.

## Transfers Between PSUs

When you perform a transfer between PSUs, you can choose the payroll details you want the process to retain. The task creates a destination assignment for those details. If the legal employer remains the same, the payroll details don't change. No copy is needed.

Here's the payroll attributes the process copies, sorted by level.

Level	Attribute	Is a new record created?	Can you override the attribute?	What value it uses
Payroll Relationship	Overtime Period	Yes, if transfer occurs across PSU	No	N/A
Assigned Payroll and Assignment	Overtime Period	Yes	Yes	Derives from the source legal employer
Assigned Payroll and Assignment	Time Card Required	Yes	Yes	Derives from the source legal employer
Assigned Payroll	Payroll	Yes	Yes	Derives from the source legal employer
Assignment	Tax Reporting Unit	Yes	Yes	For transfers within a PSU, derives from the source legal employer

**Tip:** One or more of these attributes might have been hidden during your implementation. If an attribute isn't visible, use the HCM Experience Design Studio task to enable it. For further info, see HCM Experience Design Studio in the Help Center.

*Related Topics*

- [HCM Experience Design Studio](#)
- [Assignments](#)
- [Overview of Loading Payroll Details](#)
- [Example of Loading Assigned Payroll Details](#)

## Element Entries Transfer

You use element entries to capture employee info required for payroll processing, such as earnings and deduction information.

- For global transfers, the process copies the person's element entry info to the new employment record, subject to the eligibility.
- For local transfers and global temporary assignments, the element entries are unchanged.

If you want this	This is what you do
Copy all recurring element entries to the new assignment	<p>Select <b>Copy element entries to the new employment record</b> in <b>Payroll Details</b>.</p> <p>The process copies only the recurring element entries that are recorded in payroll. This option doesn't impact the element entries sourced from other modules, such as:</p> <ul style="list-style-type: none"> <li>• Oracle Cloud Benefits</li> <li>• Oracle Cloud Workforce Compensation</li> <li>• Oracle Cloud Absences</li> </ul> <p>For example, Vision Corp grants an employee a recurring car allowance payment. This payment is effective from 1-Jan-2023. On 15-Apr-2023, you transfer them within the same legislative data group (LDG) to a different legal employer. As part of this transfer, the process copies the car allowance element entry to the new assignment as of 15-Apr-2023. If the original car allowance entry ended on 14-Apr-2023 due to the termination rule, the process wouldn't copy the element entry values.</p>
Exclude some element entries	<p>If you want to exclude certain element entries from the transfer, use <b>Element Group</b> to identify them.</p> <p><b>Note:</b> This field is hidden by default and doesn't have a default value. Use the HCM Experience Design Studio task to enable it. For further info, see HCM Experience Design Studio in the Help Center.</p> <p>When you select <b>Copy element entries to the new employment record</b> during the transfer, the process displays a list of Global Transfer usage type Element Group values for the LDG.</p> <p>For example, you have sourced some element entries from a third-party application, and it reevaluates the eligibility based on the new assignment. When you run the process, it doesn't copy those element entries automatically. Instead, it defines the element entries based on the info provided by the third-party application.</p>
Transfer elements with automatic eligibility	<p>The process creates element entries with automatic eligibility. It doesn't update the element entry values if they would be invalid in the destination.</p>

If you want this	This is what you do
	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This occurs regardless of what you select for <b>Copy element entries to the new employment record</b>.</li> <li>• For the element entries that are copied, the process also copies the element entry costing overrides.</li> </ul>

## Voluntary Deduction Element Entries

For employees with voluntary deductions, the process copies the element entry, but it doesn't make any automatic adjustments for prior contributions.

For example, an employee has a car loan of \$5000, with a commitment to repay it over 10 months with a semi-monthly deduction of \$250. You set the deduction's Total Owed to 5000, so the deduction stops once \$5000 is recovered from the person.

1. The employee starts their repayment on 1 April.
2. On 16 July, you transfer them to a different legal employer.
3. During the transfer, the process copies the element entry to the new legal employer, but it doesn't copy the adjustments.

Therefore, after completing the transfer, you must:

1. Check for prior contributions.
2. Adjust the copied element entries appropriately.
  - o You can use the Transfer Balances flow.
  - o You can perform a balance adjustment manually.

## What Element Entries Get Copied

Here's how the process handles the different kinds of element entries.

Element entries	Are they copied?
Recurring, defined through the Element Entry process	Yes
Recurring, loaded through HCM Data Loader	Yes
Nonrecurring element entries	No
Entries related to calculation card components	No

The process doesn't copy deductions that have been satisfied.

*Related Topics*

- [HCM Experience Design Studio](#)
- [HCM Data Loader](#)
- [Example of a Worker Transfer](#)
- [Can I use the Global Transfer action for a person with a future termination date?](#)

## Examples of Copying Element Entries During an Employee Transfer

A recurring element entry's start and end dates determine if the Local or Global Transfer process copies it to the new payroll relationship.

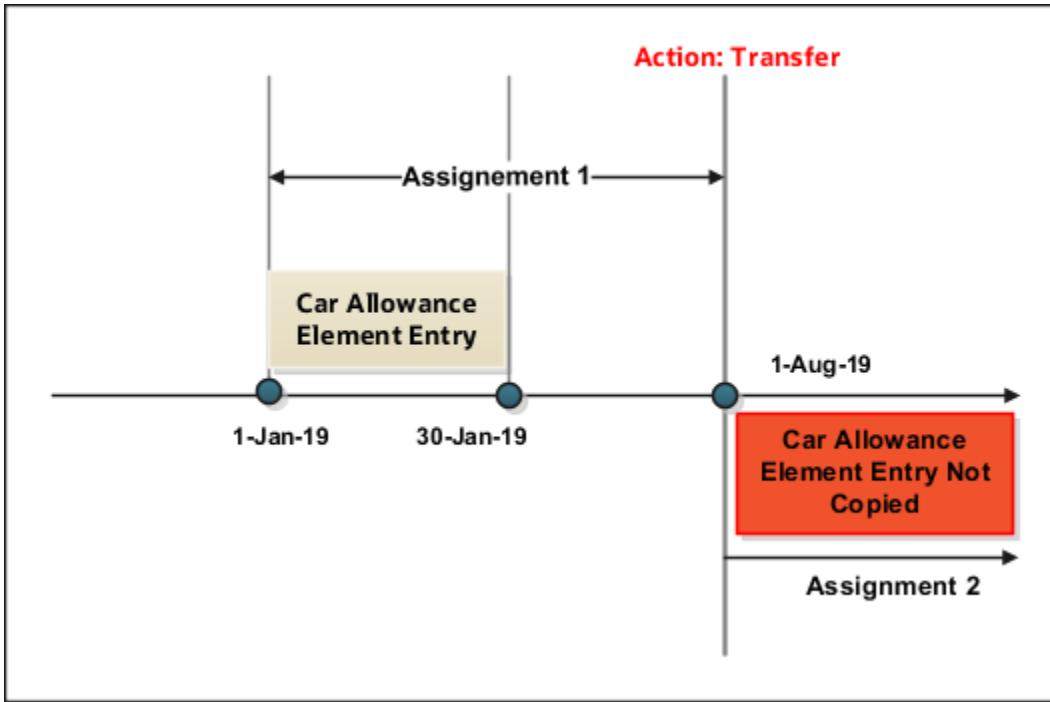
Scenario	Are The Element Entries Copied
When the start and end date of the element entry is before the global transfer date.	No
When the start and end date of the element entry is after the global transfer date.	No
When the global transfer date is between, or equal to, the start and end date of the element entry.	Yes

For further info, see the following sections.

### Example 1: Recurring element entry dates are before the global transfer date

An employee is paid a car allowance of \$500 that starts on 1 January and ends on 30 January. On 1 August, you transfer them to a different legal employer.

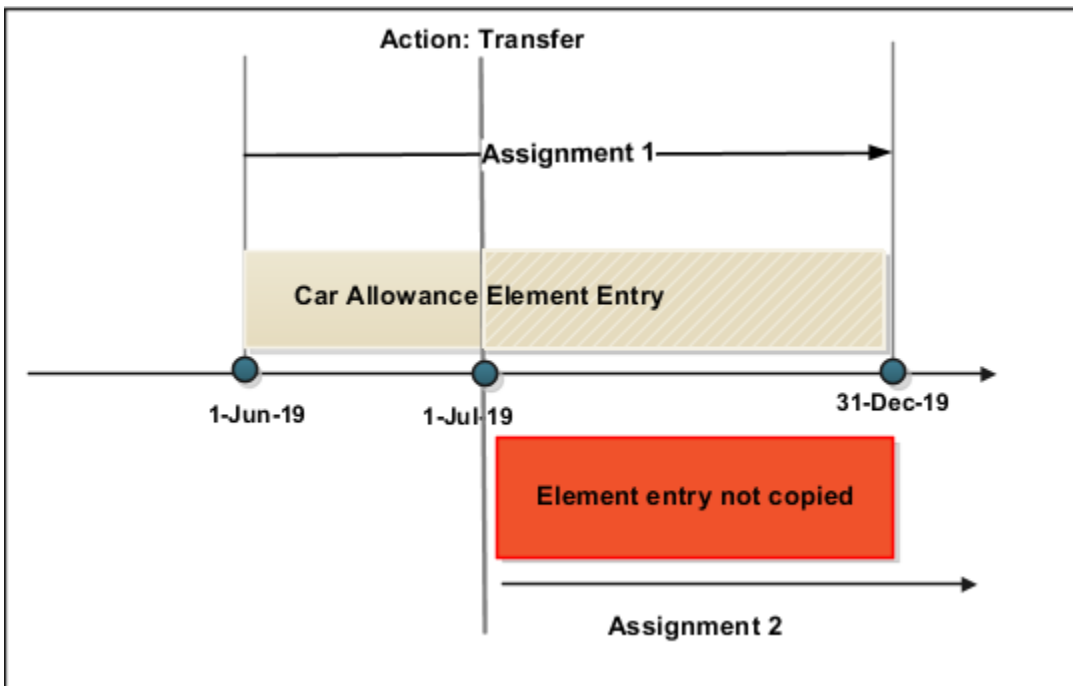
In this case, the process doesn't copy the car allowance element entry as its start and end date are before the global transfer date.



### Example 2: Recurring element entry dates are after the global transfer date

Let's consider the previous example of the employee. This person has paid a car allowance of \$500 that starts on 1 June and ends on 31 December. Effective 1 July, the company decides to increase the allowance to \$600. On 1 May, you transfer them to a different department within the same company.

In this case, the process doesn't copy the recurring car allowance element entry.



## Payment Methods Transfer

Payment methods indicate the method of payment, such as check, cash, or credit. When you define the payment methods, you associate a source bank account with each payment type.

During a transfer, the Local and Global Transfer process automatically copies the payment methods from the source payroll relationship to the target.

### Personal Payment Methods

When a person transfer results in a new payroll relationship, the process automatically copies the personal payment methods (PPMs). For further info, see Personal Payment Methods in the Help Center.

If the target payroll relationship has a valid organization payment method (OPM), the process copies:

1. The person's PPMs from the source payroll relationship.
2. The prenote status from the source payroll, so you don't have to repeat prenotification.

Any subsequent PPM that uses the same bank account inherits this prenote status.

For further info, see Prenotifications in the Help Center.

Here's how the process handles different PPM scenarios.

If the method's start date is	And its end date is	The process
After the global transfer	N/A	Copies the PPM to the new payroll relationship
Before the global transfer	After the global transfer	Copies the PPM to the new payroll relationship
Before the global transfer	Before the global transfer	Doesn't copy the PPM

**Note:** The process doesn't explicitly end-date the PPM from the source payroll relationship, as you might need to continue issuing payments to it.

### Considerations for Organization Payment Methods

Although the payroll process uses the same OPM for all payroll definitions within a legislative data group (LDG), it's possible that you may have defined multiple OPMs for different payrolls. In this case, when the global transfer involves a change of payroll, the process doesn't apply the source payroll's OPMs to the target.

For example, an employee is transferred from the US Semi-Monthly payroll to the US Biweekly payroll. Their previous PPM used the Semi-Monthly Check OPM. In this case, the process tries to find an OPM that uses the same PPM.

Condition	Payment method on the source OPM	Available PPM on the target	This is the what the process does
When the source OPM is valid on the target payroll	Biweekly Check	<ul style="list-style-type: none"> <li>Biweekly Check</li> <li>Biweekly Direct Deposit</li> </ul>	<p>In this case, there is an exact match between the PPMs of the source and target OPMs.</p> <p>The process assigns the person to the matching OPM.</p>
When the source OPM isn't valid for the target payroll but just one OPM of the same payment type exists on the target payroll	Biweekly Check	<ul style="list-style-type: none"> <li>Semimonthly Check</li> <li>Monthly Direct Deposit</li> <li>Monthly Check</li> </ul>	<p>In this case, there is no exact match, but there is one OPM that uses the same payment type as the source.</p>
When the OPM doesn't match any of the methods of the same type on the target payroll	Vision EFT	<ul style="list-style-type: none"> <li>Corp EFT</li> <li>Warehouse EFT</li> <li>Corp Check</li> <li>Warehouse Check</li> </ul>	<p>Because there are multiple PPMs that match the payment type, the process doesn't assign the person to an OPM.</p>
When no OPM exists on the target payroll for the same payment type	Biweekly Check	<ul style="list-style-type: none"> <li>Monthly Direct Deposit</li> </ul>	<p>In this case, there is no match.</p> <p>The process doesn't assign the person to an OPM.</p>

## Third-Party Payment Methods

You use third-party payment methods to process payments to external organizations and people. Unlike PPMs, these payment methods aren't restricted to a single payroll relationship.

However, if the third-party payee is a person, you should link the payment method to their target payroll relationship. You don't have to link the payment method if the third-party payee is an organization. The process links payment methods for the third-party person to the target payroll relationship if the OPM is valid for the target payroll.

### Related Topics

- [Local and Global Transfer](#)
- [Organization Payment Methods Overview](#)
- [Personal Payment Methods](#)
- [Prenotifications](#)
- [Third-Party Payment Methods Overview](#)

## Person Costing Transfer

You can manage costing overrides for a person at the multiple levels.

- Payroll relationship
- Assignment

- Element, with costing at the payroll relationship level
- Element, with costing at the assignment level

You have the option to cost all the elements the person is eligible to receive or to cost individual elements.

**Note:** During the transfer, when the process copies element entries, it also copies the element entry costing overrides.

By default, the Local and Global Transfer process doesn't copy the person costing overrides during a global transfer. To include them, select the check box in the **Payroll Details** page of the Local and Global Transfer process.

This table describes what condition determines when the process copies the costing overrides at various.

If process created this during the transfer	It copies overrides at these levels
Payroll relationship	<ul style="list-style-type: none"> <li>• Payroll relationship</li> <li>• Element, with costing at the payroll relationship level</li> </ul>
Assignment	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Element, with costing at the assignment level</li> </ul>

## Date Considerations

The dates associated with the overrides determine what the process does with them.

- The process doesn't copy costing overrides that end date-effective before the transfer date.
- It copies costing overrides that are scheduled to begin after the transfer date.
- It copies costing overrides that began before the transfer and are scheduled end after it.

### Related Topics

- [Global Transfer Overview](#)

## Global Transfer of Calculation Cards for Mexico

Calculation cards capture values required for payroll calculations. During a global transfer, you can copy calculation cards and its components at a payroll relationship level.

To copy calculation cards during a global transfer, select the check box 'Copy calculation cards to the new employment record' in the Payroll Details section.

**Note:** The application doesn't copy calculation cards from other modules such as Time, Absence and Workforce Compensation.



When a global transfer is initiated in a Mexican Legislative Data Group (LDG), a new calculation card is created. Cards at the Payroll Statutory Unit (PSU) and Tax Reporting Unit (TRU) level aren't copied.

## Rules for Copy

These rules determine how the application copies the calculation card and its components.

1. The application copies the card or component from the source payroll relationship, if the target payroll relationship doesn't have the card or component.
2. The application creates an association for the target TRU only if it exists for the source TRU. For cards and components associated to the source TRU, the application verifies whether the target card and component is associated to the target TRU. The application creates a new association, if an existing association isn't present.
3. For cards and components having an association detail record on the source assignment, the application creates an association detail for the target assignment.
4. If you choose not to copy the calculation cards by deselecting the check box, none of the above rules apply. You can manually add the information if required.

## Calculation Card Copy Scenarios

These scenarios describe whether the application creates or reuses calculation cards and components.

### 1. When the payroll relationship and TRU are unchanged

For transfers within a PSU, the application creates a new assignment in the same payroll relationship depending on the payroll relationship rules for the legislation.

- o The application reuses the existing card and component and adds a new association detail to the target assignment if required.

### 2. When the target TRU is different from the source, but payroll relationship remains unchanged

For transfers within a PSU, the application creates a new assignment in the same payroll relationship depending on the payroll relationship rules for the legislation.

- o The application can reuse the card and component associated to the source TRU for the target TRU depending on each country's legislation. If not, the application creates a new card and component, and associates it to the target TRU.
- o If the application reuses the card and component, it may support only one TRU at a time. In such a scenario, the application updates the TRU association to the new TRU as of the global transfer date. In all other scenarios, the source TRU association isn't changed, but the application associates the target TRU with the new TRU.
- o The application creates a new association detail to the target assignment, if required.

### 3. When the target payroll relationship and TRU are different from the source

- o The application creates a new card and component, and copies the source information to the new card and component. The application also adds an association to the target TRU and an association detail for the new assignment.

If multiple TRUs exist for the target legal employer, you must add the TRU association manually.

**Note:** The application reuses an existing card or component if the worker has an existing card or component on the target payroll relationship. This could be through a different assignment, which isn't part of the global transfer. In such cases, the rules defined under scenario 2 apply.

## Related Topics

# Balances Transfer

## Overview of Copying Balances

Carry forward assignment and relationship level balances using balance adjustments from the source to the target legal employer during the global transfer of employees.

Several payroll calculations would require the knowledge of prior calculations in other payroll relationships. It is necessary for the balances to be brought forward to the new payroll relationship so that calculations within the new payroll relationship are made aware of all prior results within the appropriate timeframe of that balance. The overall balance that's copied includes,

- The balances calculated within the payroll relationship
- The balances copied to the source payroll relationship for prior global transfers

Any further payroll deduction calculations on the target employment record must consider the calculations in the prior employment records for the same person. The payroll run can't access balances across payroll relationships. So you must copy the final balance from the source before the first payroll run on the target employment record.

Although you're using balance adjustments for the balances copy process, the application automatically generates the adjustment element, similar to the balance initialization process. The application creates a balance feed from the initialization element for both the target and source balance. You would require this balance feed to read what's copied to the target using the source balance in the next copy process. For example, you want to copy the Car Loan Accrued balance to the target relationship. This copy process uses a REL\_ITD dimension and the application copies it into a separate balance called Prior Accrued. The source balance should include the balance calculated within the source relationship, and the balances received from any previous global transfers.

You can copy balances to the target record through these methods:

- Select the **Copy balances to the new employment record** check box to initiate the copy of balances automatically after the global transfer is complete. You can find this check box in the **Payroll Details** section of **Local and Global Transfer** and **Mass Legal Employer Change** flow. Once the copy process is complete, you can view the status message on the **Change Legal Employer Dashboard**. You can pre-configure the list of balances by an object group; called **Process Information Group**. You can use the delivered **Default Global Transfer Group** or define an object group according to your requirements.
- Submit the **Transfer Balances** flow if you think that the balances aren't ready on the source at the time of global transfer and you want to initiate the copy later. You can determine the readiness of the balance by these two conditions,
  - Any further payroll activity on the source
  - Time left for the first payroll activity on the target

The Transfer Balances process copies balances through a balance adjustment batch with adjustments for each balance listed in the specified object group. The application records these adjustments using a system-generated element with the Balance Initialization classification. If the source defined balance has one or more balance contexts, the process creates separate adjustments for each context value.

The Transfer Balances flow consists of two tasks:

- **Create Global Transfer Adjustment Batch:** Creates the balance adjustment batch for copying balances between employment records.
- **Adjust Multiple Balances:** Processes the adjustment batch and also supports rollback and retry operations.

You can run the Transfer Balance process again if additional payroll runs take place on the source employment record. This process assumes that the source balance value is the source of truth and adjusts for differences in balance values between the source and target employment records, even negative ones. So the best idea is to leave the **Exclude Target Assignment with Payroll Results** parameter in the Transfer Balances flow at its default value. This approach would prevent accidentally reversing the results of calculations on the target employment record that aren't part of the source balance value.

#### Related Topics

- [Before You Set Up the Object Group](#)

## Example to Carry Forward Total Owed Deductions

This example describes how you can enable deductions to continue on the new assignment and payroll relationship.

You can pick up the calculations from where you last left off on the source payroll relationship and assignment. You can also enforce statutory balance limits that apply to the overall balance across all payroll relationships for the same person.

A total owed deduction entry such as Car Loan Repayment is set up for John Doe. Recurring deductions of 1000 are taken each pay period until the total contribution matches the total owed of 15000. After repaying 5000 of the total loan amount, John Doe is transferred to a new legal employer.

- The new employer can continue from where the previous legal employer left, using a new deduction entry for the same element.
- The new employer can retain the total owed as an indicator of the original loan amount, and give credit for prior contributions of 5000 through balance adjustment.

When the remaining amount is non-zero, the application reads and adjusts the total contributions on through an adjustment element. The application creates a balance feed from this initialization element for both the target and source balance. You would require this balance feed to read what's copied to the target using the source balance in the next copy process.

This copy process uses a REL\_ITD dimension and the application copies it into a separate balance called Prior Accrued. The source balance should include the balance calculated within the source payroll relationship, and the balances received from any previous global transfers.

### Copy Voluntary Deduction to the Target Record

For example, you want to copy a relationship level voluntary deduction such as Car Loan Repayment, which has total owed to the target employment record. In this scenario, you can add the Car Loan Repayment Accrued to the object group with these details:

- **Source Defined Balance:** Car Loan Repayment Accrued Relationship No Calculation Breakdown Inception to Date
- **Target Balance:** Car Loan Repayment Accrued

- **Prerequisite Target Element** (Optional): Car Loan Repayment

#### Related Topics

- [Before You Set Up the Object Group](#)

## Effective Dates for Balance Fetch and Adjustment

The Transfer Balances process consists of two phases, Balance Fetch and Balance Adjustment.

Both of these operations require the use of a reference date, which isn't necessarily the date of global transfer. The global transfer process can occur when future run results exist on the source payroll relationship, while the target payroll relationship could consume the balance value even before then. You must have a complete view of the final balance on or before the dimension reset date.

### Balance Fetch

Although the global transfer happens on a specific date, the Transfer Balances flow doesn't necessarily fetch the copied balance values on the same date. Payroll calculations can't go out of sequence within a payroll relationship. Transfer Balances flow fetches balances as of the dimension end date to include the balance values impacted by the future run results up to that date.

### Balance Adjustment

The global transfer process adjusts balances as of the global transfer date or the First Standard Earnings Date of the target payroll relationship.

If you choose to run the Transfer Balances process later, a payroll activity might occur on the target record that's already in sync with the source. In this scenario, the application adjusts the balances on the target payroll relationship as of these dates, or whichever is later.

- The date you have run the last payroll process
- The start date of the balance dimension
- First Standard Earnings Date

If this adjustment date is later than the end date of the balance dimension, the application can't carry forward the balances because the future payroll calculation results exist on the target payroll relationship.

## Adjust Balance Differences

Rerun the Transfer Balances process to sync the additional payroll activity on the source payroll relationship to the target payroll relationship.

An employee might also have been paid in the past on the target payroll relationship during the period spanning the balance value, that's after the start date of the balance dimension.

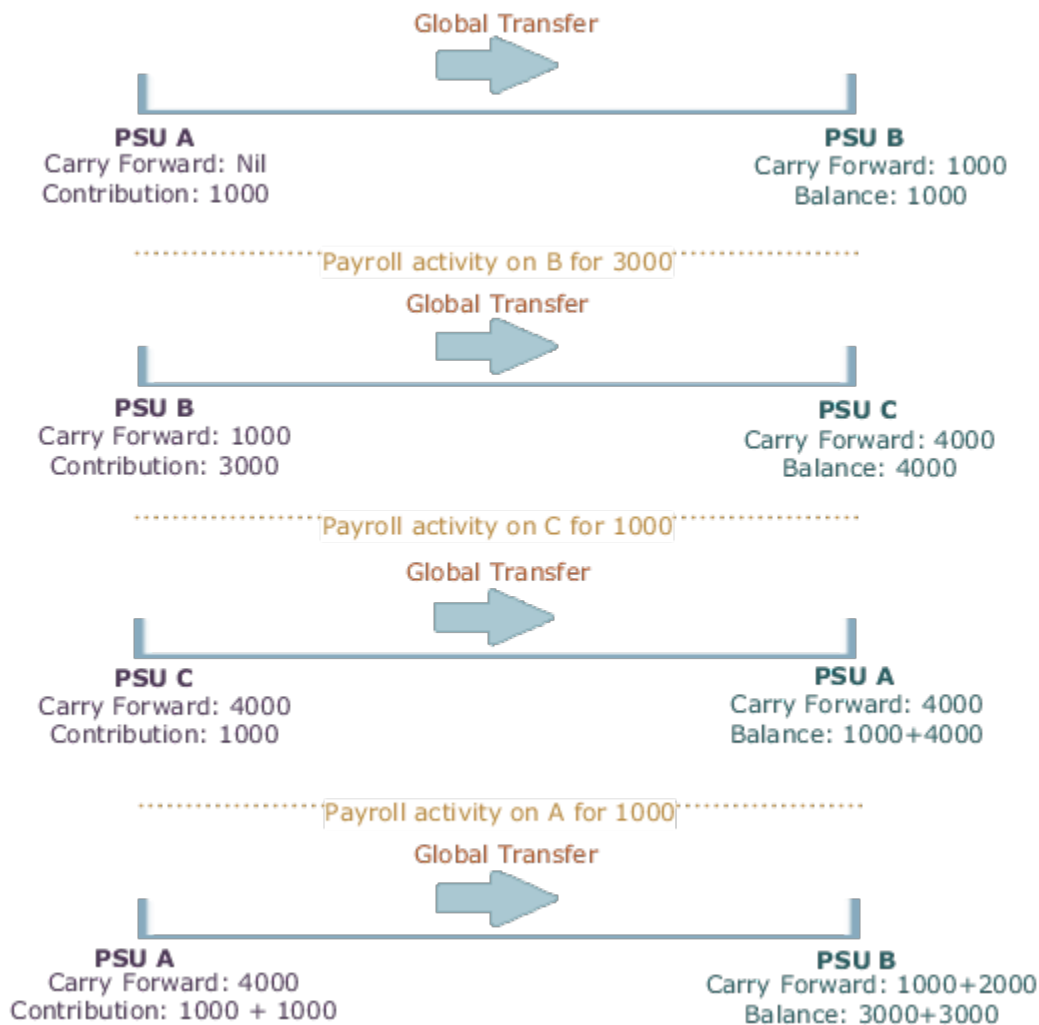
You can rerun this process to fetch the balances for the same dimension and context values on both the source and target records. The application records the adjustment for the difference in balance values. If the balance values match, the application doesn't make further adjustments.

## Payroll Relationship Level Balances

If an employee had worked in the target payroll relationship before, the process adjusts the difference of balance values read from the source and the target. Any balance being carried from the source includes balance that's processed for the same set of contexts in the target before.

In this example, the source PSU is up to date and in sync with the balance value.

1. An employee contributed 1000 in PSU A and moved to PSU B. The application carries forward the balance of 1000 to PSU B.
2. With a further contribution of 3000 in PSU B, the total contribution in PSU B sums up to 4000. He moves to PSU C and carries forward a balance of 4000.
3. With a further contribution of 1000 in PSU C, the total contribution in PSU C sums up to 5000.
4. The employee is transferred back to PSU A in the same year. Only 4000 out of the 5000 is brought forward to PSU A because 1000 in PSU C already came from PSU A.
5. With a further contribution of 1000 in PSU A, the total contribution in PSU A sums up to 6000.
6. The last global transfer from PSU A to B carries forward 2000, the only portion missing in PSU B.

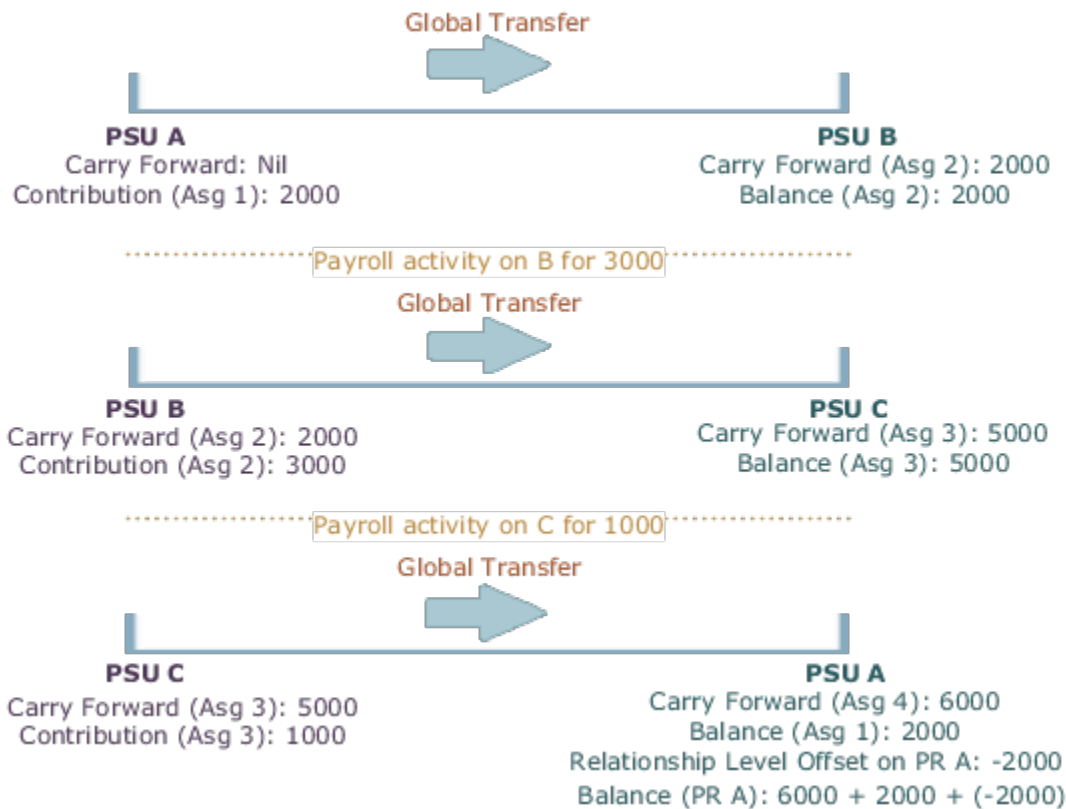


If you're running the same process twice on the source or target without any occurrence of other payroll activity, the second instance wouldn't further adjust the values. The application finds the values on the target to match those on the source.

## Assignment Level Balances

Copy forward assignment level balances if the payroll formula uses only the assignment level balances, instead of relationship level balances, to determine the calculation results. You can use this copy when the calculation results must include the balance values from a prior assignment, such as assignment level voluntary deductions with total owed or arrears, or both.

In this example, assignment 4 must be aware of the 6000 because the prior contributions in PSU A occurred through a different assignment 1. In this scenario, the payroll formula won't consider the prior contributions in PSU A because the element is at an assignment level. With the copy of an assignment level balance of 6000, the PSU A balance of 8000 at a relationship level would be inaccurate, instead of the correct value of 6000. The balance inaccuracy occurs because the application counts 2000 contributed in assignment 1 twice. To overcome this inaccuracy, the process adds a relationship level offset adjustment of -2000 which doesn't impact the assignment level balances for assignments 1 and 4.



## FAQs for Global Transfers

### Why did the data copy fail for an employee who was global transferred temporarily??

The application copies the data only for permanent global transfers between legal employers within the same LDG.

#### *Related Topics*

- [Global Transfer Overview](#)

### How can I exclude element entries during employee transfers?

When running the Local and Global Transfer task, to exclude all element entries from the transfer, select **Copy element entries to the new employment record** on the **Payroll Details** section.

The process still creates entries for elements with automatic eligibility.

To copy some elements and exclude others, define an element group with the **Global Transfer** usage type.

#### *Related Topics*

- [What Happens to Element Entries During Person Transfers](#)
- [Global Transfer Overview](#)

### Why weren't any element entries copied during my employee transfer?

Verify you selected **Copy element entries to the new employment record** when running the Local and Global Transfer task.

If you didn't, verify you defined an element group in the same legislative data group as the source and target legal employers.

Confirm you assigned the **Global Transfer** usage type to the element group.

### How the Local and Global Transfer Process Handles Copy Failures

The Local and Global Transfer process logs any success, warning, and error messages in the Change Legal Employer Dashboard.

As part of transferring a worker, the Local and Global Transfer process:

1. Creates the appropriate employment records on the target, including an assignment, payroll definition, and payroll relationship.

If the process encounters an error when creating these records, it logs the error in the Change Legal Employer Dashboard and stops.

2. Copies the payroll data to the target.

This includes personal payment methods, person costing overrides, and element entries.

If a payment method encounters an error, the process doesn't copy the data.

For all other payroll data, the copy continues even if one of the records fails. It doesn't reverse the transaction.

#### *Related Topics*

- [How the Local and Global Transfer Process Handles Payroll Details](#)
- [What Happens to Costing Overrides During Person Transfers](#)
- [What Happens to Element Entries During Person Transfers](#)
- [What Happens to Payment Methods During Person Transfers](#)
- [Dashboard for Legal Employer Change](#)
- [What Happens to Calculation Cards During Employee Transfers](#)

## What happens to future-dated changes during employee transfers?

The Local and Global Transfer task copies future-dated changes to employment data if you choose to copy future assignment updates.

If a recurring element entry has an end date after the transfer date, and you choose to copy the element entry as of the transfer date, task copies the end date.

**Note:** Use the **Future Assignment Changes Copy Enabled** HR profile option (ORA\_PER\_CLE\_COPY\_FUT\_ASG) in task to copy future changes on employment data.

#### *Related Topics*

- [What Happens to Element Entries During Person Transfers](#)
- [Examples of Copying Element Entries During an Employee Transfer](#)

## Does default value apply to the copied element entry in the new assignment?

Default value doesn't apply to the new element entry because the value is copied from the source legal employer.



Even if the value was a default value in the source assignment, the application doesn't consider it as a default value in the new assignment.

## Can I perform an employee transfer with HCM Data Loader?

Yes, but this requires separate HCM Data Loader files to copy the related payroll info.

For further info, see [How You Perform a Global Transfer Using HCM Data Loader](#) in the Help Center.

### Related Topics

- [How You Perform a Global Transfer Using HCM Data Loader](#)

## Why shouldn't I use balance initialization to carry forward balances during global transfer?

Though you use balance initialization to initialize balances during mid-year go-lives, it's not the best approach to carry forward balances during global transfer.

If you have paid an employee in the target payroll relationship earlier, you can't use balance initialization to carry forward the balances. Balance initialization is allowed only before any payroll calculations.

## Mass Legal Employer Change for Payroll

When you need to transfer multiple employees to the same legal employer, use the Mass Legal Employer Change task. This performs the transfers in a single batch.

It uses the Local and Global Transfer process to copy the selected employees' assignments and work relationship data from the source to the destination work relationship. This occurs as of the global transfer date. If there are any future-dated changes, it copies those as well.

To run this process:

1. From **My Client Groups**, click **Show more**.
2. In **Employment**, click **Mass Legal Employer Change**.

Some things to consider when performing this kind of transfer.

- Use this task to transfer people from different legal employers into the same target legal employer.
- Use this task when changing legal employers within the same country or legislation. If you use this task to mass change legal employers across legislations, it doesn't copy the data for salary and payroll. Additionally, there may be issues with certain personal data elements that aren't copied across legislations.

For example, a person is transferring from the Netherlands to the United States. In the Netherlands, their marital status is **Living Together**. Because the US doesn't have this status, their marital status would be **null**. However, if the marital status is **Married**, both legislations support that status, and it would be copied during the transfer.

- Some fields and copy options are enabled by default and hidden on this process. You can use HCM Experience Design Studio to configure what fields are hidden or displayed according to user role. For example, you can choose to hide some of the payroll fields from the line manager and make them visible to the payroll manager. You could also set or modify default values. For example, all recurring element entries are copied subject to eligibility. But you could exclude certain elements by defining an element (object) group and using it as the default value for the element group field.  
You can't override assignment attributes like job, grade, and position because they are unique and may differ for each worker in the destination assignment.  
For further info, see HCM Experience Design Studio in the Help Center.
- Pending and draft performance goals aren't transferred to the new assignment when you do a mass legal employer change. Therefore, you must make sure approvals for such performance goals are complete before you perform the transfer.
- You can't do a mass legal employer change for an employee that has:
  - Future-dated global transfer or global temporary assignment change
  - Pending transaction awaiting approval that involves an assignment change
  - Work relationship start date with the same as the effective date of the transfer

**Note:** You can use the Change Legal Employer Dashboard to view the results of a transfer. It lists a consolidated summary related to the global transfer for each employee. For further info, see Dashboard for Legal Employer Change in the Help Center.

## Data Transferred

This task copies the following.

Data item	What this includes
Override Assignment Values	You can provide specific values for certain assignment attributes. These values: <ol style="list-style-type: none"> <li>1. Apply to all people being transferred</li> <li>2. Override the corresponding values on their source assignment</li> </ol>
Additional Changes	By default, the task copies all assignment extensible flexfield (EFF) contexts. However, you can choose which contexts you don't want to copy to the worker's new assignment.
Salary Changes	You can copy the salary from the primary assignment of the previous work relationship. However: <ol style="list-style-type: none"> <li>1. The legal employers involved in the transfer must have the same LDG.</li> <li>2. The salary basis must be one of the following.                             <ul style="list-style-type: none"> <li>◦ Type 1: Salary amount is determined by the user.</li> <li>◦ Type 2: Salary amount is determined by components and the salary basis setting is Enable component selection during allocation.</li> <li>◦ Type 3: Salary amount is determined by rates.</li> </ul> </li> </ol>
Performance Goals and Documents Related Changes	You can move performance goals and documents to the worker's new assignments. You can move:

Data item	What this includes
	<ul style="list-style-type: none"> <li>• All workers' performance goals and documents associated with all review periods</li> <li>• Only current and future review periods, excluding historic performance goals and documents associated with inactive assignments</li> </ul> <p>When you perform a mass employee transfer:</p> <ol style="list-style-type: none"> <li>1. For workers whose performance data is the same across all assignments within their work relationship, the task copies only the performance goals and documents associated with the primary assignment to the new assignment. <ul style="list-style-type: none"> <li>This performance data includes: <ul style="list-style-type: none"> <li>○ Performance goals</li> <li>○ Goal plans</li> <li>○ Performance documents</li> </ul> </li> </ul> </li> <li>2. The task doesn't change eligibility profiles. <p>If the eligibility profiles used for performance goals and documents include inactive assignments, after the transfer, the inactive assignments continue to be eligible for the same performance goals and documents.</p> <p>You must update the eligibility profiles to exclude the inactive assignments to prevent them being recreated.</p> </li> </ol>
Payroll Details	<p>You can copy payroll details from the source to the target assignment and payroll relationship during a mass legal employer change within the LDG.</p> <p>For further info, see Payroll Data Transferred below.</p>
Benefits	<p>You can choose the life event for global transfer and transfer benefits balance to the worker's new assignment.</p>
Select People	<p>You can choose the workers for whom you would like to perform the transaction.</p>
Review Selected People	<p>You can review the people you selected before submitting the Mass Legal Employer process.</p>

## Payroll Data Transferred

For Payroll implementations, the process copies the data from the original assignments and work relationships to the new one, depending on your selections.

**Note:** You can use the Change Legal Employer Dashboard to view the results of transfer. It lists a consolidated summary related to the global transfer for each employee. For further info, see Dashboard for Legal Employer Change in the Help Center.

Here's the payroll items the process can copy. For details on all data the process copies, see Data Copy and Display Options for Global Transfers for the US in the Help Center.

Payroll item	What this includes
Payroll Relationship and Assignment attributes (Payroll Details)	Attributes such as payroll, overtime period, and time card. These values default to the value from the source, and you can override them if required.
Personal Payment Methods	Payment methods are copied subject to the availability of a valid organization payment method (OPM) for the same payment type.
Third-Party Payment Methods	Payment methods are copied subject to a valid OPM on the target payroll.  For further info, see <a href="#">What Happens to Payment Methods During Person Transfers</a> in the Help Center.
Person Costing Overrides	By default, the flow doesn't copy costing overrides. If you choose to copy, then the process copies the data across the four levels of the person's costing configuration.  For further info, see <a href="#">What Happens to Costing Overrides During Person Transfers</a> in the Help Center.
Recurring Element Entries	The flow copies element entries subject to eligibility. To exclude certain elements from being copied, define an element (object) group with the Global Transfer usage type.  For further info, see <a href="#">What Happens to Element Entries During Person Transfers</a> in the Help Center.
Calculation Cards and Components	The flow copies the cards and components at the payroll relationship level based on each country's legislation.  For further info, see <a href="#">What Happens to Calculation Cards During Person Transfers</a> in the Help Center.
Balances	The flow copies the source assignment and relationship-level balances to the target assignment and payroll relationship respectively.  <b>Note:</b> The Mass Legal Employer Change flow interprets a blank entry to imply the value on the source assignment and payroll relationship. Unless you override this value, the application copies the source value to the target assignment and payroll relationship.  For further info, see <a href="#">What Happens to Balances During Person Transfers</a> in the Help Center.

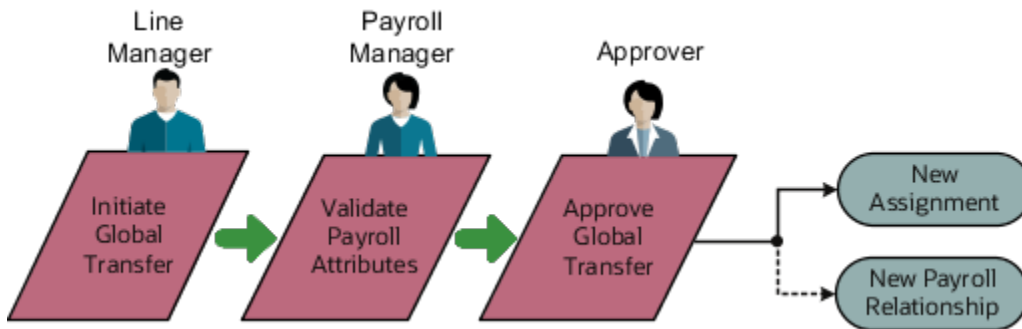
*Related Topics*

- [Global Transfer Overview](#)
- [Mass Legal Employer Change](#)
- [Copy Future Dated Changes](#)

## Global Transfer Example

This example describes how to transfer an employee to a different legal employer within the same legislative data group.

You initiate the transfer as a line manager and approve the payroll details as a payroll manager. The application then routes the request to the approver and after approval, a new assignment is created as part of the global transfer. A new payroll relationship is created if the legal employer has a separate Payroll Statutory Unit (PSU) for each of its entities.



## Scenario

Vision Restaurants has separate legal employers for Fast Food and Fine Dining. John Doe is a restaurant manager transferred to the fast food chain. Initiate the transfer and copy payroll attributes to the new payroll relationship. Exclude the copy of costing overrides as Vision Restaurants doesn't copy them by default, as there are exceptions to this based on their employees being loaned out within the same legal employer.

## Prerequisites

In this scenario, Vision Restaurants has configured the workflow in such a way that the line manager initiates the transfer and then routes the request to the payroll manager to validate the payroll attributes. The payroll fields such as Copy Costing Overrides and Element Entries are hidden from the line manager using HCM Experience Design Studio.

## Initiate the transfer

The Line Manager initiates the transfer from the Local and Global Transfer flow.

1. Go to the Local and Global Transfer flow, select the info you want to manage. Click Continue.
2. Enter the new legal employer details, and date of transfer in the When and Why page. Click Continue.
3. On the Payroll Details page, click Submit.

## Copy Payroll Details

The Payroll Manager receives the transaction initiated by the line manager and selects the data which needs to be copied over.

1. Select the payroll to which the employee is transferred to.
2. Deselect the Copy Costing Overrides field to exclude the copy.
3. Click Submit.

After the successful validation of the payroll attributes the request is sent for approval. The application then generates a new assignment and payroll relationship as part of the global transfer.

### Related Topics

- [Global Transfer Overview](#)
- [What Happens to Costing Overrides During Person Transfers](#)



# 5 Process Payroll

## Third-Party Payment Methods

### Third-Party Payment Methods

Create third-party payment methods for third-party persons or external organizations. Use either the Third-Party Personal Payment Methods task or the Third-Party Organization Payment Methods task to create.

Typical payments to third parties include:

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

**Note:** You must use the Third Parties task to create the third party and ensure the organization payment method for the payment source exists before you create a third-party payment method.

As you create your third-party organization payment methods, you will notice additional fields that can be captured, such as whether or not to exclude the third party from the Run Third-Party Payment Rollup process or to separate worker payments by reference. These identifiers will determine how these payees are paid and reported at the time of payment.

- Use the Exclude from Third-Party Rollup Process check box, if you run the Run Third-Party Payment Rollup but have to pay certain third parties that require an individual check per employee payment. For example, the UK requires deduction from earnings orders, such as child maintenance payments, to be sent as separate transactions. By checking this box, payments to this third party, won't be rolled up into a single payment.

**Note:** When checking this box, the Separate Worker Payments by Reference box is automatically checked because it's typical for an employee making multiple payments to this third party that each payment is to be reported by reference separately. However, you may deselect, if this is your requirement.

- Use the Separate Worker Payments by Reference check box to generate employee payments to a given third party, based on reference. For example, if an employee is making multiple payments to a given third party, these can be generated separately, each with the corresponding reference.

**Note:** The calculation card's calculation component has a reference field to uniquely identify the deduction, such as a court order number, case number, or other identifier provided by the issuing authority. The prepayment process breaks down the employee payments by this reference number captured against the employee deduction, which is mandatory for all countries.

You can still select the Separate Worker Payments by Reference check box even if you don't select the Exclude from Third-Party Payment Rollup Process check box to roll up the third-party payment and separate employee payments based on reference. These choices allow you to roll up the third-party payments during the Run Third-Party Payment Rollup process and separated out by on reference during the prepayments process the employee payments to that third party. You can then retrieve the information if you need to extract the details in the payment file, or reports. For

example, you need to send a single consolidated payment to a loan company but you also need the employee payments paid to multiple loans at the same loan company separated out.

- Use the Time Definition list of values to pay a third-party on a date that's different from the employee payment date. For example, you want to make employee payroll payments on the last day of the month and make third-party payments 5 days later.

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

1. Select the Third-Party Organization Payment Methods task.
2. Click the Create icon.
3. Select a Legislative Data Group.
4. Select the Third-Party Name from the list.
5. Select the Organization Payment Method from the list.  
**Note:** Payment Type and Currency populate based on chosen Organization Payment Method.
6. Select Effective Start Date.
7. Select Exclude from Third-Party Payment Rollup Process, if the third party isn't part of the Run Third-Party Payment Rollup.
8. Select Separate Worker Payments by Reference if separate payments are generated for employee payments to a given third party, based on reference.
9. Select the Time Definitions from the list, if you have defined a time definition to pay the third party on a different date than the rest of your third-party payments.
10. If you're creating a direct deposit to a third party, perform these additional steps in the Bank Account region to create the associated bank account.
  - Click the Create icon.
  - At a minimum, fill in the required fields identified by an asterisk.
    - \*Account Number
    - \*Account Type
    - Check Digit
    - Account Holder
    - Secondary Account Reference
    - \*Bank
    - \*Bank Branch
    - \*Routing Number
  - Click the Save and Done button.
11. Click Save.
12. Click Done.

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

1. Select the Third-Party Person Payment Methods task.
2. Search and select an employee.
3. Click the Create icon.
4. Select a Legislative Data Group.
5. Select the Third-Party Name from the list.
6. Select the Organization Payment Method from the list.  
**Note:** Payment Type and Currency are based on chosen Organization Payment Method.
7. Select Effective Start Date.



8. If you're creating a direct deposit to a third party, perform these additional steps in the Bank Account region to create the associated bank account.
  - o Click the Create icon.
  - o At a minimum, fill in the required fields identified by an asterisk.
    - \*Account Number
    - \*Account Type
    - Check Digit
    - Account Holder
    - Secondary Account Reference
    - \*Bank
    - \*Bank Branch
    - \*Routing Number
  - o Click the Save and Done button.

**Note:** Depending on your localization, these may differ.

9. Click Save.
10. Click Done.

**Note:** The payroll relationship is defaulted for the employee making the payment to the third party. However, if you create a third-party personal payment method, as part of creating your third party, you must select the payroll relationship(s) of the person making payment to the third party.

#### Related Topics

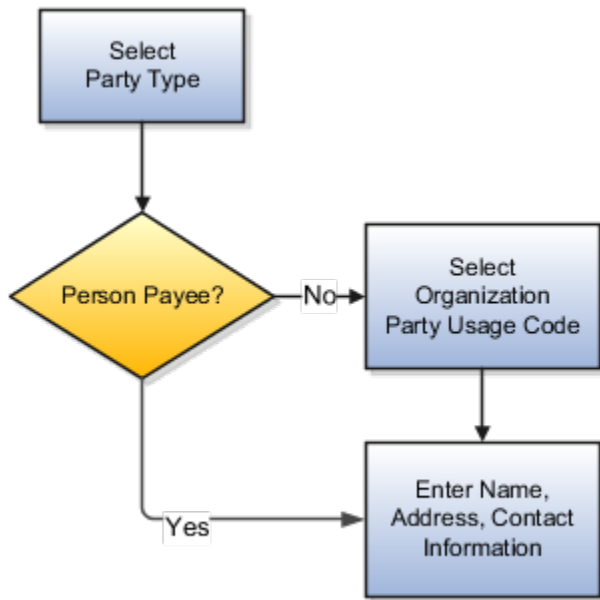
- [Third-Party Payment Date Options](#)
- [Organization Payment Methods Overview](#)
- [Examples of Involuntary Deduction Processing](#)
- [Third-Party Payment Methods Overview](#)

## Third Parties Overview

You create third parties to process payments to external organizations and to people who aren't on the payroll. Use the Third Parties task to create third-party persons or organizations, such as pension providers, professional bodies, or disability organizations.

**Note:** When you create third-party persons and organizations, they're also defined as trading community members in the Trading Community Architecture (TCA), to allow use in other products.

This shows you the decision steps to create third parties.



## Party Usage Codes

For third-party persons, the application automatically assigns a party usage code of External Payee. For third-party organizations, you assign a party usage code.

This table describes the party usage codes for third-party organizations.

Party Usage Code	Use For	Examples
External Payee	Organizations when the others party usage codes don't apply.	State Disbursement Unit for child support payments
Payment Issuing Authority	Organizations responsible for issuing instructions for involuntary deductions, such as a tax levy or bankruptcy payment order. Payment issuing authorities don't receive payments.	Court, agency, or government official
Pension Provider	Organizations that provide pension administration for employee pension deductions.	Stock broker, investment company, benefit administrator, labor union
Professional Body	Organizations entrusted with maintaining oversight of the legitimate practice of a professional occupation.	The American Society for Mechanical Engineers in the US
Bargaining Association	Organizations that represent employees in negotiations. Bargaining associations associated with trade unions may receive payments for union fees deducted from an employee's pay.	The Air Line Pilots Association International (ALPA) in Canada and the US

Party Usage Code	Use For	Examples
Disability Organization	Organizations that are authorized to make disability assessments. Disability organizations don't receive payments.	The Royal National Institute of Blind People in the UK

*Related Topics*

- [Third-Party Payment Methods](#)
- [How Payment Methods and Payroll Definitions Work Together](#)
- [Example of Loading Organization Payment Methods](#)
- [Example of Loading Third-Party Personal Payment Method](#)
- [How do I import organization data?](#)

## Examples of Third-Party Payments

These scenarios show you how to pay third-party payees. Third-party payees can be an individual person or an organization.

### Child Support to a Former Spouse

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

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

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

### Organization Processing Fee to a County Sheriff's Office

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

*Related Topics*

- [Third Parties Overview](#)
- [Third-Party Payment Methods](#)
- [How do I generate payments to third-party payees?](#)
- [Third-Party Payment Methods Overview](#)

## Third-Party Payment Rollup

A third-party payment is a payment you make to an external organization or to a person that isn't on the payroll.

The Run Third-Party Payment Rollup is an optional process to consolidate payments to a third-party payee into one payment, rather than make multiple individual payments to the same third-party payee. For example, you may have multiple employees that are members of the same union and you would like to pay the union with one payment. Or, you may have an employee with multiple deductions payable to the same third-party payee, such as multiple child support orders to the children's parent. Use the Submit a Flow task to run the Run Third-Party Payment Rollup.

### Third-Party Payment Register Details

You can Run Third-Party Payments Register Report to provide payment details to the third-party payee, to include the breakout of rollup payments. Use the Submit a Flow task to run the Run Third-Party Payment Register Report.

Here are the details in the output of the Run Third-Party Payments Register Report:

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

Perform these tasks, in order, to roll up the third-party payments and generate the report details:

1. Calculate and verify prepayments.
2. Run the third-party payment rollup process.
3. Generate the payments.
4. Generate the third-party payment register.

#### *Related Topics*

- [Calculate Payroll Payment Distribution](#)
- [Employee and Third-Party Check Payments Process](#)
- [Third-Party Payment Date Options](#)
- [Third-Party Payment Methods Overview](#)

## Employee and Third-Party Check Payments Overview

Once you have calculated payroll, you're ready to pay your employees and third parties. Use the Generate Payments for Employees and Third Parties flow to generate check/cheque payments.

This process selects employees and third parties processed in the prepayments process within the payroll run and have a payment method of check/cheque.

Before you generate the check/cheque payments, consider these scenarios:

- You may have multiple employee deductions made to the same third-party payee, such as multiple child support orders. Rather than make individual payments for each individual employee deduction, use the Run Third-Party Payment Rollup process to combine individual employee deductions and make a single payment to the payee.
- You may have both employees and third parties to pay. Use the Run Generate Payments for Employees and Third Parties to generate your checks/cheques for employees and then again to generate checks/cheques for your third parties. Use the Payee Type field to designate which will be included in the process.
- You may have specific third parties to exclude from the Run Third-Party Payment Rollup process to produce an individual check/cheque per payment. Select the Exclude from Third-Party Payment Rollup Process check box on the Third-Party Organization Payment Methods page to exclude a third-party payee from the Run Third-Party Payment Rollup process.
- You may have a third-party payee that requires payments on a date that's different from the employee payment date. For example, your employee payroll payments are on the last day of the month but you may want to make third-party payments 5 days later. Use the Time Definitions task to create a time definition defining a time span of 5 days. Select this new time definition in the Time Definition field on the Third-Party Person or Organization Payment Methods UI. Enter the relevant process dates and run the prepayments process, for example, with a process date of 30, June. This stamps the effective employee payments date as 30-June and the third-party payments date as 05-July. The Generate Payments for Employees and Third Parties process is run twice:
  - Once for the employees with a last day of the month process end date, such as 30-June
  - Once for the third parties with a process end date of plus 5, such as 05-July, and an overriding payment date of 05-July
- You may have different banks with different check/cheque templates. To accommodate, you must create a report category for each separate bank and check/cheque template and then attach it to the payment source:
  - Define report categories for each unique bank and check/cheque template combination to create a report category for each separate bank and check/cheque template. Use the Organization Payment Methods page to associate the report category for third-party payee and report category for worker to the payment source.
  - Select the new report category for the requisite bank's payment source so that the process uses the correct check/cheque template when generating its check/cheque payments. Use the Organization Payment Methods task to define the payment source for third-party payments. Attach the correct report category for that payment source. Use the Report Category for Third-Party Payee or Report Category for Worker field in the Payee Information section of the Create Payment Source page.
- Define report categories for each unique bank and check/cheque template combination if you want to create a report category for each separate bank and check/cheque template. The report category for third-party payee and report category for worker are associated to the payment source in the Organization Payment Methods page.

#### Related Topics

- [Third-Party Payment Rollup](#)
- [Third Parties Overview](#)
- [Third-Party Payment Methods](#)
- [Employee and Third-Party Check Payments Process](#)

## Employee and Third-Party Check Payments Process

The Generate Payments for Employees and Third Parties flow selects employees and third parties that:

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

Submit the Generate Payments for Employees and Third Parties flow from the Submit a Flow page.

### Prerequisites

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

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

### Generate Employee and Third-Party Payments

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

Follow these steps to run the Generate Payments for Employees and Third Parties flow from the Submit a Flow page:

1. Click **Submit a Flow**.
2. Select the required legislative data group.
3. Select the **Generate Payments for Employees and Third Parties** and click **Next**.
4. Enter a unique payroll flow name.

**Note:** Name the flow with a name to easily identify the process later. You need to be able to determine what you have already run and you may need to locate it to roll back the process.

5. Specify the required payroll name.
6. Select the payee type for which the check/cheque payment process is run. The available options are *Employee* or *Third Party*. You can generate the check payments for either employees or third parties.
7. Enter a Process Start Date to define the date range of this process.
8. Enter a Process End Date to define the date range of this process.
9. Select the required consolidation group to view the payments for all payrolls that are included in this consolidation group.

**Note:** A consolidation group defines a grouping of different payrolls for reporting purposes. This isn't a mandatory field. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

10. Select the OPM you want to use for this process.

**Note:** The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.

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

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

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

12. Optionally, specify an **Overriding Payment Date** on which a payment is due to be made to the payee.
13. Specify the **Start Check/cheque Number** in the sequence of checks/cheques used for payroll processing.
14. Specify the **End Check/cheque Number** in the sequence of checks/cheque used for payroll processing.
15. Select a **Process Configuration Group** if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group, the process uses the parameters in the default group.
16. Click **Next**.
17. Click **Submit**.

#### Related Topics

- [Third-Party Payment Rollup](#)
- [Employee and Third-Party Check Payments Overview](#)
- [Examples of Using Consolidation Groups](#)
- [Payroll Process Configuration Groups](#)

## Third-Party Payment Date Options

Use time definitions when a third-party payee wants payment on a date that's different from the employee payment date.

A time definition is either a date or a span of time. For example, employee payroll payments are on the last day of the month, whereas third-party payments are five days later. Create a time definition to define the time span and select this definition while defining the payment method for this payee.

Use the Time Definitions task to create your time definition for a time span of 5 days with values in this table.

Field	Value
Name	Specify a name: Third Party 5 Days
Short Name	Specify a short name: TP5Days
Type	Specify a type: Time Span
Period Type	Specify a period type: Daily
Period Unit	Specify the unit: 5
Adjustment Type	Specify type of adjustment: Days
Time Span Usages	Specify a usage for the time span: Third-Party Payments

Use the Time Definition field on the Third-Party Payment Methods page to assign this time definition.

Run the Generate Payments for Employees and Third Parties process twice, one for the employees and one for the third-party payees. Select the relevant process end date and enter an overriding payment date.

#### Related Topics

- [Third-Party Payment Rollup](#)
- [Employee and Third-Party Check Payments Overview](#)
- [Third-Party Payment Methods](#)
- [Third-Party Payment Methods Overview](#)
- [Time Definitions](#)

## Payroll Run

### How Element Processing Sequence is Determined

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

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

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



## How Net-to-Gross Earnings are Calculated

When you create an earnings element, you can indicate that it pays a specified net amount.

Use this feature, if you need to pay a person:

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

To create an earnings element, use the **Elements** quick action under the **My Clients Groups** tab.

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

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

### Settings That Affect Net-to-Gross Processing

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

Answer **Yes** to the **Use this element to calculate a gross amount from a specified net amount?** prompt in the element template to create the element as a gross-up element.

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

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

**Note:** If these values are the same across most entries, you can enter a default value on the element eligibility record.

### How Formulas Calculate the Gross Amount

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

1. The predefined GLB\_EARN\_GROSSUP iterative formula takes as input the desired net amount (**Net** input value) and the amount by which net can differ from the desired amount (**To Within** input value).
2. In the first run, the formula performs these actions:
  - a. Sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount.
  - b. Runs a function to provide the first guess of the gross.
  - c. Returns three values to the element's input values: low gross, high gross, and additional amount.
3. The element's payroll formula runs. The formula adds the additional amount to the desired amount for creating the gross amount. The formula returns this value to the element's pay value for the payroll run to process.
4. In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for gross-up for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in the **To Within** field.

- If the additional amount equals the balance total, the iterative processing ends.
- If the additional amount is higher or lower than the balance total by an acceptable margin, the processing ends. The formula returns the remainder (additional amount minus balance) to the element's **Remainder** input value.
- Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

*Related Topics*

- [Payroll Element Eligibility](#)
- [Overview of Using Fast Formula Components](#)
- [Payroll Element Input Values](#)
- [Create a Net-to-Gross Earnings Element](#)

## Restrict Payroll Processing

Select rules to control which payroll relationships and which elements to process in a payroll run.

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

Earnings.

### Restrict the Elements Processing Based on Rules

You can create skip and frequency rules that control when the payroll run processes the recurring element.

Rules	Use To	Examples
Skip	Include or exclude the element entry for the person using rules in a formula	A once-each-period rule stops recurring element entries from processing more than once in a payroll period.
Frequency	Specify which payroll periods to process the entries	Changed to: A frequency rule might specify that the payroll run processes an element only on the first and third weeks of a month.

### Restrict the Records to Process Based on Flow Parameters

As this table shows, specify flow submission parameters to restrict the number of records for the calculation process.

Parameter	Use To
Payroll Relationship Group	Restrict processing to the payroll relationships within the group, which you can define using static or dynamic rules, based on payroll relationship or assignment information.

Parameter	Use To
Element Group	Restrict processing to the elements in the group, which you can define by selecting element classifications and including or excluding specific elements.
Run Types	Determine 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 in these ways: <ul style="list-style-type: none"> <li>To process separately</li> <li>As a trigger for a run type, in which case it's automatically excluded from the other run types</li> </ul>

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

Date	Required?	Comments
Process Date	No	This is typically the payroll run date of your payroll definition.
Payroll Period	Yes	Used to derive other dates for processing.
Date Earned	Yes	Identifies these element entries <ul style="list-style-type: none"> <li>To include in the payroll run</li> <li>That belong to a proration group and ended within the payroll period</li> </ul>

*Related Topics*

- [Overview of Object Groups](#)
- [Options to Determine an Element's Latest Entry Date](#)

## FAQs for Payroll Run

### How can I remove someone from the payroll run?

Roll back the person's record from the View Person Process Result page. Subsequent tasks, such as the Calculate Prepayments task, may have locked the person's record. If so, you must roll back these tasks before you can roll back the payroll calculation record.

When you can't delay the main payroll run while you complete the correction, remove the person from the run to correct a problem later. You can roll back the record, make the corrections, and then submit a QuickPay flow to calculate the person's run results.

## How can I receive payroll notifications in the payroll dashboard?

You can receive payroll notifications when you're the flow owner or the task owner named on the payroll flow checklist and notifications are enabled for the task.

Use the Manage Flow Pattern page to set the flow pattern notifications to receive them when the status of the task is complete. Marking the task complete removes its notification from the list of notifications.

# Payroll Calculation

## Consolidation Groups

Use consolidation groups to segregate or combine the results of multiple payroll runs for further downstream processing. You can process the results of more than one payroll run in a single action, or you can process the results of one payroll in separate actions.

For example, suppose you submit a regular payroll run and a supplementary payroll run for the same payroll period. If you use the same consolidation group for the regular run and the supplementary run, you can use the combined results of the regular and supplementary runs for post-run processing. Optionally, you can enter a different consolidation group for the supplementary payroll run and use it to process the post-run results for the supplementary payroll separately from the regular payroll.

Use consolidation groups to segregate and produce one set of results per payment method for several payrolls, one set of reports, and one set of costing groups. These are runs you make in addition to your regular payroll runs.

A consolidation group is used as an input parameter for a payroll run. There are no predefined consolidation groups. Before you can use a consolidation group in a payroll run, you must create the consolidation group and assign it to a payroll definition.

To create a consolidation group:

1. Select the **Consolidation Groups** quick action under Payroll in **My Client Groups** on your Home page.
2. On the Consolidation Groups page, click **Add Row**.
3. Enter a **Name** for the consolidation group. The application assigns the same value for the consolidation group **Code**.
4. Select a **Legislative Data Group**. Adding the Description is optional, but it's useful to provide
5. Click **Save**.

Use this consolidation set code to identify the consolidation group used for a payroll run or when you load the consolidation group using services or the HCM Data Loader.

Once created, you can't change the consolidation set code. However, the consolidation group name is editable. Any changes made to the consolidation group name, doesn't have any impact on the payroll process, because the process is stamped with the consolidation set code, and hence can be identified by the code for future references.

### Related Topics

- [Examples of Using Consolidation Groups](#)
- [Overview of Combining Payroll Flows](#)

## Examples of Using Consolidation Groups

Here are some examples of how you can use consolidation groups.

### Post-Run Processing

Consolidation groups facilitate separating or segregating payroll run results for supplemental processing. For most payroll post-run processing, you can use the consolidation group as an input parameter. You may want the results of a supplemental payroll run to be kept separate from those of an already submitted regular payroll run. To use a consolidation group to keep supplemental run results separate from the regular payroll runs:

1. Create a consolidation group to process the supplemental payroll run.
2. Initiate the supplemental payroll run, specifying the new consolidation group as an input parameter.

### Separate Costing and Payment

You can use multiple consolidation groups to control processing. For example, you want to process and pay a particular set of employees separately within a single payroll to keep separate records of payment and costing.

To process employees separately:

1. Create payroll relationship groups that restrict the employees.  
  
You can use rules to identify them dynamically or you can specify the employees by their payroll relationship numbers.
2. Create a consolidation group for each payroll relationship group you have created in the previous step.
3. Run the Calculate Payroll process for each payroll relationship group separately. Specify the new consolidation group for each run separately.
4. Use the original consolidation group to run the Calculate Payroll process in one single action and return a consolidated run result for all the employees.

### Purposes of Reporting

You can use consolidation groups for reporting purposes. For example, you may want to run the Periodic Payroll Activity Report for a subset of payrolls.

To process the report for a subset of payrolls:

1. Create a consolidation group to specify the payrolls for which you want to run the report.
2. Run the Periodic Payroll Activity Report, specifying the new consolidation group.

#### *Related Topics*

- [Consolidation Groups](#)

# Object Groups

## Overview of Object Groups

Object groups are sets of elements or persons. Use object groups to define subsets of objects for processing or reporting.

Use the **Object Group** task to define these object group types.

- Element
- Payroll Relationship
- Work Relationship
- Process Information Group

**Note:** If you're loading an object group with a large number of inclusions or exclusions, you're recommended to use the individual Object Group Amend file to achieve that. This supports the data to be multithreaded and minimizes the processing time.

## Element Groups

Use Element groups to limit the elements processed for payroll, reporting, cost distribution, and for global transfer purposes.

This table explains the usages for an element group.

Element Group	What It Does
Run group	Specifies the elements to be processed in a payroll run.
Distribution group	Defines the elements on which the cost results are distributed
Configuration group	Restricts the elements that can be updated on the Element Entries page.

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

## Payroll Relationship Groups

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

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

1. Specify a payroll definition. Every group is limited to the payroll relationships assigned to a single payroll that you select.
2. Optionally, define the group to be either static or dynamic.

- a. To define a static group, select the payroll relationships and assignments to include in or exclude from the group.
- b. To define a dynamic group, use a fast formula of type Payroll Relationship Group. The formula contains the criteria to establish the payroll relationships and assignments included in the group. Then, you can individually select additional payroll relationships and assignments to include in or exclude from the group.

## Work Relationship Groups

You can use Work relationship groups to limit the persons processed for Human resources and reporting. For example, you can use work relationship groups in your user-defined extracts. You can define the group to be either static or dynamic.

- In a static group, select the work relationships and assignments to include in or exclude from the group.
- In a dynamic group,
  - Use a fast formula of type Work Relationship Group. This formula contains the criteria to establish the work relationships and assignments included in the group.
  - Individually select additional work relationships and assignments to include in or exclude from the group.

## Process Information Groups

You use a bank reprocessing group to load the bank corrections file returned by your bank. Each payroll period, you transfer payroll payments directly into the bank accounts designated by the employee. If any of the bank account records are invalid, your bank returns a file containing these details.

For example, an employee can have an incorrect account number which results in the payment being rejected by the bank. Alternatively, the payment could have been transferred to an invalid branch number due to the closure of a bank or merger of a bank branch with another.

### *Related Topics*

- [Overview of Loading Object Groups](#)
- [Example of Loading Object Groups](#)
- [Set Up Distributed Costing for an Element](#)
- [Object Group HCM Data Loader Files for Bank Reprocessing](#)

## Expedited Processing

### How Expedited Processing Works

When an employee submits a modified time card after you have run payroll, you would want to expedite their payments.

To accommodate missed payments because of late time cards, absences, or time card errors, process the payroll of employees through expedited payroll runs. Use the Expedited Payroll Flow to process all time card and absence category earnings you have marked as eligible for expedited processing.

The application processes the expedited runs in the current period for retroactive adjustments to time cards that are already processed in the prior periods. You must process these expedited payments after the regular payroll run from the previous payroll cycle, but before the regular payroll run on the current payroll cycle.

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

## Settings that Affect Expedited Processing

Here are the settings that affect expedited payments:

- Time cards that are identified and marked for expedited processing
- Expedited Processing Rule option on the element
- Additional values for time and absence elements:
  - Expedite
  - Override Payment Method
  - Override Check Printer
- Expedite Payroll parameter on the payroll run
- Override Payslip Availability Date on the Generate Payslips process

## How Expedited Payments Are Calculated

An employee can't mark their own time cards for expedited processing. So as a manager, use Oracle HCM Cloud Time and Labor to identify time cards that come in late or have errors, and mark them for expedited processing. Mark only those time cards for a period where payroll is already run, and not those for current period. The next expedited processing run includes payments corresponding to such time card entries. The application resets the time card to the default regular payroll run, after it processes every change to the card. If another expedited run is necessary, mark the time for expedited processing again. You can also mark an absence entry for expedited run, but only on a time card.

Expedited processing includes prior period adjustments to time, absence, and mandatory elements like taxes and percentage-based deductions. By default, the expedited run includes all the element entries for those employees who have an expedited time card. But if you want to exclude elements like salary or flat amount-based deductions from expedited run, set the Expedited Processing Rule option on the elements.

These values of time card and absence elements determine which element entries are eligible for expedited processing and payments.

Values	Use To
Expedite	<p>Determine if this time card or absence entry corresponding to prior pay period adjustment needs to be included for expedited processing.</p> <p>If you leave this value blank or set to No, the regular payroll run picks up the payroll entries.</p> <p>If set this value to Yes, the application includes the retroactive payroll entry for expedited processing.</p>
Override Payment Method	<p>Override the payment method on the Prepayments and QuickPay Prepayments process to Check. You can select this value only for time cards that you have marked for expedited processing.</p> <p>If you leave this value blank, the employees are paid by their default payment method, either through check or electronic funds transfer.</p>



Values	Use To
Override Check Printer	Track the check printer for the expedited time cards that are paid through check. The application ignores the Override Check Printer value if the employee isn't paid by check.

The **Recalculate Payroll for Retroactive Changes** task in the **Expedited Payroll Flow** generates retroactive element entries for the prior pay period adjustments. The retroactive element entries retain the expedited payroll values on the time card. The expedited run includes retroactive entries of only those time cards that you have marked for expedited processing.

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

For expedited payments, the employees don't have to wait for their payslips until the next regular payroll cycle. They can view their payslips at a date earlier than the regular payslip availability date. Set the **Override Payslip Availability Date** to a date earlier than the regular payslip availability date that you have defined in the standard payroll calendar.

#### Related Topics

- [Overview of Expedited Processing](#)
- [Expedited Processing Rules](#)
- [Add Override Check Printer in XML File](#)

## Expedited Payroll Flow

Use the Expedited payroll flow to process expedited payments for prior pay period adjustments on the time card. The Expedited payroll flow is similar to the regular payroll flow.

The flow includes a sequence of payroll tasks and reports to identify, calculate, and make expedited payments.

Use the **Submit a Flow** task in **My Client Groups** to submit an expedited payroll flow

Run the expedited flow on demand, or schedule the flow to run at a predefined date and time for expedited processing. When you submit a payroll flow, select **Yes** in the **Expedite Payroll** parameter to identify this run as an expedited run.

The Oracle HCM Cloud Time and Labor manager identifies and marks the time cards that come in late or have errors for expedited processing. The manager sets the **Expedite** value to **Yes** on the time card, so that the payroll entries are included in the expedited process. Optionally, the manager could override the payment method to check/cheque and set the **Override Check Printer** value to a printer location.

Here's the list of tasks in sequence that the expedited payroll flow triggers:

1. The **Recalculate Payroll for Retroactive Changes** task generates retroactive element entries for the prior pay period adjustments pertaining to time cards marked for expedited processing. The retroactive element entries retain the expedited payroll attributes from the time card elements.
2. The **Calculate Payroll** task is run when you set the **Expedite Payroll** parameter to Yes. This process includes only the employees whose retroactive time entries are marked for expedited processing. For each included employee, these retroactive time entries and elements configured for expedited processing are processed. The application skips time card entries that aren't retroactive.

3. The **Calculate Prepayments** task looks for employees whose payment method is overridden to check/cheque, on the value definition of the payroll entry. If no override is found, the process uses the usual payment method used in a regular payroll run.
4. The **Archive Periodic Payroll Results** task archives the expedited payroll results for further processing.
5. The **Generate Check Payments** task picks all the prepayments marked for check/cheque.
6. The **Make EFT Payments** task picks all the prepayments that aren't overridden to check/cheque and who have a default payment method of EFT payments.
7. The **Generate Payslips** task generates payslips for all the employees receiving expedited payments in this flow. The employees who are eligible for an expedited payment can view their payslips early. Set the **Override Payslip Availability Date** to a date earlier than the regular payslip availability date that's defined in the regular payroll calendar.

#### Related Topics

- [Overview of Expedited Processing](#)
- [Expedited Processing Rules](#)
- [Add Override Check Printer in XML File](#)

## QuickPay

### How QuickPay Is Processed



[Watch video](#)

Follow these steps to run a simplified QuickPay, add a referral bonus, and verify payment calculations.

1. Navigate to **My Client Groups > Payroll** on the Home page, and select the **Calculate QuickPay** task.
2. Use the single-search option on the Person Search page and search for the person for whom you want to process the QuickPay. Based on the person you select and effective date used for the search, the QuickPay process displays a single page that populates parameters, such as the person's payroll, date earned, and flow name.
3. The Effective As-of Date defaults to the current date. Enter a specific **Effective As-of Date** if you want to process the QuickPay for a specific payroll period. The payroll period defaults from the date you use for person search.
4. By default, the delivered QuickPay flow uses the default consolidation group that's assigned to the payroll. To change this value, use the **Consolidation Group** parameter.  
The payroll and period name is derived from the effective date, and based on the effective date the date earned, and process date are automatically defaulted.
5. Select the **Select All** check box if you want to process all the elements for the selected employee. Optionally, you can select elements you want to process by selecting the specific element check box.
6. Click **Show Filters** and then **Expand All** to view and select any of the filter options to narrow down your search and select the elements.
7. Follow these steps to add a referral bonus.
  - a. Click **Search** on the **Element Name** field.
  - b. In the Element Name field, enter **Referral**.
  - c. Click **Search**.

- d. In the Search Results, click **Referral Bonus HC**.
      - e. Click **OK**. You can now see the details of the assignment the element is assigned to.
  8. Click **Continue**.
  9. Enter the referral bonus amount in the **Amount** field.
  10. Enter an **Effective End Date** only if it's a recurring element. Since this is a nonrecurring element, the Effective End Date is automatically populated because it only runs for this one pay period.
  11. Click **Submit** to submit the QuickPay.

After you submit the QuickPay successfully, you can see the employee's Statement of Earnings, which shows the period the referral bonus was processed, the start and end date, and the payroll that it was run for.
  12. Click **Show Details** to view the earnings breakdown of the employee, including the referral bonus you just entered.

You can now run additional processes such as the calculate QuickPay Prepayments, Archive, Payslip, and if I wanted to pay the employee by check, the Check Writer process.

## Examples of the QuickPay Process

Let's look at some examples to understand when you can run the QuickPay flow.

The first three examples uses QuickPay to make payments outside the regular payroll run, and the last example verifies payments before the actual payroll run.

### Pay Separate Check for Employee Bonus

You want to pay an employee special incentive bonus separately from the regular pay. The employee doesn't want any voluntary deductions, such as charitable donations or retirement fund contributions, taken from the bonus pay. Use the Element Entries task and add the bonus to the employee's element entries. Select Calculate QuickPay from the Actions menu, and specify these settings:

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

### Pay New Hire After Payroll Cutoff Date

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

### Pay Terminated Employee

HR terminates an employee in the middle of a payroll period. HR requests that you process and pay the person immediately. Update the employee's payroll information. Use the QuickPay Payments task to submit a QuickPay calculation, and make an external payment for the employee's final pay.

### Verify Bonus Payment Amounts Before Running the Main Payroll

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

1. Submit the QuickPay process.

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

Use this scenario if you change an employee's payroll information, such as adding a new deduction or updating the tax code, and want to validate the change before the next payroll run.

## FAQ for Quick Pay

### Can I automate a QuickPay flow using a service?

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

## QuickPay Flows

### How to Run QuickPay Flows

Create a QuickPay flow to include additional tasks as per your requirement. For example, create a QuickPay to Payslip flow to process QuickPay and prepayments, and then generate the payslip to make payments.

Use the Payroll Flow Patterns quick action under Payroll from My Client Groups on your Home page, to create a flow and add the requisite tasks to the flow as per your requirement.

### Flow Pattern Type

When you create your own QuickPay flow, use the **Flow Pattern Type** field on the flow setup page to set the flow as either of these:

- QuickPay
- QuickPay with Parameters

**Note:** These options are available only for user-defined flows you set up at the enterprise level. You don't select an LDG for the flow at the time of creation of the flow.

Select the QuickPay with Parameters option if you include tasks that have additional parameters other than those available on the delivered QuickPay Submission page.

The parameters available to you is dependent on the tasks you include in the QuickPay flow. For example, you must include the payment-related tasks of prepayments, check payments, or EFT payments for the QuickPay Submission page to display payment-related parameters of payment methods, payment source, and so on.

## Actions Menu

When you select QuickPay or QuickPay with Parameters option as the Flow Pattern Type for a flow, the flow is available for you to set as the default flow.

The Calculate QuickPay task defaults to the QuickPay Simplified flow. Use the **Actions** menu on the QuickPay Submission page to select and submit an alternate QuickPay flow to the one defaulted by the Calculate QuickPay task. Select a flow that you want to submit without navigating away from the QuickPay Submission page.

**Note:** For a flow to list within the Actions menu, you must tag the flow as a QuickPay or QuickPay with Parameter flow on the flow setup page.

## Parameter Input Page

If any of the added tasks in your QuickPay flow have additional parameters other than that included on the QuickPay Submission page, select the **QuickPay with Parameters** option on the flow setup page.

When you set this user-defined flow as your default flow and submit the flow, the application automatically displays the Parameter Input page first for you to define the additional task parameters. The QuickPay Submission page displays subsequently.

**Note:** If you don't select the **QuickPay with Parameters** option on the flow setup page, the Parameter Input page doesn't display when you submit the flow.

## Key Parameters

When you set up a user-defined flow as a QuickPay flow, set these two parameters as the key parameters for the flow:

- Effective Date
- Payroll Relationship

If you don't set these two parameters as the key parameters, the flow setup fails and generates an error.

## Flow Status

Set the flow as **Active**. Flows that are inactive, hidden, or created at an LDG-level aren't listed on the QuickPay submission page for you to select. You can only select and submit enterprise-level flows.

## Process Configuration Group

Use the **Process Configuration Group** parameter to select a process configuration group of your choice when submitting a QuickPay.

- If you don't make a selection, the process configuration group value defaults to what you have set using the ACTION\_PARAMETER\_GROUPS profile option.
- However, if you haven't set the profile option and the field is left blank, then it defaults to the default group for the QuickPay process.

## Enable Logging

If you use a process configuration group that has logging enabled, the QuickPay submission page displays a message to indicate that logging is enabled. The name of the process configuration group is displayed on the UI. Click on the

process configuration group name to access the Process Configuration Group UI and view the details of the parameter and make changes if required.

When you enable logging and submit a flow, the application creates files to capture the process parameters. Use these files to troubleshoot your process.

For more information on enabling logging, refer the 'Enable Logging in Payroll Flows' topic on the Oracle Help Center.

**Note:** For an existing user-defined flow that includes the QuickPay task, remove the task and add the task back into flow. This ensures that the QuickPay flow submission page displays the **Process Configuration Group** parameter.

## Submit a QuickPay Flow to Correct a Payroll Calculation Error

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

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

Use a QuickPay flow that has these tasks:

1. Calculate QuickPay
2. Verify Payroll Results
3. Calculate QuickPay Prepayments
4. View Prepayments Results
5. Make External Payments
6. Verify Payments

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

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

### Roll Back and Correct Data

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

### Submit the QuickPay Flow

1. Select the **Calculate QuickPay** task on the Payroll page.
2. On the Person page, search for and select the employee.
3. On the QuickPay Submission page, optionally, override the payroll flow name with a more meaningful one. Verify the remaining information.

The Element Entries section refreshes to display all element entries that the QuickPay flow processes. Ensure that the process includes all element entries.

4. Click **Submit**.
5. Click **Refresh** until the Calculate QuickPay task is complete.
6. Click the **Verify Payroll Results** task in the checklist.
7. On the View Person Process Results page, click the person's name in the Search Results.
8. In the Statement of Earnings section, verify the information in each of the Quick Reference Summary tabs.
9. Click **Done** to return to the QuickPay process.
10. Click **Mark as Complete**.

## Calculate and Verify Prepayments

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

## Make External Payment and Verify Payment Results

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

## Examples of Using Flow Interaction for QuickPay Flows

Let's look at some examples to understand how to specify flow interaction when you process a QuickPay after calculating QuickPay run results or prepayments.

### Merge Flows after Calculating QuickPay

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

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

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

From Flow	From Task	To Flow	To Task
Current QuickPay flow	View Payroll Results	Weekly Payroll Flow	Calculate Prepayments

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

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

## Merge Flows after Calculating Prepayments

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

From Flow	From Task	To Flow	To Task
Current QuickPay flow	View Prepayment Results	Biweekly payroll flow	Archive Periodic Payroll Results

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

## QuickPay Run Results

### QuickPay Summary

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

To generate the QuickPay Summary page:

- Use the Calculate QuickPay task from the Payroll Calculation work area. You are taken to the Payroll Person Search page, from where you can search for a person or multiple persons and process the QuickPay using the Actions menu.
- Use the Payroll Person Search feature from the Payroll Calculation work area, search for a person or multiple persons and process the QuickPay using the Actions menu.  
There are two QuickPay options:
  - The QuickPay Payments option to run the QuickPay and Payments process at the same time.



- The Simplified QuickPay option to run the standalone QuickPay process.

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

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

The Summary Page has the following regions:

- Standard Entries
- Absence Entries
- Time Card Entries

Here's a list of tasks you can do from the above three regions:

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

## View the Standalone QuickPay Summary Page

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

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

## QuickPay Standard Entries Summary

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

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

### Summary Region

The summary region displays all the summarized entry values applicable to an element across the entire payroll period for the date you enter in the search. The region displays a maximum of five elements. Use the **Show More** button to view additional entries.

To see additional information pertaining to an entry value and costing, click on the element name and this displays additional information within a detail region. The element name is read-only as this is the link to the detail page.

- Edit the values on the summary region and update, correct, end date or delete costing information using the Actions menu.

- Use the Include or Exclude check box at the header level to include or exclude an entry in the QuickPay calculations.
- Hover over a name to view additional information regarding the field name or value. For example, if you hover over the amount value, you can view the unit of measurement of the amount.

## Detail Region

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

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

## Add Elements

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

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

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

## QuickPay Absence Entries Summary

Use the Absence Entries page to view on a single page the absence information of your employees passed from the Absences application to the Payroll application.

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

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

## Summary Region

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

The region displays:

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

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

## Detail Region

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

Use the Detail region to:

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

## QuickPay Time Card Entries Summary

Use the Time Card Entries page to view on a single page the time information of your employees passed from the Time and Labor application to the payroll application.

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

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

## Summary Region

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

The region displays:

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

Use the 'Create Time Card' button on the summary table to create a time card record.

## Detail Region

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

Use the Detail region to:

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

## View the QuickPay Person Process Results

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

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

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

The page has three distinct regions as explained here.

### Header Region

Use the header region to view static processing information such as Flow Name, Process Name, Payroll Name, Period Name and so on.

### Summary Region

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

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

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

## Process Results Region

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

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

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

## RetroPay

### How Retroactive Pay Is Calculated

Retroactive pay is the recalculation of prior payroll results because of changes that occurred after the original payroll calculation run.

For example, an employee receives a backdated salary award or a performance bonus.

You run the Recalculate Payroll for Retroactive Changes process to calculate retroactive pay. This process creates retroactive element entries based on retroactive events.

**Note:** Only the elements that have retroactive pay enabled will have retroactive results calculated.

### Set up Elements for Retroactive Pay

To enable retroactive processing of an element:

1. On the Event Groups page, review the types of changes that automatically trigger a retroactive notification for the predefined event group, called Entry Changes for Retro. It is recommended you use this group or you can create a new event group for the element, if required.
2. On the Element Additional Details page, select **Yes** for these questions:
  - Is this element subject to proration?
  - Is this element subject to retroactive changes?
3. On the Element page, select the predefined event group or a new group that you have created.

**Note:** This step is only if you want to attach your new group to an existing element. If your group exists and you are using the template to create the element, you do not need to navigate to the element page. You can attach the group from the template. This step is only if you want to have a different element pay the retroactive adjustment.

4. On the Retroactive Components page, create a full retroactive calculation with a reprocess type of 'Reprocess' and choose 'Yes' for the default component.
5. In the Retroactive Pay Elements section of the Retroactive Components page, create an entry with effective dates, adjustment type of 'Standard' and choose the target element of the results element that you want the retroactive pay process to use when creating a retroactive entry.

**Note:** This step is only if you want to have a different element pay the retroactive adjustment.

## Process Retroactive Pay

Whether creating a flow pattern for retroactive tasks, incorporating tasks into a Payroll Cycle flow pattern, or running individual processes, it is advised to run them in the following order:

1. Submit the Retroactive Notifications Report.

**Note:** You can also Review or create retroactive events on the Event Notifications page and download results to Excel to view retroactive events in a report format.

2. Submit the Recalculate Payroll for Retroactive Changes process with the Submit a Flow task or the process may run automatically as part of your payroll flow.

**Note:** This process creates one or more retroactive entries to receive the process results and never overwrites historical payroll data.

3. Submit the Retroactive Entries Report.
4. Review the Retroactive Entries Report.
5. Submit the Calculate Payroll process.

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

If you don't get the expected retroactive notification, here are some suggestions to review:

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

## Exclude Retroactive Element from the Retroactive Pay Process

If you enabled the element for retroactive pay but now you don't want it included in the process, follow these steps to prevent it from being considered in the process comparison:

1. On the Element Additional Details page, Remove the two retroactive components rows.
2. On the Event Groups page, remove the event group.

**Note:** To process an element in a retroactive payroll run, the element must have retroactive components that define the processing rules. These steps remove these defined processing rules and disable event notifications.

*Related Topics*

- [Create Conversion Formulas for Proration](#)
- [Overview of Payroll Event Groups](#)

## Add a Retroactive Event Notification Manually

Retroactive Events are typically created automatically when you create retroactive adjustments, such as backdated salary changes.

You can enter the retroactive event manually to generate the correct payslip, such as if payroll hasn't made the pay rate change effective last pay period for an employee being terminated effective immediately.

### Create a Payroll Relationship Event

1. Select the Event Notifications task.
2. Click **Create**.
3. Use the information in this table enter information into the Create Payroll Relationship Event window.

Field	Value
Approval Status	Awaiting Processing
Payroll Relationship	The person to process
Process Date	Date when the retroactive change process is run.  <div style="border-left: 2px solid orange; padding-left: 10px;"> <p><b>Note:</b> This date indicates when the element change was triggered.</p> </div>

4. Click **Save and Close**.

### Create a Retroactive Event

1. On the Event Notifications page, click the name of the person associated with the payroll relationship event you created.
2. On the Retroactive Events page, click **Create** in the Entry Details section.
3. Select the element you want to reprocess, the date the recalculate payroll runs, and a retroactive component. The element from which the change will be paid to the person is the retroactive component.
4. Repeat the previous step if you want to recalculate multiple elements for this payroll relationship.
5. Click **Submit**.

# Event Notifications

## Event Action Notifications

When an event is triggered, the application filters the applicable event groups which include that event, and generates event notifications for each event action included in those event groups.

Let's consider an example where the application triggers an event for a worker due to a change in their job. This event is included in an Event Action Group associated with the HCM Rates Recalculation event action. As a result, the application creates an event action notification for the worker, for HCM Rates Recalculation in the Awaiting Processing status.

When the rates process is run, the application determines all workers with an event action notification of HCM Rates Recalculation in the awaiting processing status and recalculates rates for these employees. Once this process is completed successfully, the notification status is updated to Completed.

You can view and manage event notifications in two ways:

- For event notifications related to retroactive payroll and proration, use the **Event Notifications** page. You can configure the events that trigger these notifications using the **Event Groups** page.
- For all other event notifications associated with event actions such as time card resubmission, retroactive payroll for late hires and generate HCM rates, use the **Event Action Notifications** page. The event action groups configure these event actions and loads them through HCM Data Loader.

In order to visualize the impact of an event and the underlying cause for an event notification, you can navigate between event notifications and events. You can view event action notifications and drill down to view the events associated with that event notification to detect the type of change, when the change occurred, and who made the change. You can use the **Event Notifications** button on the Event Action Notifications page to navigate to the Event Notifications page for the selected person. This lets you view retropay notifications for the selected person. The back arrow on the Event Notifications page returns you to Event Action Notifications page.

Alternatively, you can also view the events raised for a person on the Events page, including those events that didn't raise any event notification. You can then drill down to view the event notifications associated with an event.

The Event Action Groups page consists of the event group setup. Here you can view all the event action groups loaded through HCM Data Loader and see if any are set up to watch the type of event you're interested in.

## Drill Down from Event Action Notifications to Events

When an event that's included in an event action group is triggered, the application generates event action notifications for that worker. There's one notification raised for each event action included in that event action group.

You can view the event action notifications for a given worker on the **Event Action Notifications** page. This page displays details of the event action notifications such as Submission Method, Effective Date and Action Name. You can also sort and filter the events based on the time period you're considering.

When an event action notification is raised for a worker, it's in an Awaiting Processing status and is associated with the event. Any further events for the worker, which trigger the same event action, will be associated to the same event notification as long as it's in an awaiting processing status. The effective date of the event action notification



corresponds to the earliest event date. Once the event action completes successfully, the application updates the status of the event action notification to Completed. Any further event for the worker triggers a new event action notification.

When you click on the event action notification, you can drill down to the page that shows all the events associated with that event action notification. Here, you can view details of the events such as the type of change, when the change occurred, and who made the change. You can also view how many notifications were triggered by each event.

Let's consider a scenario where a restaurant manager notices the time card for one of his direct reports, Vijay Singh, was resubmitted for approval. He contacts the payroll administrator to understand what triggered this resubmission of his time card. The payroll administrator searches for Vijay's details on the Event Action Notifications page for the period that the resubmission was reported. He notices that there is an event action notification for time card resubmission effective 01 Feb in a completed status. In order to understand which events triggered the resubmission of the time card, the administrator drills down and finds two events:

- An update to Vijay's bargaining unit effective 01 Feb.
- Transfer to a different department effective 01 Mar.

This way you can visualize the impact of an event and the underlying cause of an event notification to ensure that there are no pending actions for the worker.

## Events for a Person

An event triggers an event notification when it's associated to an event group. Retropay is an example of a feature that uses event groups.

An event triggers an event action notification when it's associated to an event action group. Time card reprocessing is an example of a feature that uses event action groups.

The Events page lets you view all events for a worker including those that didn't trigger any event notifications or event action notifications. You can navigate to this page by clicking the Events button on the Event Action Notifications page.

With the new responsive page, you can identify the events tagged to a worker and view details such as the type of change, the effective date of the change, who changed it, and when.

**Note:** You can review events that triggered event notifications for retropay on the events page.

### *Related Topics*

- [Event Action Notifications](#)

## Drill Down from Events to Event Action Notifications

From the Events page you can navigate to the corresponding Event Notifications tagged to a particular event.

The events page displays information such as the type of change, the effective date of the change, who changed it, and when. You can also view the number of notifications tagged to the events and their status whether completed or deferred.

Let's consider a scenario where an employee Lucy Hall contacts the payroll department about not receiving overtime despite being moved to a job that's eligible for overtime. During the investigation, the payroll administrator finds out that the time card was submitted before the change to the job was recorded. The payroll administrator navigates to

the event action notification page and finds no event action notifications for Lucy related to time card resubmission. To verify which events were triggered, the payroll administrator clicks on the events button and finds the event related to the change of job. However, when drilling down to the event notifications, no event notification for time card resubmission was triggered.

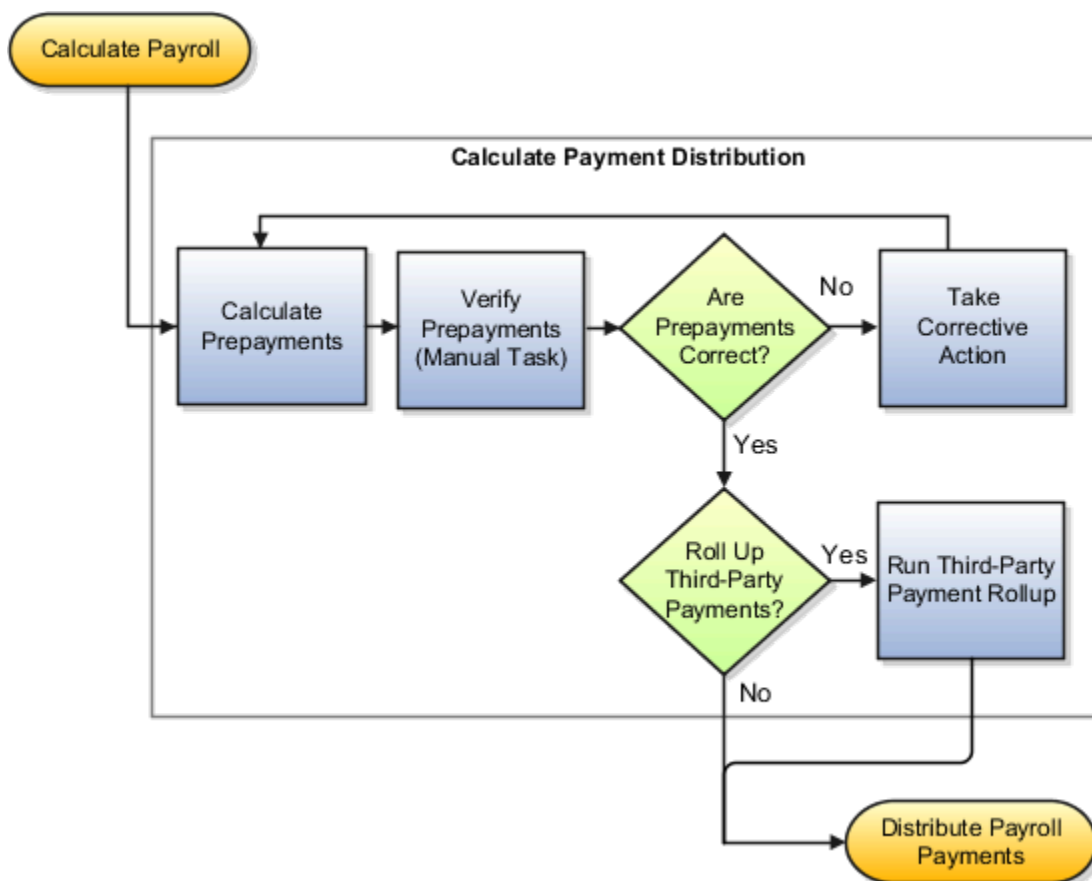
By clicking on Event Action Groups, the payroll administrator can verify the event action group that's configured for time card resubmission and confirm that change of job isn't an included event in the event action group. The payroll administrator then contacts the team member responsible for the setup to run the HCM Data Loader to update the event action group.

## Payments

### Calculate Payroll Payment Distribution

Calculate the distribution of payments and verify the prepayment calculations before you distribute payroll payments.

This figure shows you the flow of the calculate payment distribution tasks.



## Calculate Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' payment methods and uses the payroll run results to calculate the gross-to-net payment. The Calculate Prepayment process locks the payroll run results to prevent changes and ensures data integrity.

**Tip:** To roll back run results, first roll back the Calculate Prepayments task.

The Calculate Prepayments task is an automatic task included in the payroll cycle flow. You can also run it as a standalone process in the Submit a Flow task with these submission parameters:

- Payroll name that determines the payroll relationships to calculate
- Process start date and process end date for the range of records to return
- Optional consolidation group name to limit the scope of the process
- Optional payment source name to override the default payment method
- Optional process configuration group name for processing rules, such as logging
- Optional default payment setting override to issue a check/cheque instead of an electronic funds transfer

## Verify Prepayments

Use the Verify Prepayments manual task to review and verify prepayment results before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, and payment and deduction amounts are accurate.

## Take Corrective Action

If you find problems, correct the underlying data and process the correction with one of these:

- Retry the Calculate Prepayments process if it didn't complete successfully.
- Roll back the prepayment results to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if there were no payments.
- Void the prepayments results to void the payment and then use the Make Payment action to reissue another payment.

## Roll Up Third-Party Payments

Use the Run Third-Party Payment Rollup task to consolidate payments from individual contributions into a single payment for each third-party organization payee. Run this optional process after calculating and verifying prepayments.

### *Related Topics*

- [Payroll Payments Distribution](#)
- [Verify and Troubleshoot Payments](#)
- [Status of Flow Tasks](#)

## Split Up Payroll Payments

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

### Use Fixed Amount Payments

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

### Use Percentage Payments

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

### Use a Combination of Payments

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

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

Jim creates three payment methods: a check/cheque 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.

## Payroll Payments Distribution

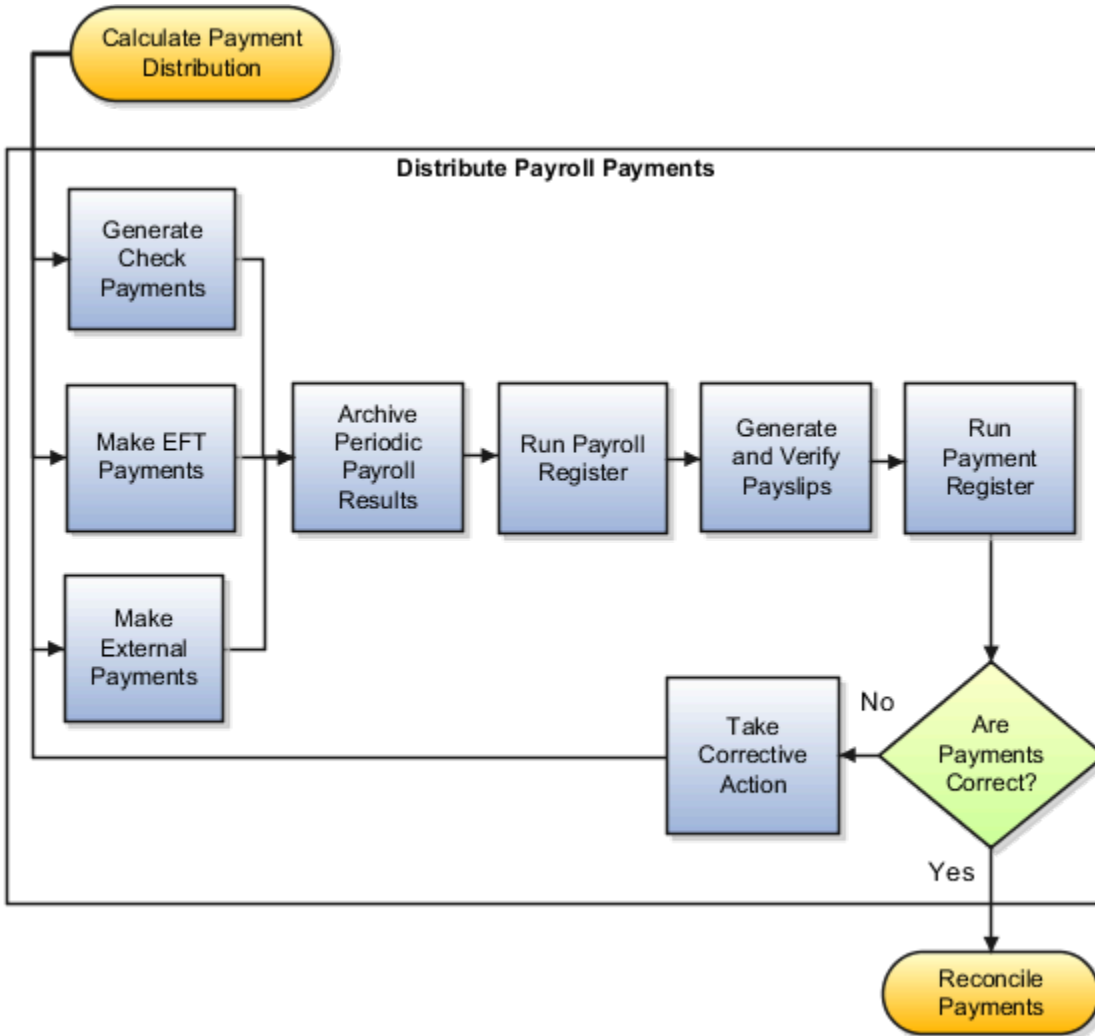
The Distribute Payroll Payments activity performs several tasks. It creates payments, archives the results and runs payroll register, generates reports, to include payslips, and runs payment register.

Payroll payments are typically a part of the payroll cycle flow or a QuickPay flow, or as a standalone process using the Submit a Flow task. You can view the task results on the Person Process Results or Process Results Summary page.

**Note:** The Make External Payments process isn't a typical payroll cycle task. You submit this process as part of the QuickPay flow or as a standalone process.

## Sequence of Tasks

This shows the sequence of payment distribution tasks for a typical payroll cycle. Your flow could include additional or fewer tasks.



**Note:** The Archive Payroll Results runs before Run Payroll Register and Generate Payslips.

## Overview of the Payment Distribution Tasks

This table describes the payment distribution tasks.

Task	Description
Generate Check Payments	Generates check/cheque payments for all payees including third-party payees, using a predefined format.
Make EFT Payments	Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT.

Task	Description
	<p>Include intermediary bank account details in the EFT file to facilitate an intercountry payment. For example, intermediary bank accounts are used to route payments when an employer's US bank doesn't have relationships with banks in the developing world. The payments are sent from your company bank account to the intermediary bank account, and onto the employee's bank account.</p> <p><b>Note:</b></p> <p>Use the Financials SOAP service to load intermediary bank account details for your employees. When using the Financial SOAP service, the intermediary bank accounts must be attached separately for each employee bank account.</p>
Make External Payments	<p>Addresses special situations where you don't want to use the normal payment process. Examples include:</p> <ul style="list-style-type: none"> <li>• Replace a lost check/cheque that you voided</li> <li>• Create a final payroll check/cheque for a terminated employee</li> <li>• Pay using a different payment type or payment source than specified in the normal payment process</li> </ul>
Archive Periodic Payroll Results	Makes the data available for reports, such as the payroll register and payslips.
Run Payroll Register	Verifies and provides an audit trail of a payroll run including hours, earnings, and deductions by PSU and TRU. In detail mode, shows the complete details for each employee.
Generate and Verify Payslips	<p>Generates a payslip for all paid payments matching your criteria except:</p> <ul style="list-style-type: none"> <li>• Voided payments</li> <li>• Reversed payroll calculations</li> <li>• Data not archived</li> <li>• Previously generated payslips</li> </ul>
Run Payment Register	Verifies and provides an audit trail of payments generated by all payment processes, including total amounts paid by payment category, type, status, and method. In detail mode, shows payments for each employee.

#### Related Topics

- [View Payments](#)
- [Verify and Troubleshoot Payments](#)
- [View and Edit Archive Results](#)
- [Corrective Actions for Payments](#)
- [Calculate Payroll Payment Distribution](#)

## View Payments

View Payment data to verify payee, amount and payment status information from different areas for accuracy.

## Work Area

This table shows you the advantages of viewing payment information from the different payroll work areas. Depending on where you're in the process, you may want to view the process results directly from the person record or the process results. Use Person Process Results to view the process results for a person or use Process Results Summary to locate the process and view all results.

Payroll Phase	Work Area Starting Point	Available Tasks
Working on the current payroll or QuickPay run	Payroll Checklist	<p>On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses.</p> <p>Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back.</p> <p>For a completed process, view the output of the process or navigate to the Process Results Summary or to the Person Process Results to view individual payment results and take corrective action.</p>
Working on tasks for different payroll periods or payroll runs	Payroll	<p>Use the Payments search in the regional area to query payments by payment method, payee, or legislative data group. You can view payment details, but you can't select actions from the Payments search results.</p> <p>Use Process Results Summary to search for a payment process.</p> <p>You can also use the Person Process Results navigate to the payment results and take corrective action.</p>

## Type of Payment Information

Use this table to decide which type of payment information you want to view.

Method	Process Results	Person Results
User Interface	Query the payroll flow from the Overview page of the Payroll Checklist and go to the task you want to view.	Use the Person Process Results task.
Report	Use the Payroll Register to view summary-level payment information for a payroll run.	Use the Payroll Register to view detailed, person-level payment information

### Related Topics

- [Payroll Payments Distribution](#)
- [Corrective Actions for Payments](#)

## Generate Check/Cheque Payments and Check/Cheque Numbers

Use the Generate Check Payments process to generate check/cheque payments in a predefined format for all payees who have a check/cheque payment method and a net pay greater than 0.

The printed check/cheque format and check/cheque stub information can vary, based on your organization's requirements. Enter the starting check/cheque number, and optionally, an ending check/cheque number when you submit the check/cheque payment process.

### Starting Check/Cheque Numbers

Before you begin printing checks/cheques, verify the starting check/cheque number in the application matches the printed check/cheque.

### Ending Check/Cheque Numbers

You don't have to enter the ending check/cheque number but there are benefits, such as it puts a break in the print job allowing you to synchronize the numbers entered as submission parameters with the numbers printed on the checks/cheques. You may need to print separate batches of consecutively numbered checks/cheques, such as when you have one box of checks/cheques numbered 4500 through 4999 and another box numbered 7000 through 7999. In this scenario, if you don't enter the last check/cheque number from the first box and print more than 500 checks/cheques, the payment process will record incorrect check/cheque numbers for the remaining checks/cheques.

## Verify and Troubleshoot Payments

Verify each payroll task before continuing with the next one to minimize the effort involved in correcting problems. For example, be sure to check/cheque payroll run results and prepayment results before generating payments.

Review and verify payment information in this sequence and take corrective action before proceeding to the next task:



## Verify Payroll Run Results

Follow these steps:

1. Use these payroll reports to verify run results:
  - Gross-to-Net Report
  - Balance Exception Report
  - Element Result Register
  - Payroll Balance Report
  - Payroll Activity Report
  - Any additional country-specific or user-defined reports
2. Use the View Person Process Results page for the Payroll Calculation process to verify information. This table helps you with an approach to verifying:

Information to Verify	Approach
Balances, including gross pay, deductions, and net payment	Use the Gross to Net tab of the Statement of Earnings.
Accruals	Use the Paid Time Off tab of the Statement of Earnings.
Deduction details	Use the Deduction Card tab of the Statement of Earnings.
Costing results	Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.
Balance results	Review balance results to confirm that the payroll run completed successfully, to check/cheque that a worker has the correct pay and amount of tax deducted, and to check/cheque a balance before and after adjusting it.
Run results	Review run results for all elements processed.
Messages	View messages generated by payroll processes, if any.

3. If you find errors you can correct, correct the underlying data and use the Retry and Mark for Retry task actions.
4. If you find an error in a person's record that requires additional information or research before you can correct it, roll back the record to remove the person from the payroll run and continue processing the payroll.

**Note:** Correct the problem and process the person's payroll in a QuickPay run.

- If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all the necessary corrections.

## Verify Prepayments

Review the results on the View Payroll Process Results page when you run the Calculate Prepayments task as a standalone process. If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

## Troubleshoot Payments Issues

You can find the resources in this table to help you through the troubleshooting process.

Resource	Description
Payment Results section of the View Person Process Results page	Check/cheque that the payment results match the prepayment results that you reviewed earlier.
Payroll Register	Verify total payment amounts per balance category and compare payment values to previous periods.
Payment Register summary	Verify the total amounts paid by payment category, type, status, and method.
Payment Register detail	<p>Validate payments for each employee, including the payment amount, bank, and check/cheque information.</p> <p>Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.</p>
Log file	Review the log file to obtain detailed information about the results of the submitted process.

If you discover an error after generating payments, you can't simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem, as shown in the following table.

Scenario	Corrective Action
The check/cheque is correct, but was lost, stolen, or destroyed.	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>Void the original payment and reissue using the normal payment process.</li> <li>Void the original payment and make an external payment to replace it.</li> </ul>

### Related Topics

- [Corrective Actions for Payments](#)
- [Examples of Correcting Payments](#)
- [Payroll Payment and Cost Distribution Reports](#)
- [How can I access a log file for a payroll flow, extract, or report?](#)

## Examples of Third-Party Payments

These scenarios show you how to pay third-party payees. Third-party payees can be an individual person or an organization.

### Child Support to a Former Spouse

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

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

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

### Organization Processing Fee to a County Sheriff's Office

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

#### *Related Topics*

- [Third Parties Overview](#)
- [Third-Party Payment Methods](#)
- [How do I generate payments to third-party payees?](#)
- [Third-Party Payment Methods Overview](#)

## Employee and Third-Party Check Payments Overview

Once you have calculated payroll, you're ready to pay your employees and third parties. Use the Generate Payments for Employees and Third Parties flow to generate check/cheque payments.

This process selects employees and third parties processed in the prepayments process within the payroll run and have a payment method of check/cheque.

Before you generate the check/cheque payments, consider these scenarios:

- You may have multiple employee deductions made to the same third-party payee, such as multiple child support orders. Rather than make individual payments for each individual employee deduction, use the Run Third-Party Payment Rollup process to combine individual employee deductions and make a single payment to the payee.

- You may have both employees and third parties to pay. Use the Run Generate Payments for Employees and Third Parties to generate your checks/cheques for employees and then again to generate checks/cheques for your third parties. Use the Payee Type field to designate which will be included in the process.
- You may have specific third parties to exclude from the Run Third-Party Payment Rollup process to produce an individual check/cheque per payment. Select the Exclude from Third-Party Payment Rollup Process check box on the Third-Party Organization Payment Methods page to exclude a third-party payee from the Run Third-Party Payment Rollup process.
- You may have a third-party payee that requires payments on a date that's different from the employee payment date. For example, your employee payroll payments are on the last day of the month but you may want to make third-party payments 5 days later. Use the Time Definitions task to create a time definition defining a time span of 5 days. Select this new time definition in the Time Definition field on the Third-Party Person or Organization Payment Methods UI. Enter the relevant process dates and run the prepayments process, for example, with a process date of 30, June. This stamps the effective employee payments date as 30-June and the third-party payments date as 05-July. The Generate Payments for Employees and Third Parties process is run twice:
  - Once for the employees with a last day of the month process end date, such as 30-June
  - Once for the third parties with a process end date of plus 5, such as 05-July, and an overriding payment date of 05-July
- You may have different banks with different check/cheque templates. To accommodate, you must create a report category for each separate bank and check/cheque template and then attach it to the payment source:
  - Define report categories for each unique bank and check/cheque template combination to create a report category for each separate bank and check/cheque template. Use the Organization Payment Methods page to associate the report category for third-party payee and report category for worker to the payment source.
  - Select the new report category for the requisite bank's payment source so that the process uses the correct check/cheque template when generating its check/cheque payments. Use the Organization Payment Methods task to define the payment source for third-party payments. Attach the correct report category for that payment source. Use the Report Category for Third-Party Payee or Report Category for Worker field in the Payee Information section of the Create Payment Source page.
- Define report categories for each unique bank and check/cheque template combination if you want to create a report category for each separate bank and check/cheque template. The report category for third-party payee and report category for worker are associated to the payment source in the Organization Payment Methods page.

#### Related Topics

- [Third-Party Payment Rollup](#)
- [Third Parties Overview](#)
- [Third-Party Payment Methods](#)
- [Employee and Third-Party Check Payments Process](#)

## Employee and Third-Party Check Payments Process

The Generate Payments for Employees and Third Parties flow selects employees and third parties that:

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

Submit the Generate Payments for Employees and Third Parties flow from the Submit a Flow page.

## Prerequisites

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

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

## Generate Employee and Third-Party Payments

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

Follow these steps to run the Generate Payments for Employees and Third Parties flow from the Submit a Flow page:

1. Click **Submit a Flow**.
2. Select the required legislative data group.
3. Select the **Generate Payments for Employees and Third Parties** and click **Next**.
4. Enter a unique payroll flow name.

**Note:** Name the flow with a name to easily identify the process later. You need to be able to determine what you have already run and you may need to locate it to roll back the process.

5. Specify the required payroll name.
6. Select the payee type for which the check/cheque payment process is run. The available options are *Employee* or *Third Party*. You can generate the check payments for either employees or third parties.
7. Enter a Process Start Date to define the date range of this process.
8. Enter a Process End Date to define the date range of this process.
9. Select the required consolidation group to view the payments for all payrolls that are included in this consolidation group.

**Note:** A consolidation group defines a grouping of different payrolls for reporting purposes. This isn't a mandatory field. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

10. Select the OPM you want to use for this process.

**Note:** The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.

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

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

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

12. Optionally, specify an **Overriding Payment Date** on which a payment is due to be made to the payee.
13. Specify the **Start Check/cheque Number** in the sequence of checks/cheques used for payroll processing.
14. Specify the **End Check/cheque Number** in the sequence of checks/cheque used for payroll processing.
15. Select a **Process Configuration Group** if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group, the process uses the parameters in the default group.
16. Click **Next**.
17. Click **Submit**.

#### Related Topics

- [Third-Party Payment Rollup](#)
- [Employee and Third-Party Check Payments Overview](#)
- [Examples of Using Consolidation Groups](#)
- [Payroll Process Configuration Groups](#)

## Corrective Actions for Payments

Once you determine the cause of the error and status of the process, you can choose the best corrective action to take.

### Void a Payment

Void a payment simply updates the payment status of the record to Void and doesn't reverse or delete any payment calculation information.

The most common reasons you would void a payment would be:

- A check/cheque payment that was lost, stolen, or destroyed.

**Tip:** Unless the check/cheque is in your possession, contact the bank that holds the source account to stop payment on the check/cheque.

- An electronic funds transfer (EFT) payment was sent to a bank account that's now closed.

To void and reissue a payment:

1. Select the **Void Payment** action from the drop down on Person Process Results or Person Results page for the payment.
2. Reissue the payment in the next payment run.

Once you have voided a payment, the application reissues it automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment.

## Reverse Payroll Calculations

You can reverse a payroll calculation after generating a payment. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. The reversal doesn't affect the payment itself, only the payroll run results and costing results. This is different from the Roll Back action performed when a payment wasn't issued.

The most common reason to reverse a payroll calculation is to adjust a payroll overpayment. For example, your payroll department isn't notified that an employee is leaving the company and continues making payments after their termination date.

You can reverse a payroll within the same period the payment was generated. You can also reverse a payroll from a previous payroll period, before or after processing the payroll for the current period.

To reverse the payroll run results and costing results you can either:

- Select the Reversal action from the **Person Process Results** or **Person Results** page to reverse the calculation for an individual employee.
- Submit the **Reverse Payroll Calculation** process from the **Submit a Flow** task to reverse the payroll calculation for a group of employees, based on the parameters you select.

**Note:** Only use reversals to correct payroll calculations after a payment has been issued to the employee. If a payment hasn't been issued to the employee, rollback the payroll run and perform any necessary corrections.

When you submit a reversal, you can control whether the next prepayments process, which covers the date of the reversal, includes the negative net pay value, as shown in this table.

**Note:** Don't reverse the calculation between running prepayments and running the payment process because the process will still issue payment.

### ***Include or Exclude the Pay Value in the Next Prepayments Process***

Scenario	You Reverse	Negative Net Pay Option Selected	Result	Payslips
<p>On April 30 you incorrectly pay a temporary employee for the hours of another employee.</p> <p>The temporary employee agrees to have the overpayment deducted from the next pay check/cheque.</p>	Temporary employee's payment in the May payroll run.	Include in Pay.	Next prepayments run that includes the reversal date reduces the temporary employee's payment.	A payslip will be generated for the original payroll run and the reversed payroll run.

Scenario	You Reverse	Negative Net Pay Option Selected	Result	Payslips
<p>An employee terminates on April 30, but the information isn't communicated to the payroll department.</p> <p>The employee contacts the payroll department, informs the payroll manager of the overpayment, and returns the check/cheque.</p>	Employee's April payroll run using the same process date for the reversal as you did for the payroll run.	Exclude from Pay.	Next prepayments run that includes the reversal date doesn't reduce the employee's payment.	A payslip will be generated for the original payroll run only.

## Error Prevents Process from Completing

When an error prevents the payroll calculation or payment generation process from successfully completing, correct the underlying data. Depending on the status of the process, the standard payroll actions, Mark for Retry and Retry are available for you to use.

## Incorrect Results

When a process completes successfully but the results are incorrect, use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action.

**Note:** Once the process issues a payment, you can't roll it back.

## Corrective Actions in Reports

Some reports, such as the Periodic Payroll Activity and Payroll Register, include a submission parameter for Balances Reported. This parameter determines whether the report includes payment and nonpayment balances for reversals and balance adjustments. For example, you might process a reversal and include the negative net payment in the next prepayments process. You submit the Payroll Register report and select the option to include payment balances only. Use this report to review payroll results and compare balances with other reports you have run.

**Note:** For some tasks that generate files, such as reports, checks/cheques, and EFT payments, you can retry or roll back the entire task but not individual results.

### Related Topics

- [Examples of Correcting Payments](#)
- [Mark for Retry, Retry, and Roll Back Payroll Results](#)
- [Report Payment and Nonpayment Balances](#)
- [Create a Flow Pattern to Reissue a Check](#)



## Examples of Correcting Payments

These scenarios require corrective actions for payments and provide you the steps to take to resolve.

### Employee's Check/Cheque is Lost

Scenario:

An employee's check/cheque is lost, stolen, or destroyed.

Corrective Action:

1. Void payment using one of these tasks:

- Select the **Void Payment** action from Person Process Results page.
- Select the **Void Payment** action from Process Results Summary page.

2. Reissue payment in one of the following ways:

- Make an external payment.

**Note:** This process prevents the check/cheque from being included in the next payments run. You can record the check/cheque number for the replacement check/cheque and the reason why you're making the payment externally.

- Allow the normal payment process to issue the payment.

**Note:** The Void status includes it automatically in the payments process for the date of the voided payment, unless you prevent its reissue. The replacement check/cheque retains the original payment date.

3. Unless the check/cheque is in your possession, contact the bank for the source account to stop payment on the check/cheque.

### Checks/cheques Require Reprinting Due to a Printer Problem

Scenario:

Your printer jams while printing a batch of checks/cheques. The printer destroys one check/cheque and generates a blank check/cheque, which causes a mismatch between the check/cheque number displayed on the person's record and the number on the printed check/cheque.

Corrective Action:

1. Because you didn't reissue the checks/cheque you can roll back the batch check/cheque payment process and then rerun the checks/cheque.
2. If the printing problem results in missing check/cheque numbers, void the checks/cheques to create an audit trail.

3. Adjust your starting and ending check/cheque numbers as needed when you resubmit the payment process.

**Note:** As a best practice, roll back all the check/cheque payments to create a range of check/cheque numbers for printing. Printing individual checks/cheque means the check/cheque numbers aren't continuous, which can create problems when printing on preprinted stationery.

## Employee Requests to be Paid in a Different Currency

### Scenario:

An employee works and pays taxes in the UK, but wants to receive payments to a bank account in her home country of China. You set up payment methods so that the payment process converts the net pay amount from sterling to yuan.

### Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency
2. Define a personal payment method for the Chinese bank account.
3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.
4. Make an EFT payment to the Chinese bank account.

## EFT Payment is Made to a Closed Bank Account

### Scenario:

An employee changes banks without notifying the payroll department, and the payment process sends an EFT payment to a closed account.

### Corrective Action:

Void the EFT payment. Once voided, you can either process the payment in the next payroll run or make an external payment.

## Payroll Check/cheque Expires Before It's Cashed

### Scenario:

Your payroll checks/cheque expire after 90 days, and you receive a notification that an employee never cashed a check/cheque that you issued four months ago.

### Corrective Action:

Void the original check/cheque. Run the Generate Check Payments process and set the new payment date in the Overriding Payment Date.

### Related Topics

- [Verify and Troubleshoot Payments](#)
- [Examples of the QuickPay Process](#)
- [Submit a QuickPay Flow to Correct a Payroll Calculation Error](#)

## How does the Hours \* Rate calculation rule work for elements?

If you leave the input value for hours blank for the employee, the payroll process calculates the number of hours based on the employee's work schedule.

On the Element Entries task, if you enter 0 for the input value, then it calculates no hours and the pay value is 0.

## FAQ for Payments

### How can I view the PDF Checks after I generate check payments?

After you generate the checks, you can view the PDF Checks from the Output and Log Files section of the Process Results Details page.

Submit a flow to generate the check payments, and navigate to the Checklist or View Flows page in the Flow Submission and Results section of the Payroll page. Search for the submitted flow name and click on the name of the flow. Expand the Output and Log Files section of the Process Results Details page to view the PDF output of the process.

### Why does the payslip display payments for a later payroll period?

These reports include the payslip and Payroll Register Report. The payroll period with the latest date earned is used in reports to display the combined payment results. This means you submitted a prepayments process that includes payroll calculations where the date earned of a calculation falls in a different payroll period.

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

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

### What's the International Transfer payment type?

This payment type supports payment methods for electronic funds transfer (EFT) payments in a different country from the originating payment source.

As a Payroll Manager, you can create EFT payment methods for employees to transfer funds to foreign banks if an International Transfer organization payment method exists for their legislative data group.

### Can I roll back a payment after generating it?

No, you can't roll back the payment process after you generate a payment. You can void and reissue a check/cheque payment.

An exception would be if something had damaged all of the checks/cheques in a payment run. In this case, because the application generated but didn't issue payments, you could roll back and rerun the entire payment process.

## How do I generate payments to third-party payees?

The payment process generates third-party payments for all deduction elements included in the process using the flow submission parameters you specify. Payment methods for all third-party payees must already exist.

You can run the check/cheque or EFT payment process as part of the payroll cycle flow or as a standalone process using the Submit a Flow task.

## What's the difference between rolling back and reversing a payment action?

The Roll Back action deletes the process and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.

The Reverse action reverses the payroll calculation, generates a negative run result to offset the original run result, and leaves an audit trail. For example, you might reverse the calculation for a payment that you made in error and didn't issue.

### *Related Topics*

- [Corrective Actions for Payments](#)

# 6 Payroll Results

## Payroll Run Results

### How Payroll Run Results Are Calculated

The calculation of payroll run results begins with identifying the payroll relationships and element entries to process. A series of gross-to-net calculations based on legislative requirements create run results and balances.

You can verify these results by viewing the statement of earnings and payroll reports. If you implement costing, the process also calculates the cost distributions.

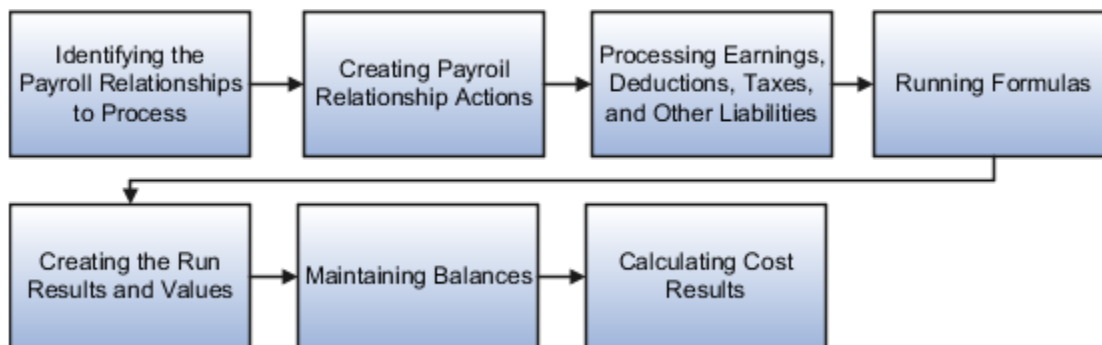
### Parameters That Affect Processing

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

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

### How Results Are Calculated

Before submitting the Calculate Payroll flow, you submit the Recalculate Payroll for Retroactive Changes flow to process separately elements enabled for retroactive pay. Payroll calculation and recalculation occur at the payroll relationship level. They involve these actions.



The main steps of the payroll run processing:

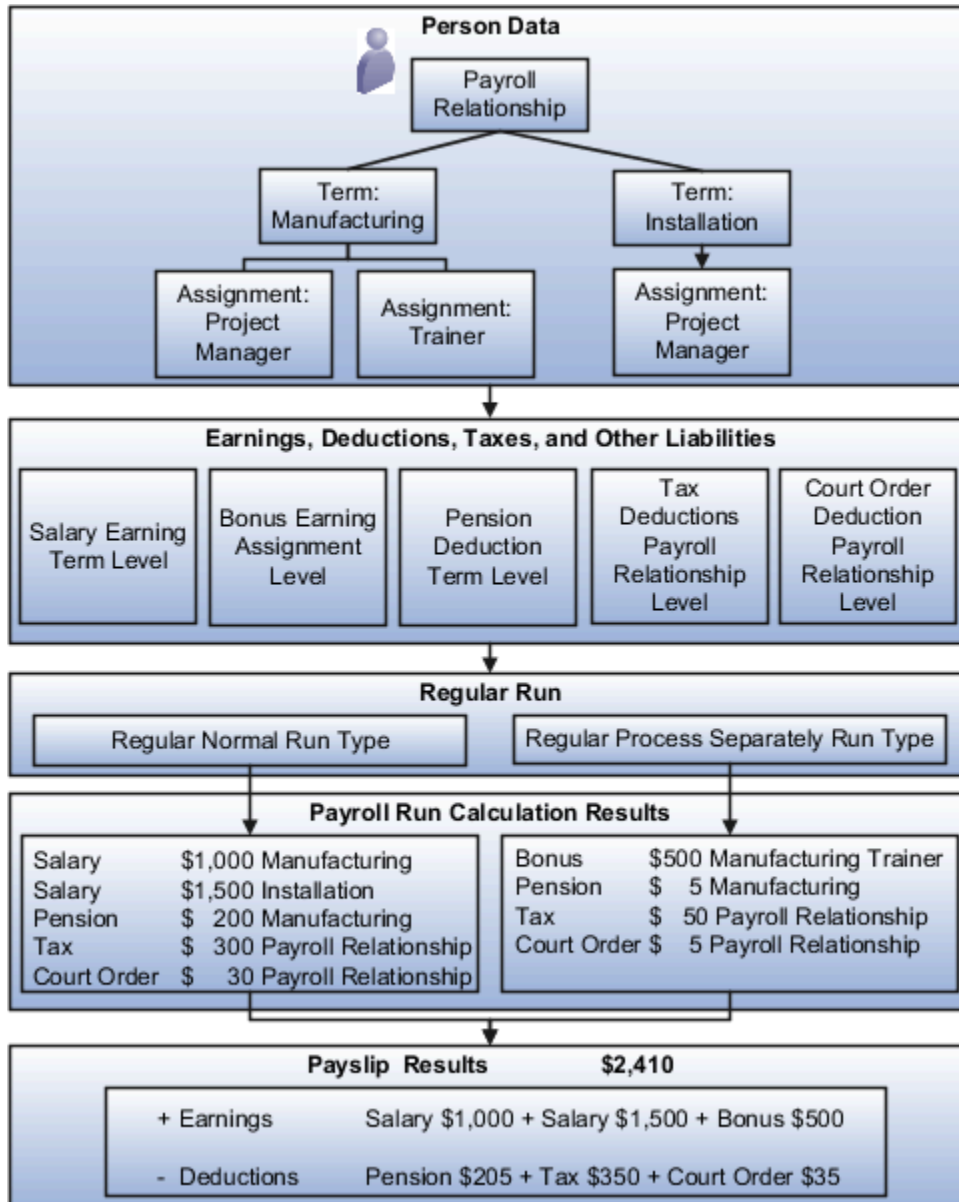
1. The calculation process:
    - o Identifies the payroll relationships to process
    - o Evaluates the assignment status of each identified payroll relationship to determine whether to include the assignment.
  2. The process creates these actions:
    - o Payroll action representing the payroll run
    - o Payroll relationship action for each relationship processed, with child actions for each run type used in the run.
  3. The calculation process loads the element entries for a payroll relationship and uses this information:
    - o Processing sequence by determining priority of the element and the subpriority of the element entry, if specified.
    - o Processing type and rules.
      - Processing calculations for:
      - Unprocessed nonrecurring entries
      - Recurring entries, in accordance with frequency rules and skip rule formulas associated with the element.
  4. If the element is associated with a calculation component, the process references information held on the calculation card, including:
    - o Calculation factors that indicate the correct values
    - o Calculation type to use in the calculation based on formula contexts
    - o Calculation value definition to use and any overriding values
  5. The process uses a proration formula to calculate elements enabled for proration if the value of the element entry changed within the payroll period.
  6. The process identifies the payroll formula to run and how to handle the results:
    - o The status processing rule associated with the element determines which formula the process uses to calculate the element entry, based on the assignment status.
    - o Formula result rules determine how to use the results generated by the formula, such as:
      - Message
      - Direct result
      - Indirect resultIndirect results affect the further processing of the current element or another element, as defined in the formula result rule.
- The formula for some payroll calculations involves multiple steps, calling other formulas. For example, the iterative formulas for calculating gross-up earnings include multiple steps. The formula for calculating a deduction could have a prerequisite step to calculate the exemption amount.
7. The calculation process ends with one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current exchange rate and rounds the monetary result based on the formula rules.
  8. For each run result, the process determines which balances the result to feed with the run result values. The process then writes and updates the balances to the database.

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

## Example

This shows you how the results for a regular run calculate at the payroll relationship level of entries at the assignment, and payroll relationship level, including:

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



*Related Topics*

- [How Retroactive Pay Is Calculated](#)
- [Restrict Payroll Processing](#)
- [How Element Setup Affects Entries and Their Values](#)
- [How Payroll Cost Results are Calculated](#)
- [Overview of Using Formulas](#)

## View and Verify Payroll Run Results

View and Verify payroll calculations for the payroll run or a QuickPay flow ensures the accuracy of your results.



Check your results as you complete payroll tasks and processes to minimize number of problems and reduce effort required to fix them. You can review results for the entire process or one person.

**Note:** An error in the run results typically means an error in your payments.

Use the **Process Results Summary** task to locate the payroll process and view all the results processed. Drill down to view a person's payroll run results on the **View Person Process Results** page by choosing **Run Results** from the **Action** list. This table helps you decide your starting point.

Access Run Results	Purpose
Person Process Results page Use the Process Results Summary task Select the process	View the payroll relationship records processed by the flow and view details for individual records.
Person Results page Use the Person Results task, Select the process	View a list of payrolls processed for a person. Use to research results for a person over several payroll periods. For example, you need to research an outstanding balance on a loan deduction where the employee's payments were made over a series of payroll periods.
Use the Person Process Results task	Query the person and view the run results.

You can export an employee's payroll run results into a file, such as a Microsoft Excel Workbook File. When you're viewing the run results, click the **Export** button on the page to export to a file and save.

Use the payroll run reports to view results before calculating prepayments. Reports offer different ways of showing the run results, such as by aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.



Review the log file for a process, report, or extract flow you submitted. The log includes detailed information about the payroll run results, such as information about an error raised while processing a task.

#### Related Topics

- [Payroll Calculation and Balancing Reports](#)
- [How to View the Statement of Earnings](#)
- [Troubleshoot Missing Elements in Payroll Run Results](#)
- [Mark for Retry, Retry, and Roll Back Payroll Results](#)
- [How can I access a log file for a payroll flow, extract, or report?](#)

## How to View the Statement of Earnings



Use the Statement of Earnings to view all the relevant information of an employee's payroll run in a single place so that you can view and verify the run results easily. For example, as a payroll manager of an employee who's transferred to another state or province, you can view the employee's Statement of Earnings to verify their withholding is paid to the correct state or province.

You can open an employee's Statement of Earnings using either of these tasks:

- Use the **Person Results** task to directly search for an employee and view their Statement of Earnings.
- Use the **Process Results Summary** task to search and select the flow you've submitted and view individual records processed by the flow. Use the **Actions** menu on an individual record to open the Statement of Earnings of the employee.

You can find the **Person Results** and the **Process Results Summary** tasks in the **Payroll** section under **My Client Groups** on the Home page.

### Details of the Statement of Earnings

The Statement of Earnings shows you the processing details and the breakdown of the payroll calculations by balance groups.

The SOE displays at the top of the page, summary amounts of the calculations for the payroll run. You can view at a glance the total amounts of all the balance groups. Scroll down the page to view the calculation details for each of the amounts displayed.

For example, you can expand the Gross Pay or Employee Tax Deductions to view more details of the calculations.

The tabs and sections available to view depends on your country's implementation. The tabs at the top of the Statement of Earnings display the following:

- Net Payment
- Earnings
- Employee Tax Deductions
- Employer Contributions

The page display amounts for the payroll run and the year-to-date period.

Use the **Actions** menu at the page-level to select other results to review on the View Person Process Results page. This table lists the sections you can view in place of the Statement of Earnings.

Sections	Details
Costing Results	Costing details for elements processed in the payroll run that have costing information defined for them.
Balance Results	Balance results that confirm the payroll run has completed successfully. <ul style="list-style-type: none"> <li>Verify that an employee has the correct pay and amount of tax deducted</li> <li>Review a balance before and after adjusting it</li> </ul>
Messages	Messages generated by payroll processes when they raise warnings or errors.
Run Results	Run results for each element processed in the payroll run. Use the filter options to narrow your search. For example, filter on state or province to view if the employee's balance calculation reflects values for the new state or province.
Calculation Card	For example, open the transferred employee's calculation card to verify if the work address reflects the new state or province.

## Control the Details to View in the Statement of Earnings

The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. Use one of these options to control which details display in the detailed and summary sections of the Statement of Earnings.

- Use the **Process** field to view the Statement of Earnings of the employee for a previous payroll period. Also view the child processes included in the master process, such as the processes included in a QuickPay or the run types if the payroll run included more than one run type.
- If the employee has multiple assignments, use the **Assignment** field to view the appropriate earnings at the assignment level.
- Use the **Process Details** tab to view details of the process used for the calculations.
- Use the **Balance Results** tab on the page to view the balance results values for the run.
- Use the **Download to Excel** option to export the calculation details into an MS Excel worksheet.
- Click on a **Pay Run** amount to view the Reference details and the balance feeds that contribute to the balance calculations.

## Troubleshoot Missing Elements in Payroll Run Results

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

## Troubleshooting Tips

Confirm from the Statement of Earnings section of the Person Process Results page or the Element Results Register whether the payroll calculation included the element. If you don't find it, you can try these steps:

1. Review the submission parameter on the Payroll Flow page to check whether they include a payroll relationship group or element group.  
If it's included, then query these groups on the Object Groups page to confirm that the payroll relationship group includes the person, and that the element group includes the element.
2. Review the element entries for eligibility on the Element Entries page.  
If the element isn't listed then the employee may not be eligible to receive the element. For involuntary and statutory deductions, review the calculation card to ensure the details are up-to-date.
3. Review the employee's assigned payrolls and element duration dates to ensure the element entry falls within the duration dates.  
If you recently hired, terminated, or transferred the person to a new payroll, query the person on the Payroll Relationships page to verify dates.
4. Review the run type on the Run Types page for the payroll run matches the elements you expect.  
If the run type of the expected element isn't in the payroll run, modify to include.

### Related Topics

- [How to View the Statement of Earnings](#)
- [Mark for Retry, Retry, and Roll Back Payroll Results](#)
- [View and Verify Payroll Run Results](#)

## Mark for Retry, Retry, and Roll Back Payroll Results

Corrective actions, such as Mark for Retry, Retry and Roll Back, are to be used when payroll results contain errors. Availability depends on the type of task, its status, subsequent tasks locked the results of the task, and the cause of the errors.

Once you have determined the status of the task, corrective action to use and which corrective method to use, process the correction directly from the Payroll Checklist, Person Process Results or Process Results Summary pages.

### Determine the Status of the Task

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

### Decide Which Corrective Action to Use

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

This table helps you decide when to use the corrective actions.

Action	When to Use	Examples
Roll Back	Delete all the records processed by the task	While reviewing run results, you discover an error in a person's record that requires additional research. You do the following steps: <ol style="list-style-type: none"> <li>1. Roll back the person's record to remove it from the payroll run.</li> <li>2. Correct the error.</li> <li>3. Submit a QuickPay flow to calculate the payroll for the person.</li> </ol>
Mark for Retry	Indicate which records require reprocessing	While reviewing run results, you receive late information that requires updating a person's element entry. You do the following steps: <ol style="list-style-type: none"> <li>1. Mark the record for retry.</li> <li>2. Update the element entry data.</li> <li>3. Retry the task to reprocess the record.</li> </ol>
Retry	Resubmit records marked for retry or in error	You didn't update a formula for an earnings element before calculating the payroll. You do the following steps: <ol style="list-style-type: none"> <li>1. Correct the formula and recompile it.</li> <li>2. Retry the Calculate Payroll task. The application calculates any records that include an entry for that earning.</li> </ol>

## Decide Which Corrective Method to Use

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

Method	Location	Scope	Comments
Actions menu	Payroll Checklist or Processes and Reports tab of the payroll flow	Entire task or individual records	The action retains the context of the original process so that you don't need to enter any parameters to run it.
Submit a Flow task	Payroll Checklist, Person Process Results or Process Results Summary pages	Entire task or only the records included in the payroll relationship group	You must enter submission parameters to identify the payroll process and its records.

## Other Corrective Actions

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

- Reverse a payroll calculation task to maintain an audit trail by creating negative calculation results that offset the original results
- QuickPay flow to pay a new hire not included in time for processing in the payroll run
- Void a check payment to reissue when check is lost

#### Related Topics

- [Examples of the QuickPay Process](#)
- [Corrective Actions for Payments](#)
- [What's the difference between rolling back and reversing a payment action?](#)
- [Status of Flow Tasks](#)
- [Complete, Skip, or Correct Flows](#)

## FAQs for View Payroll Results

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

Submit the Element Results Register report, which displays the name of the payroll flow. The report shows details for the element and the value paid to the employee.

If you don't know the person's assigned payroll, query the person's payroll details on the Payroll Relationships page.

### What's the difference between retrying a payroll process and retrying a payroll calculation?

Use the Retry Payroll Process flow to reprocess the results of any payroll process, with two exceptions: the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Use the Retry Payroll or Retroactive Calculation flow to reprocess the results of the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

#### Related Topics

- [Mark for Retry, Retry, and Roll Back Payroll Results](#)
- [Recalculate Payroll for Retroactive Changes](#)

### When does a balance display on the Statement of Earnings?

You can view balances on the Statement of Earnings section of the Person Process Results page after you calculate the payroll, a QuickPay, or gross earnings.

You may find some balances empty if you have configured your own legislative data for a country that doesn't have a predefined country extension. Balances for the information balance group and the Gross-to-Net balance group must be loaded before you can view the results in the Statement of Earnings.

### How can I access a log file for a payroll flow, extract, or report?

Locate and open the flow you submitted that includes the process, report, or extract. On the flow's Process and Reports tab, click the Process link, which is listed below the task.

On the Oracle Enterprise Scheduler Output page, click the ViewLog button for the process. In the log window, select an option to view or save the log.

*Related Topics*

- [Status of Flow Tasks](#)

## Why is the same person listed multiple times in search results?

For some tasks, such as Element Entries and Payroll Relationships, the person search results can include multiple rows for a person when that person has more than one assignment.

You can click any of the rows for that person to perform the task on the payroll relationship record for the person.

# 7 Profit Sharing

## Overview

A fixed percentage of a company's annual profit needs to be shared with its employees, as per the Mexican Federal Labor Law.

The National Profit Sharing Commission established the percentage of profit to be shared as 10% effective, February 3, 2009. The employer and employees' representatives conducted meetings to fix the amount to be shared, and also set a clear process. The Profit Sharing payment, known as Participación a los Trabajadores de las Utilidades (PTU) in Spanish, needs to be paid 60 days after the employer has filed the Annual Tax Declaration (March 30), this means before May 31.

Profit Sharing is a two-step process, which includes calculating the profit amount and making the payment. Once the profit amount to be shared has been agreed, it is shared with the employees. The amount is computed and divided into two equal portions, which include:

- Day's portion: Computed based on the number of days worked by each employee during the fiscal year.
- Earnings portion: Computed based on the salaries earned by each employee in the fiscal year.

## Employee Eligibility for Profit Sharing

The Mexican law states that the PTU employee eligibility should meet these conditions:

- Permanent workers who have worked any time during the previous fiscal year (January 1 to December 31) and earned any wages.
- Temporary workers must have worked at least 60 days in the fiscal year.
- Directors and board members are excluded from PTU.

## Profit Sharing Calculation Criteria

The Mexican law states the criteria to compute the PTU earnings portion, which also depends on the employer business practice:

- For employees who have a salary basis or fixed earnings, the daily salary will be used.
- For employees who earn only variable earnings, the average earnings in the year is used to compute the daily salary.
- For employees who earn a mix salary (fixed and variable), only the fixed portion will be used.

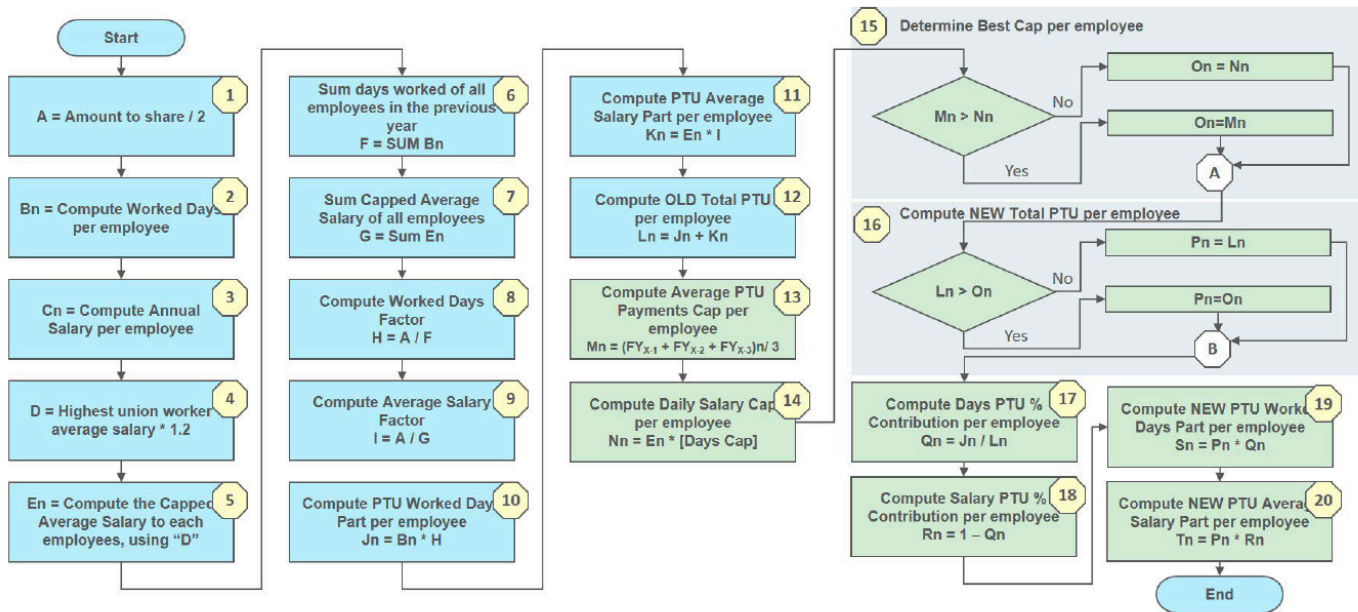
**Note:** In all these cases, the basis to compute the PTU earnings portion is capped to the highest union employee daily salary plus 20%.

If the legal employer has multiple plants or branches, the union employee cap may be set per each of these business units.

**Note:** On April 23, 2021, the Mexico Federal Labor Law Article 127 was updated adding the Fraction VIII as follows: The amount of the profit share will have as a maximum limit three months of the worker's salary, or the average of the profit sharing paid in the previous three years; the amount that's most favorable to the worker will be applied.

## Profit Sharing Calculation Procedure

This flow chart depicts how profit sharing is computed.





## Set Up Profit Sharing

As a Payroll Administrator, you need to set up the profit sharing processing in your organization.

Complete the tasks as shown in this table:

Task Name	Sub Tasks
Initialize or Adjust Profit Sharing balances: <ul style="list-style-type: none"> <li>Mexico Profit Sharing statutory balance</li> <li>Eligible Compensation for Profit Sharing</li> <li>Eligible Worked Days for Profit Sharing</li> </ul> Balance Dimension: <ul style="list-style-type: none"> <li>Relationship NoCB Year to Date</li> </ul>	Select the appropriate scenario according to the Balance Initialization and Adjustment chapter.
Ensure that those profit sharing eligible earnings have been set with the appropriate subclassifications (Days and Earnings)	If you need to add the subclassification to an existing earning: <ol style="list-style-type: none"> <li>Navigate to Payroll -&gt; Elements</li> <li>Enter a query for your element name                             <ul style="list-style-type: none"> <li>Click <b>Subclassification Rules</b> node.</li> <li>Enter the appropriate subclassification</li> <li>Click <b>Save</b>.</li> </ul> </li> </ol>
Create Profit Sharing elements	<ol style="list-style-type: none"> <li>Navigate to <b>Payroll -&gt; Elements</b></li> <li>Select primary classification as <b>Supplemental Earnings</b></li> <li>Select the secondary classification <b>Profit Sharing</b>.</li> </ol>

## Calculate Profit Sharing for Mexico

Here are the sequence of steps you need to follow to calculate profit sharing for Mexico.

Steps	Requirement and Sub Steps
Enter profit sharing calculation values in the <b>PSU Organization card</b> .	Mandatory
Enter profit sharing calculation values in the <b>TRU Organization card</b>	Optional

Steps	Requirement and Sub Steps
	This step applies only if a <b>Highest Average Salary</b> has been agreed at TRU level (different from the value set in PSU).
Submit the <b>Calculate Mexico Profit Sharing</b> task flow	Set the <b>Create Element Entry</b> parameter to <b>No</b> and repeat steps 3, 4 and 5 as needed.
Verify Profit Sharing results	Optional
Roll back Calculate Mexico Profit Sharing	Optional
Submit the Calculate Mexico Profit Sharing task flow	After the results are verified, run the process setting the <b>Create Element Entry</b> parameter to <b>Yes</b> .
Rename the ElementEntry.txt HCM Data Loader text file with a <b>.dat</b> extension.	Optional  This step is not required if you want to create the element entries by the Profit Sharing process.
Upload the ElementEntry.dat Profit Sharing HCM Data Loader file	Optional  This step is not required if you want to create the element entries by the Profit Sharing process.
Rename the PayrollInterfaceInboundRecord.txt HCM Data Loader text file with a “.dat” extension.	Optional  Complete this step if you’d like to be able to review employee’s profit sharing information in the application.
Upload the PayrollInterfaceInboundRecord.dat HCM Data Loader file	Optional  Complete this step if you’d like to be able to review employee’s profit sharing information in the application

## Create Profit Sharing Units in Calculation Card

### Create Profit Sharing Unit PSU Calculation Card

Create the Payroll Statutory Unit (PSU) Profit Sharing Component in the organization card.

You can update organization cards from an implementation project. To do this, complete these steps:

1. From the home page, navigate to **Setup and Maintenance > Manage Implementation Projects > Select a Mexico Project**.
2. Search for the **Legal Entity Calculation Cards Task**.
3. Verify that the scope is set correctly to the appropriate **Legal Entity**.

4. In the **Legal Entity Calculation Cards Task** task, click **Select** or **Create** to create the organization card.
5. Enter the PSU values to compute the profit sharing as shown in the table:

CALCULATION VALUES	DESCRIPTION	VALUE EXAMPLE
Calculation Method	<p>Specifies how the profit sharing will be computed.</p> <p>Available options are:</p> <ul style="list-style-type: none"> <li>○ Daily Wages: Employee daily wage is used to calculate the portion of profit share based on earnings. This is the default method.</li> <li>○ Annual Earnings: Not supported</li> <li>○ Prorated Annual Earnings: Not supported</li> </ul> <p><b>Note:</b> Only the daily wage calculation is supported. The calculation method value definition is not supported.</p>	Daily Wage (Default)
Highest Average Salary	<p>Mandatory</p> <p>This value sets the highest union worker's daily salary.</p> <p>The application multiplies this value by 1.2 to derive the limit at which each employee's salary is capped.</p> <p>This limit is used for all the employees working in the PSU, unless a Highest Average Salary override value was entered at TRU level.</p>	213.39
Include Temporary Employees	<p>Specifies whether temporary workers will be included in the profit sharing process.</p> <p>Use the <b>Employment Info</b> task to check the <b>Regular or Temporary</b> field, used to determine this condition.</p>	Yes (Default)
Number of Employee Salary Days to Cap Payment	<p>This value sets the number of days to compute the cap that will be used to determine the best cap favorable to the employee.</p> <p>If this value is not entered, then the default value of 90 days will be used.</p>	90 (Default)

CALCULATION VALUES	DESCRIPTION	VALUE EXAMPLE
Permanent Employee Minimum Days Worked	<p>The profit sharing process includes only those permanent employees who have worked equal or more days than the number entered in this calculation value.</p> <p>If this value is not entered, then the default value of 1 day will be used as the eligibility criteria.</p>	1 (Default)
Temporary Employee Minimum Days Worked	<p>The profit sharing process will include only those temporary employees who have worked equal or more days than the number entered in this calculation value.</p> <p>If this value is not entered, then the default value of 60 days will be used as the eligibility criteria.</p> <p>This value is ignored if the <b>Include Temporary Employees</b> value is set to <b>No</b>.</p>	60 (Default)
Total Amount	<p>Mandatory</p> <p>Total profits to be shared with employees.</p>	MEX\$ 1,780,000
Total Capped Average Salary Override	<p>Use this field to override the calculation of the sum of the total capped salary for all employees.</p> <p>This value is optional, and the application will calculate it if not entered.</p>	
Total Worked Days Override	<p>Use this field to override the calculation of the sum of the total days for all employees.</p> <p>This value is optional, and the application will calculate it if not entered.</p>	

## Create Profit Sharing Unit TRU Organization Card

Create the Tax Reporting Unit (TRU) for the Profit Sharing component in the legal reporting entity organization card to enter tax reporting unit profit sharing overrides.

Here are the steps to create the TRU for the Profit Sharing component:

1. From the home page, navigate to: **Setup and Maintenance > Manage Implementation Projects > Select a Mexico Project.**
2. Search for the **Legal Reporting Unit Calculation Cards Task.**
3. Verify that the scope is set correctly to the appropriate **Legal Entity.**
4. In the **Legal Reporting Unit Calculation Cards Task**, click **Select** or **Create** the card: Organization Card.
5. Enter the values as shown in the table:

CALCULATION VALUES	DESCRIPTION	VALUE EXAMPLE
Highest Average Salary	<p>Mandatory</p> <p>This value overrides the highest union worker's daily salary entered at PSU level.</p> <p>The application multiplies this value by 1.2 to derive the limit at which each employee's salary needs to be capped.</p> <p>This limit is used only for the employees associated to the TRU.</p> <p>If this value is not entered, then the Highest Average Salary in the PSU Organization Card is used.</p>	213.39
Exclude from Profit Sharing	Use this value definition to exclude all employees in this TRU from the profit sharing process.	<p>No (Default)</p> <p>Yes</p>

## Create Employee Tax Card

Mexico rules mandate that some types of employees need to be excluded from profit sharing.

For example, the company directors, board members, and so on.

Create the Profit Sharing component in the Employee Tax Card to enter exceptions at person level, as shown in this table:

CALCULATION VALUES	DESCRIPTION	VALUE EXAMPLE
Exclude from Profit Sharing	Use this value definition to exclude individual employees from the profit sharing process.	No (Default) Yes

## Elements for Profit Sharing

### Profit Sharing Contributors

Use the predefined balances to compute the total profit sharing amount.

The total profit sharing amount is the sum of these two portions:

- Days portion: It is computed based on the number of days worked by each employee during the fiscal year.
- Earnings portion: It is computed based on the salaries earned by each employee in the fiscal year.

The elements eligible for profit sharing (contributors) should feed the days and earnings balances through the Element Subclassification Rules user interface.

Profit sharing is computed based on the **Relationship NoCB Year to Date** dimension of these predefined balances:

SUBCLASSIFICATION / BALANCE NAME	CATEGORY
Eligible Compensation for Profit Sharing	Miscellaneous
Eligible Worked Days for Profit Sharing	Miscellaneous

### Profit Sharing Payments

You need to create the Profit Sharing payment elements with the appropriate parameters, as part of the setup.

There are no predefined elements for payment in the Profit Sharing feature.

You can use these classifications to create the Profit Sharing payment elements:

- Primary Classifications: Supplemental Earnings
- Secondary Classifications: Profit Sharing

Based on above classifications:

- The **Calculate Mexico Profit Sharing** task flow includes the element in the list of values of the Element Name parameter.

- The balance feed to **Mexico Profit Sharing statutory balance** is created.

## Eligibility Profiles

Profit Sharing elements need to have at least the Payroll Statutory Unit eligibility profile.

## Balance

The predefined **Mexico Profit Sharing statutory balance** stores the profit sharing payment and is used to compute the cap of the average of the previous three years payments.

## ISR Tax Implications

Based on the ISR Tax Regulation Article 174, Profit Sharing ISR Tax can use the nonperiodic calculation procedure.

For more information, see the document 2541656.1 (Oracle Fusion HCM (Mexico): Federal Income Tax (ISR)) on My Oracle Support (MOS)

# Profit Sharing Task Flow

## Overview of Profit Sharing Task Flow

Use the Calculate Mexico Profit Sharing task flow to process the details of all employees to calculate the profit sharing payment.

## Calculate Mexico Profit Sharing Task Flow

This task flow produces three outputs:

- Excel report – ProfitSharingReport.xlsx
- Element entry HCM Data Loader text file – ElementEntry.txt
- Audit information HCM Data Loader text file – PayrollInterfaceInboundRecord.txt

The excel report includes additional person and employment information:

- CURP
- RFC
- IMSS
- Hire Date
- Mexico Adjusted Service Date
- Assignment Start Date
- Assignment Category
- Termination Date
- Statutory Eligibility Criteria Met

When the Calculate Mexico Profit Sharing flow has completed successfully you'll need to:

- Rename the ElementEntry.txt HCM Data Loader text file with a .dat extension. Upload the ElementEntry.dat Profit Sharing HCM Data Loader file. This step isn't required if you chose to create the element entries from the Calculate Mexico Profit Sharing task flow.
- Rename the PayrollInterfaceInboundRecord.txt HCM Data Loader text file with a .dat extension. Upload the PayrollInterfaceInboundRecord.dat HCM Data Loader file. You need to complete this to review the employee's profit sharing information in the application using the Payroll Interface Inbound Records page.

## Parameters

The Calculate Mexico Profit Sharing task flow has these parameters:

PARAMETER NAME	DESCRIPTION	EXAMPLE VALUE
Payroll Statutory Unit	Shows the list of valid PSUs for the LDG	Mexico Vision PSU
Year	The fiscal year that profit sharing is being run for.	2020
Element Entry Creation Date	Select a date for element entry creation.	01/01/2010
Element Name	<p>Element to be used for profit sharing payment.</p> <p>The dropdown list displays the elements that match the following criteria:</p> <ul style="list-style-type: none"> <li>• Secondary Classification is Profit Sharing.</li> <li>• The element exists on the Element Entry Creation Date and eligibility is defined.</li> </ul>	
Create Element Entry	<p>Select an option for the dropdown:</p> <ul style="list-style-type: none"> <li>• <b>No:</b> The excel report and HCM data loader file are produced.</li> <li>• <b>Yes</b>The element entries are created for the employees, alongwith the excel report and HCM data loader file.</li> </ul>	<p>Yes</p> <p>No (Default)</p>
Payroll Relationship Group	List of payroll relationship groups for the LDG. The profit sharing will be processed for only this group of employees. However, the profit sharing will be across all the employees in the PSU.	
Process Configuration Group	Name of the Payroll Process Configuration Group to provide sets of processing parameters related to logging and performance.	



**Note:** Running the Calculate Mexico Profit Sharing locks the last payroll run of the fiscal year the PTU (Profit Sharing payment, Participación a los Trabajadores de las Utilidades in Spanish) is computed for. If changes are needed, you need to roll back the Calculate Mexico Profit Sharing process. After the element entry is created, you can rerun the Calculate Mexico Profit Sharing task.

## Extract Definitions

The Profit Sharing is based on the HCM Extract standard functionality. You can use the new Mexico Profit Sharing extract definition to process profit sharing.

## Using the HCM Data Loader

The Profit Sharing process creates the HCM Data Loader text files for element entry and the Payroll Interface Inbound Record.

The text files include:

- ElementEntry.txt
- PayrollInterfaceInboundRecord.txt

To upload the files, you need to renamed them with a “.dat” extension. For example, ElementEntry.dat.

The ElementEntry.dat file creates two metadata rows for element entry and element entry value. There are two rows of data for each employee. For example:

```
METADATA|ElementEntry|AssignmentId|BatchActionId|BatchId|CreatorId|CreatorType|DateEarned|EffectiveEndDate|
EffectiveStartDate|ElementEntryId|ElementTypeId|ElementName|LegislativeDataGroupId|LegislativeDataGroupName|
EntryType|Person Id|Reason|RelationshipId|ReservedInputValueId|Subpriority|TargetEntryId|AssignmentNumber|
BalanceAdjustmentCostFlag|Ter minationId|SourceSystemOwner|SourceSystemId|GUID|MultipleEntryCount
METADATA|ElementEntryValue|EffectiveEndDate|EffectiveStartDate|ElementEntryValueId|InputValueId|
InputValueName|ScreenEntryValue|ElementEntryId (SourceSystemId) |PersonId|AssignmentNumber|ElementTypeId|
ElementName|LegislativeDataGr oupId|LegislativeDataGroupName|LegislationCode|SourceSystemOwner |
SourceSystemId|GUID
MERGE|ElementEntry||||F|2019/12/31|2019/02/01|||ptu_demo||ZHRX_MX_LDG One|E|||||E955160008193566|||
HRC_SQLLOADER|EEE9551600081935661||2
MERGE|ElementEntryValue|2019/12/31|2019/02/01|||Amount|92380.17|EEE9551600081935661||E955160008193566||
ptu_demo||ZHRX_MX_LDG One||HRC_SQLLOADER|EVE9551600081935661|
```

The PayrollInterfaceInboundRecord.dat file creates two metadata rows:

- PayrollInterfaceInboundRecord
- PayrollInterfaceInboundRecordInfo

There are three rows of data for each employee – one row of PayrollInterfaceInboundRecord and two rows for PayrollInterfaceInboundRecordInfo. For example:

```
METADATA|PayrollInterfaceInboundRecord|InbdRecordId|SourceType|EntityIdentifier|FunctionalCategory|
RecordType|StartDate|BatchCode|BatchDate|VendorCode|CategoryCode|RecordIdentifier
METADATA|PayrollInterfaceInboundRecordInfo|FLEX:ORA_HRY_PI_INBD_RECORDS_INFO_EFF|
EFF_CATEGORY_CODE|InbdRecordInfoId|InbdRecordId|StartDate|SourceType|RecordType|BatchCode|
FunctionalCategory|EntityIdentifier|RecordIdentifier|IriInformationContext|SourceSystemOwner|
SourceSystemId|GUID|AmountToShare (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
calculationMethod (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuWorkedDaysFactor (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
averageSalaryFactor (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
highestUnionWorkerAverageSalar (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuWorkedDaysOverrideUsed (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
```

```

ptuCappedAverageSalaryOverride(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuTemporaryWorkersIncluded(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuMinimumWorkedDaysForTempora(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuMinimumWorkedDaysForPermane(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuNumberOfEmployeeSalaryDaysT(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
ptuYear(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PSU_INFO) |
oraHryMxPtuPerNum(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
oraHryMxPtuPerName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
AssignmentNumber(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
EligibleWorkedDays(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
EligibleCompensation(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
CappedAvgDailySal(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
Rehired(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
highestUnionWorkerAverageSal(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuWorkDayPortion(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuAvgSalPortion(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PersonCarp(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PersonRFC(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PersonIMSS(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
AdjServiceDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
AssignStartDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
AssignCategory(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
TerminationDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
EliCriteriaMet(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
HireDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
DaysPortContriPercent(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
SalPortContrPercent(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
FY3PtuPayment(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
FY2PtuPayment(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
FY1PtuPayment(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
AvgPrevFYPayCap(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuAmntBasedSalDays(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuBestCap(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuFinalTotalAmount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuFinalDaysPortion(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuFinalSalPortion(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
PtuEleEntryStatus(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO) |
oraHryMxPtuMessage(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MX_PTU_PER_INFO)
MERGE|PayrollInterfaceInboundRecord|3081672|ORA_HRY_PERSON|9MXPS13Sep|ORA_HRX_MX_PTU|
ORA_HRY_MX_PTU_PERSON_DATA|2023/03/21 00:00:00|9MXPS13Sep|2023/03/21 00:00:00|PTU|ORA_HRX_MX_PTU_CAT|
3001005671515343081672
MERGE|PayrollInterfaceInboundRecordInfo|ORA_HRY_MX_PTU_PSU_INFO|ORA_HRX_MX_PTU_CAT||3081672|
2023/03/21 00:00:00|ORA_HRY_PERSON|ORA_HRY_MX_PTU_PERSON_DATA|9MXPS13Sep|ORA_HRX_MX_PTU|9MXPS13Sep|
3001005671515343081672|ORA_HRY_MX_PTU_PSU_INFO|||158000.5|Daily Wage|88.36717|6.580666|2000.5|||60|1|91.2|
2022|
MERGE|PayrollInterfaceInboundRecordInfo|ORA_HRY_MX_PTU_PER_INFO|ORA_HRX_MX_PTU_CAT||3081672|
2023/03/21 00:00:00|ORA_HRY_PERSON|ORA_HRY_MX_PTU_PERSON_DATA|9MXPS13Sep|ORA_HRX_MX_PTU|9MXPS13Sep|
3001005671515343081672|ORA_HRY_MX_PTU_PER_INFO|||9MXPS13Sep|Carolina Lopez Lopez|E9MXPS13Sep-2|
81|30000|722.580645|Yes||7157.74077|4755.061883|LOLC900101MASPPR06|LOLC900101VC9|90195302111||2022/02/10|
Temporary|2022/01/31|Yes|2022/01/01|60.0845%|39.9155%|0|0|0|0|65899.354824|65899.354824|11912.8|7157.746316|
4755.053684|No|
MERGE|PayrollInterfaceInboundRecord|3081674|ORA_HRY_PERSON|3MXPS13Sep|ORA_HRX_MX_PTU|
ORA_HRY_MX_PTU_PERSON_DATA|2023/03/21 00:00:00|3MXPS13Sep|2023/03/21 00:00:00|PTU|ORA_HRX_MX_PTU_CAT|
3001005671514383081674
MERGE|PayrollInterfaceInboundRecordInfo|ORA_HRY_MX_PTU_PSU_INFO|ORA_HRX_MX_PTU_CAT||3081674|
2023/03/21 00:00:00|ORA_HRY_PERSON|ORA_HRY_MX_PTU_PERSON_DATA|3MXPS13Sep|ORA_HRX_MX_PTU|3MXPS13Sep|
3001005671514383081674|ORA_HRY_MX_PTU_PSU_INFO|||158000.5|Daily Wage|88.36717|6.580666|2000.5|||60|1|91.2|
2022|
MERGE|PayrollInterfaceInboundRecordInfo|ORA_HRY_MX_PTU_PER_INFO|ORA_HRX_MX_PTU_CAT||3081674|
2023/03/21 00:00:00|ORA_HRY_PERSON|ORA_HRY_MX_PTU_PERSON_DATA|3MXPS13Sep|ORA_HRX_MX_PTU|3MXPS13Sep|
3001005671514383081674|ORA_HRY_MX_PTU_PER_INFO|||3MXPS13Sep|MX_PS13Sep_2|E3MXPS13Sep-2|62|
80000|2580.64516|Yes||5478.76454|16982.363876|||2022/03/01|Regular||Yes|2022/03/01|24.3922%|75.6078%|0|0|
0|0|235354.838774|235354.838774|22461.13|5478.763752|16982.366248|No|

```

For more information about loading element entries with HCM Data Loader, see the *Element Entries* in the *HCM Data Loading Business Objects* book on *Oracle Help Center*.

## Payroll Interface Inbound Records

If you chose to upload the PayrollInterfaceInboundRecord.dat file, the Payroll Interface Inbound Records page includes information for all employees that were processed in the Calculate Mexico Profit Sharing process regardless of whether they received a payment or not.

You can view the values that were used to calculate the profit sharing for those employees that received a payment. The employees that did not receive a profit sharing payment will include a message indicating their ineligibility.

To view the profit sharing audit information:

1. From the home page, navigate to **My Client Groups → Payroll → Administration → Payroll Interface Inbound Records**.
2. Search using this information:

SEARCH CRITERIA	EXAMPLE
Person Number	Enter the person number
Record Type	Mexico Profit Sharing Information
Record Owner Type	Person

3. Click the name to view the person's profit sharing information.
4. Click **Profit Sharing Information** in the Extra Details region to view the person's audit information.

# Profit Sharing Balance Initialization and Adjustments

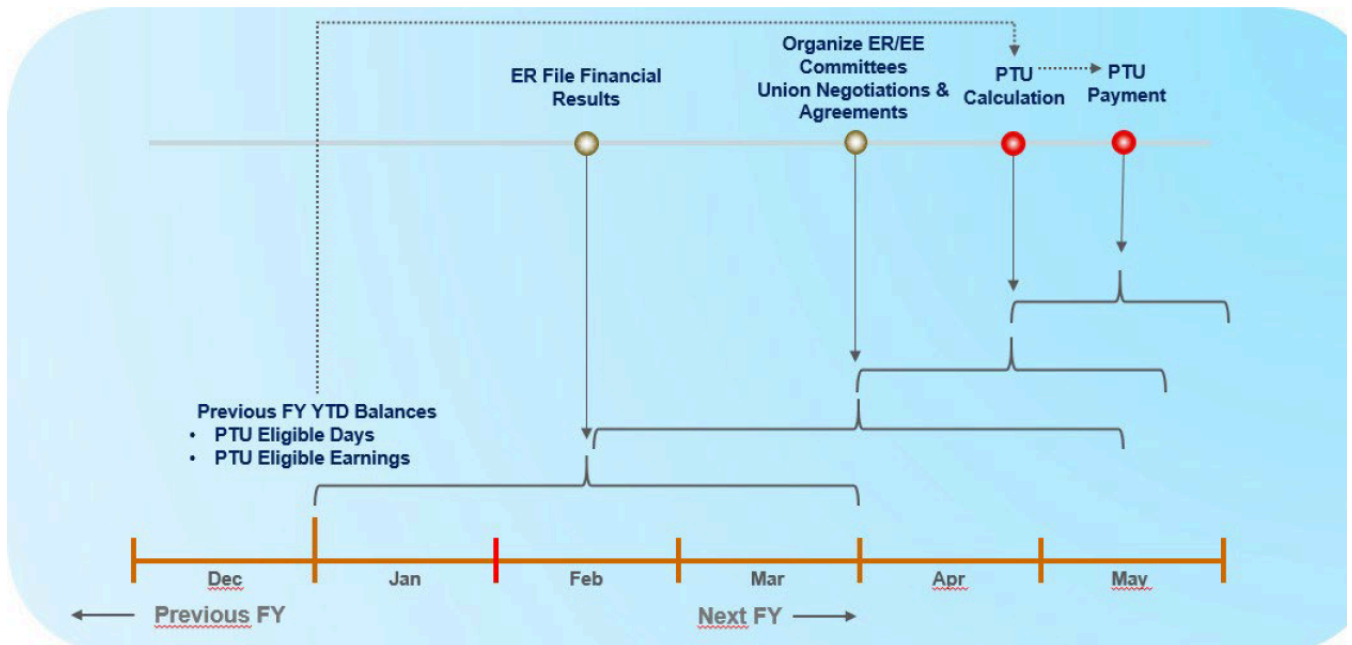
## Balance Initialization and Adjustments

The various timelines to be considered for profit sharing balance initialization and adjustments are explained.

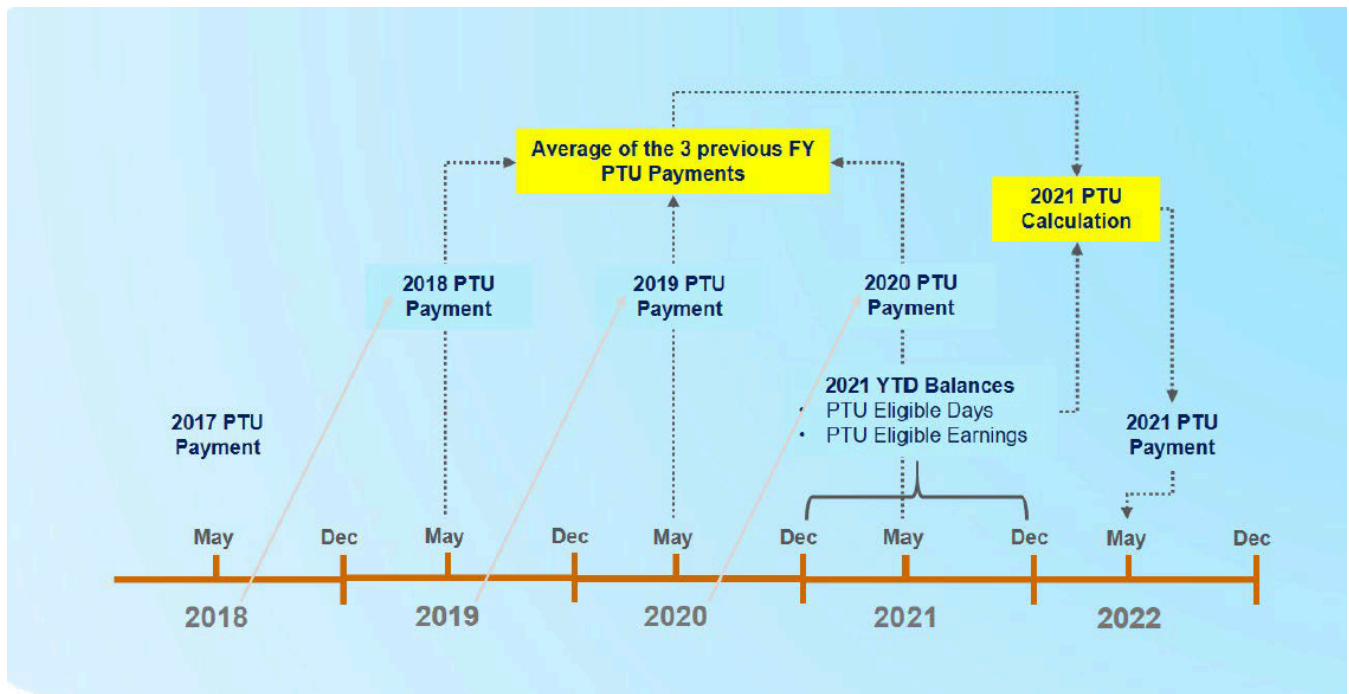
You need to consider these timelines for Profit Sharing processing:

- The Profit Sharing is paid on May of the next fiscal year to the year that PTU was computed.

For example: 2021 fiscal year, PTU (Profit Sharing payment, known as Participación a los Trabajadores de las Utilidades) will be paid in May 2022.



- The previous three years PTU payments are used to compute the new cap introduced by the recent Federal Labor Law update. For example, the PTU payments for 2018, 2019 and 2020 are used for the fiscal year 2021 PTU calculation.



Understanding how the balances are managed and what values are stored in the time and payroll relationship balance dimensions is important for the accurate Mexico profit sharing calculation.

To initialize or adjust balances, these conditions need to be met:

- Payroll definition and payroll pay periods exist at the time the balance dimension is initialized or adjusted.
- Employee payroll relationship exist at the time the balance dimension is initialized or adjusted.
- No payroll process is run for the employee payroll relationship (applicable only for balance initialization).

In addition, to determine how the profit sharing balances are initialized or adjusted, analyze these points:

- PTU payment history availability.

- Cloud Mexico Payroll go-live date.

For more information about adjusting balances, see the Balance Adjustment topic of the Initializing and Adjusting Balances chapter in the HCM Data Loading Business Objects book available on Oracle Help Center.

## Balance Adjustment Examples

Here are some examples to describe the balance adjustments for fiscal year 2021 profit sharing calculation for most common customer scenarios.

### One Payroll Relationship (Go-Live Date: Jan 1, 2021)

In this scenario, there is one payroll relationship PSU A, and the employee hire date is before 2018.

The details for the balance adjustment are as follows:

BALANCE DIMENSION	BALANCE	PERIOD VALUES	ADJUSTMENT DATE
PSU A Relationship NoCB Year to Date	Mexico Profit Sharing statutory balance	Jan 1 – Dec 31, 2018	As of Dec 31, 2019
		Jan 1 – Dec 31, 2019	As of Dec 31, 2020
		Jan 1 – Dec 31, 2020	As of Dec 31, 2021

### One Payroll Relationship (Go-Live Date: Jan 1, 2022)

In this scenario, there is one payroll relationship PSU A, and the employee hire date is before 2018.

The details for the balance adjustment are as follows:

BALANCE DIMENSION	BALANCE	PERIOD VALUES	ADJUSTMENT DATE
PSU A Relationship NoCB Year to Date	Mexico Profit Sharing statutory balance	Jan 1 – Dec 31, 2018	As of Dec 31, 2019
		Jan 1 – Dec 31, 2019	As of Dec 31, 2020
		Jan 1 – Dec 31, 2020	As of Dec 31, 2021
	Eligible Compensation for Profit Sharing	Jan 1 – Dec 31, 2021	As of Dec 31, 2021
	Eligible Worked Days for Profit Sharing	Jan 1 – Dec 31, 2021	As of Dec 31, 2021

## One Payroll Relationship (Mid-Year Go-Live Date)

In this scenario, there is one payroll relationship PSU A, and the employee hire date is before 2018.

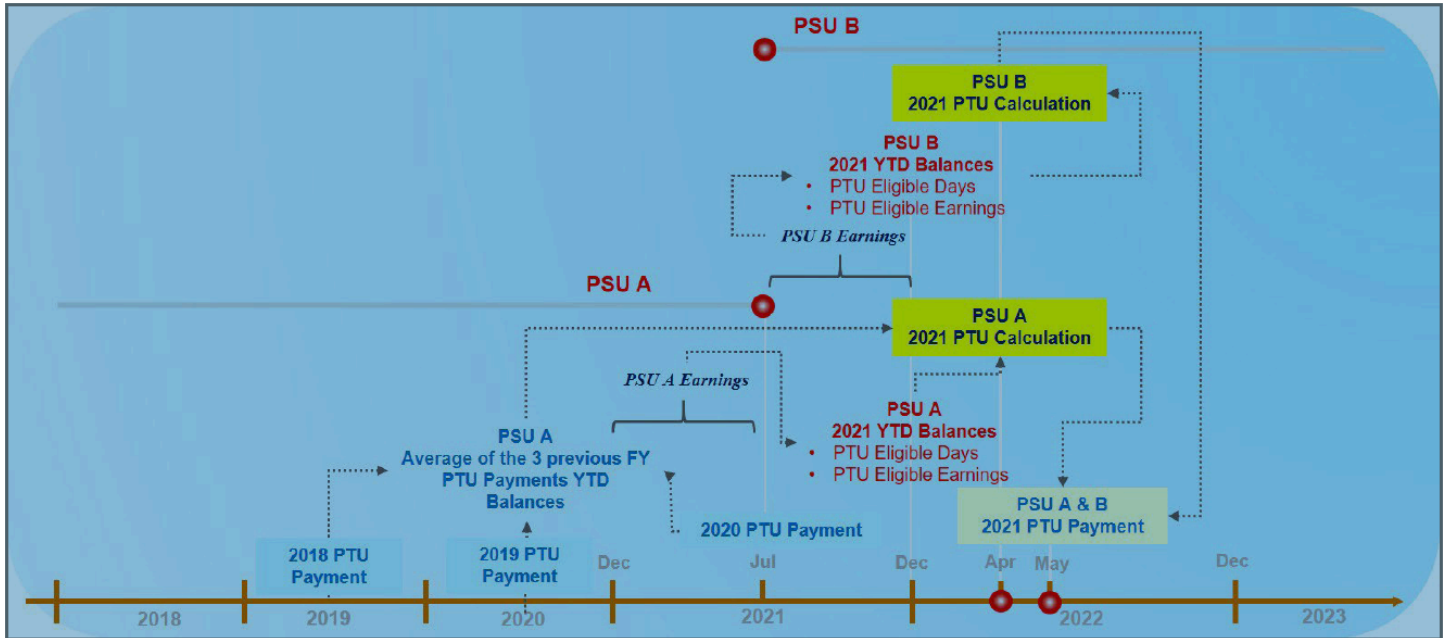
The go-live date is March 1, 2022

BALANCE DIMENSION	BALANCE	PERIOD VALUES	ADJUSTMENT DATE
PSU A Relationship NoCB Year to Date	Mexico Profit Sharing statutory balance	Jan 1 – Dec 31, 2018	As of Dec 31, 2019
		Jan 1 – Dec 31, 2019	As of Dec 31, 2020
		Jan 1 – Dec 31, 2010	As of Dec 31, 2021
	Eligible Compensation for Profit Sharing	Jan 1 – Dec 31, 2021	As of Dec 31, 2021
		Jan 1 – Feb 28, 2022	As of Feb 28, 2022
	Eligible Worked Days for Profit Sharing	Jan 1 – Dec 31, 2021	As of Dec 31, 2021
		Jan 1 – Feb 28, 2022	As of Feb 28, 2022

## Employee Transfer (Go-Live Date: Jan 1, 2022)

In this scenario, there are 2 payroll relationships PSU A and PSU B.

- PSU A: Start Date: Before 2018 and End Date: Jun 30, 2021.
- PSU B: Start Date: July 1, 2021 and End Date: No date (Active)



BALANCE DIMENSION	BALANCE	PERIOD VALUES	ADJUSTMENT DATE
PSU A Relationship NoCB Year to Date	Mexico Profit Sharing statutory balance	Jan 1 – Dec 31, 2018	As of Dec 31, 2019
		Jan 1 – Dec 31, 2019	As of Dec 31, 2020
		Jan 1 – Dec 31, 2020	As of Dec 31, 2021
	Eligible Compensation for Profit Sharing	Jan 1 – Jun 30, 2021	As of Jun 30, 2021



BALANCE DIMENSION	BALANCE	PERIOD VALUES	ADJUSTMENT DATE
	Eligible Worked Days for Profit Sharing	Jan 1 – Jun 30, 2021	As of Jun 30, 2021
PSU B Relationship NoCB Year to Date	Eligible Compensation for Profit Sharing	Jul 1 – Dec 31, 2021	As of Dec 31, 2021
	Eligible Worked Days for Profit Sharing	Jul 1 – Dec 31, 2021	As of Dec 31, 2021

## Employee Transfer (Mid-Year Go-Live Date)

In the scenario, there are two payroll relationships PSU A and PSU B.

- Go-Live Date is March 1, 2022
- Payroll relationship: PSU A - Start Date: Before 2018 and End Date: Jun 30, 2021
- Payroll relationship: PSU B - Start Date: July 1, 2021 and End Date: No date (Active).

BALANCE DIMENSION	BALANCE	PERIOD VALUES	ADJUSTMENT DATE
PSU A Relationship NoCB Year to Date	Mexico Profit Sharing statutory balance	Jan 1 – Dec 31, 2018	As of Dec 31, 2019
		Jan 1 – Dec 31, 2019	As of Dec 31, 2020
		Jan 1 – Dec 31, 2020	As of Dec 31, 2021
	Eligible Compensation for Profit Sharing	Jan 1 – Jun 30, 2021	As of Jun 30, 2021
	Eligible Worked Days for Profit Sharing	Jan 1 – Jun 30, 2021	As of Jun 30, 2021
PSU B Relationship NoCB Year to Date	Eligible Compensation for Profit Sharing	Jul 1 – Dec 31, 2021	As of Dec 31, 2021
		Jan 1 – Feb 28, 2022	As of Feb 28, 2022
	Eligible Worked Days for Profit Sharing	Jul 1 – Dec 31, 2021	As of Dec 31, 2021
		Jan 1 – Feb 28, 2022	As of Feb 28, 2022



# 8 Auditing and Reporting

## Reports

### Payroll Reports and Analytics

Global Payroll provides various reports and extracts to meet all of your reporting requirements. As a Payroll Manager, review and validate the payroll information before you run any payroll process or reports.

You must also review and verify the payroll run results before generating the payments or initiating any other related downstream processing.

A flow pattern exists for each extract or report process. Flow patterns for extracts and reports typically contain a single flow task and they define the submission parameters. The predefined flow tasks are automatically available for you to use. You can either run them as a standalone task or include them in a flow pattern.

Payroll reports can be broadly classified under these categories.

- Payroll Calculation and Balancing, such as the Gross-to-Net Report, used to review and verify payroll calculations and payroll run results.
- Payroll Payment and Cost Distribution, such as the Payment Register, used to review and verify payment calculations and payment and cost distributions.
- Data Validation and Audit, such as the Payroll Data Validation Report, used to verify payroll information prior to running payroll processes and statutory reports.

You also have country-specific reports to meet specific legislative and statutory reporting requirements.

You can access these reports from the **Submit a Flow** page. To open this page, navigate to **Payroll** in **My Client Groups** on the Home page and click **Submit a Flow** under the Flow Submission and Results section.

#### *Related Topics*

- [Payroll Activity Report](#)
- [Statutory Deduction Register](#)
- [Gross-to-Net Report](#)
- [Payroll Balance Report](#)

### Payroll Calculation and Balancing Reports

#### Summary of Payroll Calculation and Balancing Reports

As a payroll manager, you can use these reports to identify and verify payroll calculations and payroll run results.

Report	Purpose	When to Run	Example of Usage
Deduction Report	View details of payroll deduction amounts processed every pay period.	Run every pay period.	Validate the deduction amounts processed.
Element Results Register	View a list of elements and their primary output values for processes that generate run results.	Usually run every pay period after running the Payroll Activity Report.	Review run results for payroll processes. Create a pivot table to obtain totals.  During implementation, reconcile run results with the results produced by your legacy payroll.
Payroll Register Report	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit.  Use the detail report to review the complete payroll run details for each employee to balance and reconcile payroll and to compare the payment values to previous periods.  The report lists the current and year-to-date hours worked for each person included in the report.
Payroll Register Report for the Latest Process	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Payroll Register Report	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use this report to extract the periodic payroll balances for large volumes of data.
Statutory Deduction Register	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Review and validate Period-to-Date and Year-to-Date information of deductions listed against each employee categorized by PSU, TRU and element classification.
Statutory Deduction Register for the Latest Process	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Statutory Deduction Register	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Use this report to extract the periodic payroll balances for large volumes of data.
Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run.  Control which results to view by specifying a date range that includes the process dates of the	Run after each payroll run or, at a minimum, on a quarterly basis.	Review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.

Report	Purpose	When to Run	Example of Usage
	payroll calculations. The report displays the balances for the payroll period in which the process date occurs.		
Payroll Activity Report	View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.	Run the report before processing prepayments.	Verify, validate, and audit run results before processing payments.
Payroll Activity Report for the Latest Process		Run the report before processing prepayments.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Payroll Activity Report		Run the report before processing prepayments.	Use this report to extract the periodic payroll balances for large volumes of data.
Payroll Balance Report	View balance results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance information for a specific employee over a defined period of time.	Run as needed for diagnostic purposes.	Verify the values of other reports. You can use this report to pinpoint a problem discovered by another report.
Employee Active Payroll Balance	View the current values for any given list of employee balances. Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances. This report also helps you to determine if you have any tax balances over the statutory limits, such as Social Security.	Run the report after successful completion of any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.	View live payroll balances for matching employees, filtered by parameters and time-frames.
Payroll Messages Report	View details of error, warning, and information messages from payroll processes.	Run the report as needed for diagnostic purposes.	View and analyze the errors and warnings generated for a specific flow or for all processes within a specific period.  HCM Extract and/or Fusion Analytic Warehouse (FAW) are the only supported tools for payroll balance reporting.

**Note:** HCM Extract and/or Fusion Analytic Warehouse (FAW) are the only supported tools for payroll balance reporting.

## Deduction Report

You can run the Deduction Report to view and validate the deduction amounts processed every pay period. The report lists payroll deduction details, such as the actual deductions and the amounts not taken or put into arrears.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on your Home page.

### Report Parameters

**The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:**

#### Process Start Date

Use this field to specify the first effective date of the payroll or Quick-Pay runs to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

#### Process End Date

Use this field to specify the last effective date of the payroll or Quick-Pay runs to include in the report. For payroll runs, this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

#### Deduction Category

Use this field to include values for a specific balance category of deduction type. Leave this field blank to include deduction balances for all the balance categories.

#### Deductions

Use this field to run this report for a specific deduction. Leave this field blank to run the report for all the deduction balances you define.

#### Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

**Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

#### Person

Use this field to verify deduction balances for a single person.

### Report Results

**The report provides details of payroll deductions processed for the specified period.**

#### Report Fields

Report results include the following key fields:

Report Field	Description
Process Date	The report includes multiple payroll processes depending on the process date range you specify when you run the report.

Report Field	Description
Actual Deduction	Amount deducted from the employee's pay for this deduction element.
Deduction Not Taken	Part or entire amount of the calculated or owed deduction that isn't deducted from the employee's pay.
Current Arrears	Part or entire amount of the calculated or owed deduction that isn't deducted and is stored as arrears within the current period.
Total Arrears	Aggregated total of the arrears as of the process date.
Accrued Deductions	Aggregated total of the actual deductions as of the process date.
Total Owed	Total owed deduction amount as of the process date. For involuntary deductions such as a court order or a tax levy, this is the amount you initially enter on the employee's involuntary deduction card. In some cases, the deductions stop once the total owed amount is reached. In other cases, it's informational and the employer must wait for another order to stop the deductions.
Remaining Amount	Balance of the total owed, less the amount accrued for the deduction.

#### Related Topics

- [Payroll Calculation and Balancing Reports](#)

## 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.

To generate the report, submit the **Run Element Results Register** flow on the Submit a Flow page. Use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

### Report Parameters

**The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.**

#### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

#### Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

**Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

## Payroll

Select the required payroll name. Leave blank to run against all payrolls.

## Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

## Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, specify it here. Leave blank to run against all PSUs.

## Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Leave blank to run against all TRUs.

## Location

Use this field to view the elements results for employees who have at least one assignment for the selected location.

## Element Group

Use this field to run this report against all elements in the selected element group. Leave blank to run against all elements.

## Element

Use this field to run this report against a specific element. Leave blank to run against all elements.

## Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

**Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

## Person

Select the person number to view the elements of an individual employee. If left blank, the report is generated for all active employees.

## Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay



- Reversal
- Balance Adjustment
- Calculate Gross Earning

### Totals by Element and Person

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

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **PivotTable** from the Insert menu.
4. In the Create Pivot Table dialog, select **New Worksheet**. Click **OK**.
5. Click these fields from the Pivot Table Field List:
  - Person Name
  - Payroll Statutory Unit
  - Tax Reporting Unit
  - Payroll
  - Run Type
  - Element Name
  - Value
6. Drag the fields to these areas:

Area	Fields
Report Filter	Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll
Column Labels	Element Name
Row Labels	Person Name
Values	Sum of Value

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 and Balancing Reports](#)

### Gross-to-Net Report

Submit the Gross-to-Net Report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments. View summary or detail listings of the total results calculated in the payroll run.

The report displays the balances for the specified payroll period. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis.

Before you begin, ensure that the payroll or QuickPay is run for the period for which you're running the report. Run after each payroll run or, at a minimum, on a quarterly basis.

Use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page, and submit the **Run Gross-to-Net Report** task to run the report.

## Report Parameters

The parameter values determine which records to include in the report. These parameters have special meaning in the context of this report.

### Payroll

The name of the payroll you use to run this report.

### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For payroll runs, this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The results of the report depend on the number of payroll calculations completed for the payroll within the date range.

Here's an example of how you can generate a report that combines results from two payroll periods.

1. Calculate the payroll for semimonthly payrolls. Offset the process date of the first payroll run to the second payroll period. This table displays the balances for each payroll run.

Payroll Period	Process Date	Balance	Total
January 1 to 15	January 17	Standard Earnings	3200.00
		Employee Tax Deductions	1106.66
		Employer Liabilities	468.80
January 16 to 31	January 31	Standard Earnings	3200.00
		Employee Tax Deductions	1391.73
		Employer Liabilities	468.80

- Submit the Gross-to-Net Report with a start date of January 16 and an end date of January 31.

Both process dates fall between the selected dates, so the report displays the combined results of both payrolls as shown in this table.

Summary	Totals
Standard Earnings	6400.00
Total Gross Pay	6400.00
Employee Tax Deductions	2498.39
Total Deductions	2498.39
Total Net	3901.61
Employer Liabilities	937.60
Total Liabilities	937.60
Total Cost	7337.70

### Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Provides a more detailed breakdown for different sets of process dates.

### Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For more information, refer to Delivery Options for Extract-Based Payroll Reports topic in the Help Center.

### Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as enabling logging or setting the number of threads. You can select a value only if you have a predefined process configuration group.

**Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

### Run Mode

Use this parameter to decide if the extract-based report must retain or discard the transient data created during the report execution. The default value is **Normal**, the temporary transient data produced during report execution is discarded.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support to do so.

### Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

## Report Details

### Run the Gross-to-Net report in summary or detail mode.

#### Summary Report

The Summary mode displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date. In addition to the gross-to-net balances, the report also displays employer liabilities and hours balances.

The PDF output has these summary sections with sub-totals in each section as given here:

- Balance Categories Summary
- Balances Summary section displays balances with sub-totals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll.
  - a. Balance Categories Summary
  - b. Balances Summary

#### Detail Report

Run the report in the Detail mode for a more detailed breakdown of the balances by the process date range. This breakdown is required only if you notice a discrepancy in the Gross-to-Net balances in summary mode.

For example, if you run the Gross-to-Net report for the period 01, January 2018 to 31, March 2018 for a monthly payroll. The summary version of the report displays the overall gross-to-net balances for all the processes within the three month period. The detail version of the report displays three different sections, each showing the gross to net balances for all payroll processes for that month.

In addition to the summary sections shown by the Summary report, the detail report also shows the following:

- Balance Categories Summary

- Balances Summary section displays balances with sub-totals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll and Process Date Range section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll process date range.
  - a. Balance Categories Summary
  - b. Balances Summary

## Dynamic Payroll Relationship Group Support for the Payroll Activity Report

Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. For example, use the Payroll Relationship Group formula type to restrict the payroll run to a specific employee group, based on assignment and person level attributes.

Use the Fast Formulas task to first create a fast formula of the Payroll Relationship Group type. You can then create a formula with specific criteria to define this group. Use this payroll relationship group as a submission parameter when you run the Payroll Activity Report.

### Related Topics

- [Payroll Calculation and Balancing Reports](#)
- [Payroll Relationship Group Formula Type](#)

## Payroll Activity Report

Run the Payroll Activity Report for payroll verification, validation, and auditing purposes.

Run this report at any time to view and reconcile the payroll balances information with the data archived by the periodic payroll archive process.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

The Payroll Activity Report provides a high-level summary of all relationship-level balances across various balance categories, payroll statutory units (PSUs), and tax reporting units (TRUs). Use the Payroll Activity report to list for a given time:

- Balance adjustments for all employees
- Gross earning calculations
- Reversals
- Balance initialization for a selected employee or all employees
- Payroll or QuickPay runs

Use any of these tasks to run the Payroll Activity Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Activity Report	Use this task to run the legacy report.
Run Payroll Activity Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Report Task Name	Purpose
	The results are the same as running the legacy report with the <b>Latest Process YTD Total Only</b> parameter set to <b>Yes</b> .
Run Periodic Payroll Activity Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report.  The results are the same as running the legacy report with the <b>Latest Process YTD Total Only</b> parameter set to <b>No</b> .

## Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

## Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Provides a summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity.
Detail	Provides the detail of each payroll relationship level balance for every worker in every payroll activity.

## Payroll

Select the required payroll name.

## Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Balance Initialization
- Calculate Gross Earning

## Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

## Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

**Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

### Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

### Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

**Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

### Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

### Person Page Break

The options are Yes and No. If you select **Yes**, the report is generated with details per person per page. The default value is No and this field is disabled for the summary report.

### Hide Records with Zero Value

The options are Yes and No. If you select **Yes**, balances with zero values aren't displayed in the report.

### Latest Process YTD Total Only

The options are Yes and No. If you select **Yes**, the summary report includes year-to-date total from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

### Balances Reported

Use this field to run this report for Payment Balances, Nonpayment Balances, or both, as given in the table below.

Balances Reported Value	Description
Payment only	Includes balances included in the payments process.

Balances Reported Value	Description
Nonpayment only	Includes balances that aren't included in the payments process.
Field is left blank	Includes all balances.

This field is disabled if Latest Process YTD Total Only is set to Yes and all balances are included in the report.

### Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

### Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you select while running the report.

#### Summary Report

The summary report has these sections:

- Summary for Balance Categories
- Summary for Balances
- Summary for Balances by PSU and TRU
- Balances by Payroll and Process Type Summary

Balances by Payroll and Process Type Summary is displayed when Latest Process YTD Total Only is set to No or left blank.

The summary report displays either payment balances data or nonpayment balances data or both payment and nonpayment balances data together, depending on the Balances Reported parameter.

#### Detail Report

The detail report includes the above three sections followed by a fourth section that has employee level balances information displayed separately for payment and nonpayment balances. The balances are reported separately for unpaid Balance Adjustments when 'Include adjustment in payment balance' is set as No during balance adjustments, and unpaid Reversals.

#### Related Topics

- [Year-to-Date Balances in Reports](#)
- [Configure Information Balances in the Payroll Balance Report](#)
- [Report Payment and Nonpayment Balances](#)
- [Troubleshoot Missing Elements in Payroll Run Results](#)

## Payroll Messages Report

Run the Payroll Messages Report to view error, warning, and information messages from payroll processes. Generate the report for a specific flow or for all processes within a specific period.



For example, run the payroll messages report to view errors and warnings for all QuickPay runs for the last month.

The report can be run by a Payroll Administrator or Manager who has security access to the payroll flow pattern for which the report is generated.

## Report Parameters

The parameter values determine which records to include in the report. The following parameters have special meaning in the context of this report.

### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

### Task Name

Select a task, such as Payroll Activity Report, to view the messages generated for a specific task.

### Process Type

Select a specific process type such as Payroll Run to limit your report for a specific process type.

### Source Flow Name

Select the name of the flow for which you want to generate the messages report.

### Payroll

The name of the payroll flow you use to run this report.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons included in this report.

### Person

Select the name of the person for whom you want to generate the messages report.

### Include Information Messages

Select **Yes** to include information messages. Since the volume of information messages is high, it's recommended that if you want to view information messages, you generate the report for a specific person or process. The default value for this field is **No**.

### Person Process Status

Select a value to include only those persons with a specific processing status, such as persons **In Error**, or persons **Marked for Retry**.

### Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as passwords or number of threads. You can select a value only if you have a predefined process configuration group.

**Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

### Run Mode

Use this parameter to decide if the extract-based report must retain or discard the transient data created during the report execution. The default value is **Normal**, the temporary transient data produced during report execution is discarded.

### Report Results

The report is generated in Excel format with separate worksheets for these two types of messages:

- Person level messages, such as error messages generated when reporting or processing a person.
- Process level messages, such as messages generated for process failures or execution errors.

After addressing the root causes, you can rerun the payroll process and regenerate the report to ensure all issues are resolved.

As a good practice, it's recommended that you use the Sort By (Z to A) option on the Messages page to sort and quickly view at a glance specific messages as per your requirement.

Sort the report using the Line Sequence field to view the order in which the messages are generated. This helps you to track when in the process the message was generated. You can then investigate and resolve issues effectively.

Similarly, use the Filters option to filter and view messages as per your requirement.

Each message has a message name and message text. Samples of messages are:

- Error Message: Formula Salary can't be executed because the formula isn't compiled.
- Warning Message: Net pay exceeds 10, 000.

The report for person level messages also includes the payroll relationship number and assignment number of the person for whom the report is generated.

- A person can have multiple payroll relationships, but each payroll process is associated with a single payroll relationship and hence the messages for a payroll process is identified with the specific payroll relationship number.
- Some messages can be specific to an assignment such as a formula issue for a salary element entry and hence is identified by the assignment number.

## Payroll Balance Report

### Configure Information Balances in the Payroll Balance Report

This topic demonstrates how you can configure a predefined balance group usage item to include information balances in the Payroll Balance Report.

Use the Balance Group Usages task from **Payroll in My Client Groups** on the Home page to add matrix items to the predefined Global Information Balances for Payroll Balance Report balance group. You can add matrix items to the group and associate them with existing balance groups for use in reports.

To configure the balance group usage:

1. Search and select the **Balance Group Usages** task.
2. Select **Global Payroll Run Result Report** (Payroll Balance Report) in the Report Type field.
3. Select the Legislative Data Group.
4. Click **Search**. The search result displays all the applicable balance group usages for the Payroll Balance Report.
5. Select the Global Information Balances for Payroll Balance Report row and click **Edit**.
6. Select **Matrix Items** on the left panel of the Global Information Balances for Payroll Balance Report page.
7. Click **Add** to create a new matrix item.
8. In the Matrix Item section, select the **Balance Dimension** matrix type.
9. Select the name of the wanted Balance Dimension and enter a position value.
10. Click **Save**.
11. Click **Submit**.

#### Related Topics

- [Balance Groups](#)
- [Examples of Balance Group Usages](#)
- [Rules for Editing Balance Groups and Their Usages](#)
- [Payroll Balance Report](#)

## Payroll Balance Report

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

To run this report, use **Submit a Flow** under **Payroll in My Client Groups** on the Home page.

### Report Parameters

**The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:**

#### Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

#### Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

#### Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

#### Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

## Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

**Note:** Use the Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

## Person

Use this field to verify balance results for a single person.

## Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

## Report Results

**The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:**

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

### Related Topics

- [Payroll Calculation and Balancing Reports](#)
- [Configure Information Balances in the Payroll Balance Report](#)

## Employee Active Payroll Balance Report

Run the Employee Active Payroll Balance report to view the current values for any given list of employee balances.

Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances. This report also helps you to determine if you have any tax balances over the statutory limits, such as Social Security.

Start the **Run Employee Active Payroll Balance Report** task from the Checklists or Submit a Flow page under **Payroll** in **My Client Groups** on the Home page.

Before you run the report, ensure successful completion of any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

## Report Parameters

**Here's the list of parameters that are relevant for this report.**

### Payroll Flow

Enter the name of your payroll flow.

### Start Date

If you include the Run Balance values, specify the start date. This date must coincide with the date of the selected payroll run.

### End Date

Specify the effective date for balance retrieval. When you capture balance values across a range of dates, this represents the end of the range.

### Payroll

Specify a value to run the report for a specific payroll run.

### Consolidation Group

Select a value to run the report for the members of a consolidation group.

### Tax Reporting Unit

Select a value to include all employees in a tax reporting unit (TRU) in your report results. Click **Search** to locate the TRU.

### Payroll Relationship Group

Select a value to run this report for a group of employees in a payroll relationship group. Click **Search** to locate the group.

### Employee Name

Select an employee name to run this report for a specific employee. Click **Search** to locate the correct employee.

### Balance Dimension

Select the balance dimension you want to review:

- Run
- Quarter
- Year
- Quarter and Year

### Quarter

Select the quarter you want to review.

### Balance Group Usage

Select the balance group to include balance values in the report output.

### Hide Records with Zero Values

Select if you don't want records with 0 balances to show in this report.

### Process Configuration Group

Select the process configuration group name, if you have defined any. This parameter is used for logging and reporting purposes.

### Report Results

This report produces a pipe-delimited text file containing all live payroll balances for matching employees, filtered by parameters and time-frames. You can open this file in Microsoft Excel for additional filtering. If no employee balances match your report parameter criteria, the report returns an output file with no data.

For example, if you don't select **Yes** for any of the **Include Balance Values** fields, the report captures no balances. The output file is empty.

The output file includes:

- Payroll balance information
- TRU
- Employee name and number
- Payroll relationship number
- Run type (Run level only)
- State, county, city, school district, and Pennsylvania locals (if applicable)

## Payroll Payment and Cost Distribution Reports

### Summary of Payroll Payment and Cost Distribution Reports

Use these reports to verify payment calculations, and payment and cost distributions.

Report	Purpose	When to Run	Example of Usage
Payment Register	Verification and audit of payment distributions	After calculating prepayments, running the payment process, and generating payslips	<p>Use the summary report to verify the total amounts paid by payment category, type, status, and method.</p> <p>Use the detail report to validate payments for each employee, including the payment amount, bank, and check information.</p> <p>Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.</p>
Payslips	Provides a record of individual payroll payments received,	After generating payments and archiving periodic payroll results	Generate payslips for all employees as a record of payments made.

Report	Purpose	When to Run	Example of Usage
	including pay amounts, deductions taken, and accruals		Payroll managers and administrators can view payslips from the Person Management work area. Employees can view or print their payslips from the Portrait page.
Payslip Reprinting Report	Includes payslips for an employee or a specific group of employees spanning across multiple pay periods.	After successful completion of the Generate Payslips process.	The report provides a single output file and also includes employees who haven't opted for a printed payslip.
Third-Party Payment Register	Provides details of all payments made to a third-party person or organization, including involuntary and voluntary deductions.	After generating payments	Use the summary report to view a list of payments by payroll statutory unit.  Use the detail report to view the breakdown and roll-up of payments.
Payroll Costing Results Report	View details of the costing results from payroll calculations. View details after submitting corrective actions, such as cost adjustments and retroactive costing, or costing balance adjustments.	Run the report before transferring costing results to subledger accounting or to general ledger.	Verify results after you submit a process that generates costing results.

After submitting a report that uses archived data, you can resubmit the process from the Payroll Checklist page to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

## Payment Register

Generate the Payment Register to verify, reconcile, and audit payment distributions. This report doesn't include payments made to third parties. Use the Third-Party Payment Register to view payments made to third parties.

Submit the **Run Payment Register** task using the Submit a Flow page from **Payroll** in **My Client Groups** on the Home page.

Before you run this report, successfully archive your periodic payroll data. For further information see Archive Periodic Payroll Results topic in the Help Center.

### Report Parameters

**The parameter values determine which records to include in the report. The following parameters have special meaning in the context of this report.**

#### Scope

Control the results of the report by specifying its scope.

What you set	What it does
Summary	Provides a summary of the total amounts paid by payment category, payment type, status, and payment method.
Detail	In addition to the Summary report, it includes the complete details for each employee. Use this validate payments for each employee, including the payment amount, bank, and check info.

### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. The report includes all processes with an effective date on or after this date.

### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

### Payroll

The name of the payroll flow you use to run this report.

### Payment Process

Use this field to limit the results to a specific payroll or QuickPay run.

### Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

### Payroll Statutory Unit

Use this field to limit the results to persons belonging to a specific payroll statutory unit (PSU). Click **Search** and select a value.

### Tax Reporting Unit

Use this field to limit the results to persons belonging to a specific tax reporting unit (TRU). Click **Search** and select a value.

### Payroll Relationship Group

Use this field to verify the payments for persons belonging to a specific payroll relationship group.

### Person

Use this field to limit the results to a single person.

### Payment Type

Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

### Payment Method



Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

### Location

Use this field to limit the results to a specific location. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

### Payment Status

Select the status you want to report on.

What you select	What it means
Canceled and can't be reissued	You have marked the payment as Void, rolled back the prepayment process, and reversed the calculation of the payroll run results.
Paid	You processed and issued the payment without error.
Paid externally	You processed the payment was processed but generated it externally. This includes hand-written checks for terminated employees.
Unpaid	You processed the payment was processed, but it was incomplete or encountered errors during payment.
Void	You marked the payment as Void, but it's eligible for reissue. This includes replacing a lost payroll check.

**Note:** You can configure these statuses in the PAY\_STATUS lookup. For further info, see Payment Statuses in the Help Center.

### Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

**Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

### Report Category

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

### Run Mode

Use this parameter to decide if the report must retain or discard the transient data created during execution of the report.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The default **Normal** option discards the temporary transient data.

## Report Results

The report provides details of the selected payment status for matching persons, filtered by the specified time frame and other parameters.

Report name	What it contains
Summary	Provides sections on: <ul style="list-style-type: none"> <li>• Report parameters and sort order</li> <li>• Summary of payments</li> </ul>
Detail	Provides sections on: <ul style="list-style-type: none"> <li>• Report parameters and sort order</li> <li>• Summary of payments</li> <li>• Details of payments</li> </ul> Use this validate payments for each employee, including the payment amount, bank, and check info.

### Related Topics

- [Delivery Options for Extract-Based Payroll Reports](#)
- [Payment Statuses](#)
- [Archive Periodic Payroll Results](#)

## Third-Party Payment Register

Use the Run Third-Party Payment Register task to report on roll up payments and multi-deduction payments. You can view a summary or detail listing of all third-party payments.

Use Submit a Flow task under **Payroll** in **My Client Groups** on the Home page, and submit the **Run Third-Party Payment Register Report** flow to run the report.

Before you begin, run the report after calculating and verifying prepayments and generating the payments.

### Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

### Scope

You control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Provides a list of payments by payee.
Detail	Provides details of employee and deduction information for third-party payments.

### Payroll

Select the required payroll name. The report is generated for the selected payroll run.

### Process Start Date

Enter a start date to define the date range of this process.

### Process End Date

Enter an end date to define the date range of this process.

### Consolidation Group

Select a consolidation group to view the payments for all payrolls that are included in this consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

### Payroll Statutory Unit

Select a payroll statutory unit (PSU) to view the payments for a specific PSU.

### Tax Reporting Unit

Select a tax reporting unit (TRU) to view the payments for a specific TRU.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

### Person

Select the person number to validate payments for each employee, including the payment amount, bank, and check information, as reported in the detailed report.

### Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

**Note:** Use the Object Groups task to define the payroll relationship group or the process configuration group, before you can select it here.

### Payee

Select the payee for which the check payment process is run, to view the payment details of individual and rollup payments made for each payee.

Use the following parameters to view a list of individual payments, including total amounts paid by payment category, type, status, and method:

- Payment Category
- Payment Method
- Payment Process
- Payment Type
- Payment Status

## Report Results

The results of the report depend on the scope value you select while running the report, as given below. Both the formats have a page break after every payee, so you can provide the payment details separately to each payee.

### Summary Report

The Summary report displays the payments made to each payee by the payment source, payment status, and payment category. The report doesn't show PSU, TRU, and employee and deduction information. This is because the rollup payments include employees across PSUs and TRUs.

### Detail Report

The Detail report has a multiple-tier layout that includes:

- Payment details of individual and rollup payments made for each payee. Within each payee report, the payments are further segregated into:
  - Employee deduction information for individual payments, including single deductions and multiple deductions
  - Employee deduction information for rollup payments
- Consolidated totals of each multiple deduction payment and rollup payment
- Deduction reference details for involuntary deductions stored on the calculation card
  - It displays a blank deduction reference if the details are not available.
- Element name of voluntary deductions

### Support for Spreadsheet Tabular Layout

You can create your own template for a tabular output of data in Microsoft Excel file format for both the summary and detail reports.

#### Related Topics

- [Third-Party Payment Rollup](#)
- [Employee and Third-Party Check Payments Overview](#)

## Payment Statuses

Payroll managers use the Payment Register to verify the total amounts paid by payment category, type, method, and status.

This table shows you the payment statuses that you might see on the Payment Register. Payment statuses are configurable values in the PAY\_STATUS lookup.

Lookup Code	Value	Description
C	Canceled and can't be reissued	The payment was marked as Void, the prepayment process was rolled back, and the calculation of the payroll run results reversed.
MR	Paid externally	The payment was processed, but generated externally. Examples include a hand-written check/cheque for a terminated employee.
P	Paid	The payment was processed and issued without error.
U	Unpaid	The payment was processed, but was incomplete or errors occurred during payment.
V	Void	The payment was marked as Void but is eligible for reissue. Examples include replacing a lost payroll check/cheque.

*Related Topics*

- [Payroll Payment and Cost Distribution Reports](#)

## Payroll Costing Results Report

Use the Payroll Costing Results Report to view and verify the costing results for a costing process or the costing entries of a payroll run.

This report uses the extracts-based architecture to handle large volumes of data.

The report uses delivered user entities and database items so you can write to your own extracts to query the costing results.

Submit the **Run Payroll Costing Results Report**. Before running this report, submit one or more processes that generate costing results.

*User Entities*

A user entity is a logical entity associated with a data group defined using the HCM Extracts feature, a flexible tool for generating data files and reports. This table describes the user entities related to costing results and the type of data they extract.

User Entity	Description
ORA_PAY_COST_RESULT_UE	Extracts the detailed costing results.
ORA_PAY_COST_SUMMARY_UE	Extracts the summary of the costing results.

User Entity	Description
ORA_PAY_COST_ALLOCATION_ACCOUNT_UE	Extracts the individual costing segment information.

## Report Parameters

**The parameter values determine which records to include in the report. Many parameters are self-explanatory. The following parameters have special meaning in the context of this report.**

### Scope

This parameter determines the level of detail in the report. You can select one of two values for the Scope parameter, as shown in this table.

Scope	Description	When to Use
Summary	Shows the account numbers and the net credit and debit amounts for transferring and posting to general ledger.	Select this scope to create a Microsoft Excel file for your third-party general ledger provider.
Detail	Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.	Select this scope to: <ul style="list-style-type: none"> <li>Review individual entries, such as the results of distributed or allocated costing.</li> <li>Analyze entries to an invalid account number.</li> </ul>

### Process Start Date and Process End Date

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report. The Process End Date specifies the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You may also specify the start and end dates of a previous payroll period to identify which payroll period to use for your partial period accruals.

To report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. These processes use the process date as the effective date:

- Cost adjustments
- Costing of balance adjustments
- Partial period accruals
- Payroll calculations
- Retroactive pay calculations
- QuickPay calculations, voids, and reversals

All other processes that generate costing results use the process end date as the effective date.

## Process

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. Select a single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to the general ledger.

## Process Configuration Group

Select the process configuration group, if you have defined one. A process configuration group is used to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group, the application uses the parameters in the default group.

## Consolidation Group

Select the consolidation group specified for a payroll definition. Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you can review the results of cost adjustments before transferring their results to general ledger.

## Location

Select a single work location, or all work locations. The report output lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

## Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

**Note:** Use the Object Groups to define a process configuration group, consolidation group, or payroll relationship group, before you can select it here.

## Person Name

Select a person name to view the costing results for a specific person. This parameter is only available for detailed reports.

## Results Reported

Use this parameter to filter and view the report results for smaller volumes of data, thereby enhancing the report performance. Here are the values you can select.

Value	Description
Payroll process costing results	The report includes the costing results of payroll processes, such as calculate payroll, QuickPay, and reversals.
Payment process cost results	The report includes the costing results of payment processes, such as costing of payments.
Payroll and payment process cost results	The report includes the costing results of both payroll and payment processes.

## Report Category

Use this parameter to generate the report output in the Excel or text format.

## Report Results

The report separates the displayed values using a pipe delimiter when:

- A person has multiple assignments, and
- The costing result for an element at the payroll relationship level includes more than one value for a parameter.

For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction. The report also shows the department names separated using a pipe delimiter.

### Related Topics

- [Best Practices for Viewing User Entity Details](#)
- [Payroll Processes that Generate Costing Results](#)

# Payslips

## Overview of Online Payslip

A payslip is a printable record of a payment made to an employee during a payroll pay period or as a bonus or commission payment.

It includes details of the payment, such as employee and employer information, pay period, earnings, deductions and accruals, and net pay distribution details.

Use these two predefined templates to configure the payslip template to include your specific statutory requirements:

- Payslip Main Template
- Payslip Sub Template

For more information, refer to 'Configure the Payslip Report Template' topic in the Help Center.

After you configure the payslip template, and before you generate the payslips, consider the following.

Task	Where to find more information
Generate the worker's payslips in a language of their choice depending on what's set as the workers correspondence language.	Refer to these topics in the Help Center: <ul style="list-style-type: none"> <li>• Multilanguage Support for Payslips</li> <li>• Generate Payslips in the Worker's Correspondence Language</li> <li>• Add Bursting to Print Delivery Option</li> </ul>
Mask or encrypt bank account information to prevent display of sensitive information.	Refer to 'How Account Number Masking in Payroll Reports Work' in the Help Center.
Set the precision value for the number of decimal places for the rates displayed on the payslip.	Refer to 'Rate Precision in Payslips' in the Help Center.



Task	Where to find more information
Add text and input values to payslips.	Refer to 'How to Add Text to Payslips and Checks' and 'Examples of Input Values for Payslip and Check Text' in the Help Center.

The **Generate Payslips** process is run once each payroll period and it generates the payslip XMLs based on the payroll archive and prepayments data. The payslip PDFs are created and stored in the **Document of Records** for future reference and retrieval.

During the payslip process, payslip template files get downloaded, including files for multiple installed languages. You can quickly retrieve payslip templates that support large templates or multiple templates for different languages.

You can preview payslips PDF documents directly from the **Payslip** page without having to download. Use options in payslip preview window to zoom, scroll, print, download, or save payslip document. Use back arrow to exit payslip preview window and return to payslip list.

## Generate Payslips

The Generate Payslips process is run once each payroll period and it generates the payslip XMLs based on the payroll archive and prepayments data. The application creates the payslip PDFs and stores them in the Document of Records for future reference and retrieval.

Before you generate the payslips, you must ensure successful completion of these post-payroll processes:

- Archive Periodic Payroll Results  
When you run the Archive Periodic Payroll Results process, use a Process Configuration Group parameter to set the precision value of rates on the payslip.
- Generate Check Payments or Direct Deposits processes

Information such as Employee Details, Payroll Information, Earnings, and Payment Methods are displayed in the payslip, as read-only.

### Report Parameters

**The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.**

#### Process Start Date

The report excludes payslips with a payment date that's earlier than the date specified

#### Process End Date

The report excludes payslips with a payment date that's later than the date specified.

#### Payroll

The name of the payroll you use to run this report.

#### Payroll Relationship Group

Use this field to generate payslips for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

**Note:** Use the Object Groups task to define a Payroll Relationship Group, before you can use it here.

### Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as setting the payslip rate precision value. You can select a value only if you have a predefined process configuration group.

**Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

### Overriding Payslip Availability Date

For expedited payments, the employees don't have to wait for their payslips until the next regular payroll cycle. To process expedited payments, enter a date earlier than the regular payslip availability date that's defined in the standard payroll calendar.

### Report Results

The generated payslip includes these sections:

- Employee and Employer Details
- Payroll Details
- Summary of Payments
- Net Pay Distribution
- Earnings
- Taxable Benefits
- Tax Deductions
- Other Deductions

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

## Generate Payslips in the Worker's Correspondence Language

Run the Generate Payslips process just once and generate individual payslips in the worker's correspondence language of choice. Generate the payslips in different languages depending on what's set as the worker's correspondence language.

For example, if you have workers who have set their language of correspondence as Spanish, you can now generate their payslips in Spanish.

Here are the tasks you must perform to generate the payslips in the worker's correspondence language of choice.

#### 1. Identify and group workers for payslip translation

Identify the workers whose Correspondence Language on the Manage Person page, under Biographical Information is given as Spanish. Create a Payroll Relationship Group for these workers, and use this group when you run the Generate Payslips task.

## 2. Enable payslip translation

Set the process configuration parameter, **Enable Payslip Translation**, to 'Y', before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

Run the Archive Periodic Payroll Results process after the payroll calculation is complete.

If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation** parameter to 'Y', and rerun the Payroll Archive process.

## 3. Install the worker's correspondence language

Although the worker sets their correspondence language to one of several languages, the application supports only the installed languages for translation. Hence, to generate the payslip, you must install every preferred correspondence language on the environment. If the correspondence language is not one of the installed languages, the Payslip is produced in the base language.

For this example, ensure that Spanish is an installed language on the environment.

## 4. Add bursting for paper delivery of the payslip

As only one language can be applied to all the labels on a payslip, payslips for different languages must be in their own PDF. Add the Bursting configuration onto the Print delivery option within the Payslip extract definition.

For more details on how to add the Bursting option, refer to 'Adding Bursting to Print Delivery Option: Procedure' on the Oracle Help Center.

## 5. Set the Locale property and correspondence language

For translation of the payslip labels, set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to "Correspondence Language". If you do not want translation of the payslip labels, leave the Locale property blank or set it to the base language, for example, `en-us` for US English.

For more details on how to set the set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to "Correspondence Language", refer to 'Adding Bursting to Print Delivery Option: Procedure' on the Oracle Help Center.

For setting the Locale property of Document of Records within the payslip extract definition, follow steps 6 to 8 in the above referred topic. Select the Online Payslip Delivery Option Name row in the Extract Delivery Options section in step 7.

## 6. Enable translation of modified text on the payslip

For the payslip data that is not delivered by Oracle (transactional data and user configurations), in addition to the base language text, enter the translated text in the application. For example, if the name of a user-created element and its associated balance definition must be translated, the translated value (for each of the installed languages that needs translation support) must be entered in the application.

For more information about how you can add translations of modified text, refer to 'Adding Translations of Modified Text: Overview' and 'Translating Existing Strings at Runtime: Worked Example' on the Oracle Help Center.

After you have completed the above mentioned settings, run the Generate Payslips task to generate the payslips. Select the Payroll Relationship Group you have created, so that the payslips are generated in Spanish for the workers you have identified.

### Related Topics

- [Multilanguage Support for Payslips](#)
- [Add Bursting to Print Delivery Option](#)

## View My Payslip and Bank Details



You can view your payslip and bank details on the Payroll page from your home page. You can also set up your bank details.

To view the PDF of a full payslip:

1. Click **Me** on your home page.
2. Click **Pay** to open the Payroll page.
3. Click **My Payslips**. You can select one of these options to view your previous payslips:
  - Last 3 months
  - Last 12 months
  - Specific Date Range
4. Click a payslip to view details.

Information displayed on the payslip is segregated into sections and contains the following:

- The first section displays your personal and job information.
- The second section displays the payroll period information.
- The next section has a summary of your Gross-to-Net details.
- The next sections give a breakdown of earnings, pretax deductions, taxes and other deductions.

You can print your payslip or save it to your computer. Your payslips are stored in the application and you can retrieve them at any time.

## Set Up Personal Payment Method Example for Direct Deposit

Personal payment methods define how you want to receive your payments, such as by check or direct deposit. Follow these steps to create a direct deposit personal payment method. You must create your bank accounts before you can associate payment methods. Create your bank accounts for the majority of your payment paid to your checking account and for a small percentage paid to your savings account.

Create your checking account:

1. Choose the **Payment Methods** task in your Pay area.
2. In the **Bank Accounts** section, click Add.
3. Enter your checking bank account details.
4. Click **Save**.

Create your savings account:

1. In the **Bank Accounts** section on the Payment Methods page, click Add.
2. Enter your savings bank account details.
3. Click **Save**.

Create your personal payment method to be paid to your checking account

1. In the **My Payment Methods** section, on the Payment Methods page, click Add.
2. Enter a name for your payment method, such as 'My Checking Account'.
3. In the **Payment Type** field, select **Direct Deposit**.
4. Select your **Checking** account from the bank account list of values.
5. Click **Save**.

Create your personal payment method to be paid to your checking account:

1. In the **My Payment Methods** section, on the Payment Methods page, click Add.
2. Enter a name for your payment method, such as **My Savings Account**.
3. In the **Payment Type** field, select **Direct Deposit**.
4. In the **Payment Amount** field, select percentage and enter a value, such as 10 for 10%.
5. Select your **Savings** account from the bank account list of values.
6. Click **Save**.

## Payslip Reprinting Report

Use the Payslip Reprinting Report to generate a report to include payslips for an employee or a specific group of employees spanning across multiple pay periods.

For example, generate the report for:

- Employees who generally view their payslips online and are on long-term leave of absence, for instance on maternity leave, and hence can't view their payslips online.
- Employees who are terminated and can no longer view their payslips online and are paid severance payments after they have left the organization.
- Your legal department, who has requested for an employee's payslips for a specific financial year.

You can run this report for:

- Multiple employees
- Multiple pay periods
- Any date range
- Any number of times

To run this report, use the **Run Payslip Reprinting Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

### *Before You Begin*

Run this report after successful completion of the Generate Payslips process. The report retrieves the payslips that are already generated by the Generate Payslips task and stored in the Document of Records. Run the Generate Payslips task for the pay periods, employees, and date range for which you want to run this report.

### Report Parameters

**The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.**

#### Process Start Date

The report excludes pay slips with a payment date that's earlier than the date specified.

### Process End Date

The report excludes pay slips with a payment date that's later than the date specified.

### Payroll

The name of the payroll you use to run this report.

### Consolidation Group

Use this field to run the report for a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

### Location

Use this field to print the payslips for employees who have at least one assignment for the selected location.

### Payroll Relationship Group

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

### Person

Use this field to print the payslips for a specific employee.

### Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as passwords or number of threads. You can select a value only if you have a predefined process configuration group.

**Note:** Use the Object Groups task to define any of the groups mentioned, before you can use it here.

### Delivery Preference

Use this field to select any of the following options:

- Online
- Paper
- Both online and paper

You can also run this report for a specific payroll statutory unit or tax reporting unit.

### Report Results

The report provides a single output file and also includes employees who haven't opted for a printed payslip.

#### *Related Topics*

- [Multilanguage Support for Payslips](#)
- [Add Bursting to Print Delivery Option](#)

## Data Validation and Audit Reports

### Summary of Data Validation and Audit Reports

As a payroll manager, you can use the reports listed in this table to perform these tasks.

- Identify and correct missing statutory data, and validate payroll setup data
- Identify potentially incorrect payments or amounts withheld using balance exceptions
- Review and verify retroactive entries and values

Report	Purpose	When to Run	Example of Usage
Payroll Data Validation Report	View a listing of noncompliant or missing statutory information for a person by payroll statutory unit.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as tax reporting unit.
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.	Run after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports.	View to identify potentially incorrect payments or amounts withheld.
Retroactive Entries Report	View details of retroactive element entries created by the Recalculate Payroll for Retroactive Changes process, and compare the original result to the recalculated result.	Run every pay period.	Review the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.
Retroactive Notification Report	View retroactive notifications for events that are awaiting processing, deferred, or both.	Run before you submit the Recalculate Payroll for Retroactive Changes process	Use this report to review: unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.
Worker Validation Report	View a listing of the missing statutory information for workers under a legal employer.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as document ID.

### Retroactive Entries Report

Run the Retroactive Entries Report to view the:

- Element entries created by the Recalculate Payroll for Retroactive Changes process
- Original calculations,
- Retroactive entries generated by comparing the original result to the recalculated result

The report displays the number of payroll relationships and total retroactive result value by each element classification and by each element. The report also displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Submit the **Run Retroactive Entries Report** task from the Payroll Checklist or Submit a Flow page. You can also use the delivered Retroactive Payroll flow to automatically run the Retroactive Notification report, Recalculate Payroll for Retroactive Changes process, and the Retroactive Entries Report in that order.

### Prerequisites

Run this report after you run the Recalculate Payroll for Retroactive Changes process.

### Parameters

**The parameter values determine which records to include in the report. Many parameters are self-explanatory and are similar to the parameters you submit to run the Calculate Payroll process. The parameters mentioned here have special meaning in the context of this report.**

#### Payroll

Enter the payroll flow name. This value should be the same as the flow you use to run the Calculate Payroll process.

#### Payroll Period

Enter the same value you used to run the Calculate Payroll process.

#### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons processed for payroll and reporting.

#### Element Group

Select the element group name, if you have defined one. The element group limits data to only those retroactive elements that are members of this group.

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

### Report Results

**The PDF output of the report has the following sections.**

#### Parameters Section

The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Original Process Date, Original Flow Name, Original Process Type, Original Run Type, Person Name, Payroll Relationship Number, Element Classification, Original Result Element Name, Retroactive Entry Type, Assignment Number, and Retroactive Entry Creation Date.

#### Element Classifications Summary

This section displays the number of payroll relationships and total retroactive result value by each element classification.

#### Elements Summary

This section displays the number of payroll relationships and total retroactive result value by each element.



## Elements by Original Process Summary

This section displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

## Element Details for a Person

This section displays the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.

## Retroactive Notification Report

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original payroll calculation is run.

Here are some examples of prior period adjustments:

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

For example, after evaluating employee performances for the previous calendar year through a three-month review cycle, an employer may backdate the pay awards to 01, January. When such entries are made in April, it triggers retroactive events for employees receiving such pay awards. These employees have already been processed by payroll for the last three months.

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

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

Use the report to view:

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

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

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

Submit the **Run Retroactive Notification Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

## Parameters

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

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

## Process Date

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

### Payroll

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

### Retroactive Notification Status

This table lists the values you can select to determine the type of events to include in the report.

Status	Description
Deferred	Includes events for payroll relationships whose retroactive pay processing is deferred.
Unprocessed	Includes events that are either awaiting processing or processing.
Both Deferred and Unprocessed	Includes events that are either awaiting processing or processing, or deferred. This is the default value and is a combination of the other two options.

### Person

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

### Process Configuration Group

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

### Payroll Relationship Group

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

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

### Report Results

This table shows the sections of the PDF output of the report.

Section Name	Description
Parameters Section	The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Notification Status, Retroactive Process Date, Person Name, Payroll Relationship Number, Entity, Batch Name, Attribute, Update Type, Assignment Number, Element Name, Change Effective Date, Actual Change Date and Changed By.
Notification Status Summary	This section shows the total payroll relationships and total events by each type of retroactive notification status. Each payroll relationship may have multiple payroll retroactive events such as assignment updates, element entry updates, and so on. The counts reflect the number of such events that require payroll to be recalculated from a different process date.

Section Name	Description
Retroactive Process Date Summary	This section shows the different reprocessing dates for the employees and payroll relationships, and the total count of workers and events for each reprocess date. This section gives a quick snapshot of how far back the retroactive reprocessing begins and for how many workers. These totals are also broken down for each retroactive notification status.
Event Type Summary	This section shows the details of the type and number of events that cause recalculation of payroll for a particular reprocess date. You can view the number of payroll relationships and employees, and events by entity and attribute for a particular reprocess date.
Event Details by Retroactive Process Date	This detail section shows the different workers and their event details for the same type of event, reprocess date and notification status, as follows: <ul style="list-style-type: none"> <li>• If the entity is related to elements, the element name is shown as part of the event details. The batch used to make the change, if any, is displayed in the header.</li> <li>• If the event is related to assignment, the assignment number is shown.</li> <li>• The old value is shown for Update, Delete and Correction events while the new value is shown for Update, Insert and Correction events.</li> </ul>
Event Details for a Person	This section sorts and lists all events by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event. <ul style="list-style-type: none"> <li>• The assignment number is shown only for those events that are specific to an assignment.</li> <li>• The person number and payroll relationship number are shown along with the person name, in the header.</li> <li>• Batch name, if available, and the element name is shown only when the event is related to an element. For all events based on attribute, both the old and new values are shown.</li> </ul>

*Related Topics*

- [How Retroactive Pay Is Calculated](#)
- [Overview of Payroll Event Groups](#)

## View Originating Pay Periods for Retroactive Earnings

View originating period dates for all retroactive earnings, including absences and supplemental earnings, on your payslip.

For example, when bonus earnings in January are retroactively paid in February, the payslip for February shows the retroactive earnings paid, alongside the dates for the January pay period.

The payslip in February shows the amount earned, time worked, rate of pay, the factor or multiple, and the pay period dates in January the bonus was earned.

# Payroll Data Validation

## Overview of Payroll Data Validation Report

Before you run payroll or any other statutory processes or reports, the required HR and payroll data setup must be complete for all your workers. Missing or noncompliant data can impact legal processes or reports.

The Payroll Data Validation Report provides details of missing or statutorily noncompliant data at the worker and organization level. Prior to running the payroll process or any other report, run the Payroll Data Validation Report. You can then take corrective action as necessary to complete the data setup and correct noncompliant data.

During the implementation phase, add the business rules and validation messages at the enterprise or legislative data group level. These validations are in addition to the country-specific validations that are predefined in the application.

### Validation Levels

The data group you select when adding validation rules to the Data Validation Report determines the level of validation. For example, you might have a validation rule at the tax reporting unit level or at the person details level. When adding a validation, you must ensure a database item exists for the attribute for which you're adding the validation.

### Set Up Validation Rules

Use the delivered formula 'Global Attribute Mandatory Check' to set up validations to identify missing data. You add the validations to the Data Validation Report extract definition. Here's the summary of the required steps to set up the validation rules:

1. Identify a suitable short name for the attribute for which you want to add the validation, for example, `ASG_JOB_CODE`. Prefix it with `CST` to mean user-defined. Therefore, the short name should be `CST_ASG_JOB_CODE`.
2. Set up a lookup code to control the validation. For mandatory validations, that you set up using the delivered formula, set up the lookup code as a short name suffixed by `>MC`. For example, `CST_ASG_JOB_CODE>MC`.
3. Based on the level at which you need the validation, you must create the records and data elements in the appropriate data group. Identify the relevant data group to add the validation and create a record in the group. For example, add assignment level validations to the Assignment Data Group.

**Note:** A database item must exist for the attribute for which you're adding the validation.

4. Add the validation and create the extract definition attributes.
5. Generate and compile the formula at the report record.
6. Run the appropriate Payroll Data Validation Report to include the validations.

### Control the Validations

Use the delivered `ORA_HRX_GLB_VALIDATION_OBJECTS` lookup type to set up a lookup code that you can use to control the validation. For example, you can use this lookup code to add multiple country tags to a validation. Alternately, if the validation is no more valid for the country, remove the previously added country tag from the lookup code.

**Note:** If you don't add a country tag, the application doesn't trigger any validation.

### Validation Types

The validations can be simple or complex.

The application triggers simple validations if you haven't provided a value for an attribute required for a report or a process. For example, the Tax Reporting Registration Number is missing at the organization level or the National Identifier value is missing for a worker. You can create a simple validation by using the delivered formula 'Global Attribute Mandatory Check' and the appropriate database item group.

The application triggers complex validations when there's more than one attribute included in the validation. For example, a value is missing for a National Identifier Type pertaining to a worker.

For coding complex validations, Oracle recommends that you use data elements of type Rule with a user-defined Rule Formula to perform the validation. You must deliver these data elements in a record of type Formula.

## User-Defined Rule Formula

For coding complex validations, Oracle recommends that you use extract attributes of type Rule with a user-defined Rule Formula to perform the validation. Consider the following for coding user-defined Rule Formula:

- Check if the formula is of type Extract Rule.
- Check that the lookup code exists for the short code of the data element, and is enabled for the legislation code, for which the report is run.
- Check if the formula is associated with the correct data element. Since this is a user-defined formula, check and run only if short code matches.
- Perform the validation to return validation message text or return a NULL value. The message text should be fewer than 240 characters or the application considers only the first 240 characters of the message.

## Data Security

By default the report is submitted through an elevated user that has full data access and is secured through the list of values on the report parameters. However, you can configure the Data Validation Report to run based on the profile of the user who submits the report. For example, if a user has access to only employees within a specific payroll or department, you can configure the report to check data only for those employees.

## Validation Rules for Data Validation Report

You can add validation rules to the Data Validation Report to identify missing data required to run a process or report. You can run the report and make relevant corrections to complete the employer or payroll-related data.

Use the **Extract Definitions** task in the **Data Exchange** area in **My Client Groups** on the Home page, to add a validation rule to the Data Validation Report extract definition.

## Rule Formula

Use the delivered formula 'Global Attribute Mandatory Check' to set up validations to identify missing data. You add the validations to the Data Validation Report extract definition.

This formula includes certain important enhancements such as supporting translated messages. It also offers the ability to control the validations without you deleting the validation already configured by you or delivered by Oracle. It's not mandatory for you to migrate your existing validations from the 'Global Null Check Rule' formula to the new one. Oracle recommends migrating to the new formula to make use of the benefits.

## Validation Levels

This table describes the validation rules at the various levels.

Validation Level	Description
Employee	Add simple validations for a missing attribute at the worker level. For example, if the National Identifier value is missing for a worker.
Organization	Add simple validations for a missing attribute at the organization level. For example, a missing Tax Reporting Registration Number.
Repeating Child Entity of a Worker	Add validations at the repeating child entity of a worker. For example, you may add a validation for a missing IBAN number for one of the multiple payment methods that a worker has. You can add a validation to specify the details of the attribute value (IBAN Number). This attribute value is missing for the Entity Type (Personal Payment Method) and for the Entity Name (Personal Payment Method Name).
Repeating Child Entity of the Organization	Add validations at the repeating child entity of an organization. For example, add a validation for a missing SWIFT Code for one of the multiple organization payment methods that's valid for a payroll statutory unit. You can add a validation to specify the details of the attribute value (SWIFT Code). This attribute value is missing for the Entity Type (Organization Payment Method) and for the Entity Name (Organization Payment Method Name).

## Data Groups

The data group you select when adding validation rules to the Data Validation Report determines the level of validation. For example, you might have a validation rule at the tax reporting unit level or at the worker details level.

The processes associated with the Data Validation Report extract definition are:

- Run Payroll Data Validation Report
- Run Worker Data Validation Report
- Data Validation Report for Payroll Interface

These reports use different data groups to report data validation. You must select a data group for any validation rules you add based on the type of data and the level you want the validation to occur.

## Payroll Data Validation Report

Add validation rules to these data groups to report payroll-related data validation:

- Payroll Statutory Units
- Tax Reporting Units
- Payroll Relationships
- Payroll Assignments

## Worker Data Validation Report

Add validation rules to these data groups to report worker-related data validation:

- Payroll Statutory Units
- Legal Employers
- Reporting Establishments
- Work Relationships

- Person Details
- Assignments

### Data Validation Report for Payroll Interface

Add validation rules to these data groups to report worker-related and payroll-related data validation for Global Payroll Interface:

- Payroll Group
- Payroll Relationship Group
- Work Relationships
- Assignments
- Payroll Relationships
- Payroll Assignments

### Usage of Tags

The report output has different sections for legal employer, reporting establishment, person, and so on. The validations reported in the different sections is based on the tag that's added for rule data element. Consider these conditions while using tags for adding validation rules for Data Validation Report.

- For reporting validations at organization level, add the validations to Organization Data Groups and the related tags, as given in the table here.

Validation Level	Data Group	Tag
Legal Employer	Legal Employers	LEMP_RULE_TEXT
Establishment	Reporting Establishments	REP_EST_RULE_TEXT
Payroll Statutory Unit	Payroll Statutory Units	PSU_RULE_TEXT
Tax Reporting Unit	Tax Reporting Units	TRU_RULE_TEXT

- For reporting validations at worker level, add the validations to the corresponding data group and the predefined tags as given in the table here.

Validation Level	Data Group	Tag
Employee or payroll relationship level validations	Identify appropriate data groups (Example: Assignment).	RULE_TEXT

Validation Level	Data Group	Tag

- For reporting organization validations or the validations of other entities in a separate table, add the validations to the corresponding data group and the predefined tags as given here.

Validation Level	Data Group	Tag
All levels other than employee or organization	Identify appropriate data groups (Example: Assignment).	<code>OTHERS_RULE_TEXT</code>

*Related Topics*

- [Set Up a Lookup Code to Control the Rules for Data Validation Reports](#)
- [Overview of Payroll Data Validation Report](#)
- [Payroll Data Validation Report](#)
- [Add Rules to Data Validation Reports](#)

## Set Up a Lookup Code to Control the Rules for Data Validation Reports

Use the delivered `ORA_HRX_GLB_VALIDATION_OBJECTS` lookup type to set up a lookup code that you can use to control a validation for the Data Validation Report.

You can then use this lookup code to add multiple country tags to a validation. Alternately, you can remove a previously added country tag from the lookup code, if the validation is no more valid for the country.

**Note:** If you don't tag a country, the application doesn't trigger any validation.

To create a lookup code:

- In the Setup and Maintenance area, select the **HCM Extract Lookups** task.
- Search for and select **HCM Extract Lookups**.
- Click **Create**.
- Enter these lookup code details.

Field	Description
Lookup Code	Enter a lookup code suitable for the attribute or entity to be validated. If you want to use the Oracle delivered formula for mandatory attribute validation, enter suffix as <code>&gt;MC n</code> in the lookup code, for example <code>CST_PERSON_ADDRESS_LINE 1&gt;MC</code> .
Display Sequence	Enter a unique value for the lookup code. It is recommended to use a sequence number, between 201 to 500, for the user-defined lookup codes.
Start Date	Enter 01/01/0001.



Field	Description
End Date	Enter 12/31/4712.
Meaning	Enter a suitable meaning for the lookup code, for example, Person Address Line 1 Check.
Description	Enter a suitable description, for example, Person Address Line 1 Check.
Tag	<p>Tag an appropriate country or countries, for which the validation is to be performed. For example, <b>+FR</b>.</p> <p><b>Note:</b> If no Tag is set up, the application doesn't perform the validation for any country.</p>

5. Click **Save**.

#### Related Topics

- [Overview of Payroll Data Validation Report](#)
- [Payroll Data Validation Report](#)
- [Add Rules to Data Validation Reports](#)

## Add Rules to Data Validation Reports

This example demonstrates how you can add a validation rule to the Data Validation Report extract definition.

Before you make changes to the extract, select a legislative data group. When you submit your changes for a new rule, the validation is available for the selected legislative data group. Depending on the validation rule and the legislative data group you add it to, the validation is included when you submit any or all of the following processes:

- Payroll Data Validation Report for identifying missing payroll data needed for processes
- Worker Validation Report for identifying missing HR data needed for processes
- Data Validation Report for Payroll Interface for identifying missing HR or payroll data of persons associated with a given object group or payroll. The primary goal of the report in this case is to validate the data before it's exported by the Global Payroll Interface process to a third-party payroll provider.

Before you add the validation rule, ensure that a database item exists to retrieve the value to be validated. The contexts required by the database item are provided by the block level to which you add the validation. For example, suppose you're adding the new validation to the Person Details data group. You are adding a rule to check whether each person's Person Address Line 1 attribute has a value. If there is no value, the report displays an error message. A database item must exist for the person address line 1 attribute. Create the records and data elements in the appropriate data group based on the level at which you need the validation.

## How to Create the Validation

To create a validation:

1. In the Name field, enter **Data Validation Report**.
2. Select **Extract Definitions** task from the **Data Exchange** area under **My Client Groups**.
3. Search for and select the extract definition to edit as follows:
  - a. In the Type list, select **Full Profile**.
  - b. Select a legislative data group.
  - c. Click **Search**.
  - d. In the search results, click **Data Validation Report**.
4. On the Extract Definitions page, click **Switch Layout**.
5. In the **Session Effective Date** field, enter **01/01/0001**.
6. Add a new record to the Data Group to which you want to add validations as follows:
  - a. Select **Person Details** under the **Data Group** node.
  - b. In the Records section, click **Create**.

Ensure that the Session Effective Date is 01/01/0001.

- c. Enter these details in the **Create Extract Record** section.

Field	Value
Sequence	Enter a unique value for the records within the Data Group. It is recommended to use a sequence number between 200 and 600.  <b>Note:</b> Two records in the same Data Group can't use the same sequence number.
Name	Person Address Details
Type	Detail record
Process Type	Fast Formula

- d. Click **Save**.

7. Add the database item attribute as follows.

- a. In the **Extract Attributes** section, click **Create**
- b. Complete the fields as shown in this table. This table lists the fields and the respective values for the extract attributes.

Field	Description
Name	Enter a suitable name, for example, Person Address Line 1 Attribute. This name is used in the validation message.
Tag Name	Person_Address_Line 1_Attribute
Short Code	Enter a suitable name to match the lookup code and remove the suffix, '>MC', for example, <b>CST_PERSON_ADDRESS_LINE_1</b> .
Start Date	01/01/0001
End Date	12/31/4712
Data Type	Enter a value appropriate to the data that you want to check. For example, Text for address details.
Type	Database item group
Database Item Group	Person Address Line 1
Output Label	Person Address Line 1
Output Column	6

Field	Description

**Note:** If you don't find the Database Item Group that fetches the attribute value you want to validate, it could be that:

- The Extract Attribute is added at an incorrect level (Data Group), or
- The Database Item Group is unavailable. Verify the availability of the Database Item Groups by trying to add the extract attribute to other levels (Data Group). If the required Database Item Group is unavailable, you can contact Oracle Support.

For more information, see Database Items for Extracts and Formulas in Oracle Fusion HCM guide on My Oracle Support (1565118.1).

c. Click **Save and Close**.

8. Create another attribute for the validation rule as follows:

- a. In the **Extract Attributes** section, click **Create**
- b. Complete the fields as shown in this table. This table lists the fields and the respective values for the validation rule.

Field	Value
Name	Person Address Line 1 Rule
Tag Name	RULE_TEXT  <b>Note:</b> Enter this value exactly.
Short Code	CST_PERSON_ADDRESS_LINE_1>MC  <b>Note:</b> The short code must include the short code of the database item attribute you created followed by a space and the suffix: >MC. The short code is case-sensitive.
Start Date	01/01/0001
End Date	12/31/4712

Field	Value
Data Type	Text
Type	Always set as Rule.
Rule	Global Attribute Mandatory Check
Output Label	Enter a value same as the Short Code, for example, <b>CST_PERSON_ADDRESS_LINE_1-RULE</b> .
Output Column	Enter a unique value within the record, 26.
Results Display Option	Summary and detail

c. Click **Save and Close**.

9. In the **Actions** menu, select **Generate Formula**.

10. In the **Actions** menu, select **Compile Formula**.

11. Click the Extract Execution Tree node and verify that all formulas are compiled.

12. Click **Submit**.

## Payroll Data Validation Report

Run the Payroll Data Validation Report to generate a list of workers with missing or noncompliant payroll data. Use this report to verify if the required data setup for all workers for the payroll run or process is complete.

Payroll managers should run this report prior to running the payroll process.

### Parameters

Most parameters are self-explanatory, while the following have special meaning in the context of this report.

#### Payroll Flow

Select the required payroll flow name for the process that's being run. Enter a value each time the process is run.

#### Effective As-of Date

Use this field to specify the first effective date of the payroll process to include in the report. The data status is verified as of the selected effective date.

#### Payroll Statutory Unit

Select the Payroll Statutory Unit for which the report is to be run.

## Report Results

The report provides details of missing or noncompliant statutory data for the selected payroll statutory unit as of the selected effective as-of date. The details are at the worker or organization level.

You can view the PDF output of the report or the Excel output, as required.

### *Related Topics*

- [Validation Rules for Data Validation Report](#)
- [Set Up a Lookup Code to Control the Rules for Data Validation Reports](#)
- [Overview of Payroll Data Validation Report](#)
- [Add Rules to Data Validation Reports](#)

## Data Security in Payroll Data Validation Reports

Configure the Data Validation Report to run based on the profile of the user who submits the report.

For example, if a user has access to employees only within a specific payroll or department, you can configure the report to only report data for those employees. The access the user has is defined by the data security profile attached to the user's role.

Here are the tasks required to configure and run the report based on the profile of the user submitting the report:

1. Sign in as IT Security Manager and define HCM data roles and setup data security. Assign the data roles to the application user as per the requirement of your enterprise.
2. Sign in as Payroll Manager and secure the 'Payroll Data Validation Report' at the Legislative Data Group level.
3. Sign in as application user to whom the privileges are assigned and run the report.

### Define Data Roles and Assign Data Roles to the Application User

No predefined HCM data roles exist. While creating an HCM data role, include a job role. The secured HCM object types that the job role accesses are identified automatically, and sections for the appropriate security profiles appear. Select or create security profiles for those object types in the HCM data role.

For each object type, you can include only one security profile in an HCM data role, which is known as Security Profile. Consider the following to complete the setup.

- You must have the IT Security Manager Job role to perform this task.
- To create an HCM data role, use the Assign Security Profiles to Role task in the Setup and Maintenance work area.
- For more information on setting up the data security as per the requirement of the enterprise, see Oracle Human Capital Management Cloud Securing HCM.

Here are the steps required to configure the report based on the profile of the user submitting the report.

1. Search and select the **Payroll Flow Patterns** task from **Payroll** in **My Client Groups** on your Home page.
2. Search for the **Run Payroll Data Validation Report** flow pattern.
3. Select the required **Legislative Data Group**.
4. Click **Edit**.
5. Click **Go to Task** and click **Edit**.
6. Select the row and click the **Edit** on the tool bar for the row.
7. Select the **Secure Process or Report** check box and click **Save**.

**8. Alternately, you can click on Remove all Updates.**

Repeat these steps for each Legislative Data Group, where the setting must apply. This configuration, although done on the delivered flow pattern, is preserved during patching and upgrades.

### Submit Report

When you submit the report, consider the following:

- Select the Payroll Statutory Unit (PSU) from a secured list of values. If the user's data security is restricted by the PSU, then the user can only run the report for that PSU they have access to, even if the report is run as the elevated user by default.
- If the user's data access is restricted based on other attributes like department or payroll, configure the report based on the user profile. This is only if you must restrict the report to the profile of the user submitting the report and only data for the department or payroll is reported.

## Balance Exception Reports

### How to Create a Balance Exception Report

In this example, you create a balance exception and run the Balance Exception Report to compare the total payments made to your employees for the current payroll period with the payments you made in the previous payroll period.

Before you create and run the Balance Exception Report, you must create a balance exception for this example.

### Create a Balance Exception

Let's look at the steps to create a balance exception to compare the net pay amounts for the current and the previous period.

1. On the Home page, click the **Balance Exceptions** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select a legislative data group and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Balance Exception Name	Compare Net Payment Amounts to the Previous Period
Comparison Type	Previous period
Comparison Value	1  For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only.
Balance Name	Net Payment

Field	Value
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1  <b>Note:</b> Enter a lower value for a high priority exception.

5. Click **Submit**.

### Create a Balance Exception Report

1. On the Home page, click the **Balance Exceptions and Reports** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select the same legislative data group you selected in the previous task and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Exception Report Name	Compare Net Payment Amounts to the Previous Period
Consolidation Group	Select a value to restrict this exception report to a specific consolidation group. Leave blank to not restrict the output or to decide at the time of report submission.
Payroll	Select a value to restrict this exception report to a specific payroll. Leave blank to decide at the time of report submission, where payroll is a required parameter.

5. Click **Add**.
6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.
7. Click **Submit**.

### Run the Balance Exception Report

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the same legislative data group as in the previous tasks.



3. Select the **Run Balance Exception Report** flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

Field	Value
Payroll Flow	Enter an appropriate name for this instance of the report.
Process End Date	Enter a value.
Balance Exception Report	Compare Net Payment Amounts to the Previous Period
Payroll	Select a value to restrict this exception report to a specific payroll. Enter the same name as in the previous task, if one was specified.

5. Click **Next**.  
When you enter information on the Linked Flow section of the Submit a Flow page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.
6. Click **Next**.
7. Click **Submit**.  
When you submit a flow, it creates an instance of the flow, the application generates a checklist by default.
8. Click **OK and View Checklist**.
9. In the task list click the **Run Balance Exception Report**. View and monitor the status of the flow on this page.
10. Click on the on the task to go to the Process Results Details page.
11. You can view the output from the Output and Log files section.

#### Related Topics

- [Examples of Balance Exceptions](#)
- [Balance Exceptions](#)
- [Balance Exception Report](#)
- [Balance Exception Formula Type](#)

## Balance Exception Report

Use the Balance Exception Report to identify potentially incorrect payments or amounts withheld. The report identifies values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.

Use the **Submit a Payroll Flow** quick action under the **My Client Groups** tab to run this report.

Before you run this report:

- Use the Balance Exceptions task to create a balance exception.
- Use the Balance Exceptions and Reports task to create a balance exception report that groups together one or more balance exceptions.

- Create an Exception Report Name that you can use to run the Balance Exception Report. For instance, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month, to determine the monthly car allowance paid to employees in excess of 600 more than the previous month.

## Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

### Payroll Flow

The name of the payroll flow you use to run this report. The selected flow uniquely identifies a specific instance of the report execution.

### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

**Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

## Balance Exception Report

The name of the Balance Exception Report you use to run this report.

### Payroll

Select the required payroll name.

### Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as enabling logging or setting the number of threads. You can select a value only if you have a predefined process configuration group.

**Note:** Use the **Payroll Process Configuration** task to define a Process Configuration Group, before you can use it here.

## Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you specified a value when defining the exception report, select the same value or leave it blank.

The value chosen while submission takes precedence over the one used while defining the report. If you leave the field blank, the report runs for all consolidation groups.

### Payroll Statutory Unit

Select a value to report on the balances of employees in a specific PSU. If you leave the field blank, the report runs for all PSUs.

### Tax Reporting Unit

Select a value to report on the balances of employees in a specific TRU. If you leave the field blank, the report runs for all the TRUs.

### Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

### Payroll Relationship Group

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

**Note:** Use the **Object Groups** task to define a process configuration group, a consolidation group, or a payroll relationship group, before you can use it here.

After you have entered the above details, in the Linked Flows section, select the payroll flow as the Current Flow and the Run Balance Exception Report as the task. This ensures that the report uses the payroll balances for the current payroll flow.

### Report Results

The report provides details of payroll balance results for matching persons, filtered by the defined exception criteria, specified time frame and the selected parameters. The output report includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Person Number
- Person Name
- Payroll Relationship Number
- Employment Level
- Current Balance
- Variance Value

The report output additionally displays the Previous Balance, Difference, and Difference % columns when the Comparison Type is Previous Period or Previous Month.

#### Related Topics

- [Balance Exceptions](#)
- [Examples of Balance Exceptions](#)
- [Balance Exception Formula Type](#)

## Common Report Features

### Delivery Options for Extract-Based Payroll Reports

Use the Report Category to define multiple delivery options for the following extract-based payroll reports.

- Payroll Activity Report
- Gross-to-Net Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report
- Payment Register
- Third-Party Payment Register
- Payroll Register
- Balance Exception Report

A report category is a set of delivery options grouped together.

A delivery option defines where and how the report output is delivered, including the output file format, choice of template and optionally a destination such as an FTP server.

You can also define your own delivery option and include it in the report category. For example, you can define a delivery option to use a combination of both PDF and Excel outputs for a single submission of the report.

The new optional Report Category parameter is added to the payroll report flow task to show the list of delivery options defined for the report's extract definition. If left blank, the existing PDF delivery option is used.

Here are the steps required to add Delivery Options for the Payment Register:

1. Select the **Extract Definitions** task in the Data Exchange area on the Home page.
2. In the Search window, enter **Payment Register** in the **Name** field.
3. Select **Archive Retrieval** in the Type field.
4. Select a legislative data group (LDG) and click **Search**.
5. Click **Payment Register** in the Search Results region.
6. Click the **Deliver** tab in the HCM Extract Definitions: Payment Register page.
7. Select the **Extract Delivery Options** tab under the Hierarchy panel on the left, and complete the following:
  - Click **Add** to add a row for the delivery option you're about to create.
  - Enter these details.

Field	Description
Delivery Option Name	Enter a value, example Excel Register.
Output Type	Select a value, for example, Excel.

Field	Description
Report	Enter the location of the report output.
Template Name	Enter the name of the report template for this output type.
Output Name	Enter Name of the report output, for example, Excel Register.
Delivery Type	Select the mode of delivery of the report, for example, Documents of Record.
Required	Select this check box if this delivery option is a required option.

- o Click **Save**. The newly created delivery option is saved and you can select it when you create the Report Category.
- 8. Click **Add** in the Report Category Section.
- 9. Enter **Short Name**, **Report Category**, and **Description** of the new Report Category.
- 10. Click **Add** in the Additional Details section.
- 11. Select the name of the Delivery Option you have created.

Similarly, create additional delivery options and select it here. For example, create a delivery option to create a PDF of the register and have it delivered by email. Enter the email details in the Additional Details section.

- 12. Click **Save and Close**.

When you run the register, select the newly created report category to deliver the register in Excel in the Documents of Record.

*Related Topics*

- [Guidelines for Delivering Extracts](#)

## Display All Hours in Payroll Reports

Use the parameter Display All Hours to report hours from Supplemental Earnings and other element classifications on the following payroll reports.

- Gross-to-Net Report
- Periodic Payroll Activity Report
- Payroll Balance Report
- Payroll Register Report

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are included in the report to match with the standard working hours.

## Report Days and Units in Payroll Reports

You can view the days and units information for Days X Rate and Other Units elements in the following payroll reports.

- Periodic Payroll Activity Report
- Payroll Balance Report
- Payroll Register
- Payslips

You can view the rate information in the rate section of the payslip. The reported units can be hours, days, or other units. For example, an employee is paid an allowance, in addition to the regular pay, on a per unit basis. If the unit is other than time, it could be wages made on a per shift basis or payments per unit produced. In such cases, the additional allowance is captured as supplemental earnings. Enter the value on the time card or the application calculates it indirectly using an element of type 'Other Units'. A rate definition is linked to the element. The rate is defined as amount per shift or amount per unit, as the case may be.

The reports display the Other Units balances separately in various sections, just as the Hours and Days balances.

### Support for Days X Rate and Units X Rate Elements in the Payslip

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

For example, if your company pays a meal allowance of 10.00 USD per day and an employee is paid meal allowance payments for one week. This table displays the meal allowance payment details on the payslip.

Field	Value
Quantity	5
Type	Days
Rate	10.00
Multiple	1
Amount	50.00

Multiple element entries for the same rate, multiple value, and elements are grouped together and shown as a single entry in the rates section. For instance, in the above example, if payments are made to the employee at:

- 1.5 times the agreed rate on Mondays when the employee comes in early to work, and
- 2 times the agreed rate on Fridays for working extra hours to meet targets

The payslip displays three different meal allowance entries for the three different multiple values and the corresponding amounts, as shown in this table.

Meal Allowance	Quantity	Type	Rate	Multiple	Amount
Entry 1	3	Days	10.00	1	30.00
Entry 2 (for Monday)	1	Days	10.00	1.5	15.00
Entry 3 (for Friday)	1	Days	10.00	2	20.00

**Note:** The number of decimal places for the rates displayed on the payslip is dependent on the precision value you set.

*Related Topics*

- [Rate Precision in Payslips](#)
- [Payroll Balance Report](#)

## Year-to-Date Balances in Reports

Some payroll reports like Periodic Payroll Activity, Payroll Register, and Statutory Deduction Register include the Report YTD Summary parameter for viewing year-to-date balance values.

When you submit the reports, you specify a value for this parameter that controls which balances are included in the total, as shown in this table.

Parameter Value	Report Displays
Yes	Year-to-date total from the last process run for a person in a specific PSU and TRU within a specified date range
No	Each separate transaction included in the report displays the current total, and the year-to-date total is displayed for all the processes run for a person within the date range

*Related Topics*

- [Report Payment and Nonpayment Balances](#)

## Examples of Viewing YTD Balances in Reports

Use the Report YTD Summary parameter to view year-to-date balance values in payroll reports. The reports include the Periodic Payroll Activity, Periodic Payroll Register, and Periodic Statutory Deduction Register. The parameter also controls which balances are included in the report.

### Report Results for Transfer

These scenarios illustrate how the YTD balances are reported when the Report YTD Summary Parameter value is **Yes**. Suppose you transfer Susan Smith from PSU1 /TRU1 to PSU2/TRU2, effective April 01. A new payroll relationship is created with the new tax reporting unit. You submit the Periodic Payroll Activity Report with a Process Start Date of January 1 and a Process End Date of December 31. This table shows what totals the report includes.

Scenarios	Year-to-Date Totals Displayed for PSU1/TRU1 From	Last Action Displayed for PSU2/TRU2
Susan continues working in PSU2/TRU2.	March 31	Last action processed in December
Susan continues working in PSU2/TRU2. You pay her an off-cycle commission on June 30 for the previous payroll relationship (PSU1/TRU1).	June 30	Last action processed in December
You terminate Susan's employment August 30.	March 31	Last action processed as of August 30

If instead of terminating Susan on August 30, you transfer her from PSU2/TRU2 back to PSU1/TRU1 on October 1, the previous payroll relationship for PSU1/TRU1 is reused with a new assignment ID. This table shows the results the report includes.

Scenarios	Report Results PSU2/TRU2 Display as of	Last Action for PSU1/TRU1
You transfer Susan from PSU2/TRU2 to PSU1/TRU1.	September 30	Last action processed in December

## Report Payment and Nonpayment Balances

When you process a reversal or balance adjustment, you decide whether to include or exclude the balances from the payment. When you submit a report that includes the Balances Reported parameter, your selection determines which balances to display.



Select Nonpayment Only or Payment Only options, or leave the parameter blank to display both payment and nonpayment balances. The Payroll Activity, Payroll Register, and Statutory Deduction Register include the Balances Reported parameter.

When you submit the report, you can optionally specify the Scope and Report YTD Summary parameters. These parameters determine how the balances are reported and whether you can select a value for the Balances Reported parameter, as shown in this table.

Report Parameter	Parameter Value	Report Results
Scope	Summary	Total includes payment and nonpayment balances
Scope	Detail	Include in Payment report section lists payment and nonpayment balance details
Report YTD Summary	No or blank value	Balances are based on the value selected for the Balances Reported parameter
Report YTD Summary	Yes	Report lists payment and nonpayment balance information  Balances reported parameter values aren't available for selection

## Latest Process Year-to-Date and Periodic Balances Reporting

This topic explains the separate tasks you can use for reporting latest process year-to-date and periodic balances for these three payroll reports:

- Payroll Activity Report
- Statutory Deduction Register
- Payroll Register Report

### Latest Process Year-to-Date Reporting

Run these three reports to extract the year-to-date (YTD) payroll balances for large volumes of data.

- Payroll Activity Report for the Latest Process
- Statutory Deduction Register for the Latest Process
- Payroll Register Report for the Latest Process

For large volumes of data, the enhanced report runs much faster

and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

### Periodic Balances Reporting

Run these three reports to extract the periodic payroll balances for large volumes of data:

- Periodic Payroll Activity Report
- Periodic Statutory Register
- Periodic Payroll Register Report

For large volumes of data, the enhanced report runs much faster.

In addition to reporting YTD balances, you can also configure the report to extract payroll balances for these balance dimension types:

- Month-to-Date (MTD)
- Period-to-Date (PTD)
- Quarter-to-Date (QTD)
- Inception-to-Date (ITD)

Before you run the report for the above balance dimension types, complete the following:

1. Determine which of the four balance dimension types you want to include in the report and for which balances. Determine the balance group for each balance by looking up the balance groups for the relevant Global Archive report type under the Balance Group Usages page. The report types for the new reports are the same as those of the existing reports. .
2. For each balance group usage, determine the appropriate balance dimension name that has the relevant contexts. Use the existing balance group usage item for YTD as a reference. For example, if the balance dimension name used for YTD is Relationship Tax Unit Year to Date, you should use Relationship Tax Unit Period to Date for PTD.
3. Ensure that the defined balances exist. Use the Balance Definitions page to ensure the balance is associated with the required balance dimensions.
4. On the Balance Groups page, ensure that the defined balance is part of the determined balance group.
5. Add Balance Group Usage Items for the dimension within each Legislative Data Group and the determined balance group usage.

These reports use a much lighter report template with enhanced performance and scalability capabilities to handle high volumes of data. The reports run much faster for large volumes of data. You can now run the reports to produce CSV/text output that you can easily import into the Excel format. This is in addition to the PDF and Excel outputs we already support.

For very large data sets, it's preferable to run the report for the text output and then converting it to the Excel format. It is much faster than generating the report output directly in the Excel format.

If you have configured changes to your existing extract definition, including but not limited to delivery options, report templates, and so on, then those must be reapplied to these reports, if required.

#### *Related Topics*

- [XML Data Chunking](#)

## XML Data Chunking

Use the XML Data Chunking feature of BI Publisher while running these reports for large volumes of data.

- Payroll Activity Report for the Latest Process

- Statutory Deduction Register for the Latest Process
- Payroll Register Report for the Latest Process
- Costing Results (Extract-based) Report

Large volumes of report output data are split into smaller, manageable chunks to enable parallel processing. These chunks are later merged into a single report output.

XML data chunking reduces time and the memory used for processing large volumes of data.

Create a payroll process configuration group to enable the BI Publisher to split high volume XML extract output into multiple, smaller chunks. Use this configuration group to run the report.

Excel is the preferred output layout. Although the output for each chunk is merged into a single Excel workbook, the output for each chunk is in a separate worksheet in that workbook.

**Note:** You can't use this functionality for PDF and text output of the report.

It is recommended that you use this functionality only for report size larger than 1 GB.

#### *Related Topics*

- [Latest Process Year-to-Date and Periodic Balances Reporting](#)

## Employer Taxes in Payroll Reports

Capture and report on balances of 'Employer Taxes' category in all payroll reports that normally report Employer Charges or Liabilities.

These are the reports that support Employer Taxes:

- Payroll Activity Report
- Gross-to-Net Summary Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report
- Payroll Register

For Employer Tax elements delivered by Oracle, no steps are necessary to enable this feature. For elements that you have defined, the reports automatically display the balances for specific balance dimensions. If those balance dimensions aren't attached to your balance or aren't the ones you want to report on, use the **Balance Groups** and **Balance Group Usages** tasks under **Payroll** in **My Client Groups** to enable your preferred balance dimensions within each report.

# Account Number Masking in Payroll Reports

## Account Number Masking in Payroll Reports

You can mask bank account information to prevent display of sensitive information on the following payroll reports.

- Payslips
- Payment Register
- Third-Party Payment Register

Masking enables display of only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can't see them on the reports. For example, you may decide to display only the last four characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports that support masked account numbers.

Use the new **Extract Unmasked Bank Information** process configuration parameter to display either the masked or full bank account numbers in the reports. By default or when set to *No*, the bank account information on the reports is masked. Set it to *Yes* to see the unmasked bank account information. For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to *Yes*.

This table shows how the bank account number ABC123456 is stored in the application tables depending on how you configure masking.

Actual Account Number	Masking Enabled	Masked Number
ABC123456	No	ABC123456
ABC123456	Yes	XXXXX3456

**Note:** The above table assumes that the masking setup displays only the last four characters of the bank account number.

## FAQs for Reports

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

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report.

If you add a delivery option to the report's extract definition, you must submit a new report to view and select the additional delivery option.

### How can I display employee work location and department on their payslip or check?

Define a check or payslip template to include the archived payroll information, including the employee's work location and department details.

Use this template in the BI Publisher Report and add the report to the Generate CheckPayments or Generate Payslips flow. When you submit the flow, the flow output is automatically generated based on the template included in the BI Publisher Report.

#### *Related Topics*

- [Add a BI Publisher Report to a Flow](#)

### How can I view transient data in extract-based payroll reports?

Use the Run Mode parameter to control whether the extract-based payroll report must retain or discard the transient data created during the report execution to produce the output file.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support to do so.

The default **Normal** option discards the temporary transient data produced during report execution.

# Archive

## Overview of Payroll Archive

Archive payroll results before you submit processes that use the archived data, such as Run Payroll Register or the Generate Payslips task.

The payroll archive process is part of your payroll cycle flow. If you submit standalone payroll processes, use the Archive Periodic Payroll Results task to archive payroll information.

Run the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Before you run the Archive Periodic Payroll Results task, consider the following.

### Enable Payslip Translation

Open the default process configuration group and set the process configuration parameter, **Enable Payslip Translation Values to allow payslip translation** to **Y**, before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

Use the Payroll Process Configuration task to edit the default configuration group and set the parameter.

If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation Values to allow payslip translation** parameter to **Y**, and rerun the Payroll Archive process.

### Set the Payslip Rate Precision Values

The precision value defines how many decimal points the payslip uses when showing rate amounts. To change the default payslip rate precision value, you must change how the rates are captured in the periodic payroll archive.

Create a process configuration group or edit the default process configuration group, and add the **Payslip Rate Precision** parameter and enter an override value to set the number of decimal points to display the rates on the payslip. Use this configuration group when you run the payroll archive process.

1. Navigate to the Payroll Process Configuration task from **Payroll** in **My Client Groups**.
2. Create a configuration group, and give it a meaningful name.
3. Select the **Details** tab, add a row, and select **Payslip Rate Precision**.
4. Set the number of decimal places in the **Override Value** field.
5. Click **Save**.

When you run the Archive Periodic Payroll Results process, use the Process Configuration Group parameter to select this configuration group.

You can modify the precision value set on the report template itself, and this value would override the value you set on the archive process. For example, suppose you want your hourly employees to see four decimal places for rates on their payslips and the salaried employees to see only two decimal places. In this case, perform these tasks:

1. Set the **Payslip Rate Precision** process configuration parameter to four decimal places.
2. Modify the payslip report template to display the rates with two decimal places only for salaried employees.

To modify the payslip report template, refer to 'Configure the Payslip Report Template' in the Help Center.

#### Related Topics

- [Generate Payslips in the Worker's Correspondence Language](#)
- [Rate Precision in Payslips](#)
- [Multilanguage Support for Payslips](#)

## Archive Periodic Payroll Results

Use the Archive Periodic Payroll Results task to archive payroll information such as earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

### Report Parameters

**The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.**

#### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

#### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

**Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

#### Payroll

The name of the payroll you use to run this report.

#### Consolidation Group

Use this field to run the report for a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

**Note:** Use the Object Groups task to define a Consolidation Group, before you can use it here.

#### Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as setting the payslip rate precision value. You can select a value only if you have a predefined process configuration group.

**Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

## Report Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

You can edit the archived data and rerun processes before you run the year-end reports. For example, run the Employee Active Payroll Balance report to view the current values for any given list of employee balances. Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances.

After you have reconciled your payroll data, run the Archive End-of-Year Payroll Results process to archive employee and employer information for end-of-year reporting.

## View and Edit Archive Results

Because payslips and the payroll register use archived data, it's critical that the archive process completes successfully and it include complete and accurate information.

You can view the results of the Archive Periodic Payroll Results process on the View Person Process Results page. You can also edit archived data, if your user privileges and the restrictions are in place for your system enable it.

### View the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

**Note:** The data archived by this process may vary depending on your legislation and your organization's reporting requirements.

Archive payroll data is typically one of these types:

- HR data, such as employee and employer address details, employee work location and department, accruals, and assignment details
- Element information, such as earnings and deductions
- Balance sets
- Messages

Archive results include prepayment information used to generate payslips as well as prepayment information for external payments. Use archive results to determine errors, unprocessed assignments or missing records. If errors or issue are found, review the employee's HR or payroll data, determine the cause and correct. Once errors and issues are resolved, roll back the affected processes and rerun.

### Edit the Archive Results

By default, the extract definition for the payroll archive doesn't allow editing of the output. However, if your environment and your security privileges enable this task, you can use the Edit button in the Archive Results section of the View Person Process Results page. The application stores any changes to the archived results in the archive table, which the payroll register and payment processes then use.



**Note:** Updates made to the archive results will no longer match the originally generated archive. For this reason, avoid manually updating the archive unless necessary.

#### Related Topics

- [Payroll Payments Distribution](#)
- [When should I archive payroll data?](#)

## Archive End-of-Year Payroll Results

Use the Archive End-of-Year Payroll Results task to retrieve and archive employee and employer information necessary for year-end statutory reporting. The year-end reports also include employee balances in a given year.

### Report Parameters

**The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.**

#### Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

#### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

**Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

#### Payroll

The name of the payroll you use to run this report.

#### Payroll Statutory Unit

Select the requisite payroll statutory unit (PSU). The process archives the year-end data of employees belonging to this PSU only.

#### Tax Reporting Unit

Select the requisite tax reporting unit (TRU). If a value is selected, the process archives the year-end data of employees belonging to this TRU only. If left blank, all TRUs belonging to the selected PSU are processed.

#### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. This is an optional parameter.

**Note:** Use the Object Groups task to define a Payroll Relationship Group, before you can use it here.

## Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as setting the payslip rate precision value. You can select a value only if you have a predefined process configuration group.

**Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

## Report Results

Use the View Person Process Results task to open and view the archived data for each payroll relationship in the selected PSU or TRU.

You can view the archived data for each payroll relationship in the selected PSU or TRU. Use the following processes to roll back and rerun the archive process.

### Process Rerun

There may be cases when employees are excluded from an original archive run, such as a missed vacation payout. The last payroll run for the tax year is also successfully completed. You must rerun the process to include the excluded employees.

You can rerun the process for an individual employee or a group of employees. Identify these employees and rerun the archive again. Create a payroll relationship group for the individual employee or group of employees and use the object group to rerun the process. The rerun archive process captures data for the employees excluded in the previous archive process. This process doesn't archive data that was already archived by a previous run. To archive all data once again, you must first roll back the archive process.

### Process Retry

Use the retry process to archive changed, new, or otherwise not archived data for selected employees.

### Process Rollback

Use the Roll Back process to remove the archived data. Sometimes rerun or retry isn't possible. For example, if you ran the Archive End-of-Year Payroll Results process before completion of all the payroll processes. In this case, the data in the archive is not valid. To resolve this you must roll back the archive process. When you roll back the Archive End-of-Year Payroll Results, the process removes the archived data from the Oracle database. Rolling back and rerunning the Archive End-of-Year Payroll Results process reruns the process and recreates the archive completely.

## FAQ for Archive

### When should I archive payroll data?

You must archive payroll results before you submit processes that use archived data, such as Run Payroll Register and Generate Payslips.

Your payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payroll processes, you can archive the results using Archive Periodic Payroll Results.

# 9 Load Payroll Data Using Transformation Formula

## Data Loader

### Load Objects with HCM Data Loader

Use HCM Data Loader for bulk-loading and maintaining payroll data. You can navigate to the HCM Data Loader pages directly from the Payroll Checklist page. On the Checklist page, select the Initiate Data Loader task to open the HCM Data Loader object status page.

You can use HCM Data Loader to load these payroll objects.

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

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

### Payroll Transformation Formula for HCM Data Loader

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

### Payroll Transformation Formula for HCM Spreadsheet Data Loader

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

*Related Topics*

- [Example of Loading Organization Payment Methods](#)
- [Example of Loading Payroll Balance Attribute Definitions](#)
- [Overview of Loading Payroll Costing](#)
- [Overview of Loading Payroll Details](#)
- [Overview of Loading User-Defined Tables](#)

## Payroll Transformation Formula for HCM Data Loader

### Overview of Payroll Transformation Formula For HCM Data Loader

Often times, your existing data or the payroll data that you upload might not be in the format recognized by HCM Data Loader.

In such cases, you can use a payroll transformation formula to transform your data into a format that's supported by HCM Data Loader.

Let's consider these examples.

- An inbound file contains data that needs to be loaded using different payroll business objects in HCM Data Loader. Here, the content of the file needs to be split across more than one HCM Data Loader file.
- You might create a transformation formula to convert an attribute value in the file to another value that you derive using value sets.
- You want to change a person number into an assignment number. In this case, you will use a more complex formula to convert the attributes.

You use the **Load Data From File** flow to transform your data into the HCM Data Loader file format using your transformation formula.

As this table shows, the two flow patterns are secured using these privileges:

Flow Pattern	Privileges
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

This example specifies the file name in the formula as `PersonalPaymentMethod`, the file discriminator as `PersonalPaymentMethod`, and the business operation as `MERGE`.

```

/*HDL Related Outputs*/
FileName = 'PersonalPaymentMethod'
BusinessOperation = 'MERGE'
FileDiscriminator = 'PersonalPaymentMethod'
    
```

To view details about the file name, file discriminator, and a list of supported business operations, use the **View Business Objects** task in the Data Exchange work area.

1. On the View Business Objects page, search for and select your business object. In this example, the business object is Personal Payment Method.
2. On the Component Details page, you can find the name of the file, and the file discriminator and a list of supported actions for the object.

#### *Related Topics*

- [How You Transform Data Using Payroll Transformation Formula for HCM Data Loader](#)
- [How To Create A Program for Automation](#)
- [Submit the Load Data From File Flow](#)

## How You Transform Data

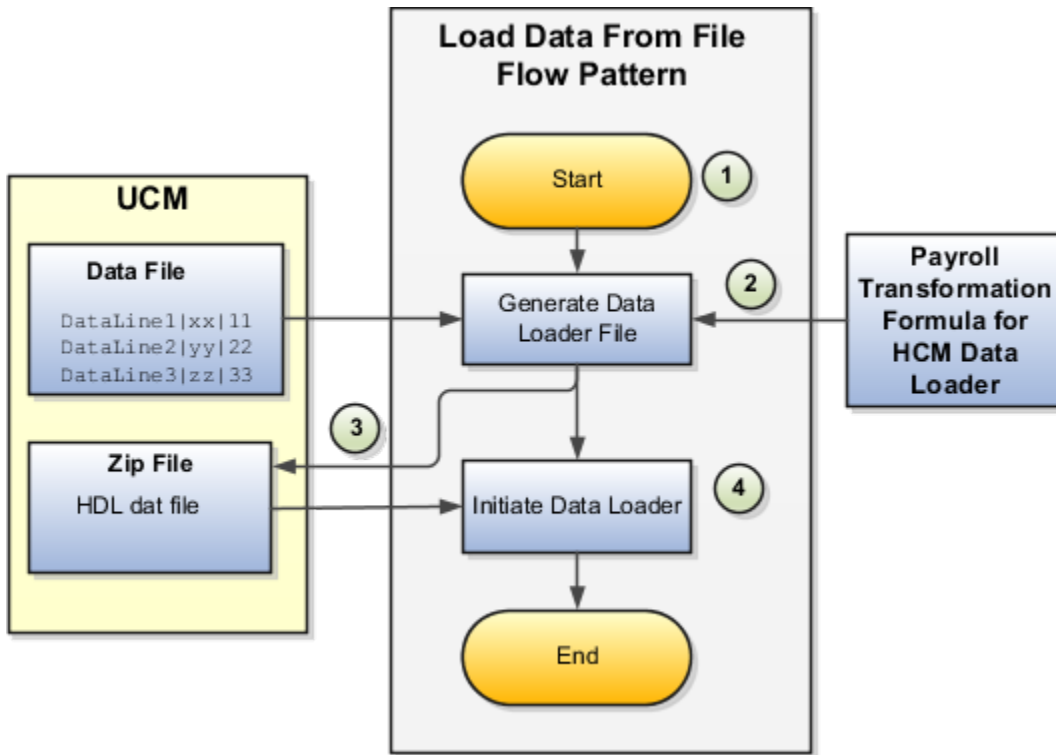
Use the **Load Data From File** flow to transform data in the source file into a format that's supported by HCM Data Loader.

You can submit this flow independently or include it in a flow that you create for automating data loads on a periodic basis. When you submit the flow, either manually or using a web service, you must specify a transformation formula to transform the data, as needed.

The flow contains these two tasks that help you to transform data into a HCM Data Loader format:

- Generate Data Loader File
- Initiate Data Loader Task

As this figure shows, the first step is to submit the **Load Data From File** flow. This flow takes data from the flat file and generates an equivalent file format for the data present in the input file.



Perform these steps to transform data using Payroll Transformation Formula for HCM Data Loader:

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. On the Flow Submission page, search for, select, and submit the **Load Data From File** flow pattern.
2. The flow invokes the Payroll Transformation Formula for the Content ID. Typically, you create your transformation formula for HCM Data Loader on the Manage Fast Formulas page. The type of the formula should be HCM Data Loader.
3. The **Generate Data Loader File** task reads the data file line by line, producing an equivalent HCM Data Loader format for each line. Finally, it creates a compressed file of all of the transformed data files and uploads to the Oracle WebCenter Content server. Also, the task records the Content ID.
4. The **Initiate Data Loader** task takes the Content ID for the file generated by the **Generate Data Loader File** task. And it invokes HCM Data Loader. HCM Data Loader validates the data and creates valid records in the HCM cloud.

The table shows the tasks and the privileges that they're secured with:

Task	Privilege
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

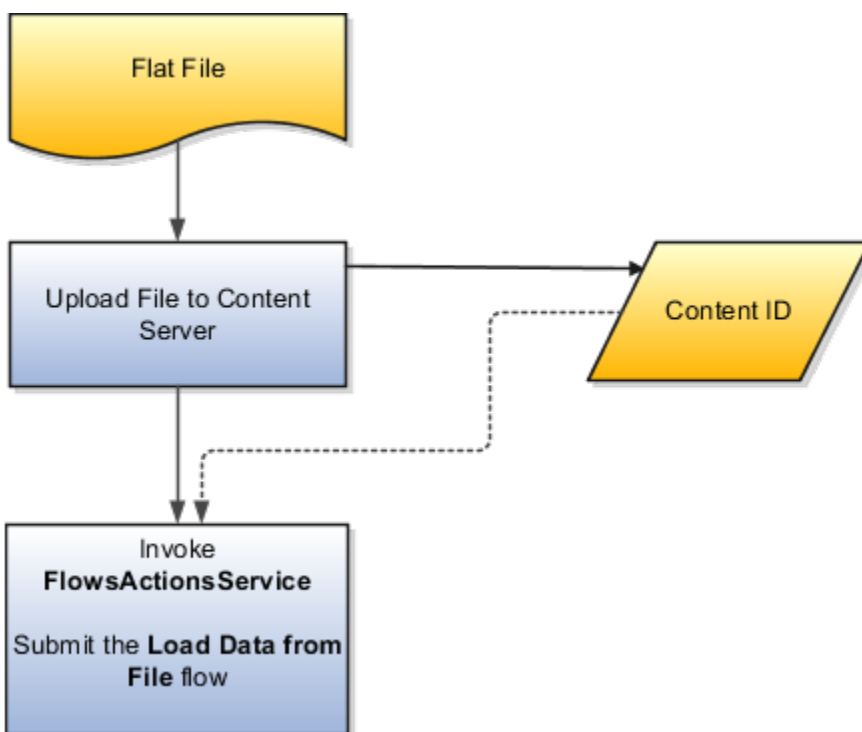
### Related Topics

- [How To Create A Program for Automation](#)
- [Submit the Load Data From File Flow](#)
- [Transformation Formula Input Variables](#)

## How To Create A Program for Automation

You can submit the **Load Data from File** flow by using a web service.

As this figure shows, your program uploads the source file to content server, and retrieves the content ID for the Flow Actions Service web service. Then, the program calls the Flow Actions web service by supplying certain parameters.



When calling the web service, your program supplies these parameters.

- Name of the flow pattern, which is **Load Data from File**
- Content ID of the uploaded file
- Unique name to identify the flow instance being submitted
- Process configuration group ID for special processing (optional)
- Transformation formula ID (mandatory)

For more information about the Flow Actions Service web service, refer to the SOAP Web Services for Oracle HCM Cloud guide. For examples of its usage for automating file uploads, refer to the attachment for HCM Data Loader User Guide (1664133.1) on My Oracle Support at <https://support.oracle.com>.

*Related Topics*

- [Submit the Load Data From File Flow](#)
- [Transformation Formula Input Variables](#)
- [Payroll Transformation Formula Operations](#)
- [Sample Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for Multiple Business Objects](#)

## Submit the Load Data From File Flow

On the Home page, click the **Submit a Flow** quick action under the My Clients Groups tab. On the Flow Submission page, submit the **Load Data from File** flow pattern to transform data in your source file into the HDL format.

### Assumptions

This procedure has these assumptions.

- You have the Human Capital Management Integration Specialist role.
- You have the source file ready to upload to Oracle WebCenter Content.
- If you have already uploaded the source file, you have the content ID handy.

**Note:** To upload files to the content server, browse to the source file on your file system, check it in to the content server, and retrieve its Content ID. For more information, see Oracle Fusion Middleware Using Oracle WebCenter Content guide.

### Before You Begin

Before you submit the flow, ensure that you meet these prerequisites.

Characteristics	What You Should Do
Data transformation	<p>If the data in the source file requires transformation, create and compile a transformation formula using the HCM Data Loader formula type.</p> <p>On the Home page, click the <b>Fast Formulas</b> quick action under the <b>My Clients Group</b> tab.</p> <p>You can now specify the processing parameters for your process configuration group.</p>
File encryption	<p>Before loading encrypted files, ensure that the encryption keys exist for the secure file transfer. This process involves creating a service request, generating PGP key pairs, and sharing the encryption keys.</p> <p>Specify the <b>Payroll Batch Loader Encryption Type</b> parameter value for the process configuration group you select when running the flow or the web service. Valid values are <b>PGPSIGNED</b>, <b>PGPUNSIGNED</b>, and <b>NONE</b>.</p> <p>On the Home page, click the <b>Process Payroll Configuration</b> quick action under the My Clients group tab. Now, you can specify the processing parameters for your process configuration group.</p>
Other processing parameters	Use the <b>Payroll Process Configuration</b> task to add parameters for the process configuration group.



Characteristics	What You Should Do
	Examples of processing parameters include Batch Error Mode, Logging Area, Logging Category, and Threads.

1. On the Home page, click the **Submit a Payroll Flow** quick action under the **My Clients Groups** tab.
2. In the **Legislative Data Group** option, select a legislative data group.
3. Search for and select the **Load Data from File** flow pattern.
4. Click **Next**.
5. Enter the parameters, as shown in this table.

Field	Value
Payroll Flow	Descriptive name for this specific flow process.
Content Id	Enter the Content Id. The source file must already exist on the content server.
Transformation Formula	Select the required transformation formula. The type of the formula should be <b>HCM Data Loader</b> .
Process Configuration Group	Select your process configuration group.

6. On the Enter Parameters page, click **Next**.
7. On the Enter Flow Interaction page, click **Next**.
8. On the Schedule page, click **Next**.
9. On the Review page, click **Submit**.
10. In the confirmation dialog box, click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab you should see a green check mark in the **Generate Data Loader File** and **Initiate Data Loader** rows, Task Type column. If not, on the toolbar, click the **Refresh** icon intermittently until you do.
12. Close the Payroll Flow page.
13. On the Overview page, search for and click your payroll flow.
14. View the process results.
15. Check for any errors or warnings.

*Related Topics*

- [Transformation Formula Input Variables](#)
- [Payroll Transformation Formula Operations](#)
- [Return Values for Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for Multiple Business Objects](#)

## Transformation Formula Input Variables

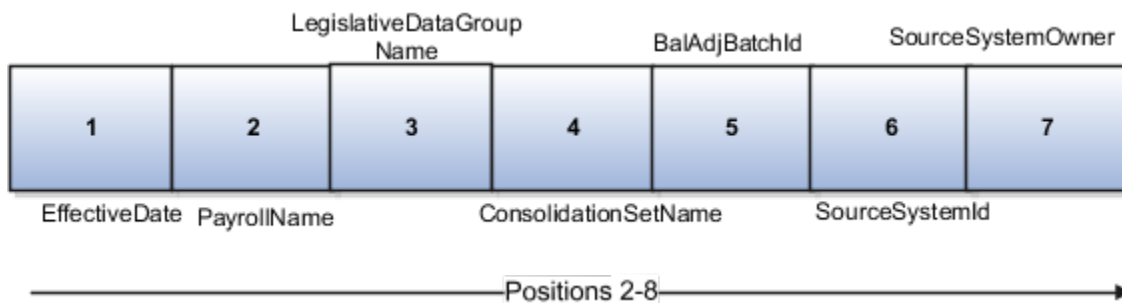
Variables, such as `FileName`, `FileDiscriminator` and `LINEREPEATNO`, are available for all formulas of HCM Data Loader Transformation formula type. Additional variables may be available depending on the selected business object.

### Positions

Using the transformation formula, you can assign attributes to the required position. Positions can range from 1 to N. Depending upon the business object, the positions can be either optional or mandatory.

Example:

This figure shows the different attributes for positions 2 through 8 for Balance Adjustments.



In this example, you assign attributes to positions 2 through 8.

- `POSITION2: EffectiveDate`
- `POSITION3: PayrollName`
- `POSITION4: LegislativeDataGroupName`
- `POSITION5: ConsolidationSetName`
- `POSITION6: BalAdjBatchId`
- `POSITION7: SourceSystemId`
- `POSITION8: SourceSystemOwner`

### FileName, FileDiscriminator, and BusinessOperation

`FileName`, `FileDiscriminator`, and `BusinessOperation` variables are required for all transformations.

Here are the details of these variables.

- `FileName` is the name of the file for the business object.
- `FileDiscriminator` is the file discriminator for the business object.
- `BusinessOperation` refers to the operation, such as Merge or Delete that are performed by the HCM Data Loader process on the transformed file.

Here's an example of values that you can supply for the input variables: `FileName`, `FileDiscriminator`, and `BusinessOperation`.

```
FileName = 'BalanceAdjustmentHeader'
BusinessOperation = 'MERGE'
```

```
FileDiscriminator = POSITION1
```

## LINEREPEAT And LINEREPEATNO

**LINEREPEAT** allows a single line of input to be processed multiple times. And **LINEREPEATNO** indicates the number of repetitions.

For example, for time entry, there might be a regular time entry wage followed by a premium time entry wage.

**Example:** The Element Entry file contains these details.

```
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1002|2|E
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1003|3|E
```

The input line can be processed twice. The output file contains the element entry and element entry value as shown in this sample code snippet.

```
ELSE IF OPERATION='MAP' THEN
(
  LegislativeDataGroupName=POSITION3
  ElementName=POSITION4
  EffectiveStartDate=POSITION5
  EffectiveEndDate=POSITION6
  AssignmentNumber=POSITION7
  InputValueName=POSITION8
  ScreenEntryValue=POSITION9
  MultipleEntryCount=POSITION10
  EntryType=POSITION11
  IF LINEREPEATNO=1 THEN
  (
    BusinessOperation='MERGE'
    BusinessObject='Element Entry'
    FileName = 'ElementEntry'
    FileDiscriminator = 'ElementEntry'
    LINEREPEAT = 'Y'
    RETURN BusinessOperation,FileDiscriminator,FileName
  )
  ELSE
  (
    BusinessOperation='MERGE'
    BusinessObject='Element Entry Value'
    FileName = 'ElementEntry'
    FileDiscriminator = 'ElementEntry'
    LINEREPEAT = 'N'
    RETURN BusinessOperation,FileDiscriminator,FileName
  )
)
```

### Note:

- The length of a line in the incoming raw file can't be more than 1000 characters
- The length of an attribute between two delimiters can't be more than 255 characters

*Related Topics*

- [Payroll Transformation Formula Operations](#)
- [Return Values for Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for Multiple Business Objects](#)

## Payroll Transformation Formula Operations

The transformation formula is invoked several times to derive different components that are required for processing the incoming data.

This table explains the various operations that you can do with the formula.

Operation Type	Return Value	Example
FILETYPE	OUTPUTVALUE	DELIMITED
DELIMITER	OUTPUTVALUE	
READ	OUTPUTVALUE	NONE
MAP	Business Object Attributes	NA
NUMBEROFBUSINESSOBJECTS	OUTPUTVALUE	2
METADATALINEINFORMATION	METADATAN	METADATA1

**Note:** Remember that only 'Delimited' file type is supported.

### Delimiter

The default delimiter that separates values is a pipe character. If your file uses a different delimiter, you must set the delimiter you want your formula.

This example specifies a comma character as the delimiter.

```

/* Calculations */
IF OPERATION='FILETYPE' THEN
  OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
  OUTPUTVALUE=', '

```

**Note:** Ensure that the delimiter you enter in the formula is a single non-ASCII character and not part of any of the values to upload.

## MAP

The MAP operation defines the return values related to a particular object. The return values must have the same names as the attributes specified in the application for that object.

For example, these RETURN values can be used to generate an Element Entry dat file.

### RETURN

```
BusinessOperation, FileDiscriminator, FileName, AssignmentId, AssignmentNumber, CreatorType, DateEarned, EffectiveEndDate,
```

Here, the `BusinessOperation` is set to MERGE and the `BusinessObject` is set to Element Entry.

## METADATALINEINFORMATION

The application generates the file either with all defined attributes or with only specified attributes, depending on whether you specify a value for `METADATALINEINFORMATION` or not.

1. If you don't specify a value for `METADATALINEINFORMATION`, then the application generates `METADATLINE` in the transformed file with all defined attributes for the business object.
2. If you specify a value, then the transformed file will contain only the attributes that you specified.

For the `METADATALINEINFORMATION` operation, you specify an array per business object being processed in the formula. The number of arrays should match the number specified in the `NUMBEROFBUSINESSOBJECTS` operation. The name of the array should be `METADATA` with the number as suffix. For example, `RETURN METADATA1, METADATA2` when the `NUMBEROFBUSINESSOBJECTS` is 2.

Note: The first two entries in the array are reserved to specify the `FileName` and `FileDiscriminator` of the business object.

Additionally, for `METADATALINEINFORMATION`, you can specify attributes with special characters for that business objects.

Notice that in this example `Ba1AdjBatchId(SourceSystemId)` has parenthesis.

If the file contains either Flexfield or SourceSystem references, then the application can't resolve the default mapping of output parameter names and attributes.

Let's consider this syntax: `jobEffSegment1(PER_JOBS_EIT_EFF=context)`. To allow this construct to be generated in the HCM Data Loader file, you define the `METADATA` line in the transformation formula. For each business object that appears in the output, you must define the `METADATA` content in an array.

Example:

```
METADATA2[1] = 'Job' /*FileName*/  
METADATA2[2] = 'JobExtraInfo' /*FileDiscriminator*/  
METADATA2[3] = 'EffectiveStartDate'  
METADATA2[4] = 'EffectiveEndDate'  
METADATA2[5] = 'JobCode'  
METADATA2[6] = 'SetCode'  
METADATA2[7] = 'FLEX:PER_JOBS_EIT_EFF'  
METADATA2[8] = 'EFF_CATEGORY_CODE'  
METADATA2[9] = 'InformationType'  
METADATA2[10] = 'JeiInformationCategory'  
METADATA2[11] = 'LegislationCode'  
METADATA2[12] = 'SequenceNumber'  
METADATA2[13] = 'jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)'
```

Here's how the generated HCM Data Loader file looks like.

```
METADATA|JobExtraInfo|EffectiveStartDate|EffectiveEndDate|JobCode|SetCode|FLEX:PER_JOBS_EIT_EFF|  
EFF_CATEGORY_CODE|InformationType|JeiInformationCategory|LegislationCode|SequenceNumber|  
jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)
```

## NUMBEROFBUSINESSOBJECTS

This operation indicates the number of business objects being processed in the formula.

### Related Topics

- [Return Values for Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for Multiple Business Objects](#)

## Return Values for Payroll Transformation Formula for HCM Data Loader

The return values for HCM Data loader formulas vary based on the business object and task action.

They are the same as the attribute names and must include `BusinessOperation`, `FileName`, and `FileDiscriminator`.

Here's an example of return values.

```
/*Return Values*/
RETURN BusinessOperation,FileName,FileDiscriminator,Attribute1,Attribute2,...,Attributen
/*Attributes for a particular Business Object can be found from the View Business Objects UI under the HCM
Data Loader task in the Data Exchange Work Area */
```

For the `NUMBEROFBUSINESSOBJECTS` and `METADATALINEINFORMATION` operations, the `RETURN` statement is as follows.

```
/*Return Values for NUMBEROFBUSINESSOBJECTS and METADATALINEINFORMATION Operation*/
IF OPERATION='FILETYPE' THEN
  OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
  OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
  OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN(
  OUTPUTVALUE = '2'
  RETURN OUTPUTVALUE
)
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
(
  METADATA1[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
  METADATA1[2] = 'BalanceAdjustmentHeader' /*FileDiscriminator*/ /*Reserved*/
  METADATA1[3] = 'LegislativeDataGroupName'
  METADATA1[4] = 'BatchName'
  METADATA1[5] = 'SourceSystemId'
  METADATA1[6] = 'SourceSystemOwner'

  METADATA2[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
  METADATA2[2] = 'BalanceAdjustmentGroup' /*FileDiscriminator*/ /*Reserved*/
  METADATA2[3] = 'EffectiveDate'
  METADATA2[4] = 'PayrollName'
  METADATA2[5] = 'LegislativeDataGroupName'
  METADATA2[6] = 'ConsolidationSetName'
  METADATA2[7] = 'BalAdjBatchId(SourceSystemId)'
  METADATA2[8] = 'SourceSystemId'
  METADATA2[9] = 'SourceSystemOwner'
  RETURN METADATA1, METADATA2 /*Only two as Return value for NUMBEROFBUSINESSOBJECTS is 2*/
)
```

You can define variables with special characters. For example, use this structure to return the `BalAdjBatchId(SourceSystemId)` Source ID.

```
/*Return Values for the MAP Operation*/
FileName = 'BalanceAdjustmentHeader'
BusinessOperation = 'MERGE'
FileDiscriminator = POSITION1
EffectiveDate = POSITION2
PayrollName = POSITION3
LegislativeDataGroupName = POSITION4
ConsolidationSetName = POSITION5
"BalAdjBatchId(SourceSystemId)"= POSITION6
SourceSystemId = POSITION7
SourceSystemOwner = POSITION8

RETURN BusinessOperation, FileDiscriminator, FileName, EffectiveDate, PayrollName,
LegislativeDataGroupName, ConsolidationSetName, "BalAdjBatchId(SourceSystemId)", SourceSystemId,
SourceSystemOwner

/*Note BalAdjBatchId(SourceSystemId) is enclosed by double quotes while assigning value as well as while
putting it in the return values list */
```

### Related Topics

- [Overview of Payroll Transformation Formula For HCM Data Loader](#)
- [How You Transform Data Using Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for Multiple Business Objects](#)

## Sample Payroll Transformation Formula

In this example, the transformation formula specifies the transformation mechanism for an incoming comma separated delimited file. The formula's return values are the same as the list of attributes for the personal payment method object.

Here's the sample raw file for personal payment method, with comma as the delimiter.

```
2018/04/04,1,ZHRX_VS_US_TPPI_LDG_ONE,E955160008191423,ZHRX_VS_US_TPPI_Check,PPM1,M,10
```

And this code snippet has the formula for this example.

```
/******
FORMULA NAME: Load Personal Payment Method
FORMULA TYPE: HCM Data Loader
******/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)

DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1

IF OPERATION='FILETYPE' THEN
```

```

OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN

(
  OUTPUTVALUE=', '
  RETURN OUTPUTVALUE
)
ELSE IF OPERATION='READ' THEN
  OUTPUTVALUE='NONE'
ELSE IF OPERATION='MAP' THEN
  /*HDL Related Outputs*/
  (
    FileName = 'PersonalPaymentMethod'
    BusinessOperation = 'MERGE'
    FileDiscriminator = 'PersonalPaymentMethod'
    EffectiveStartDate=POSITION1
    ProcessingOrder=POSITION2
    LegislativeDataGroupName=POSITION3
    AssignmentNumber=POSITION4
    OrganizationPaymentMethodCode=POSITION5
    PersonalPaymentMethodCode=POSITION6
    PaymentAmountType=POSITION7
    Amount=POSITION8
    RETURN
    BusinessOperation, FileName, FileDiscriminator, EffectiveStartDate, PersonalPaymentMethodCode, AssignmentNumber, Amount, P
  )
ELSE
  OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */

```

### Related Topics

- [Overview of Payroll Transformation Formula For HCM Data Loader](#)
- [How You Transform Data Using Payroll Transformation Formula for HCM Data Loader](#)
- [Sample Payroll Transformation Formula for Multiple Business Objects](#)

## Sample Payroll Transformation Formula for Multiple Business Objects

In this example, the formula uses the user defined tables and personal payment method business objects. It converts the Person Number in the flat file into Assignment Number and uses the `METADATALINEINFORMATION` and `NUMBEROFBUSINESSOBJECTS` operations.

Here's the sample of the raw input file.

```

PPM|2018/04/04|1|ZHRX_VS_US_TPPI_LDG_ONE|955160008191423|ZHRX_VS_US_TPPI_Check|PPM1|M|10
UDT|SM_UDT_4|Range|Number|Test UDT|USA LDG

```

And this code snippet has the formula for this example.

```

/*****
FORMULA NAME: Load User Defined Table and Personal Payment Method
FORMULA TYPE: HCM Data Loader
*****/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number), POSITION1 (text), POSITION2 (text),
POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8
(text), POSITION9 (text)

```



```
DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR POSITION9 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1
IF OPERATION='FILETYPE' THEN
  OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
  OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
  OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
  (
    OUTPUTVALUE = '2'
    RETURN OUTPUTVALUE
  )
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
  (
    METADATA1[1] = 'UserDefinedTable' /*FileName*/
    METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
    METADATA1[3] = 'UserTableCode'
    METADATA1[4] = 'RangeOrMatch'
    METADATA1[5] = 'UserKeyUnits'
    METADATA1[6] = 'UserRowTitle'
    METADATA1[7] = 'UserTableName'
    METADATA1[8] = 'LegislativeDataGroupName'
    METADATA2[1] = 'PersonalPaymentMethod' /*FileName*/
    METADATA2[2] = 'PersonalPaymentMethod' /*FileDiscriminator*/
    METADATA2[3] = 'EffectiveStartDate'
    METADATA2[4] = 'PersonalPaymentMethodCode'
    METADATA2[5] = 'AssignmentNumber'
    METADATA2[6] = 'Amount'
    METADATA2[7] = 'ProcessingOrder'
    METADATA2[8] = 'OrganizationPaymentMethodCode'
    METADATA2[9] = 'PaymentAmountType'
    METADATA2[10] = 'LegislativeDataGroupName'
    RETURN METADATA1, METADATA2
  )
ELSE IF OPERATION='MAP' THEN

  IF POSITION1='UDT' THEN
    (
      FileName = 'UserDefinedTable'
      BusinessOperation = 'MERGE'
      FileDiscriminator = 'UserDefinedTable'
      UserTableCode = POSITION2
      IF POSITION3='Range' THEN
        (
          RangeOrMatch = 'R'
        )
      IF POSITION4='Number' THEN
        (
          UserKeyUnits = 'N'
        )
      UserRowTitle = POSITION5
      UserTableName = POSITION2
      LegislativeDataGroupName = POSITION6
      RETURN
      BusinessOperation, FileDiscriminator, FileName, UserTableCode, RangeOrMatch, UserKeyUnits, UserRowTitle, UserTableName, Leg
    )
  IF POSITION1='PPM' THEN
```

```
(
  FileName = 'PersonalPaymentMethod'
  BusinessOperation = 'MERGE'
  FileDiscriminator = 'PersonalPaymentMethod'
  EffectiveStartDate=POSITION2
  ProcessingOrder=POSITION3
  LegislativeDataGroupName=POSITION4
  AssignmentNumber=GET_VALUE_SET('SAMPLE_GET_ASG_NUM','|=PERSON_NUMBER='''||POSITION5||''')
  OrganizationPaymentMethodCode=POSITION6
  PersonalPaymentMethodCode=POSITION7
  PaymentAmountType=POSITION8
  Amount=POSITION9
  RETURN
  BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
)
ELSE
  OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

**Note:** To debug value sets, create a BI report with this query to return the required data.

```
SELECT pay_ff_functions.gvs ('SAMPLE_GET_ASG_NUM','|=PERSON_ID=10000012092216') value FROM dual;
```

#### Related Topics

- [Overview of Payroll Transformation Formula For HCM Data Loader](#)
- [How You Transform Data Using Payroll Transformation Formula for HCM Data Loader](#)
- [How To Create A Program for Automation](#)

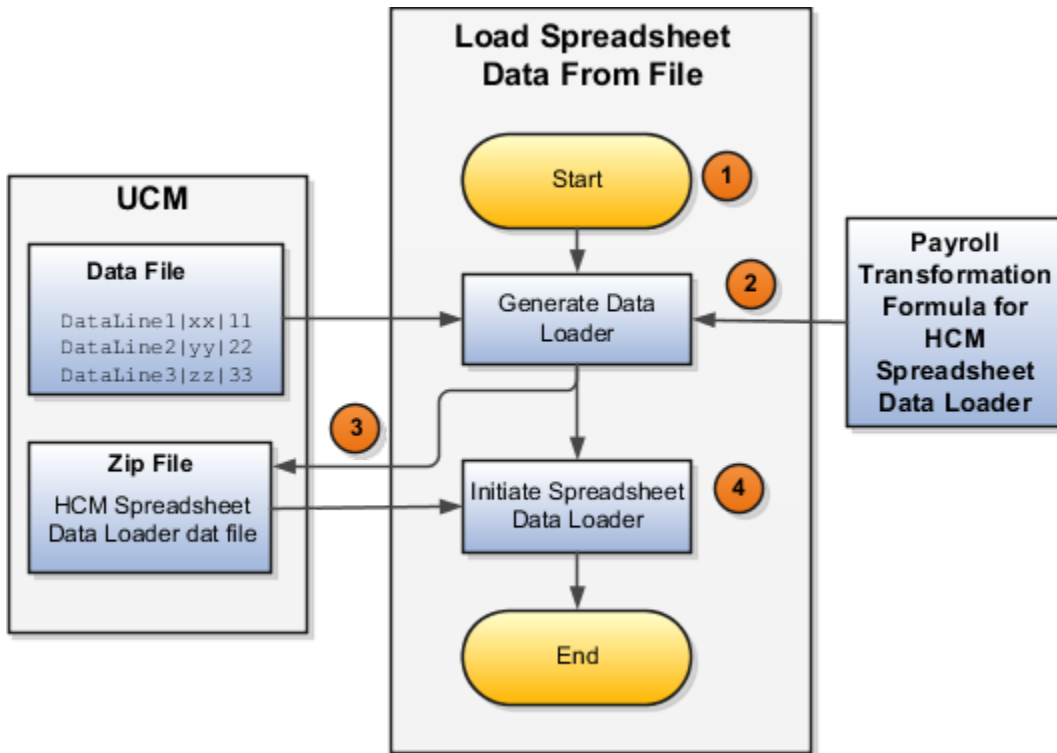
## Payroll Transformation Formula for HCM Spreadsheet Data Loader

### Overview of Payroll Transformation Formula for HCM Spreadsheet Data Loader

You can use HCM Spreadsheet Data Loader to load all payroll objects that HCM Data Loader supports.

As the first step, you create a spreadsheet template for the required object from the Data Exchange Work area and further download the template in CSV format. You can download CSV and XML file templates from a spreadsheet template. The Payroll Transformation Formula for HCM Spreadsheet Data Loader transforms the raw delimited file to a format that suits the template.

This figure summarizes the process of transforming data that's uploaded using HCM Spreadsheet Data Loader.



Here's a summary of how the transformation process works.

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. Submit the **Load Spreadsheet Data File** flow pattern.

The flow is secured using these privileges:

Flow	Privilege
Submit Payroll	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load Data using HCM Spreadsheet Data Loader	HRC_LOAD_DATA_USING_HSDL_PRIV

2. This flow pattern invokes the transformation formula for the Content ID and has these tasks:
  - a. Generate Data Loader File
  - b. Initiate Spreadsheet Data Loader
3. The **Generate Data Loader File** task reads the data file line by line, producing an equivalent HCM Spreadsheet Data Loader format for each line. Finally, it creates a compressed file of all of the transformed data files and uploads it to Oracle WebCenter Content server.
4. The **Initiate Spreadsheet Data Loader** task takes the compressed file generated by the **Generate Data Loader File** task and invokes the HCM Spreadsheet Data Loader. The HCM Spreadsheet Data Loader creates the required data in the HCM Cloud.

### Related Topics

- [Guidelines for Using HCM Spreadsheet Data Loader](#)
- [How Data Is Uploaded Using HCM Spreadsheet Data Loader](#)
- [HCM Spreadsheet Data Loader Templates](#)
- [Create and Edit Spreadsheet Templates](#)
- [Guidelines for Designing Spreadsheet Templates](#)

## Sample Payroll Transformation Formula

In this example, the transformation formula specifies the transformation mechanism for an incoming pipe separated delimited file. The formula's return values are the same as the list of attributes in the template file for the User Defined Table business object.

And this code snippet has the formula for this example.

```
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number), POSITION1 (text), POSITION2 (text),
POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)
DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS 'NO DATA'
DEFAULT FOR POSITION5 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1
IF OPERATION='FILETYPE' THEN
OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
(
OUTPUTVALUE = '1'/*Always be 1*/
RETURN OUTPUTVALUE
)
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
(
METADATA1[1] = 'SMUDT' /*TemplateCode*/
METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
METADATA1[3] = 'UserDefinedTable_UserTableCode'
METADATA1[4] = 'UserDefinedTable_LegislativeDataGroupName'
METADATA1[5] = 'UserDefinedTable_UserTableName'
METADATA1[6] = 'UserDefinedTable_RangeOrMatch'
METADATA1[7] = 'UserDefinedTable_UserRowTitle'
METADATA1[8]= 'UserDefinedTable_UserKeyUnits'
RETURN METADATA1 /*You can return only one METADATA for the respective template*/
)
ELSE IF OPERATION='MAP' THEN
(
FileName = 'SMUDT'
BusinessOperation = 'HSDL'
FileDiscriminator = 'UserDefinedTable'
UserDefinedTable_UserTableCode = POSITION1
UserDefinedTable_LegislativeDataGroupName = POSITION2
UserDefinedTable_UserTableName = POSITION1
UserDefinedTable_RangeOrMatch = POSITION3
UserDefinedTable_UserRowTitle = POSITION4
```

```
UserDefinedTable_UserKeyUnits = POSITION5
RETURN
  BusinessOperation,FileDiscriminator,FileName,UserDefinedTable_UserTableCode,UserDefinedTable_LegislativeDataGroupNA
)
ELSE
OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

**Note:** The template code needs to be used in the Fast Formula.

#### *Related Topics*

- [Guidelines for Using HCM Spreadsheet Data Loader](#)
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- [Create and Edit Spreadsheet Templates](#)
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