# Oracle Fusion Cloud Human Resources

## Administering Payroll for the United States

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 ⑦ 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.

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# 1 Overview

## Overview of Using Oracle Fusion Global Payroll

Using Oracle Fusion Global Payroll for the United States involves managing multiple payroll cycle tasks, from maintaining personal payroll info for your employees to running payroll processes and reports.

Here's how the payroll cycle works.
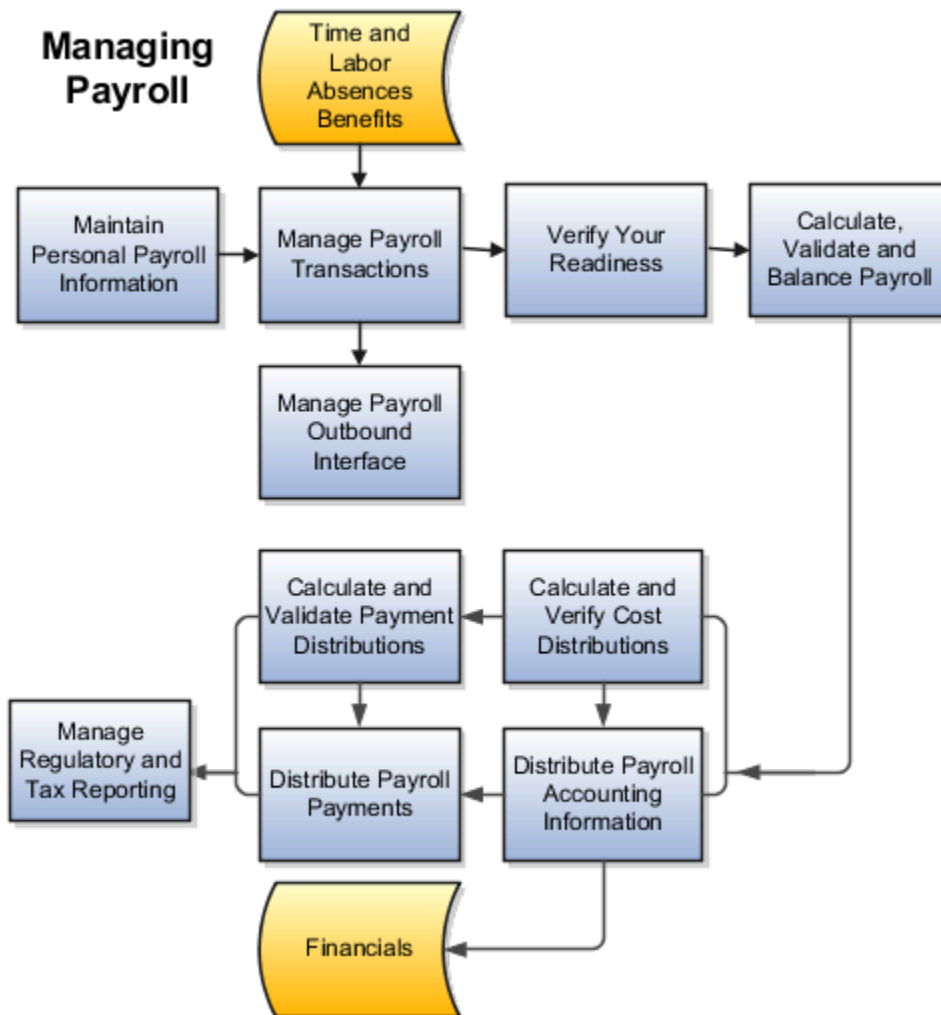


It includes these payroll tasks.

- Maintain personal payroll info
- Manage payroll transactions
- Verify your payroll readiness
- Calculate, validate, and balance Payroll

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- Calculate payment distributions

- Distribute payroll payments

- Calculate and verify cost distributions

- Distribute payroll accounting info

- Manage regulatory and tax reporting

- Monitor and update the status of your flows

**Note:** At each stage of the run, it's important for you to confirm it's complete and that you're ready to continue to the next one. Use the Task Details page to monitor the progress of your payroll run. For further info, see How to Monitor Payroll Flows from the Payroll Dashboard in the Help Center.

For further info, see the following sections.

**Note:** You might also find these related guides helpful. You can find them on the Help Center.
- Implementing Global Payroll Interface

- Using Global Payroll Interface

- Using Payroll Flows

- Implementing Payroll Costing

- Implementing Global Payroll

## Maintain Personal Payroll Info

To prepare for payroll processing, make sure the payroll info for your employees is up-to-date. This includes the following areas.

| What you should do | For more info, check here in the Help Center |
|---|---|
| Maintain the payroll relationships of your employees | Payroll Relationships for the US |
| Ensure you have enabled time cards for eligible employees | Time Card Required |
| Manage element entries | Element Entry Methods |
| Manage info required for involuntary deductions | Involuntary Deductions for the US |
| Define and manage personal calculation cards | How Calculation Cards Work Together for the US |

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| What you should do | For more info, check here in the Help Center |
|---|---|
| | |
| Enter final processing dates for terminations | How to Set End Dates for Terminations |
| Update person-level details during individual or mass transfer of employees to a different payroll | How You Assign and Transfer Payroll |

For further info, see Personal Payroll info for the US in the Help Center.

## Manage Payroll Transactions

Payroll flows are used to perform many of your payroll transactions. If you load data, calculate payroll and payments, run reports, or calculate and distribute cost results, you submit payroll flows. You monitor and manage each task and overall payroll flow.

As part of getting ready for your payroll run, make sure that everything at the organization level is up-to-date.

| What you should check | For more info, check here in the Help Center |
|---|---|
| Your employee absences | Overview of Absence Management for the US |
| Balance exceptions and balance adjustments | Balance Exceptions<br><br>Overview of Balance Adjustments for the US |
| Object groups | Overview of Object Groups |
| Payment methods | Bank Info for Personal Payment Methods for the US<br><br>Create Third-Party Payment Methods<br><br>Organization Payment Methods for the US |
| Info required for tax withholding | Federal and Regional Taxes for the US<br><br>Tax Withholding Card |
| Employee time entries | Process Time Entries in Payroll |
| Mass loads or updates of payroll data | Overview of Loading Objects with HCM Data Loader |

For further info, see Payroll Transactions for the US in the Help Center.

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## Verify Your Readiness

A good payroll run depends on many tasks performing successfully. Before you start your run, here's a checklist you can follow to help ensure it's successful.

1. Confirm completion of all payroll prerequisites.

   For further info, see the following in the Help Center.

   - Personal Payroll Info for the US
   - Payroll Transactions for the US

2. Review the Payroll Dashboard for notifications, and take any actions requiring your attention.

   For further info, see How to Monitor Payroll Flows from the Payroll Dashboard in the Help Center.
3. Run the Payroll Data Validation Report to identify noncompliant or missing statutory info for people in a payroll statutory unit.

   For further info, see Payroll Data Validation Report in the Help Center.
4. Check retroactive notifications, and process any retroactive changes.

   For further info, see the following in the Help Center.

   - Retroactive Notification Report for the US
   - Recalculate Payroll for Retroactive Changes for the US

**Note:** The US Simplified Payroll flow performs some of these steps for you. If you have configured your own flow, you might have to perform them manually.

For further info, see Payroll Readiness for the US in the Help Center.

## Calculate, Validate, and Balance Payroll

After you have verified your payroll readiness, it's time to run payroll. Start the US Simplified Payroll Cycle flow, or start a flow you have configured yourself.

After you run the Calculate Payroll process, you validate its results. Then you make any necessary corrections and try again.

For further info, see Calculate, Validate, and Balance Payroll for the US in the Help Center.

## Calculate and Validate Payment Distributions

When you run the US Simplified Payroll Cycle flow, the Calculate Prepayments process starts automatically when you review and verify the Gross-to-Net Report. For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.

When it completes, review the distribution of payments across employee personal payment methods in its process results.

If you find issues:

1. Fix the data.
2. Retry the action or roll back the record to remove them from the run.

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For further info, see Mark for Retry, Retry, and Roll Back Payroll Results in the Help Center.

3. After you fix the data in the removed record, run the prepayments process again.

For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.

# Distribute Payroll Payments

After you have validated the payment distribution amounts, you're ready to distribute payments.

| Task name | What it does | For more info, check here in the Help Center |
|---|---|---|
| Generate Check Payments | Generates check payments for your employees. It uses a predefined check format or one you have configured.<br><br>The US Simplified Payroll Cycle flow uses this process. | Generate Check Payments<br><br>Generate Check Payments and Check Numbers<br><br>US Simplified Payroll Cycle Flow |
| Generate Check Payments for Employees and Third Parties | Generates check payments for employees and third-party payees. It uses a predefined check format or one you have configured.<br><br>Use this process when you need to print checks for third parties or whenever you want to generate checks outside a payroll flow. | Employee and Third-Party Check Payments for the US<br><br>Generate Check Payments for Employees and Third Parties for the US |
| Make EFT Payments | Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT. | Make EFT Payments for the US |
| Make External Payments | Addresses special situations where you want to cut a check after using QuickPay instead of the normal payment process, such as:<br><br>• Replace a lost check that you voided<br><br>• Create a final payroll check for a terminated employee<br><br>• Pay using a different payment type or payment source than specified in the normal payment process<br><br>**Note:**<br>This isn't a typical payroll cycle task. You run it as part of the QuickPay flow.<br><br>If you need to run this independent of a QuickPay, use the **External or Manual Payment** process. | Examples of QuickPay Processing<br><br>Submit a QuickPay Flow to Correct a Payroll Calculation Error |
| Archive Periodic Payroll Results | Makes the data available for reports, such as the payroll register and payslips. | Archive Periodic Payroll Results Process for the US |

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| Task name | What it does | For more info, check here in the Help Center |
|---|---|---|
| Run Periodic Payroll Register | Verifies and provides an audit trail of a payroll run, including hours, earnings, and deductions by payroll statutory unit and tax reporting unit. In detail mode, it shows the complete details for each employee. | Periodic Payroll Register Report for the US |
| Generate and Verify Payslips | Generates a payslip for all paid payments matching your criteria except:<br><br>• Voided payments<br><br>• Reversed payroll calculations<br><br>• Data not archived<br><br>• Previously generated payslips | View Payments |
| 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.<br><br>In detail mode, it shows payments for each employee. | Payment Register Report for the US |

For further info, see Payroll Payments Distribution for the US in the Help Center.

## Calculate and Verify Cost Distributions

The Calculate Payroll process automatically calculates the costs for the payroll run. It's important you use the Payroll Costing Results Report to review its results. For further info, see Payroll Costing Results Report in the Help Center.

If you have any of the following when you're calculating and distributing costs, run these processes for each. For further info, see How Distributed Costing Is Calculated in the Help Center.

| For these distributions | Run these processes | For more info, check here in the Help Center |
|---|---|---|
| Retroactive costs | Calculate Retroactive Costing | Retroactive Costing |
| Payments | Calculate Costing of Payments | How to Cost Payroll Payments |
| Cost adjustments<br><br>Balance adjustments | Costing of Balance Adjustments | How to Adjust Payroll Costs<br><br>Oracle Cloud Human Capital Management for United States: Balance Adjustments (1600728.1) on My Oracle Support |
| Partial period accruals | Calculate Partial Period Accruals | Partial Period Accruals |

For further info, see Calculate and Verify Cost Distributions for the US in the Help Center.

# Distribute Payroll Accounting Info

To distribute payroll accounting info, you typically:

1. Run the Transfer to Subledger Accounting process to create journal entries for posting to Oracle Fusion General Ledger.

   For further info, see Transfer to Subledger Accounting in the Help Center.

2. Submit the Create Accounting process in draft mode to create journal entries for review.

   For further info, see Create Accounting in the Help Center.

3. After you're satisfied with the journal entries, run it again in final mode to create, transfer, and post journal entries.

For further info, see Distribute Payroll Accounting for the US in the Help Center.

# Manage Regulatory and Tax Reporting

You can use business outsourcing solutions providers such as ADP to help you with a variety of functions.

- Form W-2 and 1099-R printing

- Filing of federal, state, and local taxes

- Performing quarter-end and year-end reporting for the US and its territories

If you're using such a third-party provider, use the Third-Party Tax Filing Extracts. They extract all your relevant payroll data into an output file suitable for submission to your provider.

For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

*Related Topics*
- Calculate, Validate, and Balance Payroll for the US
- Calculate and Validate Payroll Payment Distributions for the US
- Distribute Payroll Accounting for the US
- How Distributed Costing Is Calculated
- Payment Distribution Reports for the US
- Payroll Costing Results Report

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# 2 Maintain Personal Payroll Info

## Personal Payroll Info

To prepare for payroll processing, make sure the payroll info for your employees is up-to-date.

This includes the following areas.

| What you should do | For more info, check here in the Help Center |
|---|---|
| Maintain the payroll relationships of your employees | Payroll Relationships for the US |
| Ensure you have enabled time cards for eligible employees | Time Card Required |
| Manage element entries | Element Entry Methods |
| Manage info required for involuntary deductions | Involuntary Deductions for the US |
| Define and manage personal calculation cards | How Calculation Cards Work Together for the US |
| Enter final processing dates for terminations | How to Set End Dates for Terminations |
| Update person-level details during individual or mass transfer of employees to a different payroll | How You Assign and Transfer Payroll |

When finished, you need to make sure everything at the organization level is up-to-date. For further info, see Payroll Transactions for the US in the Help Center.

*Related Topics*

- Overview of Using Oracle Fusion Global Payroll for the US
- Payroll Transactions for the US

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# 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.

# Addresses

## File-Based Address Validation

Use the File-Based Address Validation flow to validate multiple employee addresses after you've modified them.

This flow does three things.

1. It validates the addresses for payroll and tax purposes.

   o Validates line 1 of the addresses

   o Formats the addresses to USPS standards

   o Adds additional or missing address attributes

2. It produces a report of these recommendations in output suitable for viewing in a spreadsheet application, such as Microsoft Excel.

   For invalid addresses, this file provides suggested alternates, including:

   o Payroll tax jurisdiction info

   o School districts and Political Subdivisions (PSDs) for Pennsylvania jurisdictions

     These columns display as null for non-Pennsylvania jurisdictions.

3. If the flow finds any missing Geocodes, such as invalid state-county or state-county-city combinations, it automatically adds them to the TCA or localization tables. For further info, see Geographies for the US in the Help Center.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group
4. Search for and select **File-Based Address Validation**.

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## Before You Start

You must have prepared an input file in CSV format with the following columns.

- StreetAddress1
- City
- State
- County
- ZIP Code
- Additional Details

    Use this column to provide notes to help you track this info. The flow doesn't transfer any of this content into the application.

## Report Parameters

**Upload File**

Click this button to select and upload your CSV file.

**Content ID**

After you select and upload your CSV file, this field automatically displays your UCM ID.

**Process Configuration Group**

Select a process configuration group if needed.

## Report Output

This flow produces an output file suitable for viewing in a spreadsheet application, such as Microsoft Excel. Use this file to identify invalid address combinations, so you can correct them.

> **Note:** If there are many corrections, consider building an HCM Data Loader file to upload the changes, rather than making individual edits.

The info in this file has the following organization.

| Section | Columns and description |
|---|---|
| Employee Address | This section describes the address data you input into the flow. It includes these columns.<br><br>• Address Line1<br><br>  There is no support for Address Line 2 or 3.<br>• City<br>• County<br>• State<br>• ZIP Code<br>• Additional Details |

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| Section | Columns and description |
|---------|------------------------|
| | This is the additional info you provided in the upload file. |
| Validation Details | This section provides the address data after it has been verified and corrected. It includes these columns. <br><br> • Address Line1 <br> • City <br> • State <br> • ZIP Code + 4 <br> • PSD Code <br><br>    This column is null for addresses outside Pennsylvania. <br><br> • School District <br><br>    Displays as "Out of state" for addresses outside Pennsylvania. <br><br> • School District Name <br><br>    Displays as "Out of state" for addresses outside Pennsylvania. <br><br> • Jurisdiction Name <br> • Geocode <br> • Status Code and Status Message <br><br>    Represents any error codes and details detected by the Vertex Cloud Payroll Tax engine. For further info, see Address Cleansing in Vertex Cloud Payroll Tax. |

# Payroll Relationships

## Payroll Relationships for the US

A payroll relationship represents the association between a person and a payroll statutory unit (PSU).

A PSU is the legal entity responsible for employee payment. Payroll relationships group a person's employment assignment records based on the payroll statutory calculation and reporting requirements. Payroll relationships help you capture and extract any HR and payroll-related data you want to send to a third party, such as a payroll processing provider.

Payroll processing always occurs at the payroll relationship level. When you display the payroll process results for a person, you:

1. Select the person's payroll relationship record.
2. Drill down to view the details.

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

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## How Payroll Relationship Rules Map to Person Types

There's a predefined mapping between each person type and payroll relationship type.

You must use these predefined payroll relationship types. You can't create your own.

| Payroll relationship type | How it affects its person types |
|---|---|
| Standard | Includes them in payroll runs |
| Element Entry Only | • Creates only element entries for them<br>• Excludes them from payroll processing |

The following relationship-mapping rules show how the person types relate to the payroll relationship types.

| This person type | Uses this payroll relationship type |
|---|---|
| Contingent Worker | Element Entry Only |
| Employee | Standard |
| Nonworker | Standard |
| Pending Worker | Element Entry Only |

## How Payroll Relationships Affect Terminations

You can't terminate a person's payroll relationship while they still have active employment assignments. After you have ended all employment assignments, you can either terminate the payroll relationship or leave it active.

**Note:** If you keep the relationship active, you can reuse it and the PSU when rehiring the person.

*Related Topics*
- How to Set End Dates for Terminations
- Payroll Relationship Rules for the US
- Overview of Payroll Employment Model

# Payroll Relationship Rules

The payroll relationship rule determines:

- What happens when you terminate the last active employment record for a payroll relationship
- Whether an employee receives a new payroll relationship when you assign them a new assignment record

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Employees assigned to payroll statutory units (PSUs) are subject to the Lifetime payroll relationship rule. This rule determines what happens when you terminate a work assignment or create an assignment record.

| When this happens | What this rule does |
|---|---|
| Work assignment termination | When you terminate a work assignment, the associated payroll relationship remains active. |
| Assignment record creation | When you create an assignment, the Employment task searches for an active payroll relationship of the same type and for the same PSU. If found, it attaches the new assignment to the existing active payroll relationship. If not, it creates a new payroll relationship. |

*Related Topics*

- How Terminations Affect Payroll Processing
- Payroll Relationships for the US

# Assignment Status and Payroll Processing

An employee's assignment status includes an HR status, a payroll status, and optionally user statuses.

The application links the HR status and payroll status values to the assignment status and sets them automatically when the assignment status changes. The payroll status controls when the payroll process includes the assignment in the payroll calculation.

This table summarizes the values of the statuses.

| Assignment Status | HR Status | Payroll Status |
|---|---|---|
| Active - payroll eligible | Active | Process |
| Active - no payroll | Active | Don't process |
| Active - process when earning | Active | Process when earning |
| Active - process nonrecurring element entry | Active | Process nonrecurring element entry |
| Suspended - payroll eligible | Suspended | Process |
| Suspended - no payroll | Suspended | Don't process |
| Suspended - process when earning | Suspended | Process when earning |
| Suspended - process nonrecurring element entry | Suspended | Process nonrecurring element entry |

| Assignment Status | HR Status | Payroll Status |
|---|---|---|
| Inactive - payroll eligible | Inactive | Process |
| Inactive - no payroll | Inactive | Don't process |
| Inactive - process when earning | Inactive | Process when earning |
| Inactive - process nonrecurring element entry | Inactive | Process nonrecurring element entry |

**Note:**
1. **Process When Earning** indicates payroll processes only during payroll periods with earnings. Use this status in countries with cumulative tax rules, to stop tax refunds when payments aren't issued.
2. **Process Nonrecurring Element Entry** indicates the process includes only the active element entry for the nonrecurring elements. Use this status for one-time payments for terminated employees.

## Assignment Status

You can set the default assignment status for an employment-related action so that the assignment status changes automatically when you initiate an action. The action type categorizes the assignment status change. For example, you can set the default assignment status to 'Process When Earning' when you perform a terminate work relationship action. This ensures that the payroll run includes only terminated employees with an earnings element entry.

To create your own assignment status, use the **Assignment Statuses** quick action in **My Client Groups** > **Workforce Structures** on the Home page.

# Time Cards

## 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.

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- 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

# FAQs for Time Cards

## 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

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- Entries for elements that are end-dated

- Entries where the element eligibility criteria no longer applies

*Related Topics*
- How Terminations Affect Payroll Processing

# 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.

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- 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.

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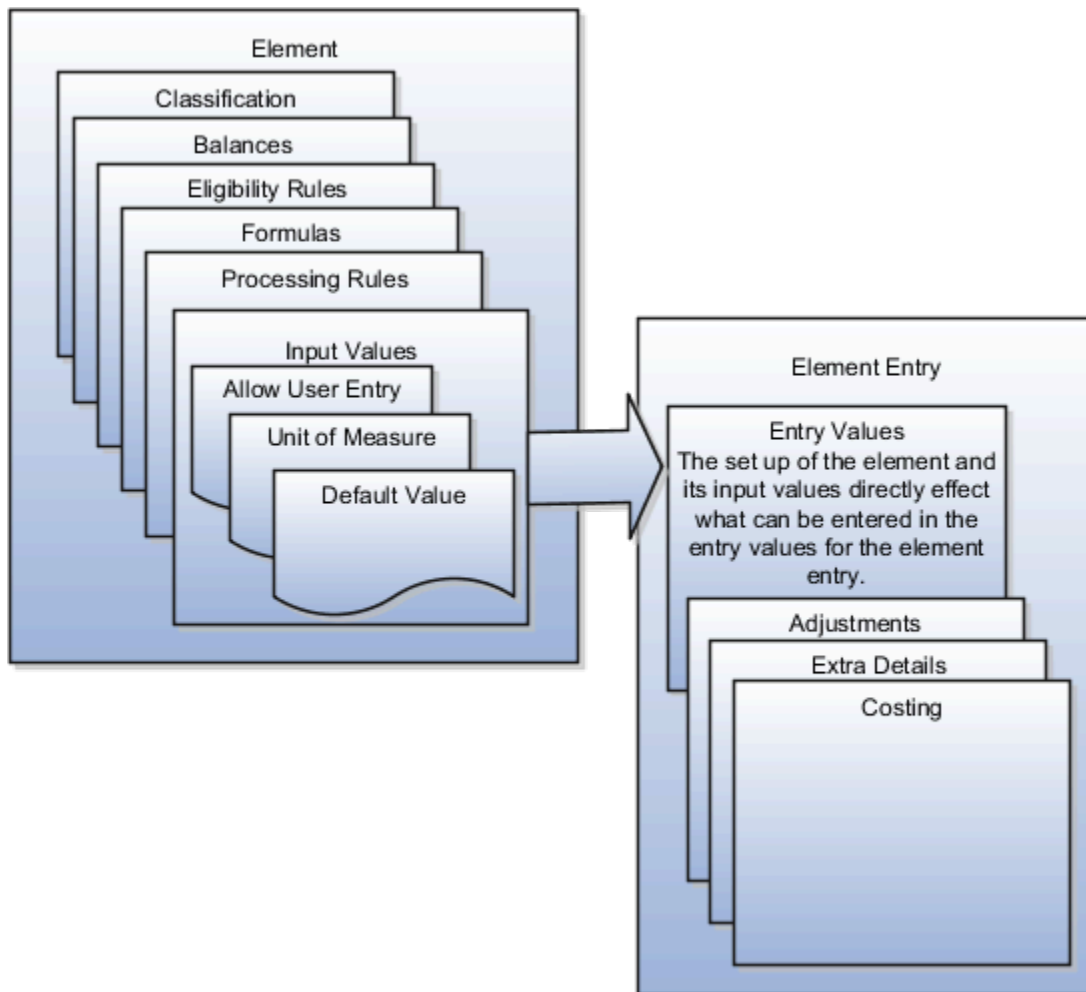
## Element Setup that Affects Element Entries

This table summarizes element setup options that affect element entries.

| Setup Option | How It Affects Element Entries |
|---|---|
| Calculation rule | 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. |
| Duration for entries | You can specify an element as recurring or nonrecurring.<br><br>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.<br><br>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.<br><br>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. |
| Automatic entry | 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.<br><br>This setup ensures that all eligible workers have an entry to initiate the tax calculation process.<br><br>This check box is selected if you answer **Yes** to the question on the template: Should every person eligible for the element automatically receive it?<br><br>**Note:**<br>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. |
| Allowing multiple entries | For example, you might allow multiple entries for regular and overtime hour entries. With this setup, you can report an hourly employee's time separately to distinguish between projects or cost centers for which the employee worked.<br><br>You can use this option for hourly workers that you pay biweekly but whose overtime you enter on a weekly basis.<br><br>You might limit other elements, such as benefits and bonuses, to one entry per pay period. |
| Additional entry | This option enables you to add an occasional one-time entry for recurring elements. This additional entry can override or add to the normal entry amount. |
| Validation, calculation, or defaulting formulas | You can use formulas to do these actions: |

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| Setup Option | How It Affects Element Entries |
|---|---|
| | • Provide a default value for one or more entry values when you create an element entry.<br><br>• 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.<br><br>• Validate one or more entry values when you save an element entry. |

## Input Value Setup That Affects Entry Values

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

> **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 | 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.<br><br>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.<br><br>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. |
| Lookup type | 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.<br><br>When entering the entry values, you can only select values from the list provided. |
| Minimum and maximum values | 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.<br><br>You receive a warning or error message if your entry value exceeds these limits, depending on the input value setup. |
| Required | You could make the entry of hours required for an overtime element, or units for piecework, or type for a car allowance element. |
| Special Purpose | 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. |
| Validation through a formula | 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.<br><br>You receive a warning or error message if your entry value fails the validation, depending on the input value setup. |

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*Related Topics*

# 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.

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*Related Topics*

# 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 Elements Hold Payroll Info for Multiple Features

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

Here are some examples of how you can use elements.

| What you want to manage | What elements you can define |
| --- | --- |
| Base pay | Annual salary basis<br><br>Monthly salary basis<br><br>Hourly salary basis |
| Absences | Absence payments<br><br>Leave liability |

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| What you want to manage | What elements you can define |
|---|---|
| | Discretionary disbursement |
| | Final disbursements |
| Benefits | Health care deductions |
| | Savings plan deductions |
| | Employee stock-purchase deductions |
| Time and labor | Regular hourly earnings |
| | Overtime earnings |
| | Shift earnings |
| Payroll calculations | Regular standard earnings |
| | Bonus earnings |
| | Taxation of federal income tax |
| | Bankruptcy orders |
| | Child support orders |
| | Federal tax levies |

For further info, see the following sections.

## Base Pay Management

You must set up salary basis and payrolls before you hire employees. Use the Salary Basis task.

After you establish the salary basis, to manage a worker's base pay:

1. Attach an earnings element to each salary basis.
2. Assign a salary basis to each worker (hourly, monthly, or annual).

When a manager or compensation specialist enters a base pay amount for a worker, the payroll process:

1. Writes the amount to an element entry. It uses the element input value you associated with the worker's salary basis.
2. 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
- Associate an absence element with an absence plan to transfer the following info for payroll processing.
  - Payments for absent time during personal time off
  - Accrual disbursement at the end of absence plan year

- o Accrual disbursement when plan enrollment ends

- o Absence liability amounts

You can process the payments through standard payroll processing or use HCM extracts to transfer the info to a third-party payroll application.

For further info, see Human Resources Cloud Administering US Absences on the Help Center.

## Benefits

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

## Time and Labor

Create elements for use in time cards, and calculate payroll or gross earnings based on the time card entries transferred to payroll. For example, for Oracle Fusion Time and Labor, you run processes 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 payroll processing, you define earnings and deduction elements, such as bonus and overtime earnings and involuntary deductions. These elements incorporate all the components required for payroll processing, including formulas, balances, and formula result rules.

*Related Topics*

- Define Elements for Time Card Entries for the US
- Define Payroll Elements for an Absence Accrual Plan for the US
- Earning and Deduction Definitions for the US
- Examples of Creating Earnings Elements for the US

# FAQ 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

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## 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

# Involuntary Deductions

## Involuntary Deductions

When it comes to involuntary deductions, the Elements task provides you with a robust and flexible solution.

For further info, see Human Resources Cloud Administering US Involuntary Deductions on the Help Center.

| This secondary classification | Works at this level | This is what it does |
|---|---|---|
| Alimony | Regional | Support payment initiated by an involuntary deduction order to a divorced person by the former spouse.<br><br>For further info, see Alimony Deductions for the US in the Help Center. |
| Bankruptcy Order | Federal | Federal court procedure that helps individuals get rid of their debts and repay their creditors. |

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| This secondary classification | Works at this level | This is what it does |
|---|---|---|
| | | When an individual declares bankruptcy, a trustee of the federal court generally handles the payments to the individual's creditors.<br><br>For further info, see Bankruptcy Order Deductions for the US in the Help Center. |
| Child Support | Regional | Payment a noncustodial parent makes as a contribution to the cost of raising their child.<br><br>For further info, see Child Support Deductions for the US in the Help Center. |
| Creditor Debt | Regional | Involuntary deduction ordered against the subject of a successful lawsuit. When a creditor, lender, debt collector, attorney, or other party wins the lawsuit a judgment is made to withhold earnings. Those earnings are used to pay the third party.<br><br>**Note:**<br>You can usually use the Garnishment and Creditor Debt classifications interchangeably. However, there are some exceptions.<br><br>Some states prohibit multiple involuntary deductions of this secondary classification to process at the same time. The payroll process enforces this rule if the employee has multiple components of the same secondary classification on their card.<br><br>For further info, see Creditor Debt Deductions in the Help Center. |
| Debt Collection Improvement Act (DCIA) | Federal | Agencies are given authority to administratively garnish for debts owed to the US government. An example of federal debts collected according to this federal process are defaulted loans administered by:<br><br>• Federal Housing Administrations<br>• Veterans Housing Administration<br>• Housing and Urban Development<br>• Student loans administered directly by the US Department of Education<br>• Social Security Administration<br><br>For further info, see Debt Collection Improvement Act Deductions in the Help Center. |
| Educational Loan | Federal | Delinquent loan for education granted according to the Federal Direct Loan Program or Federal Family Education Loan Program. |

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| This secondary classification | Works at this level | This is what it does |
|---|---|---|
| | | For further info, see Educational Loan Deductions in the Help Center. |
| Employee Requested | Regional | Agreement made between the employee and creditor after a debt was incurred. Not all states allow this.<br><br>For further info, see Employee Requested Deductions for the US in the Help Center. |
| Garnishment | Regional | Wage garnishment occurs when an employer is required to withhold the earnings of an employee for the payment of a debt. The garnishment is in accordance with a court order or other legal or equitable procedure.<br><br>**Note:**<br>You can usually use the Garnishment and Creditor Debt classifications interchangeably. However, there are some exceptions.<br><br>Some states prohibit multiple involuntary deductions of this secondary classification to process at the same time. The payroll process enforces this rule if the employee has multiple components of the same secondary classification on their card.<br><br>For further info, see Garnishment Deductions for the US in the Help Center. |
| Regional Tax Levy | Regional | Legal seizure of taxpayers' assets to satisfy back taxes owed. Not all states allow regional tax levies.<br><br>For further info, see State Tax Levy Deductions in the Help Center. |
| Spousal Support | Regional | Court-ordered payment for support of a former spouse or a spouse while a divorce is pending.<br><br>For further info, see Spousal Support Deductions for the US in the Help Center. |
| Tax Levy | Federal | According to federal law, a tax levy is an administrative action by the IRS enforced by statutory authority. This authority permits the IRS, without going to court, to seize property to satisfy a tax liability.<br><br>For further info, see Federal Tax Levy Deductions in the Help Center. |

*Related Topics*

- Define Involuntary Deductions for the US
- Elements for the US

# 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.

# Personal Calculation Cards

## How Calculation Cards Work Together

Personal payroll calculation cards capture info specific to a payroll relationship. Payroll runs use this info to calculate earnings and deductions.

Some actions create these cards automatically, such as hiring a person or loading data. Otherwise, you create the card manually. You can also add components to cards and enter calculation values, which could override default values. Additionally, you can associate some cards with a tax reporting unit (TRU).

Consider the following when working with these cards.

- What types of calculation cards are available
- How to create these cards
- What calculation components can you add to them
- What calculation values can you add
- How to associate TRUs with a card

To view and manage calculation cards, use the Calculation Cards task.

For further info, see the following sections.

## Calculation Card Types

The types of calculation cards you can create and the type of info captured on a card can vary, including:

- Absences
- Benefits and pensions
- Involuntary deductions
- Statutory deductions
- Time card entries

Additional cards are available to capture info for reporting purposes.

| Card name | What it does |
| --- | --- |
| Absences | Identifies absence data and categories, such as: <br><br> • Vacation <br> • Maternity <br> • Sickness <br> • Other <br><br> It also tracks accrual balances, qualifications, or no entitlements. <br><br> For further info, see Absence Components for the US in the Help Center. |
| Benefits and Pensions | Identifies important info for some deferred compensation plans. <br><br> • Contribution amounts <br> • Limits <br> • Payees <br> • Additional contributions <br><br> For further info, see the following in the Help Center: <br><br> • Benefits and Pensions Card for the US <br> • Considerations When Setting Up 403 (b) and 457 (b) Deferred Compensation Plans |
| Employee Earnings Distributions | Identifies earnings distributions for employees who are working in multiple states, counties, and cities in a single assignment and default work location. <br><br> For further info, see Employee Earnings Distribution Overrides Card in the Help Center. |
| Involuntary Deductions | Identifies involuntary deductions for employees. <br><br> Each card can support multiple deduction types and configurations. One card per payroll relationship. <br><br> For further info, see Involuntary Deductions Card for the US in the Help Center. |
| Reporting Information | Stores info required for quarterly and year-end reporting. <br><br> For further info, see Reporting Information Calculation Card for the US in the Help Center. |
| Retiree Reporting Information | Stores info required for quarterly and year-end reporting for retirees. |
| Tax Withholding | Also known as the Employee Withholding Certificate. Identifies employee info for federal tax forms and regional forms, such as Form W-4. <br><br> Pennsylvania employees also have the Residency Certificate added to their Tax Withholding card. <br><br> For further info, see Tax Withholding Card in the Help Center. |
| Tax Withholding for Pensions and Annuities | Identifies retiree info for federal tax forms and regional forms, such as Form W-4P. |
| Time | Depending on how your configuration, time cards capture: |

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| Card name | What it does |
|---|---|
| | • Hours and dates worked<br><br>• Categories of time, such as regular time, overtime, absence, vacation, and holiday<br><br>• Billable and nonbillable time<br><br>• Project-related time<br><br>For further info, see Time Cards for the US in the Help Center. |
| Organization | Organization configuration cards at the following levels.<br><br>• Legal Entity Calculation Card at the payroll statutory unit (PSU) level<br><br>• Legal Reporting Unit Calculation Card at the TRU level<br><br>Use the Legal Entity Calculation Cards and Legal Reporting Unit Calculation Cards tasks to set the following.<br><br>• State unemployment insurance (SUI) and state disability insurance (SDI) rates<br><br>• Self-adjustment settings<br><br>• Overrides to standard rates<br><br>For further info, see Configure Organization Calculation Cards for the US in the Help Center. |

## Card Creation

Automatic actions occur in the following cases.

| When you do this | This happens |
|---|---|
| Hire or rehire a person | Unless you have specifically disabled this action, new hires or rehires are automatically granted a Tax Withholding card.<br><br>For further info, see Tax Withholding Card in the Help Center. |
| Make changes to an employee's resident address or work location | The Tax Withholding card is automatically updated with the new address.<br><br>For further info, see Tax Withholding Card in the Help Center. |
| Process valid e-IWO inbound orders | • The employee's Involuntary Deductions card components are created or updated with the new deduction info<br><br>• The card is created if one doesn't exist<br><br>For further info, see Human Resources Cloud Administering US Electronic Income Withholding Orders on the Help Center. |
| Record and approve an absence in the Absence Record task for an employee, the task automatically | Creates an Absences calculation card. Automatic creation happens only if the card doesn't already exist.<br><br>For further info, see Employee Absence Records for the US in the Help Center. |
| Mass data uploads | If you load absence, time card, or pension data from another application, the application automatically creates the calculation cards. |

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| When you do this | This happens |
|---|---|
|  |  |

For other card types, you create calculation cards as needed for each employee.

## Calculation Components and Component Groups

When viewing a card through the Calculation Cards task, the Calculation Card Overview section shows a hierarchy of calculation components within component groups.

For example, on the Involuntary Deductions card, child support, education loan, and alimony are calculation components in the Involuntary Deduction component group.

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

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

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

Here's a list of the types of cards, including a brief description of the calculation components and groups used with each.

| This card | Uses these calculation components, groups, and details |
|---|---|
| Absences | Absence Entitlement Element: Details<br><br>These are the enterable calculation values on **Calculation Cards** tab.<br><br>• Entitlement Rate<br>• Entitlement Factor<br>• Entitlement Unit |
| Employee Earnings Distributions | Regional: Includes withholding info and overrides for state, city, and regional taxes |
| Tax Withholding | • Federal: Includes withholding info and overrides for federal taxes<br><br>   For example, if an employee qualifies for a special reduced tax rate, enter the rate as an enterable value on their tax card.<br>• Regional: Includes withholding info and overrides for state, city, and regional taxes |
| Retiree Withholding Certificate | • Federal: Includes withholding info and overrides for federal taxes<br><br>   For example, if a retiree qualifies for a special reduced tax rate, enter the rate as an enterable value on their personal calculation card.<br>• Regional: Includes withholding info and overrides for state, city, and regional taxes |
| Involuntary Deductions | 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. The components shown on the card vary depending on which calculation components are added.<br><br>Here are some of the components you might see. |

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| This card | Uses these calculation components, groups, and details |
|---|---|
| | • Child support<br>• Education loan<br>• Alimony |
| Reporting Information | • Federal: Includes withholding info and overrides for federal taxes<br>• Regional: Includes withholding info and overrides for state, city, and regional taxes |
| Retiree Reporting Information | • Federal: Includes withholding info and overrides for federal taxes<br>• Regional: Includes withholding info and overrides for state, city, and regional taxes |
| Time | • Earnings (Time card) Element: Details<br>• Time Unit is the enterable calculation value on Calculation Cards tab |

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

## Enterable Calculation Values

When you select a calculation component, you might see the **Enterable Calculation Values on the Calculation Card** tab. Here you can enter specific rates or other values for the person, which could override default values held on a calculation value definition.

For example, if an employee qualifies for a special reduced tax rate, you enter the rate as an enterable value on their tax card.

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

## Tax Reporting Unit Associations on the Tax Card

You assign one or more TRUs to the components on the Tax Withholding card.

Click **Associations** in **Calculation Card Overview** to associate a TRU 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

What you can enter here varies by state.

- By default, the card associates all components with the same TRU.
- You can associate individual components with different TRUs.
- If a person has multiple assignments, you can associate specific assignments with calculation components.

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- Some payroll actions automatically establish TRU associations.

  This includes actions like adding assignments, hiring, and employee transfers.

  - If you select a TRU during the process, it creates the association if one doesn't exist.
  - If you don't select a TRU, and a single TRU association exists on the card, the process uses that association.
  - If you don't select a TRU, and multiple TRU associations exist, the process doesn't establish any association for the assignment.
  - If you don't provide any payroll info at all, the process doesn't create the TRU association.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Enterable Values on Calculation Cards
- How do I disable automatic updates on the Tax Withholding card?
- Absence Components for the US
- Benefits and Pensions Card for the US
- Considerations When Setting Up 403 (b) and 457 (b) Deferred Compensation Plans
- Create a Personal Calculation Card for the US
- Employee Absence Records for the US
- Employee Earnings Distribution Overrides Card
- Examples of Creating Calculation Cards for Deductions at Different Levels for the US
- Involuntary Deductions Card for the US
- Reporting Information Card for the US
- Tax Withholding Card
- Time Cards for the US

# Enterable Values on Calculation Cards

Some values entered on a calculation card override values defined in a calculation value definition.

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

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

| Order | Type of Values | Task |
|---|---|---|
| 1 | Values for a payroll relationship on any type of calculation card | Calculation Cards |

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| Order | Type of Values | Task |
|-------|----------------|------|
| 2 | Values for a tax reporting unit for certain deductions, which vary by country or territory | Legal Reporting Unit Calculation Cards |
| 3 | Values for a payroll statutory unit for certain deductions, which vary by country or territory | Legal Entity Calculation Cards |

## Allowing Enterable Values on Calculation Cards

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

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

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

## Enterable Value Types

The list of value types available for entry depends on the calculation type. For example, you can enter the percentage value for a flat rate calculation or the monetary value for a flat amount calculation.

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

| Value Type | Description |
|------------|-------------|
| Calculation value definition | Uses the calculation value definition entered on a calculation card to calculate the amount. |
| Total amount | Uses the amount entered on the calculation card as the total amount. |
| Additional amount | Adds the amount entered on the calculation card to the calculated amount. |

*Related Topics*
- Examples of Creating Calculation Cards for Deductions at Different Levels
- Calculation Value Definitions Examples

# Create a Personal Calculation Card

In this example, you want to create a Tax Withholding calculation card at the payroll relationship level.

This card captures info for an income tax deduction that varies depending on a person's tax filing status.

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## Create the Calculation Card

To create the Tax Withholding card:

1. Search for the employee.
2. Start the Calculation Cards task.

   This lists all cards already defined for the person.
3. Click **Create**.
4. Select **Tax Withholding** as the calculation card type.
5. Click **Continue**.

   **Note:** Use the **Calculation Card Overview** section to view the component groups associated with this calculation card. In this example, you see **Federal** and **Regional** component groups.

## Create Calculation Components

Define regional nodes for the appropriate states, counties, and cities.

1. In **Calculation Card Overview**, select **Regional**.
2. Click **Create** from **Calculation Card Overview Actions**.
3. Select the employee's work state, and click **OK**.

   **Note:** For the new entry to appear, you might have to click **Save and Close** and then open the card again.

4. Repeat for each state in which the employee works.
5. For each state, select its node and click **Create** from the **Actions** menu. Select the appropriate work county.
6. For each county, select its node and click **Create** from the Actions menu. Select the appropriate work city.
7. Click **Save and Close**.

## Define Federal and Regional Tax Info

For each node in **Calculation Card Overview**:

1. Select **Update** from the **Action** menu.
2. In **Calculation Card Overview**, select the node you want to modify.
3. Define the values for the node as needed.
4. Click **Save**.
5. Select the next node, and complete the values.

   **Note:** Component details vary for each calculation component. For some components, you can enter amounts, rates, or other values. If you can enter values, **Enterable Values on Calculation Cards** appears.

## Create a Tax Reporting Unit Association

Associations link a calculation card or component with a tax reporting unit (TRU). The hire process automatically creates an association to a TRU on the tax card for the employee if you specify one.

If the person experiences an organization change, such as a transfer to a new LRU, you might have to change their TRU association.

- If you select a TRU during the process, it creates the association if one doesn't exist.

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- If you don't select a TRU, and a single TRU association exists on the card, the process uses that association.

- If you don't select a TRU, and multiple TRU associations exist, the process doesn't establish any association for the assignment.

- If you don't provide any payroll info at all, the process doesn't create the TRU association.

This involves creating a record for the new TRU and end dating the original record.

1. In **Calculation Card Overview**, select **Associations**.
2. In **Associations**, click **Create** from the **Actions** menu.
3. Select the TRU, and click **OK**.
4. Select the new association in **Associations**, and click **Create** in the **Actions** menu in **Association Details**.
5. Select the assignment number and calculation component.
6. Click **OK**.
7. Click **Save and Close**.
8. Verify the following values on the Federal component of the Tax Withholding card.

   - State for Unemployment Calculation

   - State for Disability Calculation

   - Primary Work Address

   After you create the tax card association, the process automatically populates these fields with default values.

## Change the Tax Reporting Unit for an Assignment

The **Associations** section of the card identifies the TRUs associated with the person's assignment. If the person experiences an organization change, such as a transfer, you must change their TRU association. This involves creating a record for the new TRU and end dating the original record.

1. In **Associations** on the card, select **Create Association**.
2. Select the TRU you want to add, and click **Go**.
3. Select the link for the TRU you just added.
4. In **Association Details**, click **Create Association Details**.
5. Select the appropriate assignment number, and click **Go**.
6. Navigate back into the card.
7. For the original TRU, select **Edit Associations** from the menu icon.
8. Click **End Date**.

*Related Topics*

- Examples of Updating the Tax Withholding Card After a Location Change

- Configure the Tax Withholding Card

- Tax Withholding Card

# Configure the Tax Withholding Card

The Tax Withholding card represents the employees' federal and state Form W-4.

This card is very flexible and can support multiple configurations.

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| When you're doing this | Here's what you can do |
| --- | --- |
| Manually creating the card | • Create a default card.<br><br>• Create additional cards for an employee with multiple payroll relationships. |
| Modifying an existing card | • Add a tax reporting unit (TRU) association.<br><br>• Add additional work locations.<br><br>• Adjust filing status, allowances, and withholding exemptions. |
| Transferring an employee | • When transferring between payroll statutory units (PSUs), create a card for the new PSU.<br><br>• Update the card for an employee transferring between TRUs.<br><br>• Update the card for an employee transferring to a new location. |
| Capturing other HR changes | • Sync the tax card to reflect changes to a person's HR data. |

See the following sections for examples of each.

## Create the Tax Card Manually

For most employees, the sync process creates their Tax Withholding card automatically upon hire or assignment of their payroll relationship. However, if you have disabled this process, or if the person requires an additional card, you create the card manually.

Do this to get started.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.

## Create the Default Card

In this example, you're creating a Tax Withholding card for an employee who didn't receive one upon hire. They work and live in Cincinnati, Ohio and have requested $100 in extra federal withholding.

1. From the Calculation Cards task, click **Create**.
2. Set the effective date to be the person's date of hire.
3. Select **Tax Withholding card**, and click **Continue**.
4. In **Withholding Details**, select **Add Tax Withholding** and click **Create Default State and Local Withholding**.

   This adds regional components based on the person's Cincinnati, OH work and home locations.
5. If you need to add additional state and local withholding info:

   a. In **Withholding Details**, select **Add Tax Withholding** and click **Add Withholding Information**.
   b. Enter the state, county, and city you want to add, and click **Search**.
   c. In **Results**, select the city's row, and move it to **Selected**.
   d. When finished, click **Apply**.
6. Specify the required federal tax withholding info.

   a. In **Withholding Details**, click **Federal**.
   b. Select **Edit**, and then click **Update**.
   c. Provide values for the following.

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| For this field | Enter this |
|---|---|
| Filing Status | Because this person isn't married, leave as **Single or married filing separately**. |
| Multiple Jobs | No |
| Extra Withholding | 100 |
| Qualifying Dependents Amount | 0 |
| Other Dependents Amount | 0 |
| Total Dependents Amount | Can't be less than the sum of the values in **Qualifying Dependents** and **Other Dependents Amounts**. |
| Other Income Amount | 0 |
| Deductions Amount | 0 |

    **d.** Click **Save and Close**.

**7.** Specify the required state and local tax withholding info.

    **a.** In **Withholding Details**, click **OH**.
    **b.** Select **Edit**, and then click **Update**.
    **c.** Provide values for any necessary fields. In this example, the employee doesn't require any.
    **d.** Click **Save and Close**.

**8.** Define a TRU association.

    **a.** In **Associations**, select **Add Association** and then **Create Association**.
    **b.** Select the TRU you want to add, and click **Go**.
    **c.** In **Associations**, select the TRU you added.
    **d.** Select **Edit**, and then click **Update**.
    **e.** Select the person's primary work address.
    **f.** Select values for the person's state unemployment insurance and state disability insurance.
    **g.** In **Association Details**, click **Create Association Details**.
    **h.** Select the person's assignment, and click **Go**.
    **i.** Click **Save and Close**.

**9.** Click **Done**.

## Create Cards for Multiple Payroll Relationships

The hiring process normally creates tax cards automatically for new hires. It doesn't if:

- You are using the HR-only product extension
- You loaded employee records through HCM Data Loader (HDL)
- You have employees working more than one job concurrently

In this example, you're adding a Tax Withholding card to an employee who has just been given a new payroll relationship and assignment. The employee already has a default card for their primary relationship.

1. In **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the person, and select the appropriate payroll relationship.
   Because this person has two payroll relationships, each appears as a separate row in the results.
4. Click **Create**, and select **Tax Withholding**.
5. Continue with the card creation as described in the previous section.

## Modify the Tax Card

After an employee has a Tax Withholding card, you update it manually when you need to:

- Add or update the TRU associations
  - Unless you have disabled it, the sync process runs automatically whenever you submit the person's HR data changes.
  - To run it manually, use the Sync Calculation Cards process.

  For further info, see Sync Calculation Cards below.

- Add regional withholding for employees working in multiple locations
- Adjust the filing status, allowances, and withholding exemptions

To manually modify the card:

1. In **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
   The Calculation Cards page displays for the employee, listing their calculation cards.
4. Select the Tax Withholding card you want to edit.
   For further instructions, see the following sections.

## Add TRU Associations

In this example, you have given your employee an assignment that's operating in a different TRU from their primary.

After you have updated their employment record with the new assignment info, you configure the TRU associations on their tax card.

1. In **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.

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4. Open their Tax Withholding card for editing.
5. In **Associations**, select **Add Association** and then click **Create Association**.
6. Select the TRU you want to add, and click **Go**.
7. Reopen the card for editing, and in **Associations**, click the TRU you just added.
8. In **Association Details**, select **Create Association Details**.
9. Select the employee's assignment, and click **Go**.
10. Repeat for any TRUs for other assignments.

**Note:** Some payroll actions automatically establish TRU associations. This includes actions like adding assignments, hiring, and employee transfers.

- If you select a TRU during the process, it creates the association if one doesn't exist.

- If you don't select a TRU, and a single TRU association exists on the card, the process uses that association.

- If you don't select a TRU, and multiple TRU associations exist, the process doesn't establish any association for the assignment.

- If you don't provide any payroll info at all, the process doesn't create the TRU association.

## Modify the W-4 for Regional Withholding

For each person's assignment, the payroll process follows a set hierarchy for determining the work state. For further info, see How the Payroll Process Determines the Employee Work State in the Help Center. However, to capture the state withholding info, you might have to create and configure state nodes on the tax card.

**Note:** You don't have to create a state tax card when:
- The state follows the federal W-4

- The person opts for the default withholding

If the new work location has local tax requirements, you must add them to the card as well.

In this example, while your employee remains a resident in their home state, they're beginning a new work assignment in Detroit, Michigan. You need to add this location to their card and specify additional allowances as requested on the person's withholding form.

1. Set the effective as-of date to the date the employee is beginning their new assignment.
2. Add the new work location's regional nodes to the card.
   a. In **Withholding Details**, select **Add Tax Withholding** and then click **Add Withholding Information**.
   b. Enter `MI` as the state and `Detroit` as the city, and click **Search**.
   c. In **Results**, select **Detroit**, and move it to **Selected**.
   d. When finished, click **Apply**.
3. In **Withholding Details**, expand the MI state node to view the new county and city nodes.
4. Define the tax withholding for Michigan.
   a. In the **Action** menu for the MIU node, select **Edit** and then **Update**.
   b. Select **Yes** for **Nonresident**, and select **OH** as the state of residence.

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      **c.** Enter one additional allowance.

      **d.** Click **Save and Close**.

5. Define the tax withholding for Detroit.

      **a.** In the **Action** menu for the Detroit node, select **Edit** and then **Update**.

      **b.** Although this employee is married, don't mark them as such in **Filing Status**. Filing status isn't valid for Detroit.

      **c.** In **City Tax**, enter one additional allowance.

      **d.** Click **Save and Close**.

6. When finished, click **Cancel**.

## Adjust Filing Status, Allowances, and Withholding Exemptions

A new tax card has these defaults at the federal level.

- **Single or married filing separate** filing status
- $0 dependent, deductions, other income, and deduction amounts

Each state and local node you add could impose its own default settings, or they could follow the federal settings.

In this example, an employee living in Ohio has informed you of future life events that require the following changes to their tax card.

| At this level | Make these changes |
|---|---|
| Federal | <ul><li>Change their filing status to **Married filing jointly**.</li><li>Withhold an additional $100.</li></ul> |
| State (Ohio) | <ul><li>Claim 1 allowance.</li></ul> |

To make these changes to the tax card:

1. Set the effective as-of date to the date these changes are to take effect.
2. Update the Federal node.

      **a.** In the **Action** menu for the Federal node, select **Edit** and then **Update**.

      **b.** Select **Married filing jointly** for the filing status.

      **c.** Enter 100 for **Extra Withholding Amount**.

      **d.** Click **Save**.

3. Update the OH state node.

      **a.** In the **Action** menu for the OH node, select **Edit** and then **Update**.

      **b.** Enter 1 allowance.

      **c.** Click **Save**.

4. When finished, click **Cancel**.

## Manage Tax Cards During Employee Transfers

A transfer can occur between:

- PSUs

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- TRUs

- Locations

Each transfer can impact the employee's tax card in different ways.

Before modifying the card, ensure all other activities related to the transfer are complete. Then you can open the Tax Withholding card for editing:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Tax Withholding card for editing.

## Transfer Between PSUs

You transfer an employee from one PSU to another using the Local and Global Transfer process. In these cases, the process creates a Tax Withholding card for their new TRU and new assignment.

Because of changes to the 2020 W-4, there are some cases when the process cannot copy any employee withholding info to the new card.

- If the employee has a W-4 before 2020, the process creates a card with default 2020 federal withholding. It doesn't retain any employee info from the previous form. However, it does retain these employee tax configurations.

    o Exempt from Medicare

    o Exempt from Federal Unemployment

    o Exempt from Social Security

    o Exempt from Wage Accumulation

    o Enforce Federal Income Tax Look-back Rule Employee Override

    o IRS Lock in Date

    o Maximum Federal Allowances

    o Regular Amount

    o Regular Rate

    o Supplemental Amount

    o Supplemental Rate

- If the employee has the new 2020 W-4, then the process copies all info to the new card except **Exempt from Federal Income Tax**.

- The process doesn't copy the state or local tax card configuration. If the person requires withholding other than the defaults, you must manually define them.

- The process automatically sets some default values, such as:

    o Pennsylvania PSD code

    o Pennsylvania school district

    o SUI and SDI state info

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To perform the transfer:

1. From **My Client Groups**, click **Show More**.
2. In **Employment**, click **Local and Global Transfer**.
3. Search for and select the employee.
4. Select the info you want to transfer, and click **Continue**.
5. In **When and Why**, define all required info, including the person's new legal employer.
6. Complete all other steps, and submit the process.
7. If the employee had a pre-2020 W-4, have them complete a new Federal W-4 form through Self Service upon completion of the transfer.
8. Update the new tax card with any special state or local withholdings requested by the employee.

## Transfer Between TRUs

Transfers between TRUs involve adding the TRU associations on the card. Before you begin, you must have already created the employee's new assignment.

When you use the global transfer process to move an employee to a different TRU, it:

1. Adds the TRU association to the person's current tax card and adds the assignment
2. Sets some default values, such as:

   - Pennsylvania PSD code

   - Pennsylvania school district

   - SUI and SDI state info

To perform the transfer:

1. From **My Client Groups**, click **Show More**.
2. In **Employment**, click **Local and Global Transfer**.
3. Search for and select the employee.
4. Select the info you want to transfer, and click **Continue**.
5. In **When and Why**, define all required info.
6. In **Payroll Details**, select the payroll definition and TRU.
7. Provide any other necessary info, and submit the process.

## Transfer Between Locations

For location transfers that don't involve a change in TRU, you need to update the tax card if:

1. The new location has special state or local tax requirements.
2. The person has changed their withholding selections on their W-4.

   For further info, see How You Modify a Tax Card above.

## Sync Calculation Cards

In most cases, when you make a change to a person's HR data, a sync process automatically makes the appropriate updates to their tax card. For further info, see Manage Tax Cards During Employee Transfers above.

However, you can disable this sync process. In those cases, you must run it manually to update the cards.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.

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3. Enter your US legislative data group (LDG), and select **Sync Calculation Cards**.
4. Enter the necessary parameters, and start the process.
   For further info, see Sync Calculation Cards in the Help Center.

*Related Topics*
- How do I disable automatic updates on the Tax Withholding card?
- How the Payroll Process Determines the Employee Work State
- Configure Tax Withholding Cards with HCM Experience Design Studio for the US
- Sync Calculation Cards for the US
- Tax Withholding Card

# Sync Calculation Cards for the US

Your employees' payroll and HR data is interconnected and shared across tasks. Normally, when you make a change in one area, a sync process automatically makes the appropriate updates everywhere else.

However, there are cases where you must manually perform the sync, including if you have disabled automatic sync entirely. In these cases, you can run the Sync Calculation Cards to update your employees' tax cards after making changes.

**Note:** When you run this process manually, it updates only your latest changes. It doesn't update historical data.

For further info, see Tax Withholding Card in the Help Center.

Run this process whenever you make changes to a person's data and you have disabled the automatic sync process.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Enter your US legislative data group (LDG), and select **Sync Calculation Cards**.

## Process Parameters

**Calculation Card**

Select **Employee Withholding Certificate**.

**Mode**

Select **Default Primary Address and State of Disability and Unemployment**.

Normally, whenever you change a person's work location, the sync process updates the appropriate state unemployment insurance, state disability insurance, and work address info on the tax card.

If you have disabled this process, select this value to update the impacted cards.

**Payroll Statutory Unit**

To sync calculation cards for employees in a specific payroll statutory unit (PSU), select it here.

Leave blank to run for employees in all PSUs.

**Tax Reporting Unit**

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To sync calculation cards for employees in a specific tax reporting unit (TRU), select it here.

Leave blank to run for employees in all TRUs.

**Payroll**

To sync calculation cards for employees attached to a specific payroll definition, select it here.

Leave blank to run against all definitions.

**Person**

To sync calculation cards for a specific person, select them here. If the person has multiple payroll relationships, this process syncs the cards attached to all of them.

Leave blank to run against all employees.

**Payroll Relationship**

To sync calculation cards for a specific payroll relationship, select it here.

Leave blank to run against all employees and all their payroll relationships.

**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 process uses the parameters in the default group.

*Related Topics*
- Examples of Updating the Tax Withholding Card After a Location Change
- Configure the Tax Withholding Card
- Tax Withholding Card

# Examples of Creating Calculation Cards for Deductions at Different Levels

You can create and manage calculation cards at several different levels, from an individual person to a payroll statutory unit.

Use the cards to capture information specific to a person or organization, such as an employee's tax filing status or an employer's tax identification number. Calculation card entries override default values defined at other levels. The priority of information, from highest to lowest, is as follows:

1. Personal calculation card (payroll relationship level)
2. Tax reporting unit calculation card
3. Payroll statutory unit calculation card
4. Calculation value definitions (legislative data group level)

**Note:** Not all countries or territories support creating calculation cards for payroll statutory units and tax reporting units. The enterable values at each level also vary by country or territory. The basic steps to create and manage calculation cards are the same at all levels.

Use these examples to understand when you might define calculation cards at each level.

## Personal Calculation Card

Scenario: An employee qualifies for a special reduced tax rate.

Task: Calculation Cards task in the Payroll section under My Client Groups.

## Tax Reporting Unit Card

Scenario: The income tax exemption amount is 2000 at the legislative data group level, but a tax reporting unit in a particular state or province uses an exemption amount of 2500. Enter this default value for the tax reporting unit, which can be overridden on personal calculation cards.

Task: Manage Legal Reporting Unit Calculation Cards task in the Setup and Maintenance section.

## Payroll Statutory Unit Card

Scenario: During application setup, the implementation team defines default contribution rates for the payroll statutory unit.

Task: Manage Legal Entity Calculation Cards task in the Setup and Maintenance section.

## Calculation Value Definition

Scenario: You can view the predefined income tax rates for your country, but you can't edit them.

Task: Calculation Value Definitions task in the Payroll section.

If an employer qualifies for a special tax rate, enter these values on a calculation card at the appropriate level.

# Examples of Updating the Tax Withholding Card After a Location Change

Here are some examples on how to change a person's location and the impact of those changes to their Tax Withholding card.

| What kind of change you make | What you do |
|---|---|
| Transfer a single assignment to a new work location | If you have HR sync enabled, performing the transfer automatically updates the tax card. If you have disabled this process, you can:<br><br>• Run the Sync Calculation Cards process.<br><br>  For further info, see Sync Calculation Cards for the US in the Help Center.<br><br>• Update the card manually.<br><br>If the state's filing status and withholding allowances don't follow federal, you must update those values. |
| Transfer a person to a new legal entity | Update their primary residence address. |
| Transfer a work-at-home employee | Update their primary residence address. |

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For further info, see the following sections.

## Transfer a Single Assignment to a New Location

In this example, you want to update info for an employee who works at a single location but has been transferred to a different single location. Normally, the HR sync process automatically performs this update. However, in this case, you have disabled it and now must perform the updates manually.

1. Update their location.

   a. In **My Client Groups**, click **Person Management**.
   b. Search for and select the employee you're transferring.
   c. Start the Employment task.
   d. In **Edit** and then **Update**.
   e. Set an effective date, and select the **Location Change** action.
   f. Change the employee work location to the correct state.
   g. Save your changes.

2. If required, update the person's tax reporting unit (TRU) associations on their Tax Withholding card.

   If a single TRU association exists on the card, the process uses that association. No action is required.

   If multiple TRU associations exist, the process doesn't establish any association for the assignment. You must create it.

   a. In **My Client Groups**, click **Payroll**.
   b. Click **Calculation Cards**.
   c. Search for and select the employee you're transferring.
   d. Open their Tax Withholding card for editing.
   e. Set the date of the transfer as the effective date.
   f. In **Associations**, select the person's TRU.
   g. Click **Edit** and then **Update**.
   h. Select the person's primary work address.
   i. Specify the state for unemployment and disability calculations.
   j. Specify the necessary state, county, and city components.
   k. Click **Save and Close**.

3. In **Withholding Details**, select **Add Tax Withholding** and click **Create Default State and Local Withholding**.

   This adds regional components based on the person's work and home locations.

   If you don't do this, the payroll process uses the default withholding as defined by the state's tax authority.

4. If you need to add additional state and local withholding info:

   a. In **Withholding Details**, select **Add Tax Withholding** and click **Add Withholding Information**.
   b. Add the appropriate state, county, and city jurisdictions, and click **Apply**.

For further info, see Configure the Tax Withholding Card in the Help Center.

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## Transfer a Single Assignment to a New Legal Entity

In this example, you want to transfer an employee who has a single work relationship to a different legal entity, with a new payroll assignment.

1. In **My Client Groups**, click **Show More**.
2. In **Employment**, click **Local and Global Transfer**.
3. Search for and select the employee.
4. Select the info you want to transfer, and click **Continue**.
5. In **When and Why**, define all required info, including the person's new legal employer.
6. Complete all other steps, and submit the process.

If you have HR sync turned on, here's what the task does when you submit these changes.

1. Creates an assignment for the employee.
2. Creates a Tax Withholding card for the new legal entity.
3. Updates **Primary work address**.
4. Updates the state for unemployment and disability calculations.

## Transfer a Work-at-Home Employee

In cases where a work-at-home employee moves to a different state, use the Person Management task to update their primary residence address. When you finish, the HR sync process automatically updates their Tax Withholding card with the correct primary work address, state disability, and unemployment info.

*Related Topics*

- How do I disable automatic updates on the Tax Withholding card
- Configure the Tax Withholding Card
- Enable the Employee Tax Withholding Card
- Sync Calculation Cards for the US
- Tax Withholding Card

# 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 can I view a person's W-4?

Use the Calculation Cards task.

1. From **My Client Groups**, click **Payroll**.

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2. Click **Calculation Cards**.
3. Search for and select the person.
4. Select their Tax Withholding card for editing.
   To view the federal W-4, select **Show Employee W-4 PDF** from the federal **Action** menu.
   To view a state W-4, select **Show Employee W-4 PDF** from the appropriate regional **Action** menu.

*Related Topics*
- Tax Withholding Card

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

The calculation card determines which components and component details you can create. For some card types, you can only create one calculation component of any particular type.

If you're trying to create a calculation component that varies based on one or more references (such as a tax that varies based on a person's place of residence), you must select the reference in the Calculation Card Overview pane before you can add the component. You can't create component details until you create a calculation component.

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

You can't delete a calculation card or component until you have deleted all its child components and details.

Starting from the bottom of the hierarchy, delete the child components in the following order: association details, associations, component details, components, and calculation card. Additional rules and restrictions, specific to your localization, may apply.

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

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

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

# How do I suspend a calculation component?

First, you must end all component details. Then set the end date for the calculation component on the personal calculation card. To suspend all calculation components on a calculation card, end all the calculation components.

Then set the end date for the calculation card. If you want to resume payments at a later date, adjust the end dates accordingly. This is useful, if you need to temporarily suspend a contribution to a charitable organization or retirement fund.

*Related Topics*
- What happens when I end date an object?

# How can I check for employees who don't have a Tax Withholding card?

Use the US Payroll Tax Card Validation test to verify that a Tax Withholding card and assignment exists for each employee.

You must have an application implementation consultant job role to have access to the diagnostic dashboard.

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## How can I view a person's withholding and allowances history?

You can view the history of all selections a person has made to their Form W-4 during their employment with you.

To do this, use the Calculation Cards task to open their Tax Withholding card. In **Withholding Details**, select the appropriate federal or regional link. Click **Edit**, and select **View History**.

*Related Topics*
- Tax Withholding Card

## How do I disable automatic updates on the Tax Withholding card?

To disable automatic updates of the Tax Withholding card, search for and start the Manage Payroll Process Configuration task from your implementation project.

Select **Default** group, and set **Create Dir Card** to **HRSYNCDISABLE**.

Remove this process parameter value after you're ready for the automated changes to start again.

With automatic updates disabled, any location or assignment changes don't trigger updates to the Tax Withholding card. In those cases, you must manually update the card. Use the Sync Calculation Cards flow to sync all employees' HR data to their tax cards.

*Related Topics*
- Tax Withholding Card

## How do I display retirement eligibility info on the Tax Withholding card?

You enable this by editing the person's Reporting Information Calculation Card.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Reporting Information Calculation Card for editing.
5. Set **Eligible for Retirement Plan** to **Yes**.

You can set this option even if the employee isn't currently contributing to a plan.

*Related Topics*
- Reporting Information Card for the US

## Processing and Sorting Values for Third-Party ADP W-2s

ADP requires that certain values be set for special processing and sorting options for employee W-2 forms. ADP requires additional fields beyond those listed here for other purposes.

To set ADP special processing and sorting options, use the Calculation Cards task. Search for and select the employee, then select the Reporting Information Calculation card. To exclude the employee's W-2 from main population printing, set the value for **ADP Special Processing Required** to **Yes**. Provide a value for **ADP Special Sort Code** options G and E. Refer to the ADP documentation for more info about these values.

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*Related Topics*
- Reporting Information Card for the US

# 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.

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*Related Topics*

- Options to Determine an Element's Latest Entry Date
- Use Time Definitions for Severance Pay

# How Terminations Affect Payroll Processing

Initiating a termination automatically sets dates that control when the person's element entries end.

The effect date of a termination on payroll relationships and assignments depends on the type of termination and country or territory payroll relationship rules.

## Entry Dates That Affect Processing

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

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

## How Terminations Are Processed

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

## Update Personal Payroll Information for a Termination

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

- Update element entries, for example, enter severance payment details on the Element Entries page.
- 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 Fusion Global Payroll for payroll processing, your termination flow might include one or more automatic or manual tasks such as the ones listed above. You can use these sections to manage these flows:

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

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*Related Topics*

- How to Set End Dates for Terminations
- Terminations
- Options to Determine an Element's Latest Entry Date
- Payroll Relationship Rules

# How can I process earnings for an employee after their assignment is terminated?

If an employee has earnings pending after their assignment's actual date of termination, you must associate them with a nonrecurring element.

Eligible earnings would be bonuses, commissions, vacation payouts, and outstanding salary payments. The assignment's actual date of termination is displayed as the Last Standard Earnings Date on the Payroll Relationships page.

# Payroll Transfers

## 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.

▶ **Watch video**

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**.

## Example of How to Transfer Payrolls

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

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

You manage Carrie Smith, a part-time temporary employee, assigned to a weekly payroll. Carrie accepted an offer to become a full-time permanent employee in the same position, starting one month from now. Here's how you can update Carrie's assignment record:

- On the **Manage Payroll Relationship**'s page, you transfer her to a payroll appropriate for a full-time permanent employee.

- Set the effective date to the start date of the transfer.

*Related Topics*
- How can I add or transfer a person's payroll?

# How can I add or transfer a person's payroll?

You assign a worker to a payroll or transfer a worker to another payroll in the Payroll Details section on the person's Manage Payroll Relationships page. You must select an assignment record in the Payroll Employment Tree to display the appropriate Payroll Details region.

The option to automatically transfer a payroll record, to include the frequency, to a new assignment record within the same Legislative Data Group is available during a global transfer. Global transfers allow one or more workers to be transferred during the process.

# Update TRU for a Worker

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 US 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.

Yan 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 Yan's TRU from Vision Supermarket to Vision Hardware.

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

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## Transfer TRU - New Assignment

- You start by terminating Yan'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 semimonthly 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 are taxed and reported against Vision Supermarkets.
   b. New Assignment: Earnings for the period 10-May-2020 to 15-May-2020 are taxed and reported against Vision Hardware.

## Transfer TRU - Retain Assignment

- Navigate to Yan's statutory deduction card. Set the effective date to 10-May-2020 and create a new tax card record for Vision Hardware.

- Update her earnings and deductions as required.

- Run the semimonthly payroll for the period ending 15-May-2020.

- All of Yan'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.

**Retrospective Earnings:** Let's assume Yan also has a backdated salary increase from 01-April-2020 which is paid on 15-May-2020. The retrospective salary payment is taxed against Vision Supermarket. As described above, the other payments in May are taxed against Vision hardware.

*Related Topics*
- How Legal Employers Work with Payroll Statutory Units and Tax Reporting Units
- Global Transfer Overview

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# 3 Manage Payroll Transactions

## Payroll Transactions

As part of preparing for your payroll run, after you have checked your employees' personal info, make sure that everything at the organization level is also up to date.

| What you should check | For more info, check here in the Help Center |
|---|---|
| Your employee absences | Overview of Absence Management for the US |
| Balance exceptions and balance adjustments | Balance Exceptions<br><br>Overview of Balance Adjustments for the US |
| Object groups | Overview of Object Groups |
| Payment methods | Bank Info for Personal Payment Methods for the US<br><br>Create Third-Party Payment Methods<br><br>Organization Payment Methods for the US |
| Info required for tax withholding | Federal and Regional Taxes for the US<br><br>Tax Withholding Card |
| Employee time entries | Process Time Entries in Payroll |
| Mass loads or updates of payroll data | Overview of Loading Objects with HCM Data Loader |

When finished, you need to verify your readiness for processing. For further info, see Payroll Readiness for the US in the Help Center.

*Related Topics*

- Overview of Using Oracle Fusion Global Payroll for the US
- Payroll Readiness for the US
- Personal Payroll Info for the US

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# Absences

## Overview of Absence Management

Oracle Fusion Absence Management provides you with the means to accurately administer a variety of types of absences. You can track them, display them on reports, and integrate them with your payroll calculations.

Most of the configuration happens in the Absences application. However, because absences and payroll are integrated, you must perform some set-up in Payroll. Payroll processing requires specific info, which is provided by the absences. The payroll process uses this info to calculate the absence payments.

For further info, see Human Resources Cloud Administering US Absences on the Help Center.

### High-Level Steps

Here are the different absence and payroll steps you need to follow.

| What you want to do | How you do it |
| --- | --- |
| Create rate definitions | Create rate definitions to use in calculating absence payments, liability balance calculations, and salary reduction calculations. Use the Rate Definitions task. For further info, see Overview of Absence Rate Definitions for the US in the Help Center. |
| Create absence elements | Create an absence element for each absence plan that transfers absence payment info for payroll processing. Use the Elements task. These elements use the Absences primary earnings classification. During absence element definition, the template provides the option to automatically create the Final Disbursements and Discretionary Disbursements elements. For further info, see Define Absence Elements for the US in the Help Center. |
| Create derived factors | Create derived factors to define how to calculate certain eligibility criteria that change over time. Use the Derived Factors task. For further info, see Derived Factors for Absences in the Help Center. |
| Create eligibility profiles | Create eligibility profiles to define criteria that determine whether a person qualifies for objects that you associated with the profile. Use the Eligibility Profiles task. For further info, see Absence Eligibility Profiles for the US in the Help Center. |
| Create fast formulas | Create any fast formulas needed to perform additional processing, such as: |

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| What you want to do | How you do it |
|---|---|
| | • Days-to-hours conversions<br><br>• Absence entitlements based on employee attributes, such as grade<br><br>Use the Fast Formulas task.<br><br>For further info, see the following.<br><br>• Oracle Cloud Administering and Working with Oracle Strategic Workforce Planning Cloud on the Help Center<br><br>• Oracle Cloud Absence Management: Fast Formula Reference Guide (2065671.1) on My Oracle Support |
| Create absence plans | Create an absence plan, and select the absence element within the plan itself.<br><br>Use the Absence Plans task.<br><br>For further info, see Set Up Absence Plans for the US in the Help Center. |
| Create absence types | Create absence types, and associate your absence plans to them.<br><br>Use the Absence Types task.<br><br>For further info, see Set Up Absence Plans for the US in the Help Center. |
| Enroll employees in absence plans | Enroll employees in the absence plan.<br><br>For further info, see Set Up Absence Plans for the US in the Help Center. |
| Process accruals | If an employee is enrolled in an accrual plan, you must run the accrual process.<br><br>For further info, see Process and Administer Absences for the US in the Help Center. |
| Create employee absence records | Record an absence for the employee by performing one of the following:<br><br>• Employee enters their absence through self-service<br><br>• You enter an absence for an employee using the Absence Records task<br><br>This transfers the absence info to the payroll process, assuming the absence is approved and the option to transfer info to payroll is configured. This:<br><br>1. Creates or updates the absence calculation card.<br>2. Links the absence plan to the calculation component on the person's calculation card.<br><br>For further info, see Employee Absence Records for the US in the Help Center. |
| Process payroll | After you have transferred the info to payroll and generated the entries, you can process the payroll that includes the absence entries. Then view the resulting absence balances on the person's Statement of Earnings (SOE). |
| View absence balances | After you have processed and archived payroll, the employee's absence and accrual balances are displayed on their SOE, payslip, check advice, and reports. |

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## Navigation

Use these tasks to configure objects for processing absences in payroll.

| What you want to configure | What task you use | Where you find it |
|---|---|---|
| Rate definitions | Rate Definitions | Payroll |
| Absence elements | Elements | Payroll |
| Derived factors | Derived Factors | Absences |
| Eligibility profiles | Eligibility Profiles | Absences |
| Absence plans | Absence Plans | Absences |
| Absence types | Absence Types | Absences |

*Related Topics*
- Absence Eligibility Profiles for the US
- Derived Factors for Absences
- Define Absence Elements for the US
- Employee Absence Records for the US
- Oracle Cloud Absence Management: Fast Formula Reference Guide
- Overview of Absence Rate Definitions for the US
- Process and Administer Absences for the US
- Set Up Absence Plans for the US

# Balance Exceptions and Balance Adjustments

## Balance Exceptions

Balance exceptions define the criteria you use to identify overpayments, underpayments, and trends. The variance might 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 according to the defined exception criteria. This info helps you detect the balance adjustments needed to correct payments or correct the balance setup.

To define a balance exception:

1. From **My Client Groups**, click **Show More**.

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**2.** In **Payroll**, click **Balance Exceptions**.

Consider the following when you create the exception.

- Standard balance exceptions
- Comparison types
- Variance operators
- Severity level
- Formula variance type
- Balance variance type

## Standard Balance Exceptions

The Balance Exception Report provides predefined balance exception checks at these levels.

- Deferred compensation
- Federal
- State

For further info, see Oracle Cloud Human Capital Management for the United States: Balance Exception Report (2325520.1) on My Oracle Support.

## 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** as the comparison value. In this scenario, the process compares the current month value to the average of the previous 3 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. |
| 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. |

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| Comparison type | How it operates as a basis of comparison |
|---|---|
| | |
| 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** is shown for Average in Months. It is hidden for other comparison types.

If you select **Average in months** as the comparison type, 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 set up 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<br><br>**Note:**<br>This operator applies only for comparison types of Previous, such as **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. |

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| Variance Operator | Balance Exception Report Output | Results (based on sample data) |
|---|---|---|
| | | |
| 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 you want 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 **Period to Date** type.

## Severity Level

The 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).

## 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 **Formula Name**.

## Balance Variance Type

To reference two balances in the balance exception equation:

1. Select the **Balance** variance type on the Create Balance Exception page.
2. Select the **Target Balance Name** and **Target Dimension Name**.

   This applies only when the comparison type is **Current Month**, **Period**, **Quarter**, or **Year**.

   The dimension name you select on the left-hand side of the Create Balance Exception page determine the context values for **Target Dimension Name**. No additional contexts are set for the target dimension name.

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*Related Topics*
- Balance Exception Report for the US

# 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<br><br>**Note:**<br>Enter a lower value for a high priority exception. |

## 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

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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.

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*Related Topics*

# 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.

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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 **Reference** 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

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# Balance Adjustments

## Overview of Balance Adjustments

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

- Correct balances that have these issues.

  - Incorrect tax balance dimensions

  - Assigned to the incorrect state tax jurisdiction

  - Over or understated wage or tax amounts

  - Balances you didn't load initially, and you have since processed payroll for the person

- Adjust balances you loaded with the Load Initial Balances task.

- Load balances for payroll payments administered by a third-party, such as:

  - Sick pay

  - Stock options

  - Relocation expenses

  > **Note:** 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.

- Zero out arrears after you have manually recovered or written off the dues from terminated employees after processing their final pay.

- Process retrospective changes to elements that don't support retroactive payroll processing.

For further info, see Payroll Balance Definitions for the US in the Help Center.

There are several issues you must consider when planning a balance adjustment. For further info, see the following in the Help Center.

- Balance Limit Validation During Adjustments for the US

- Balances Eligible for Adjustment for the US

- Balance Adjustment Prerequisites for the US

- Perform Balance Adjustments for the US

## Check Here for Additional Info

Refer to the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments (2053488.1)

- Oracle Cloud Human Capital Management for United States: HR Implementation and Use (1676530.1)

- Oracle Cloud Human Capital Management for the United States: US Balance Adjustments (1600728.1)

- All Documents for Oracle Cloud Human Capital Management Applications (1504483.1)

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*Related Topics*
- Balance Limit Validation During Adjustments for the US
- Balance Adjustment Prerequisites for the US
- Payroll Balance Definitions for the US
- Perform Balance Adjustments for the US

# FAQ 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.

# Object Groups

## Overview

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.

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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,

    o 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.
    o 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.

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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

# Payment Methods

## Organization Payment Methods

### Organization Payment Methods

After setting up the banks, bank branches, and bank accounts, you define the payment methods your organizations use. Organization payment methods (OPMs) link the personal payment methods (PPMs) with the payment sources.

This means you don't need to store as many details about the payment method on the person record.

OPMs can interact with several components.

- How payroll definitions use them
- What payment types work with them
- Payment sources
- Payment rules
- Organization Payment Methods task

### Payroll Definitions

Part of creating a payroll definition is selecting what OPMs work with it. The employees you associate with this payroll definition use the OPMs you select.

You can override the payment method at the employee level.

For further info, see Payroll Definitions for the US in the Help Center.

### Payment Types

When you create an OPM, you select a payment type. For further info, see Organization Payment Methods Task below.

The most common payment types are:

- Electronic funds transfer (EFT)
- Check
- International transfer

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

## Payment Sources

If you're using Oracle Fusion Global Payroll for payroll processing, you must define at least one payment source for each OPM.

**Note:** Use Oracle Fusion Cash Management to associate each payment source with an active bank account.

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.

This table illustrates how you can use the same bank account in different payment sources in more than one OPM.

| Payment method | Payment source | Bank account |
|---|---|---|
| Check | Bank of America Account A | Bank A - Account 7890045 |
| EFT | Bank of America Account B | Bank A - Account 7890045 |

**Note:** If you're costing your payments, enter cost account info through the Costing of Payment Sources task.

## Payment Rules and Default Payment Sources

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

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

| Payment source | Tax reporting unit | Default payment source |
|---|---|---|
| Payroll EFT Source US<br><br>Bank A - Account 7890045 | None | Yes |
| Payroll EFT Source California<br><br>Bank B - Account 1238900 | California TRU | No |
| Payroll EFT Source Texas<br><br>Bank C - Account 8765999 | Texas TRU | No |

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

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

| What you can do | When you would do it |
|---|---|
| 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. |
| Without a default payment source, the payments process issues error notifications. This ensures you use the appropriate payment source to fund the payment. | This approach might suit a company with strict policies about payment rule compliance. |

## Organization Payment Methods Task

You must create one OPM for each combination of legislative data group (LDG), payment type, and currency that you use to disburse wages and other compensation. You can also create rules for validating or processing the distribution of payments. Create as many OPMs as you require for your enterprise. Use the Organization Payment Methods task.

To define OPMs:

1. Start the Organization Payment Distribution task.
2. Click **Create**.
3. Select the LDG associated with this payment method.
4. On **Create Organization Payment Method**, enter the required info.

| Field name | How you use it |
|---|---|
| Name | Enter the name of this OPM. |
| Payment Type | Select the payment type for this OPM.<br><br>You must create a separate OPM for domestic and international payments.<br><br>Use the Direct Deposit payment type for domestic direct deposits and the International Transfer payment type for international payments.<br><br>Two EFT templates are available.<br><br>   o   PPD for US Payments<br><br>   o   IAT for international payments |
| Currency | Select **US Dollar**. |

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| Field name | How you use it |
|---|---|
| Prenotification required | Prenotification is the process of submitting a 0 USD transaction in order to verify an electronic transfer's routing numbers and account number info. Use this field to indicate whether a prenotification process is required for direct deposit payment types.<br><br>For further info, see Prenotifications for the US in the Help Center. |

5. If you have selected **Direct Deposit** or **International Transfer** as the payment type, in **Electronic Funds Transfer File Information**, enter the appropriate values.

| Field name | EFT name | What it does |
|---|---|---|
| Balancing Entries | Balanced Electronic File | Determines whether the payroll process generates a balanced or unbalanced electronic payments file. An unbalanced electronic payments file doesn't have an offsetting debit record. It therefore allows cases where the total debits of the file aren't equal to the total credits. Some banks require unbalanced files. |
| Bank Reference | Immediate Destination Identification | Identifies the immediate destination bank routing and transit number. |
| Bank Name | Immediate Destination Name | Name of the financial institution. |
| Company Reference Type | Immediate Origin Identification Type | Don't use this field. |
| Company Reference | Immediate Origin Identification | Numeric code assigned to the employer by an external authority, such as their IRS tax ID or D-U-N-S number. |
| Company Name | Immediate Originator Name | Identifies the company name of the originator. |

6. Configure prenotifications for Direct Deposit payments, if necessary.

   For further info, see Prenotifications for the US in the Help Center.

7. In **Payment Sources**, click **Create**.

   Payment sources associate bank accounts and other sources of funds with the OPMs. Each organization payment method in use must have at least one valid payment source.

8. On the Create Payment Source page, enter a name and select a bank account name.

   The payroll process uses the payment info set at the payment source level for direct deposit employee direct deposit.

9. Enter the required info, and click **Submit**.

*Related Topics*

- Enter Bank Info for Personal Payment Methods for the US
- Bank Configuration for the US
- Configure Payment Method Preferences
- Prenotifications for the US

# 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.

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- 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

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       ○  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.

   ○ 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.

      > **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*

- Organization Payment Methods Overview
- Examples of Involuntary Deduction Processing
- Third-Party Payment Methods Overview
- Third-Party Payment Date Options

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## 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.
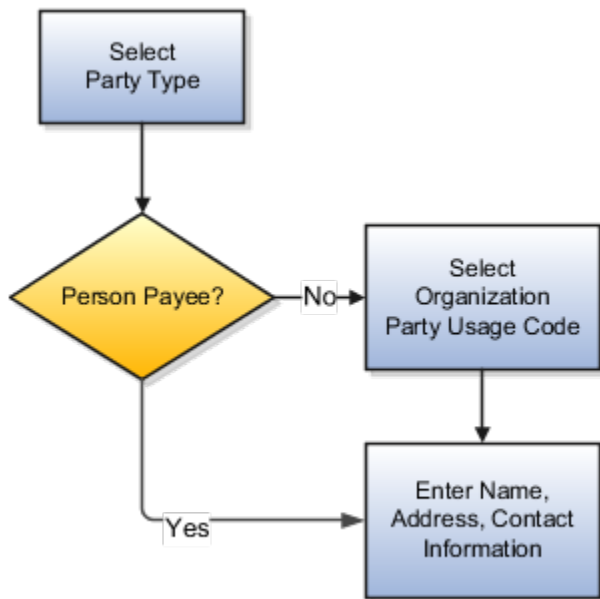


## Party Usage Codes

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 |

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| Party Usage Code | Use For | Examples |
|---|---|---|
| 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 |
| 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 people and organizations.

### Child Support to a State Disbursement Unit

Your employee has a child support payment deducted each payroll period. Most child support payments are payable to a State Disbursement Unit (SDU). Configure the SDU as an organization payee.

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

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

*Related Topics*

## Employee and Third-Party Check Payments

Use the Generate Check Payments for Employees and Third Parties process to generate check payments.

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This process creates check payments for employees and third parties who:

- Are included in the prepayments process for a given payroll
- Are using the **Check** payment method

You must run this process standalone. It isn't part of the US Simplified Payroll Cycle flow. That flow uses the Generate Check Payments process. The Generate Check Payments process doesn't support third-party checks. For further info, see Payroll Payments Distribution for the US in the Help Center.

You have several options when it comes to generating check payments.

| What you want to do | How you do it |
|---|---|
| Generate check payments | Run the Generate Check Payments for Employees and Third Parties process. This generates your checks for employees. Run the process again to generate checks for your third parties. Use **Payee Type** while running this process to select the appropriate payee. <br><br> For further info, see Generate Check Payments for Employees and Third Parties for the US in the Help Center. |
| Combine multiple employee deductions into a single payment | You might have multiple employee deductions being made to the same third-party payee, such as multiple child support orders. In this case, rather than make separate payments for each employee deduction, use the Third-Party Payments Rollup process to combine the deductions and make a single payment. |
| Exclude a third party from the rollup process | There are cases where you want to exclude a third party from the Third-Party Rollup process, such as if they want an individual check per payment. <br><br> Select **Exclude from Third-Party Rollup Process** on the Third-Party Payment Methods task. |
| Deliver payments on a date other than the employee payment date | A third-party payee might want the payments on a date that's different from the employee payment date. To do this, you apply a time definition to the third-party payment method. <br><br> For example, you can make employee payroll payments on the last day of the month and then, make third-party payments 5 days later. <br><br> To do this: <br><br> 1. Use the Time Definitions task to create a time definition for a 5-day time span. <br> 2. On the Third-Party Payment Methods task, select this time definition in **Time Definition**. <br> 3. Enter the relevant process dates. <br> 4. Run the prepayments process with an appropriate process date. <br><br>     The payments process runs twice, once for the process date and once for the deferred date. <br><br>     For example, if you entered a process date of June 30: <br><br>     a. It runs once for the employees with a process end date of June 30. <br>     b. It runs again for the third parties with: <br><br>       - Process end date of July 05 <br>       - Payment date override of July 05 |
| Use a bank-specific check template | Different banks might require different check templates. The predefined template supports printing checks on 8.5 x 11 stock paper with the stub on top of the page and the check on the bottom third. <br><br> To accommodate this requirement: |

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| What you want to do | How you do it |
|---|---|
| | 1. Create a report category for each separate bank and check template. <br> 2. Select this report category for the requisite bank's payment source so that the process uses the correct check template to generate the check payments. <br> 3. Use the Organization Payment Methods task to define the payment source for third-party payments. <br><br> Attach the correct report category for that payment source. <br> 4. Use **Report Category for Third-Party Payee** or **Report Category for Worker** in the **Payee info** section of the Create Payment Source page. <br> For further info, see Configure Check Templates for the US in the Help Center. |

*Related Topics*

- Payroll Payments Distribution for the US
- Third-Party Payment Methods
- Third-Party Payment Rollup for the US
- Third Parties Overview
- Generate Check Payments for Employees and Third Parties for the US

# Personal Payment Methods

## Bank Info for Personal Payment Methods

You use the Payment Methods task to define your bank, branch, and bank account info, depending on your duty role or profile option privileges.

> **Note:** The Use Existing Banks and Branches option on the Cash Management Profile Options task defines how you define your bank details.
> - If you set the option to **Yes**, you can load bank and branch data. Further, you can select bank details from a list of values on the Create Personal Payment Method page.
> - If you set the option to **No**, you can't load any bank details. You enter your bank and branch details as free text.

You have multiple options when it comes to defining your bank info.

| What you can use | What you can do |
|---|---|
| Banks task <br><br> Bank Branches task | View, create, or edit banks and branches centrally for outgoing payments or receiving payments. <br><br> For further info, see Bank Configuration for the US in the Help Center. |
| Personal Payment Methods task | Create or edit employee bank account details to receive payments. |
| HCM Data Loader | Load personal payment methods and employee bank account details. |

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| What you can use | What you can do |
|---|---|
|  |  |

*Related Topics*

# Enter Bank Info for Personal Payment Methods

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

You can share this info across multiple applications for different purposes.

## Control Who Can Manage Banks and Branches

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

| Role | Can they create banks and branches? | Can they create employee bank account details? | How they do it |
|---|---|---|---|
| Cash Manager | Yes | No | Banks task<br><br>Bank Branches task |
| Payroll Administrator<br><br>Payroll Interface Coordinator<br><br>Payroll Manager | Depends on duty role or profile option | Yes | Personal Payment Methods task |
| Employee | Depends on duty role or profile option | Yes | Payment Methods task from their Me page |

You can use a profile option to control access to create bank and branch data. Use the Cash Management Profile Options task to set the **Use Existing Banks and Branches** profile option to either **Yes** or **No**.

- If you set the option to **Yes**, you can load bank and branch data. Administrators and employees select bank details from a list of values on the Create Personal Payment Method page.

- If you set the option to **No** (default setting), you can't load any bank details. Administrators and employees enter their bank and branch details as free text.

*Related Topics*

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## 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 using the Personal Payment Methods task.

These scenarios illustrate how you can split up payments.

### Use Fixed Amount Payments

An employee wants $100 deposited in their savings account each payroll period and the remainder paid through check.

In this case, the employee would use Self Service to do this:

1. Select a check payment method.
2. Select an electronic funds transfer (EFT) payment method for their savings account, and they set the amount to $100.
3. Set the processing order so the EFT payment is processed first.

When the employee decides to stop the transfers to their savings account, they remove that payment method.

### Use Percentage Payments

An employee wants to contribute to the college fund they set up for their children. This person frequently receives bonuses and sales commissions, so their net payment amount always changes. So they use Self Service to add a payment method that allocates 4% of their pay to the fund. By using a percentage rather than a fixed amount, they can contribute to the fund at the same rate they earn.

### Use a Combination of Payments

An employee works in Arizona, but their spouse and children reside in Texas. Each payroll period, they want the following disbursements.

- $900 transferred to their checking account for the spouse's household expenses in Texas

- A percentage transferred to their children's college fund

- The remainder paid by check for their expenses in Arizona

The person creates three payment methods.

- EFT payment method with their checking account bank details

- EFT payment method with the college fund bank account details

- Check payment method for remaining pay

*Related Topics*
- Third-Party Payment Methods

# FAQs for Payment Methods

## 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.

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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.

## When do I use the International Transfer payment type for US payments?

Your Automated Clearing House (ACH) transactions must use the international ACH transfer (IAT) Standard Entry Class SEC code if your organization is any of the following.

- Non-US headquartered company with US operations

- Third-party sender or payment aggregator

- US company with pensioners or employees located outside of the US and possibly have funds forwarded to a non-US financial institution

- US company with suppliers located outside the US

- US company receiving ACH credit entries from offshore entities

*Related Topics*
- Set Up International Payment Processing for the US
- Set Up Payment Sources in Organization 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

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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

# Tax Withholding

## Federal and Regional Taxes

You use the organization calculation cards to define federal and regional tax calculation rules at the payroll statutory unit (PSU) and legal reporting unit (LRU) levels.

> **Note:** For tax calculation purposes, you must designate your LRUs as tax reporting units (TRUs).

Info you set for a PSU applies to all TRUs attached to it. Info you set for a TRU overrides the info you set for its parent PSU.

You can set these values using the Legal Entity Calculation Cards task from your implementation project. With this task, you create or configure an organization calculation card for the PSU.

You can configure the options for these taxes.

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| At these levels | These are the available taxes |
|---|---|
| Federal | • Federal income tax (FIT)<br>• Federal Unemployment Tax Act (FUTA)<br>• Medicare<br>• Social Security (SS) |
| State | • State disability insurance (SDI)<br>• State family leave insurance (FLI)<br>• State income tax (SIT)<br>• State long term care (LTC)<br>• State medical leave insurance (MLI)<br>• State unemployment insurance (SUI) |
| Local | • City taxes<br>• County taxes<br>• School district income tax |

You can override these tax values at the TRU level using the Legal Reporting Unit Calculation Cards task. For further info, see Configure Organization Calculation Cards for the US in the Help Center.

Before you configure federal and regional taxes, consider the following.

- What are the prerequisites?
- How does the payroll process identify a person's home and work address?
- What federal calculation rules can you change?
- What regional calculation rules can you change?
- How do you set calculation rule overrides?
- How do you set tax overrides?
- How do you set school district income taxes?

## Prerequisites for tax configuration

Before you start, make sure you have defined the following.

- Your US legislative data group
- A legal address for the legal entity
- Any jurisdictions required for the legal entity
- All the appropriate PSU and TRU calculation cards

## How the payroll process identifies tax addresses

Before the payroll process can begin calculating taxes, it has to determine each person's resident and work default tax addresses.

When you perform a payroll run, the process:

1. Uses the following hierarchy to determine the person's work tax addresses.

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| Address source | Priority | How you set it |
|---|---|---|
| Work-at-Home = Yes | 1<br><br>Overrides assignment, location address override, and location address | Use **Working at Home** on the Employment task.<br><br>For further info, see Hire an Employee in the Help Center. |
| Assignment-level location override | 2<br><br>Overrides location address override and location address | Use **Work Tax Address** on the Employment task. |
| Location override address | 3<br><br>Overrides the location address | Use the Locations task to define an address of **Location override** type. |
| Location address | 4 | Use the Locations task to define the main address. |

2. Uses the following hierarchy to determine their resident tax address.

| Address Type | Priority |
|---|---|
| US Resident Tax Address | 1 |
| Home Address | 2 |

3. Determines the related withholding status and any additional info from the Tax Withholding card.
4. Based on this info, extracts the relevant regional tax data from the Vertex database.
5. Calculates the taxes.

The following can also impact your tax calculations.

- Resident and work location tax addresses are derived by the following

    o Tagged earnings by work location

    Used when a unit of paid time is to be taxed in a different jurisdiction.

    For example, use tagged earnings when entering 8 hours of time working in a different location than where the person normally works. When tagged as such, the payroll process taxes the calculated pay for those units of time at the designated jurisdiction. If the employee doesn't have withholding elections for

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the tagged jurisdiction, the process automatically calculates the tax at the highest withholding status or allowance elections.

- ○ Employee Earnings Distribution Overrides card

  For further info, see Employee Earnings Distribution Overrides Card in the Help Center.

- ○ Work default tax address hierarchy

  Taxation is derived based on where the person is located as of the last day of the pay period. For example, if you make a pay period change mid cycle, the taxation is based on the location at the end of the pay period.

- ○ Resident address hierarchy

- ○ State reciprocity rules

  For further info, see State Reciprocity Agreements in the Help Center.

- Wage basis rules determine the taxable income

  For further info, see Tax Wage Basis Rules for the US in the Help Center.

- Payroll run type

| Run type | How it works |
|---|---|
| Regular | These elements tax at the supplemental rate if you've set the supplemental earnings element run type to:<br><br>○ Process separately<br><br>○ Pay separately<br><br>Otherwise, they tax at the W-4 rate. |
| Supplemental | All earnings are taxed at the supplemental rate. |

- Tax Withholding card (tax card) captures an employee's filing status and exemptions at the federal, state, county, city, school district, and tax district levels

  This card also captures the SUI and SDI state and any employee-level overrides.

- When using the percentage method for tax calculation, Vertex automatically rounds the withholding to the nearest whole dollar for these states.

  - ○ Colorado
  - ○ Idaho
  - ○ Maine
  - ○ Mississippi
  - ○ Missouri
  - ○ Montana
  - ○ North Carolina
  - ○ North Dakota

- o Oklahoma
- o West Virginia

## Federal calculation rules

You can define the following calculation rules on the organization cards.

| Tax type | What you can select | What it does |
|---|---|---|
| FIT | Supplemental Tax Calculation Method | Indicates how the process taxes supplemental earnings. You can select the following.<br><br>• Aggregation<br><br>• Cumulative Aggregation<br><br>• Flat Percentage<br><br>Do this from **Calculation Component Details** for the FIT component.<br><br>For further info, see Tax Calculation Methods for the US in the Help Center. |
| | Tax Withholding Rules | Taxes all earnings based on withholding rules.<br><br>You can select:<br><br>• **All states**<br><br>• **Only states under state tax rules**<br><br>If you select this, you must add those states in **Regional Component Group**.<br><br>Do this from **Calculation Component Details** for the FIT component. |
| | Enable Period-to-Date Tax Calculation | By default, multiple regular payroll runs in the same period are taxed as if they're individual payments.<br><br>When you set this to **Yes**, multiple payroll runs are taxed as if they're paid as one payment. This option can possibly increase the tax bracket.<br><br>Do this from **Calculation Component Details** for the FIT component.<br><br>**Note:**<br>This applies to SIT as well. |
| | Aggregate Overtime Premium Rate for all TRUs within the PSU | Determines how to calculate the premium overtime rate of multiple TRUs under the same PSU.<br><br>Do this on the Overtime Rules calculation component. |

| Tax type | What you can select | What it does |
|---|---|---|
| | Enforce Federal Income Tax Look-Back Rule | Determines if the payroll process withholds FIT from the employees' supplemental earnings using the aggregate tax method instead of the flat rate.<br><br>Do this from **Enterable Calculation Values on Calculation Cards** for the FIT component.<br><br>For further info, see Federal Income Tax Look-Back Rule in the Help Center. |
| Medicare | Self-Adjustment Method | Evaluates the earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the payroll process no longer calculates the tax.<br><br>For further info, see Self-Adjustment Methods for Tax Withholding in the Help Center. |
| FUTA | Employer Self-Adjustment Method | Evaluates the earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the payroll process no longer calculates the tax.<br><br>For further info, see Self-Adjustment Methods for Tax Withholding in the Help Center. |
| | Federal Unemployment Employer Rate override | If you have locations in a FUTA credit reduction state, your FUTA rate might change. FUTA credit reduction rates are predefined for each of the states that require a credit reduction and are updated annually.<br><br>In certain circumstances, you must override these rates. Use the Calculation Value Definitions task to set an override rate.<br><br>For further info, see Federal Unemployment Tax Act Calculations in the Help Center. |
| Social Security | Self-Adjustment Method | Evaluates the earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the payroll process no longer calculates the tax.<br><br>For further info, see Self-Adjustment Methods for Tax Withholding in the Help Center. |
| Limit taxes | Federal Tax Limit Enforcement Level | Define how the payroll process tracks limits for federal taxes.<br><br>For further info, see Limit Taxes in the Help Center. |

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| Tax type | What you can select | What it does |
|----------|---------------------|--------------|
|  |  |  |
|  | State Tax Limit Enforcement Level | Define how the payroll process tracks limits for state taxes. |

To define these calculation rules:

1. Start the Legal Entity Calculation Cards task from your implementation project, and open the card.
2. Select **Federal**.
3. Provide the effective date, and select the appropriate calculation component.
4. In **Details**, set the values you want to use.
5. Click **Save and Close**.

## Regional calculation rules at the PSU level

You can define the following regional calculation rules on the PSU organization card.

| Tax Type | What you can select | What it does |
|----------|---------------------|--------------|
| SDI | Self-Adjustment Method | Evaluates the earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the payroll process no longer calculates the tax.<br><br>For further info, see Self-Adjustment Methods for Tax Withholding in the Help Center. |
|  | SDI Employee Rate override | Sets the rate override for those states where the employee pays SDI. |
| State FLI | Exempt from Family Leave Insurance | For eligible states, identifies all employees in the PSU as exempt. |
|  | Exempt from MLI Employer Liability | For eligible states, identifies this PSU as exempt. |
|  | Family Leave Insurance Wage Limit | For eligible states, sets the wage limit for this PSU. |
|  | FLI Employee Percentage | For eligible states, sets the percentage for employee FLI contributions. |
|  | FLI Employer Percentage | For eligible states, sets the percentage for employer FLI contributions. |
|  | MLI Employee Percentage | For eligible states, sets the percentage for employee MLI contributions. |

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| Tax Type | What you can select | What it does |
|---|---|---|
| | MLI Employer Percentage | For eligible states, sets the percentage for employer MLI contributions. |
| State LTC | Exempt From Long Term Care Insurance | For eligible states, identifies all employees in the PSU as exempt. |
| | Long Term Care Insurance Employee Percentage | For eligible states, sets the percentage for employee LTC contributions. |
| | Long Term Care Insurance Wage Limit | For eligible states, overrides the wage limit for this PSU. |
| SIT | Calculate PA Resident Tax for Non-PA Work Location | For Pennsylvania PSUs, enables the calculation of Pennsylvania resident taxes for employees working in locations out of the state.<br><br>For further info, see Pennsylvania Local Earned Income Tax in the Help Center. |
| | City Tax Withholding Rule | Indicates if all earnings are taxed based on the defined city tax withholding rule. |
| | County Tax Withholding Rule | Indicates if all earnings are taxed based on the defined county tax withholding rule. |
| | Resident Wage Accumulation | Identifies the appropriate resident wage accumulation method.<br><br>The payroll process automatically withholds for all states using the default action for each state. For further info, see the Calculation Guide for the United States Vertex Payroll Tax Q Series. |
| | Supplemental Tax Calculation Method | Indicates how the payroll process taxes supplemental earnings. You can select the following.<br><br>• Aggregation<br>• Alternate Flat Rate<br>• Annualized Previous Aggregations<br>• Default Method<br>• Flat Rate<br>• Flat Rate Combined<br>• Percentage of Federal Tax<br>• Tiered Flat Rate<br>• Tiered Flat Rate, Multiple Tables<br><br>For further info, see Tax Calculation Methods for the US in the Help Center. |

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| Tax Type | What you can select | What it does |
|---|---|---|
| | TCD Combined Filing Proxy | For registered combined filers for Pennsylvania Act 32 taxes, specifies the Tax Collection District (TCD) combined-filing proxy.<br><br>For further info, see Configuration Requirements for Third-Party Tax Filing in the Help Center. |
| | Enable Period-to-Date Tax Calculation | Taxes multiple payroll runs as if they're paid as one payment.<br><br>You configure this at the FIT level. For further info, see Federal calculation rules, above. |
| SUI | Credit Employer SUI Wages Earned in Other States | Enforces how the payroll process calculates SUI wage credits for employee transfers.<br><br>For example, some don't give credit for SUI paid in other work states.<br><br>For further info, see Limit Credits for State Unemployment Insurance in the Help Center. |
| | Self-Adjustment Method | Evaluates the earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the payroll process no longer calculates the tax.<br><br>For further info, see Self-Adjustment Methods for Tax Withholding in the Help Center. |
| | SUI Employee Rate override | Sets the rate override for those states where the employee also pays SUI. |
| | SUI Employer Rate override | Sets the rate override.<br><br>Employer contribution payments under the SUI compensation laws vary based on each employer's experience with unemployment. The employer experience rate varies for every employer and changes over time. In general, the less involuntary unemployment your workers experience, the lower your rate. |

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| Tax Type | What you can select | What it does |
|---|---|---|
| | | **Note:**<br>For states that have taxes in conjunction with SUI or SDI, you must increase your SUI or SDI employer rates appropriately. Carefully examine your state-issued rate notifications to determine if the state has included these special taxes in the overall rate notification.<br><br>For example, the following special taxes are cases where this kind of SUI rate adjustment would be required.<br><br>• Kentucky SUI Service Capacity Upgrade Fund<br><br>• Massachusetts SUI Workforce Training Fund<br><br>• Nevada SUI Career Enhancement Program<br><br>• Nevada SUI Bond Obligation Assessment<br><br>• South Carolina SUI Administration Contingency Assessment |
| | SUI Wage Limit for Employer | Establishes SUI wage limits at the TRU and PSU levels.<br><br>For further info, see Wage Limits for State Unemployment Insurance in the Help Center. |
| County Tax | Resident wage accumulation | Identifies the appropriate resident wage accumulation method.<br><br>For further info, see the Calculation Guide for the United States Vertex Payroll Tax Q Series. |
| | Taxation threshold hours | Sets the number work hours after which the payroll process begins calculating and withholding taxes.<br><br>This field is informational. |
| City Tax | Resident wage accumulation | Selects the appropriate resident wage accumulation method.<br><br>For further info, see the Calculation Guide for the United States Vertex Payroll Tax Q Series. |

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| Tax Type | What you can select | What it does |
|---|---|---|
| | Taxation threshold hours | Sets the number work hours after which the payroll process begins calculating and withholding taxes. This field is informational. |

To define these calculation rules:

1. Start the Legal Entity Calculation Cards task from your implementation project, and open the card.
2. Select **Regional**.
3. In **Calculation Card Overview**, under the **Actions** menu, select **Create**.
4. Select the appropriate state, and click **OK**.
5. Provide the effective date, and select the appropriate calculation component.
6. In **Details**, set the values you want to use.
   You must click **Save** before you can add any county or city rules.
7. Repeat these steps to define the appropriate values at the county and city levels.

## Calculation rule overrides

If you have multiple TRUs assigned to a PSU, you can set overrides on the TRUs. Use the Legal Reporting Unit Calculation Cards task.

To define these calculation rules:

1. Start the Legal Reporting Unit Calculation Cards task from your implementation project.
2. Select the appropriate component group.
3. Define the overrides.

## Tax overrides

To override a value or rule associated with an organization calculation card:

- Use the Legal Entity Calculation Cards task from your implementation project. You set overrides for federal and regional taxes at the PSU level.
  For further info, see Configure Organization Calculation Cards for the US in the Help Center.

- To set these overrides at the TRU level, use the Legal Reporting Unit Calculation Cards task from your implementation project. Any settings you make on the TRU organization card override the settings on the PSU organization card.

- To make changes to an individual employee's Tax Withholding card, use the Calculation Cards task. These settings override those on the organization cards.
  You can override the following on a person's card.

| Override method | What it does |
|---|---|
| Regular Amount | Uses a set amount, such as $100. |
| Regular Rate | Uses a regular rate indicated as a percentage. |

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| Override method | What it does |
| --- | --- |
| | |
| Supplemental Rate | Uses a supplemental rate for supplemental wages indicated as a percentage. |
| Supplemental Amount | Uses a set amount for supplemental wages, such as $100. |

For further info, see Tax Withholding Card in the Help Center.

## School District Income Taxes

For states that levy school district income taxes, you must manually enter the school district on the person's Tax Withholding card.

- Depending on the state, you enter the school district under either the **City** or **County** node.

  For example, you enter Kentucky school districts under **County**. Enter Ohio school districts under **City**.

  For resident addresses in a township:

  a. Set the tax district on the address.
  b. Enter the proper school district on the tax card.

- For Pennsylvania Act 32 jurisdictions, enter it on the residency certificate.

For further info, see Tax Withholding Card in the Help Center.

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*Related Topics*

- Configure Organization Calculation Cards for the US
- Federal Income Tax Look-Back Rule
- Federal Unemployment Tax Act Calculations
- Limit Taxes
- Pennsylvania Local Earned Income Tax
- Self-Adjustment Methods for Tax Withholding
- State Reciprocity Agreements
- State Unemployment Insurance Tax
- Tax Calculation Methods for the US
- Configuration Requirements for Third-Party Tax Filing
- Employee Earnings Distribution Overrides Card
- Examples of Creating Calculation Cards for Deductions at Different Levels for the US
- Hire an Employee
- Limit Credits for State Unemployment Insurance
- Tax Wage Basis Rules for the US
- Tax Withholding Card
- Wage Limits for State Unemployment Insurance

# Tax Calculation Methods

The payroll process uses calculation methods supported by Vertex data. Different calculation methods are available for each type of pay run and each type of jurisdiction.

The payroll process includes all earnings types during Regular pay runs, including supplemental earnings, and processes only supplemental earnings types in Supplemental runs.

Tax calculation methods involve the following considerations.

- What taxes does the process calculate
- What taxes are eligible for self-adjustment
- What calculation methods are available for:

  - Federal income tax (FIT)
  - Other federal taxes
  - State income tax (SIT)
  - State unemployment and disability insurance taxes

- How you configure taxes on the organization calculation cards

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## Calculation by tax type

Tax calculations are applicable for these taxes.

- FIT
- Federal unemployment (FUTA)
- Medicare
- Social Security (SS)
- SIT
- State transit tax
- State unemployment insurance (SUI)
- State disability insurance (SDI)
- County income tax
- City income tax, including boroughs and townships
- School tax
- Family leave insurance
- Long term care insurance
- Head taxes, including local services taxes and occupational privilege taxes
- Mental health tax

## Calculation self adjustment

You can perform self-adjustments on these tax types.

- FUTA
- Medicare
- SS
- SDI
- SUI

For additional info, see the Self-Adjustment Methods for Tax Withholding in the Help Center.

## Calculation methods for FIT

These are the calculation methods available for FIT.

| Calculation method | Run type | Calculate on period-to-date amount | What it does |
|---|---|---|---|
| Default | Regular | No | Takes the wages in a regular run, and calculates the tax, independent of how many regular runs are in a pay period. |
| Default | Regular | Yes | Takes the wages in all the regular runs for the period, and calculates the tax. |

| Calculation method | Run type | Calculate on period-to-date amount | What it does |
|---|---|---|---|
| | | | |
| Aggregation | Supplemental | N/A | Takes the wages in all the regular and supplemental runs for the period, and calculates the tax. |
| Cumulative Aggregation | Supplemental | N/A | |
| Flat Percentage | Supplemental | N/A | This is the default method for supplemental payroll runs.<br>The payroll process applies the appropriate flat percentage as set by the IRS. |

## Calculation methods for other federal taxes

These are the calculation methods available for FUTA, Medicare, and SS taxes.

| Calculation method | Run type | Self-adjustment method | What it does |
|---|---|---|---|
| Flat Rate | Regular and Supplemental | Bypass Collection | Earnings are exempt from tax.<br><br>**Note:**<br>Wage accumulation still occurs for these taxes. |
| Flat Rate | Regular and Supplemental | No Self Adjust | Withholding calculations don't self-adjust retroactively for any rate changes. The payroll process uses the new rate only for taxable wages. |
| Flat Rate | Regular and Supplemental | Self Adjust | Bases the withholding calculations on year-to-date earnings, instead of earnings within a pay period. This provides the most accurate calculation.<br><br>For retroactive rate changes, the payroll process self-adjusts the tax withholding or liabilities in the next available pay run. |
| Flat Rate | Regular and Supplemental | Self Adjust at Maximum | Similar to the Self Adjust method, except adjusts for changes only after the maximum taxable wage base is reached. |

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## Calculation methods for SIT

These are the calculation methods available for SIT.

| Calculation method | Run type | Resident wage accumulation | What it does |
|---|---|---|---|
| Default | Regular | None or default | Calculates the tax based on the amount paid in the run. |
| Default | Regular | Credit Resident tax by Work tax, always accumulate wages | 1. Calculates the resident tax.<br>2. Reduces the tax by the amount of work tax withheld.<br>It always accumulates wages for the residence, even if resident tax is $0. |
| Default | Regular | Credit Resident tax by Work tax, accumulate wages if taxed | 1. Calculates the resident tax.<br>2. Reduces the tax by the amount of work tax withheld.<br>It accumulates wages only if it's withholding taxes. |
| Default | Regular | No resident tax if work tax greater than zero, always accrue | Does not withhold residence tax if there is a work tax, but it always accumulates wages. |
| Default | Regular | No resident tax if work tax greater than zero | Does not withhold residence tax if there is a work tax, and it only accumulates wages if there is a resident withholding. |
| Default | Regular | No resident tax if work tax on nonresident, always accrue | Does not withhold residence taxes if there is a work state tax. Wages accumulate for the residence. |
| Default | Regular | No resident tax if work tax on nonresident, accrue if taxed | Does not withhold residence tax if there is a work state tax. Wages only accumulate when there is a tax withheld. |
| Default | Regular | No resident tax if work or residence location mismatch, accrue if taxed | Calculates work tax only and disregards resident tax. |
| Default | Regular | Calculate tax independent of all other jurisdictions | Calculates resident tax independent of work tax. |
| Aggregation | Supplemental | Refer to settings described in Regular runs | Takes the amount paid in a regular run and calculates the tax, independent of how many regular runs are in a pay period. |

| Calculation method | Run type | Resident wage accumulation | What it does |
|---|---|---|---|
| Alternate Flat Rate | Supplemental | Refer to settings described in Regular runs | Applies to California only for required 10.23% taxation on certain supplemental wages. |
| Annualized Previous Aggregations | Supplemental | Refer to settings described in Regular Runs | Combines the annualized Regular pay amount from the previous pay period with the Supplemental pay. Tax is calculated on this total amount. The state tax for Regular pay in the previous pay period is subtracted from the total taxes for the year to determine the tax for the current pay period. |
| Default Method | Supplemental | Refer to the setting described in Regular runs | Takes the amount paid in a regular run and calculates the tax, independent of how many regular runs are in a pay period. |
| Flat Rate | Supplemental | Refer to the settings described in the Regular runs | Multiplies the wages by a flat rate percentage. |
| Flat Rate Combined | Supplemental | Refer to the settings described in the Regular runs | Multiplies the Supplemental pay amount for the current pay period by a flat percentage. The tax on the Regular pay is calculated using the annualized method. The total tax is the sum of these two calculations. |
| Percentage of Federal Tax | Supplemental | Refer to the settings described in the Regular runs | Multiplies the federal supplemental tax amount by a flat percentage rate. This percentage is unique for each state that uses this method. |
| Tiered Flat Rate | Supplemental | Refer to the settings described in the Regular runs | Multiplies an employee's wages by a percentage rate. This percentage rate varies based on the amount of an employee's wages. |
| Tiered Flat Rate, Multiple Tables | Supplemental | Refer to the settings described in the Regular runs | |

## Calculation methods for SUI and SDI

These are the calculation methods available for SUI and SDI.

| Calculation method | Run type | Self-adjustment method | What it does |
|---|---|---|---|
| Flat Rate | Regular and Supplemental | Bypass collection | Earnings are exempt from wage accumulation and tax. |

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| Calculation method | Run type | Self-adjustment method | What it does |
|---|---|---|---|
| Flat Rate | Regular and Supplemental | No self adjust | Withholding calculations don't self-adjust retroactively for any rate changes. The payroll process uses the new rate only for taxable wages. |
| Flat Rate | Regular and Supplemental | Self adjust | Bases the withholding calculations on year-to-date earnings, instead of earnings within a particular period. This provides the most accurate calculation. For retroactive rate changes, the payroll process self-adjusts the tax withholding or liabilities in the next available pay run. |
| Flat Rate | Regular and Supplemental | Self adjust at maximum | Similar to the Self Adjust method, except adjusts for changes but only after the maximum taxable wage base is reached. |
| Flat Rate | Regular and Supplemental | Quarterly self adjust | Performs adjustments for rate changes on a quarterly basis. Available for state taxes only. Use this method in cases where a state changes its rate midyear. By checking each quarter individually to determine adjustments, it maintains the integrity of the calculations before the change. |

## Organizational tax calculations

For info on configuring taxes at the organization level, see Configure Organization Calculation Cards for the US in the Help Center.

*Related Topics*

- Configure Organization Calculation Cards for the US
- Federal Unemployment Tax Act Calculations
- Federal and Regional Taxes for the US
- Self-Adjustment Methods for Tax Withholding
- Examples of Tax Calculation Methods for the US

# How to Stop Calculating a Tax for the US

In cases where you need to disable calculation for a tax, you can do it for your entire organization or for individual employees.

## How to bypass tax collection for your organization

You can do this at either payroll statutory unit (PSU) or tax reporting unit (TRU) level.

> **Note:** Some state taxes require special steps to bypass them. For further info, see the following in the Help Center.
> - Colorado Family and Medical Leave Insurance
> - Connecticut Paid Family and Medical Leave
> - Massachusetts Paid Family and Medical Leave
> - New Jersey Family Leave Insurance
> - New York Family Leave Insurance
> - Oregon Multnomah County Tax
> - Oregon Paid Leave
> - Oregon Portland Metro Tax
> - Eugene Oregon Community Safety Tax
> - Washington Long-Term Care
> - Washington Paid Family Leave

1. From your implementation project, open your organization card for editing.
   For the PSU card, use the Legal Entity Calculation Cards task.
   For the TRU card, use the Legal Reporting Unit Calculation Card task.
2. Select the appropriate component group for the tax level.
   If you are bypassing a state tax, add the regional calculation component if it doesn't already exist.
3. In **Calculation Components**, select the tax you are bypassing.
4. In **Calculation Component Details**, select the organization information detail and click **Edit**.
5. Select the **Bypass collection** self-adjustment method.

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> **Note:** Wage accumulation still occurs for these taxes.
>
> - ○ Federal Unemployment Tax Act (FUTA)
> - ○ Medicare
> - ○ Social Security
> - ○ State unemployment insurance (SUI)

6. Click **Save and Close**.

For further info, see Tax Calculation Methods for the US in the Help Center.

## How to bypass tax collection for an individual

You do this on the person's Tax Withholding card. For further info, see Tax Withholding Card in the Help Center.

*Related Topics*
- Tax Calculation Methods for the US
- Tax Withholding Card

# Organization Calculation Cards

## Configure Organization Calculation Cards

The info you store in calculation cards help the HR and payroll processes calculate various component groups, such as tax rates and overrides. Organization calculation cards exist at both the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.

You use the Legal Entity Calculation Cards task to configure calculation cards at the PSU level. The data you enter applies to all TRUs attached to the PSU. You use the Legal Reporting Unit Calculation Cards task to configure calculation cards at the TRU level.

Organization calculation cards capture:

- Tax rates for state unemployment insurance (SUI) and state disability insurance (SDI)
- Self-adjustment settings such as self-adjust, quarterly self-adjust, or no self-adjust
- Federal tax withholding rule
- State resident wage accumulation rule
- Overrides such as a supplemental earnings tax rates

There are multiple steps involved with defining organization calculation cards.

| What you want to do | How you do it |
|---|---|
| Create the PSU card | Use the Legal Entity Calculation Cards task from your implementation project. |

| What you want to do | How you do it |
|---|---|
| Define federal tax rules | Vertex provides all statutory compliance for the payroll process. However, you can set various federal tax rules on the PSU cards.<br><br>You set these on the **Federal** component groups. |
| Define regional tax rules | You can set various regional tax rules on the PSU cards, such as for state, county, and city.<br><br>You set these on the **Regional** component groups. |
| Create the TRU card | Use the Legal Reporting Unit Calculation Cards task from your implementation project. |

For further info, see the following sections.

## How You Create the PSU Card

To create organization calculation cards at the PSU level:

1. Start the Legal Entity Calculation Cards task from your implementation project.
2. Click **Create**.
3. Provide the effective date, and select **Calculation Rules for Tax Reporting and Payroll Statutory Unit**.
4. Click **Continue**.
5. If regional components don't already exist in **Component Groups**:
   a. Click **Regional**.
   b. Click **Create** from the **Actions** menu.
   c. Create nodes for each state you need.
6. Click **Save and Close**.

## How You Define Federal Tax Rules

Vertex provides all statutory compliance for the payroll process. However, you can set the following on the organization cards.

- Federal tax rules, such as:
  - Supplemental calculation method for federal income tax (FIT)
  - Withholding rules for FIT
  - Period-to-date calculation method for FIT
  - Self-adjustment methods for federal unemployment tax (FUTA), Social Security, and Medicare
- Flat tax rate overrides for retirees

To configure these:

1. Open the PSU calculation card for editing.
2. In **Component Groups**, click **Federal**.
   The **Calculation Components** table lists rows for each federal tax.
3. Select the row of the tax you want to edit.
   The **Details** section updates for the selected tax type.

If a tax type is missing, click **Create** to add it.

4. Enter the appropriate FIT-specific rules.

| Rule | What it does | Where you can find it |
|------|-------------|----------------------|
| Supplemental Tax Calculation Method | For flat or aggregate rates on supplemental earnings. | Calculation Component Details |
| Tax Withholding Rules | For determining which states are applicable for resident taxation. | Calculation Component Details |
| Enable Period-to-Date Tax Calculation | For determining if state and federal taxation is considered based on either the Run or Period-to-date. | Calculation Component Details |
| Enforce Federal Income Tax Look-Back Rule | For enforcing the look-back rule from the previous and current year to determine proper withholding for supplemental earnings. | Enterable Calculation Values on Calculation Cards |

5. If the tax type provides an **Enterable Calculation Values on Calculation Cards** tab, select it and click **Create** to define any needed rate overrides.

6. Repeat to add self-adjustment settings for Social Security, Medicare, and FUTA.

   These rules determine how the payroll process adjusts for rate or wage base changes.

   For further info, see the next section, How You Define Regional Tax Rules.

7. Click **Save**.

For further info, see Federal Unemployment Tax Act Calculations in the Help Center.

## How You Define Regional Tax Rules

Vertex provides all statutory compliance for the payroll process. However, you can set the following on the organization cards.

- Regional tax calculation rules, such as:
  - Supplemental calculation method for state income tax (SIT)
  - Resident wage accumulation for SIT
  - County and city tax withholding rules for SIT (courtesy tax withholding)
  - Self-adjustment methods for state unemployment (SUI) and disability insurance (SDI)
  - SUI and SDI employee and employer rates
  - California Voluntary Insurance Disability Plan (VPDI) implementation
  - Eugene, Oregon Community Safety Tax exemptions
  - New York state family leave insurance (FLI)

- o Pennsylvania residence tax info for out-of-state work locations
- o Washington state FLI
- Flat tax rate overrides for retirees

To configure these:

1. Open the PSU calculation card for editing.
2. In **Component Groups**, expand the **Regional** node.

   This node lists the hierarchy of regional nodes, as you defined them during card creation.
3. Select the node you want to change.

   The **Calculation Components** table lists rows for each appropriate regional tax.
4. Select the row of the tax you want to edit.

   The **Details** section updates for the selected tax type.

   If a tax type is missing, click **Create** to add it.
5. Select **Calculation Component Details**, and enter the required info.
6. If the tax type provides an **Enterable Calculation Values on Calculation Cards** tab, select it and click **Create** to define any needed rate overrides.
7. Repeat for each regional tax type.
8. For states that have additional taxes in conjunction with SUI or SDI, you must increase your SUI employer or SDI employer rates appropriately.

   Carefully examine your rate notifications to see if the state has included these special taxes in the overall rate notification.

   For example, these special taxes are cases where this kind of SUI rate adjustment is needed.
   - o Massachusetts SUI Workforce Training Fund
   - o Minnesota SUI Federal Loan Interest Assessment
   - o Nevada SUI Career Enhancement Program
   - o Nevada SUI Bond Obligation Assessment

For additional info on various regional tax rules, see the following in the Help Center.

- California Voluntary Plan Disability Insurance
- California Wage Plan Code
- Courtesy Withholding Taxes
- DC Paid Family Leave
- Eugene Oregon Community Safety Tax
- Federal and Regional Taxes for the US
- Federal Loan Interest Assessment for Minnesota State Unemployment Insurance
- Massachusetts Paid Family and Medical Leave
- New Jersey Disability Insurance
- New Jersey Family Leave Insurance
- New York Family Leave Insurance

- Pennsylvania Local Earned Income Tax

- Pennsylvania Local Services Tax

- Pennsylvania Tax Exemptions

- Puerto Rico State Unemployment Special Assessment Tax

- Self-Adjustment Methods for Tax Withholding

- Washington Paid Family Leave Tax

## How You Create the TRU Card

After you have set up your TRUs, you can set TRU-level overrides using the Legal Reporting Unit Calculation Cards task. This includes flat rate FIT and SIT overrides for retiree payments.

*Related Topics*
- Federal and Regional Taxes for the US
- Federal Unemployment Tax Act Calculations
- Self-Adjustment Methods for Tax Withholding
- State Unemployment Insurance Tax
- Use HSDL to Upload Organization Calculation Card Info for the US

## Self-Adjustment Methods for Tax Withholding

Use the self-adjustment methods to evaluate earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the payroll process no longer calculates the tax.

The various US taxation bodies often announce changes to their tax rates after the changes have gone into effect. You are responsible to ensure your employees' tax withholding values are properly adjusted.

The organization calculation cards provide self-adjustment methods to help the payroll process evaluate the earnings and tax amounts to ensure they're correct with a given tax rate. When all subject earnings reach the annual maximum limit, the process no longer calculates the tax.

### Update Your Calculation Cards

The organization calculation cards capture this info for you at the legislative level.

- Use the Legal Entity Calculation Cards task to set self-adjust methods for federal and regional taxes at the payroll statutory unit (PSU) level.

- Use the Legal Reporting Unit Calculation Cards task to set these methods at the tax reporting unit (TRU) level. Any settings you make on the TRU organization card override the settings on the PSU organization card.

You can set self-adjustment methods for the following taxes.

- Federal Unemployment Tax Act (FUTA)

- Social Security

- State Unemployment Insurance (SUI)

- State Disability Insurance

- Medicare

There are several self-adjustment options available to you.

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| Adjustment method | What it does |
|---|---|
| Bypass collection | Payroll process doesn't calculate taxes for this organization.<br><br>Use this if you as the employer are exempt from wage accumulation and taxes.<br><br>**Note:**<br>Wage accumulation would still occur for these taxes.<br><br>• FUTA<br><br>• Medicare<br><br>• Social Security<br><br>• SUI |
| No self-adjust | Payroll process doesn't perform any adjustments based on changes to tax rates.<br><br>You are responsible for ensuring the correct withholding values for your employees. |
| Quarterly self-adjust | Payroll process performs adjustments for rate changes on a quarterly basis.<br><br>Use this method in cases where a state changes its rate midyear. By checking each quarter individually to determine adjustments, it maintains the integrity of the calculations before the change.<br><br>This is available for state taxes only. |
| Self-adjust | Payroll process performs adjustments for rate changes during the first available payroll run. It bases the withholding calculations on year-to-date earnings, rather than earnings within a pay period.<br><br>This method provides the most accurate calculation. |
| Self-adjust at maximum | Payroll process takes no action until an employee reaches their yearly maximum wage limit. Then it performs any adjustments during the first available payroll run. |

*Related Topics*

- Configure Organization Calculation Cards for the US
- Enterable Values on Calculation Cards
- Federal and Regional Taxes for the US
- State Unemployment Insurance Tax

## What happens when I edit my tax reporting unit calculation card info?

Entries you make using the Legal Reporting Unit Calculation Cards task override those you made with the Legal Entity Calculation Cards task.

*Related Topics*
- Examples of Creating Calculation Cards for Deductions at Different Levels for the US

# Federal Taxes

## Federal Income Tax Look-Back Rule

The FIT look-back rule helps define how the payroll process calculates an employee's federal income tax (FIT) withholding.

When you enable this rule, the process evaluates the employee's FIT withholding across the prior and current years. If it finds they haven't withheld FIT from their wages, it taxes any supplemental earnings using the aggregate tax method instead of the flat rate.

### Manage This Rule for Your Organization

To set this rule for your organization:

1. Start either the Legal Entity Calculation Cards or Legal Reporting Unit Calculation Cards task from your implementation project.

   Settings on the tax reporting unit card override those on the payroll statutory unit card.
2. Select the organization card for editing.

   Create it if it doesn't exist.
3. Enter an effective date, and select **Federal**.
4. Select **Federal Income Tax**.
5. Click **Enterable Calculation Values on Calculation Cards**.
6. Click **Create**.
7. Select **Enforce Federal Income Tax Look-Back Rule**.
8. To enable this rule, enter **Y** as the value.

   Enter **N** to disable it.
9. Click **Save and Close**.

### Manage This Rule for an Individual Employee

To set this rule for an individual employee:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the employee, and open their Tax Withholding card for editing.
4. Select **Federal**.
5. Click **Edit** and then **Update**.
6. For **Enforce Federal Income Tax Look-Back Rule**, select **Yes** or **No** as appropriate.
7. Click **Save and Close**.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Federal and Regional Taxes for the US

# Federal Unemployment Tax Act Calculations

The payroll process supports the calculation of Federal Unemployment Tax Act (FUTA) liabilities.

There are several configurations you can perform in support of these calculations.

| What you can do | What this means | How you do it |
|---|---|---|
| Override the FUTA credit reduction rate | FUTA credit reductions rates are predefined for each of the states that require a credit reduction. They are updated annually during end-of-year legislative updates.<br><br>If a state continues to have an outstanding loan through November, an additional 0.3% credit reduction might apply. An additional benefit cost rate add-on tax might also potentially apply. In certain circumstances, you must override these rates. | 1. Start the Calculation Value Definitions task.<br>2. Perform an advanced search for the name that contains **Credit Reduction** in your legislative data group (LDG).<br><br>   Be sure to search with the effective date that you want to update the rate.<br>3. Select the appropriate FUTA reduction rate from the search results.<br>4. From the **Actions** menu, select **Add Row**.<br>5. Enter values for **From Value**, **To Value**, and **Rate**.<br>6. Click **Submit** and **Done**. |
| Override the FUTA rate | You can override the standard FUTA rates at the payroll statutory unit or tax reporting unit levels. | 1. Navigate to one of the following from your implementation project, depending on which level you're configuring.<br><br>   ○ Legal Entity Calculation Cards<br><br>   ○ Legal Reporting Unit Calculation Cards<br><br>2. Start the Calculation Rules for Tax Reporting and Payroll Statutory Unit task.<br>3. Enter the appropriate effective as-of-date.<br>4. Click **Federal Unemployment Calculation Component**.<br>5. Select **Enterable Calculation Values on Calculation Cards**.<br>6. Click **Create**.<br>7. Select **Federal Unemployment Employer Rate** for the name.<br>8. Enter the rate as a decimal.<br><br>   For example, enter 1% as `0.01`.<br>9. Save and submit. |
| Override the FUTA standard value definitions | The standard value definitions for FUTA tax and FUTA wage limit are predefined. You can view these definitions and override their values at the LDG level. | 1. Start the Calculation Value Definitions task.<br>2. Search for `Federal Unemployment Tax`.<br>3. Select either the rate or wage limit link.<br>4. In **Calculation Values**, add an effective dated row.<br>5. Enter the new info.<br>6. Save and submit. |

| What you can do | What this means | How you do it |
|---|---|---|
| Perform a tax adjustment for employees impacted by a FUTA rate change | You set the FUTA tax self-adjustment configurations on the organization calculation cards. The Department of Labor typically announces the year's FUTA credit reduction rates in the November to December time frame. Despite the rate being announced late in the year, you're responsible for ensuring the new rate is applied to the full year's taxes.<br><br>The payroll process doesn't self-adjust if the employees have already reached their wage limit or have been terminated.<br><br>Use the US Tax Balance Adjustment flow for any employee requiring FUTA tax adjustment due such a rate change. | 1. Run the US Tax Balance Adjustment flow.<br><br>    This flow creates a balance adjustment batch. The batch uses the same name as the flow you used when you ran the process.<br><br>    For further info, see US Tax Balance Adjustment Flow in the Help Center.<br>2. Download the batch to the HCM Data Loader (HDL).<br><br>    There's no separate audit report.<br>3. Verify the batch through HDL.<br>4. Run the Transfer Batch Process.<br>5. Run the Adjust Multiple Balances process. |

*Related Topics*

- Configure Organization Calculation Cards for the US
- Overview of Balance Adjustments for the US
- US Tax Balance Adjustment Flow

# IRS Lock-In Dates

When the IRS detects an error in a person's withholding, they issue forms 2800C and 2801C to you and the person.

For further info, see the IRS website.

If you receive a form 2800C:

1. Update the person's Tax Withholding card with the maximum withholding allowances specified by the letter.

   Do this by the lock-in date.
2. In **IRS Lock-In Details** on the card, enter this date in **IRS Lock-In Date**.

*Related Topics*

- Tax Withholding Card

# Calculate Income Taxes as Period-to-Date for the US

By default, the payroll process taxes multiple regular payroll runs in the same period as if they're individual payments. However, you can opt to tax them as if they're paid as one payment.

This applies to both federal and state income taxes.

To configure this:

1. From your implementation project, open the appropriate organization calculation card for editing.
   - For the payroll statuary unit (PSU) card, use the Legal Entity Calculation Cards task.
   - For the tax reporting unit (TRU) card, use the Legal Reporting Unit Calculation Cards task.

   Settings on this card override settings on the PSU organization card.
2. Select the Federal Income Tax calculation component.

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3. In **Calculation Component Details**, expand **Federal Income Tax Organization Information**.
4. Select **Yes** for **Enable Period-to-Date Tax Calculation**.
5. Click **Save and Close**.

*Related Topics*
- Federal and Regional Taxes for the US

# State and Regional Taxes

## State Tax Withholding Rules

Vertex provides the tax rule data that determines:

- What resident state taxes the payroll process withholds for employees

- When it withholds them

Each state has its own withholding and reciprocity rules. For further info about each state's default behavior, see Calculation Guide for the United States Vertex Payroll Tax Q Series.

These tax withholding rules determine the available resident wage accumulation rules. The federal and state withholding forms provide the default tax withholding info for the payroll process.

Here's how you can change these rules.

| What you want to do | How you do it |
|---|---|
| Define default state and local withholding | By default, the payroll process calculates state and local deductions based on the definitions provided by Vertex.<br><br>For further info, see the Vertex Payroll Tax Calculation Guide for the United States.<br><br>To override these values for your organization:<br><br>1. Start the Legal Entity Calculation Cards or Legal Reporting Unit Calculation Cards tasks.<br>2. Set the overrides.<br>3. Use the Calculation Cards task to configure employee tax cards.<br><br>Click **Create Default State and Local Withholding** to define regional components based on organization card defaults. |
| Set the state and resident wage accumulation rules at the organization level | 1. Start the Legal Entity Calculation Cards or Legal Reporting Unit Calculation Cards task.<br>2. Select which resident wage accumulation rule the payroll process uses when calculating state income taxes. |
| Set the state and resident wage accumulation rules for individual employees | Use the Calculation Cards task to set resident wage accumulation rules at the state and local levels on the employee's tax card.<br><br>This overrides the value you set at the organization level. |

For further info, see the following sections.

## How You Define the Default State and Local Withholding

You can create regional components on a person's tax card that are based on their work and resident addresses.

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. In **Withholding Details**, click **Add Tax Withholding** and select **Create Default State and Local Withholding**. This automatically creates the regional components based on the employee's home and work locations.

| You can find this value | In this task |
|---|---|
| Home Address | Person |
| Resident Tax Address | Person |
| Location | Employment |
| Working at Home | Employment |
| Work Tax Address | Employment |

## How You Can Add Tax Withholding Info

You can manually add any appropriate State, County, and City components to a person's tax card. These components help identify and configure the relevant states in the Calculation Card Overview region of the card.

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. In **Withholding Details**, click **Add Tax Withholding** and select **Add Withholding Information**.
3. Use the **State**, **County**, and **City** fields to search for the appropriate jurisdictions. Select the locations you require, and migrate them into the **Selected** box.
4. Click **Apply** when finished.

## How You Can Set the State Resident Wage Accumulation Rule

You can select which resident wage accumulation rule the payroll process uses when calculating state income taxes.

| What you want to do | How you do it |
|---|---|
| Set the rule on a payroll statutory unit (PSU) | 1. Start the Legal Entity Calculation Cards task, and open the organization calculation card for editing.<br>2. In **Component Groups**, select **Regional**.<br>3. In **Calculation Components**, select **State Income Tax**.<br>4. In **Calculation Component Details**, expand **State Income Tax Organization Information**.<br>5. Click **Edit** and then either **Update** or **Correct**.<br>6. Select the appropriate value for **Resident Wage Accumulation**. For further info, see the following section.<br>7. Click **Save and Close**. |
| Set the rule on a tax reporting unit (TRU) | 1. Start the Legal Reporting Unit Calculation Cards task, and open the organization calculation card for editing.<br>2. In **Component Groups**, select **Regional**. |

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| What you want to do | How you do it |
|---|---|
|  | 3. In **Calculation Components**, select **State Income Tax**. |
|  | 4. In **Calculation Component Details**, expand **State Income Tax Organization Information**. |
|  | 5. Click **Edit** and then either **Update** or **Correct**. |
|  | 6. Select the appropriate value for **Resident Wage Accumulation**. For further info, see the following section. |
|  | 7. Click **Save and Close**. |
|  | This overrides any values on the parent PSU card. |
| Set the rule for an individual employee | 1. Start the Calculation Cards task, and open the person's Tax Withholding card for editing. |
|  | 2. In **Withholding Details**, select the link for the appropriate state. |
|  | 3. Click **Edit** and then **Update** or **Correct**. |
|  | 4. In **State Tax Additional Information**, select the appropriate value for **Resident Wage Accumulation**. |
|  | 5. Click **Save and Close**. |
|  | This overrides any values on the PSU or TRU cards. |

When using the **Only states under state tax rules** withholding rule for federal income tax (FIT), select the appropriate **Resident Wage Accumulation** rule for each state.

| If you're using this FIT withholding rule | It does this | And you can select this for Resident Wage Accumulation |
|---|---|---|
| All states | Default withholding rule for all states. | The payroll process automatically withholds for all states using the default action for each state. This is described in the Calculation Guide for the United States Vertex Payroll Tax Q Series. |
| Only states under state tax rules | From the states you have configured on the card, this identifies which you're withholding resident taxes. For each state you add, you select the appropriate resident wage accumulation rule.<br><br>**Note:**<br>If you select an invalid rule, the card uses the default rule. | Select one.<br><br>• Calculate tax independent of all other jurisdictions<br>• Credit resident tax by work tax, accumulate wages if taxed<br>• Credit resident tax by work tax, always accumulate wages<br>• No resident tax if work or residence mismatch, accrue if taxed<br>• No resident tax if work tax greater than zero<br>• No resident tax if work tax greater than zero, always accrue<br>• No resident tax if work tax on nonresident, accrue if taxed<br>• No resident tax if work tax on nonresident, always accrue<br>• Use default action<br><br>For further info, see Calculation Guide for the United States Vertex Payroll Tax Q Series. |

For further info, see Oracle Cloud Human Capital Management for United States: Courtesy Tax Implementation (2138998.1) on My Oracle Support.

*Related Topics*

- Federal and Regional Taxes for the US
- Tax Calculation Methods for the US
- Configure State Tax Withholding for Courtesy Taxes
- Override Vertex Rules for State Courtesy Taxes
- Wage Accumulation Rules for Vertex

## State and Local Taxes

State and local taxes represent categories of taxes that exist in some states and are generally at the state, county, city, or school district level. Calculation rules exist for most of these taxes.

However, there are some state and local employer taxes that you define manually.

For example:

- Colorado Employer Occupational Privilege Taxes
- Employer Payroll Expense Taxes for Newark, St. Louis, and San Francisco
- Kentucky Rural Economic Development Act
- New York Employer Compensation Expense Program
- Oregon Transit Employer Taxes

**Note:** For further info, see Oracle Cloud Human Capital Management for United States: State and Local Tax Configuration (2056960.1) on My Oracle Support.

Defining state and local taxes involves several steps.

1. Verify the Tax with your tax-filing provider.
2. Configure the deduction element.
3. Identify the jurisdiction.
4. Configure the balances.
5. Prepare for third-party reporting.

### Verify the Tax with Your Provider

Contact your tax-filing account manager and confirm they support the tax you want to add and can process its payments.

You must also communicate to your provider the tax code you plan to give to the new tax. Tax codes can be any unique alphanumeric combination, with the following restrictions according to their level.

| This tax level | Has these tax code restrictions |
|---|---|
| Federal | Any alphanumeric value, up to 15 characters. |
| State | Any alphanumeric value, up to 13 characters. The 2-character state postal code is automatically prefixed to this value. |

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| This tax level | Has these tax code restrictions |
|---|---|
| County | Any alphanumeric value, up to 10 characters. The 2-character state postal code and 3-character county geocode are automatically prefixed to this value. |
| City | Any alphanumeric value, up to 6 characters. The 2-character state postal code, 3-character county geocode, and 4-character city geocode are automatically prefixed to this value. |
| School District | Any alphanumeric value, up to 8 characters. The 2-character state postal code and 5-character school geocode are automatically prefixed to this value. |

## Configure the Deduction Element

Element configuration for state and local taxes involves activities in the following areas.

| What you want to do | How you do it |
|---|---|
| Define the element | Use the Elements task to define an element for each state and local tax. These elements should use the Employer Taxes primary classification, although other classifications like Employer Liabilities are acceptable for legacy elements. Answer all other prompts in the Create Element template as appropriate for the tax you're defining.<br><br>Be sure to include contexts as is appropriate for the tax (state, county, city, and school district).<br><br>To ensure data passes correctly from the base element to the results element, you must set the priority of the results element so that it processes after the base element. |
| Set the input values | Depending on the tax you're defining, create State, County, City, and School District input values as needed. You must define State, County, and City with display sequences of 1, 2, and 3 respectively.<br><br>**Note:**<br>If the element has input values that already use these sequences, you must change them.<br><br>Set an appropriate value for **Reference**. This sets the appropriate default validation source. |
| Configure the fast formula | When you complete the new element definition, the task automatically creates one or more default fast formulas.<br><br>Use the Fast Formulas task to modify the calculator formula to correctly calculate the state or local tax. The changes you make are dependent upon the tax's specific tax rules. For further info, see your state or local tax authority.<br><br>Modify the processing rules on the formula results. Set the contexts on the results element as needed. |

## Identify the Jurisdiction

When configuring state and local taxes, you have two options to identify the jurisdiction.

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| For this method | This is what you do |
|---|---|
| Fast formula | In cases where you're defining a state or local tax for a single jurisdiction, you can set the jurisdiction through fast formulas.<br><br>When you define the base element of the tax deduction, the element template creates the following fast formulas.<br><br>• <name> Tax_CHG_DEDN<br>• <name> CHG_DEDN_CALCULATOR<br><br>Modify these formulas to derive the jurisdiction.<br><br>For further info, see Define the State and Local Tax Jurisdiction Through Fast Formula in the Help Center. |
| Element entry | In cases where you're defining a tax for use with multiple jurisdictions, you can enter the jurisdiction and rate details on the element entry.<br><br>1. Configure the fast formulas to derive the jurisdiction.<br><br>When you define the base element of the tax deduction, the element template creates the following fast formulas.<br><br>o <name> Tax_CHG_DEDN<br>o <name> CHG_DEDN_CALCULATOR<br><br>2. Configure element entry to pass the jurisdiction and applicable tax rate.<br>For further info, see Define the State and Local Tax Jurisdiction Through Element Entry in the Help Center. |

## Configure the Balances

Balance configuration for state and local taxes involves activities in the following areas.

1. Define the balance
2. Define the balance dimension
3. Configure the balance for tax filing

## How You Define the Balance

Use the Balance Definitions task to define any balances required for the tax and establish their feeds.

In most cases, the following balances are required for a tax. There can be scenarios where one or more aren't.

| Balance name | What this is |
|---|---|
| Withheld or Liability | Calculated tax amount for the US state or local tax. |
| Reduced Subject Wages | Wages or salary used to calculate the withheld or liability amount for this tax. |
| Total Wage or Gross | Total wages or gross pay. |

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| Balance name | What this is |
|---|---|
| Taxable Wages | Taxable wages, which can vary based on the wage basis rules. Because the payroll process currently doesn't have wage basis rules for local taxes, it uses the state wage-basis rules instead.

If the state wage-basis rules are incompatible with your local tax, you must define your own local wage-basis rules.

For further info, see Human Resources Cloud Implementing Payroll for the United States in the Help Center. |

**Note:** Don't use the predefined Gross Earnings balance as part of the balances you configure at the enterprise level. This would result in incorrect tax codes.

The configuration of these balances varies according to each state or local tax's requirements. Refer to the appropriate tax authority for more info.

You must ensure that you have defined the correct balance feeds for these balances.

## How You Define the Balance Dimension

When you create the four balance definitions described in the previous section, you must define them with the balance dimensions appropriate for the tax's archive level. The tax-filing processes consume the balances dimensions at the payroll relationship level. You must define the dimensions at the Relationship Tax Unit level as noted in the following table.

For example, for a tax that's at the City level, use the City archive-level balance definitions.

The BASE_DIMENSION_NAME refers to the Global Payroll Name. You would see the TL_DIMENSION_NAME in the Balance Definitions task.

| Archive level | BASE_DIMENSION_NAME | DBI suffix | TL_DIMENSION_NAME |
|---|---|---|---|
| Federal | Core Relationship Tax Unit Run | _REL_TU_RUN | Relationship Tax Unit Run |
| Federal | Core Relationship Tax Unit Payslip | _REL_TU_PAYSLIP | Relationship Tax Unit Payslip |
| Federal | Core Relationship Tax Unit Year to Date | _REL_TU_YTD | Relationship Tax Unit Year to Date |
| Federal | Core Relationship Tax Unit Quarter Year to Date | _REL_TU_QTD | Relationship Tax Unit Quarter Year to Date |
| State | Core Relationship Tax Unit,Area1 Run | _REL_TU_STATE_RUN | Relationship Tax Unit,State Run |
| State | Core Relationship Tax Unit, Area1 Payslip | _REL_TU_AR1_PAYSLIP | Relationship Tax Unit, Area1 Payslip |
| State | Core Relationship Tax Unit,Area1 Year to Date | _REL_TU_STATE_YTD | Relationship Tax Unit,State Year to Date |

| Archive level | BASE_DIMENSION_NAME | DBI suffix | TL_DIMENSION_NAME |
|---|---|---|---|
| State | Core Relationship Tax Unit,Area1 Quarter Year to Date | _REL_TU_STATE_QTD | Relationship Tax Unit,State Quarter Year to Date |
| County | Core Relationship Tax Unit,Area1,2 Run | _REL_TU_COUNTY_RUN | Relationship Tax Unit,County Run |
| County | Core Relationship Tax Unit, Area1,2 Payslip | _REL_TU_AR12_PAYSLIP | Relationship Tax Unit, Area1,2 Payslip |
| County | Core Relationship Tax Unit,Area1,2 Year to Date | _REL_TU_COUNTY_YTD | Relationship Tax Unit,County Year to Date |
| County | Core Relationship Tax Unit,Area1,2 Quarter Year to Date | _REL_TU_COUNTY_QTD | Relationship Tax Unit,County Quarter Year to Date |
| City | Core Relationship Tax Unit,Area1,2,3 Run | _REL_TU_CITY_RUN | Relationship Tax Unit,City Run |
| City | Core Relationship Tax Unit, Area1,2,3 Payslip | _REL_TU_AR123_PAYSLIP | Relationship Tax Unit, Area1,2,3 Payslip |
| City | Core Relationship Tax Unit,Area1,2,3 Year to Date | _REL_TU_CITY_YTD | Relationship Tax Unit,City Year to Date |
| City | Core Relationship Tax Unit,Area1,2,3 Quarter Year to Date | _REL_TU_CITY_QTD | Relationship Tax Unit,City Quarter Year to Date |
| School District | Core Relationship Tax Unit,Area1,4 Run | _REL_TU_SCHOOL_RUN | Relationship Tax Unit,School Run |
| School District | Core Relationship Tax Unit, Area1,4 Payslip | _REL_TU_AR14_PAYSLIP | Relationship Tax Unit, Area1,4 Payslip |
| School District | Core Relationship Tax Unit,Area1,4 Year to Date | _REL_TU_SCHOOL_YTD | Relationship Tax Unit,School Year to Date |
| School District | Core Relationship Tax Unit,Area1,4 Quarter Year to Date | _REL_TU_SCHOOL_QTD | Relationship Tax Unit,School Quarter Year to Date |

## How You Configure the Balance for Tax Filing

Use the Enterprise HCM Information task to configure the balances you have defined. Include them in the periodic or quarterly tax filing extract.

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For each balance you defined:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Enterprise HCM Information**.
3. Go into Edit mode.
4. In **US Balance Definition**, click **Add Row**.
5. Enter the following values.

| Field name | What you enter |
|---|---|
| Legislative Data Group Name | Select a US legislative data group. |
| Archive Level | Select the archive level appropriate to the level of the balance.<br><br>**Note:**<br>Don't select **Federal** for any local taxes. Use **Federal** for balances with no area contexts, such as taxes that don't apply to the state, county, city or school district levels. |
| Category | Select the category to match the balance.<br><br>For example, if the category is **Withheld or Liability**, then the balance name in the next field must be the balance for the actual calculated tax withheld or liability.<br><br>To include the new tax in the third-party tax files, it usually would need four rows in this table, one for each category.<br><br>    o  Withheld or Liability<br>    o  Reduced Subject Wages<br>    o  Total Wage or Gross<br>    o  Taxable Wages |
| Balance Name | Select the balance's name. |
| Tax Code | Enter the tax code. This code is user-defined, and the payroll process doesn't validate it. You must ensure its accuracy and uniqueness.<br><br>The following formatting rules apply according to the tax level.<br><br>    o  Federal<br><br>       Any alphanumeric value up to 15 characters. Nothing is prefixed to this value.<br>    o  State<br><br>       Any alphanumeric value, up to 13 characters. The 2-character state postal code is automatically prefixed to this value. |

| Field name | What you enter |
|---|---|
| | ○ County<br><br>Any alphanumeric value, up to 10 characters. The 2-character state postal code and 3-character county geocode are automatically prefixed to this value.<br>○ City<br><br>Any alphanumeric value, up to 6 characters. The 2-character state postal code, 3-character county geocode, and 4-character city geocode are automatically prefixed to this value.<br>○ School District<br><br>Any alphanumeric value, up to 8 characters. A 2-character state postal code and 5-character school geocode are automatically prefixed to this value.<br><br>**Note:**<br>○ Advise your tax-filing account manager of this code, so they can properly uptake it for their processing of the local tax.<br>○ If you're using this tax type for only periodic reporting (**Periodic** report usage), this field isn't used.<br><br>You can enter any value here.<br>○ Use the same tax code for each of the four balance categories described above. |
| Type | Select **Balance**. |
| Report Usage | Select the reporting type for this tax.<br><br>Select **Periodic and Quarterly** to capture the tax data in the periodic archive. For use in periodic and quarterly tax filing.<br><br>Select **Periodic** to capture the tax data in the periodic archive only. For use with configured reports.<br><br>**Note:**<br>If you select a balance for archival that's already being archived (such as a predefined balance), the balance is archived twice. |

6. Repeat for each balance you defined for the new tax.

   To include this tax in the third-party tax files, your US Balance Definition table requires these rows. Create one for each category with the same tax code.

   ○ Withheld or Liability
   ○ Reduced Subject Wages
   ○ Total Wage or Gross
   ○ Taxable Wages

**7.** Click **Submit**.

## Prepare for Third-Party Reporting

After you create and configure the local taxes, configure the Third-Party Tax Filing Interface to include them in the periodic tax filing and quarterly tax filing extracts.

Work with your third-party provider to ensure those taxes are filed and paid.

For further info, see Oracle Cloud Human Capital Management for United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

*Related Topics*
- State and Local Tax Reporting Options for the US
- Define the State Tax Jurisdiction Through Element Entry
- Define the State and Local Tax Jurisdiction Through Fast Formula
- Oracle Cloud Human Capital Management for United States: State and Local Tax Configuration

## State and Local Tax Reporting Options for the US

When you define state and local taxes, you define their reporting level. This determines which archive captures the tax info, the extract that gathers that info, and the statutory reports that consume it.

These reporting levels are available.

- Periodic
- Quarterly
- Periodic and Quarterly

**Note:** For further info, see Oracle Cloud Human Capital Management for United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

### Periodic

Includes the state and local tax info in the periodic archive.

Use this for reports you have configured yourself.

### Quarterly

Includes the state and local tax info in the quarterly tax-filing extract.

Use this for quarterly tax filing.

### Periodic and Quarterly

Includes the state and local tax info in the periodic archive and quarterly tax-filing extract.

Use this for periodic and quarterly tax filing and for reports you have configured yourself.

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*Related Topics*

# Define the State and Local Tax Jurisdiction Through Fast Formula

For this example, you're defining a new state employer liability for the New Jersey Employer Payroll Expense tax. Because you never anticipate using this configuration for any other state, you're setting the state through fast formulas.

You're assuming a New Jersey Employer Payroll Expense tax of 1 percent of gross earnings for the calculation, with payroll results configured for periodic and quarterly archival and reporting.

These are the high-level steps.

1. Define and configure the elements.
2. Configure the fast formulas.
3. Configure the balances.
4. Create element entries.
5. Validate tax calculations.
6. Extract the payroll data.

## Define and Configure the Elements

To define the New Jersey Employer Payroll Expense tax, perform the following element operations.

1. Define the state tax base element, New Jersey Payroll Tax.
2. Configure the element's input values.
3. Configure the state tax results element, New Jersey Payroll Tax Results.

## Defining the State Tax Element

To define the base element:

1. Start the Elements task.
2. Create an Employer Taxes element with the following settings.

| Field name | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Name | New Jersey Payroll Tax |
| Primary Classification | Employer Taxes |
| Secondary Classification | Leave blank |
| Employment Level | Payroll relationship level |

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| Field name | What you enter |
|---|---|
|  |  |
| Calculation Rule | Percentage |

3. Specify the other required fields as needed, and submit.

## Configuring the Element Input Values

After you define the element, you define a State input value that identifies New Jersey as the jurisdiction.

1. On the Element Summary page, click **Input Values**.
2. Click **Actions** and then **Create Input Values**.
3. In **Create Input Value**, specify these values.

| Field name | What you enter |
|---|---|
| Name | State |
| Displayed | Selected |
| Allow User Entry | Selected |
| Create a Database Item | Selected |
| Unit of Measure | Integer |
| Display Sequence | 1 |

4. In **Default Entry Values and Validation**, set this value.

| Field | What you enter |
|---|---|
| Reference | State |

5. In **Default Value**, set these values.

| Field name | What you enter |
|---|---|
| Default | NJ |
| Apply Default at Run Time | Don't select |

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| Field name | What you enter |
|---|---|
|  |  |

6. Click **Save**.
7. Edit the Percentage input value to set the default to 1.
8. Review all other input values.

   Make sure none of them use a display sequence of 1. If they do, renumber them appropriately.

   Don't create element eligibility until after you have configured the input values.
9. Create the element eligibility.

## Configuring the State Tax Results Element

When you defined the New Jersey Payroll Tax element, the template automatically created a results element, New Jersey Payroll Tax Results. Make these configuration changes to the results element.

1. Using the Elements task, search for and open for editing the New Jersey Payroll Tax Results element.
2. Set the priority to 6255.

   This ensures the payroll process:
   - Runs the results element after the base element
   - Makes the results element available for selection when setting the formula results (see the next section)
3. Create a State input value with the same settings as the base element.
4. Review all other input values.

   Make sure none of them use a display sequence of 1. If they do, renumber them appropriately.
5. Create a Gross Earnings input value with the following values.

| Field name | What you enter |
|---|---|
| Displayed | Selected |
| Allow User Entry | Selected |
| Create Database Item | Selected |
| Unit of Measure | Money |

## Configure the Fast Formulas

When you define the New Jersey Payroll Tax base element, the template creates these fast formulas.

- New Jersey Payroll Tax_CHG_DEDN
- New Jersey Payroll Tax_CHG_DEDN_CALCULATOR

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Edit these fast formulas to default the jurisdiction for the state of New Jersey.

1. Use the Fast Formula task to modify the New Jersey Payroll Tax_CHG_DEDN formula.

   Edit this formula to make these changes.

   a. Locate the `INPUTS are Amount` section, and add a `,state(number)` entry after it.
   b. Locate the `call_formula( 'GLB_DEDN_CHG_BASE'` statement, and insert this immediately before it.

   ```
   ee_id2 = ee_id ||'State'
   IF (WSA_EXISTS(ee_id2,'TEXT_TEXT')) THEN
    ( ee_array = WSA_GET(ee_id2, EMPTY_TEXT_TEXT) )
    ELSE
    ( dummy = PAY_INTERNAL_LOG_WRITE('[NEW_JERSEY_PAYROLL_TAX_CHG_DEDN] - ARRAY NOT FOUND : ' ||
   ee_id2))
    IF (State WAS NOT DEFAULTED) THEN
    ( ee_array['State'] = to_char(State)
    dummy = PAY_INTERNAL_LOG_WRITE('[NEW_JERSEY_PAYROLL_TAX_CHG_DEDN] - 999 : ' || to_char(State))
    wsa_set(ee_id2, ee_array))
   ```

   c. Locate the `IF error_mesg` section, and modify it to include a state reference:

   ```
   ( Return error_mesg, state )
   ```
   d. Submit and compile the formula.

2. Modify the New Jersey Payroll Tax_CHG_DEDN_CALCULATOR formula.

   Edit this formula to make these changes.

   a. At the end of the declaration section, add this line.

   ```
   Default for NEW_JERSEY_PAYROLL_TAX_STATE_REL_ENTRY_VALUE is 31
   ```

   b. After the `INPUTS` section, add this line.

   ```
   State = NEW_JERSEY_PAYROLL_TAX_STATE_REL_ENTRY_VALUE
   ```

   c. Search for the `call_formula( 'GLB_DEDN_CHG_CALC'` section. Locate the following lines at the end of that section.

   ```
    stop_entry
    )
   ```

   After these lines, insert this.

   ```
   ee_id2 = ee_id||'State'
   IF (WSA_EXISTS(ee_id2,'TEXT_TEXT')) THEN
    ( ee_array = WSA_GET(ee_id2, EMPTY_TEXT_TEXT)
    dummy = PAY_INTERNAL_LOG_WRITE('[NEW_JERSEY_PAYROLL_TAX_CHG_DEDN_CALCULATOR] 999 = '|| ee_id2)
    IF ee_array.EXISTS('State') THEN
    ( state = to_number(ee_array['State'] )
    dummy = PAY_INTERNAL_LOG_WRITE('[NEW_JERSEY_PAYROLL_TAX_CHG_DEDN_CALCULATOR] = '||
    to_char(state)) )
    )
   ```

   d. Search for the `RETURN` statements that include `dedn_amt`, and add this at the end of each.

   ```
   eligible_compensation,
   ```

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```
state
```

     **e.** Submit, and compile the formula.

**3.** Return to the Elements task.

**4.** Make these changes to the New Jersey Payroll Tax Calculator element.

     **a.** Select **Status Processing Rules**, and select the current rule.

     **b.** Create a formula result rule to pass ELIGIBLE_COMPENSATION as an indirect result to the Gross Earnings input value of the Results element.

     **c.** Create a formula result rule to pass STATE as an indirect result to the State input value of the Results element.

## Configure the Balances

After you configure the fast formulas, you define the balances necessary for this tax.

**1.** Define the state tax balances.

**2.** Implement the balances at the enterprise level.

## Defining State Tax Balances

Define and configure the required balances.

**1.** Use the Balance Definitions task to define a Reduced Subject Wages balance.

| Field name | What you enter |
|---|---|
| Name | New Jersey Payroll Tax Reduced Subject Wages |
| Balance Category | Employer Tax Wages |
| Unit of Measure | Money |
| Balance Dimensions | Because this is a state-level tax, search for and add the following.<br><br>  ○  Relationship Tax Unit,State Run<br><br>  ○  Relationship Tax Unit,State Year to Date<br><br>  ○  Relationship Tax Unit, Area1 Payslip<br><br>  ○  Relationship Tax Unit,State Quarter to Date |
| Balance Feeds by Element | New Jersey Payroll Tax Results |
| Input Value | Gross Earnings |

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**2.** Define a Taxable Wages balance.

| Field name | What you enter |
| --- | --- |
| Name | New Jersey Payroll Tax Taxable Wages |
| Balance Category | Employer Tax Wages |
| Unit of Measure | Money |
| Balance Dimensions | Because this is a state-level tax, search for and add the following.<br><br>    o  Relationship Tax Unit,State Run<br>    o  Relationship Tax Unit,State Year to Date<br>    o  Relationship Tax Unit, Area1 Payslip<br>    o  Relationship Tax Unit,State Quarter to Date |
| Balance Feeds by Element | New Jersey Payroll Tax Results |
| Input Value | Gross Earnings |

**3.** Define a Gross Wages balance.

| Field name | What you enter |
| --- | --- |
| Name | New Jersey Payroll Tax Gross Wages |
| Balance Category | Employer Tax Wages |
| Unit of Measure | Money |
| Balance Dimensions | Because this is a state-level tax, search for and add the following.<br><br>    o  Relationship Tax Unit,State Run<br>    o  Relationship Tax Unit,State Year to Date<br>    o  Relationship Tax Unit, Area1 Payslip<br>    o  Relationship Tax Unit,State Quarter to Date |
| Balance Feeds by Element | New Jersey Payroll Tax Results |

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| Field name | What you enter |
|---|---|
| Input Value | Gross Earnings |

4. Configure the predefined New Jersey Payroll Tax Eligible Compensation balance.

Make these changes.

   a. Add these balance classifications as feeds.

- Regular
- Supplemental Earnings
- Imputed Earnings

   b. Add these balance dimensions.

- Relationship Tax Unit,State Run
- Relationship Tax Unit,State Year to Date
- Relationship Tax Unit, Area1 Payslip
- Relationship Tax Unit,State Quarter to Date

5. Add the same balance dimensions to the predefined New Jersey Payroll Tax balance.

## Implementing the Balances at the Enterprise Level

Perform these steps to implement the balances you defined in the previous section. This makes them available for payroll archival and reporting.

1. Start the Manage Enterprise HCM Information task.
2. Add a row to the US Balance Definition table, and enter these values.

| Field name | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Reduced Subject Wages |
| Balance Name | New Jersey Payroll Tax Reduced Subject Wages |
| Tax Code | PAYTAX_ER |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

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**3.** Add a row to the US Balance Definition table, and enter these values.

| Field | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Taxable Wages |
| Balance Name | New Jersey Payroll Tax Taxable Wages |
| Tax Code | PAYTAX_ER |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

**4.** Add a row to the US Balance Definition table, and enter these values.

| Field | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Withheld or Liability |
| Balance Name | New Jersey Payroll Tax |
| Tax Code | PAYTAX_ER |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

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5. Add a row to the US Balance Definition table, and enter these values.

| Field | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Total Wage or Gross |
| Balance Name | New Jersey Payroll Tax Gross Wages |
| Tax Code | PAYTAX_ER |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

**Note:** As the tax you're defining is for New Jersey, the tax filing processes automatically prefixes the tax code with NJ. For example, NJPAYTAX_ER.

## Create Element Entries

After you configure the required balances, use the Element Entries task to create element entries for each employee subject to this New Jersey tax.

1. Start the Element Entries task for the selected employee.
2. Select the effective date for your new entry.
3. Click **Create**.
4. Select the New Jersey Payroll Tax element.
5. Click **Continue** and then **Submit**.

## Validate Tax Calculations

Use these steps to validate your new New Jersey state tax.

1. Run your payroll.
2. Upon completion, check the Statement of Earnings run results.

   For further info, see How to View the Statement of Earnings for the US in the Help Center.
3. Verify the tax was calculated correctly and the State and Gross Earnings input values were correctly populated.

## Extract the Payroll Data

For complete info about third-party tax reporting, refer to the US Third-Party Tax Filing Interface technical brief.

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To extract the state tax data in preparation for submitting to a third-party tax filing agent:

1. Run prepayments.

   For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.
2. Run the periodic archive.

   For further info, see Archive Periodic Payroll Results for the US in the Help Center.
3. Run the Third-Party Periodic Tax Filing Extract.

   For further info, see Oracle Cloud Human Capital Management for United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.
4. Check the output file.

   Verify the following.

   - Correct TAX CODE appears in the file
   - All four balances you defined were passed on one record for the NJPAYTAX_ER tax code
5. Run the Third-Party Quarterly Tax Filing Extract process to verify your state tax data.

*Related Topics*
- State and Local Taxes for the US
- Troubleshoot State and Local Tax Configuration for the US
- Define the State Tax Jurisdiction Through Element Entry

## Define the State Tax Jurisdiction Through Element Entry

For this example, you're defining the Payroll Waterfront Tax employer liability for the following jurisdictions.

- New Jersey at 2 percent gross wages
- New York at 1.85 percent gross wages

Because this tax has multiple jurisdictions, you don't predefine the states or deduction percentages on the fast formula. Instead, you identify both on the employee's element entry.

This involves the following high-level steps.

1. Define and configure the elements.
2. Configure the fast formulas.
3. Configure balances.
4. Create element entries.
5. Validate tax calculations.
6. Extract the payroll data.

### Define and Configure the Elements

To define your element for this employer state localized tax:

1. Define the state tax element, Payroll Waterfront Employer Tax.
2. Configure the element's input values.
3. Configure the state tax results element, Payroll Waterfront Employer Tax Results.

## Defining the State Tax Element

To define the base element:

1. Start the Elements task.
2. Create an Employer Taxes element with these settings.

| Field | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Name | Payroll Waterfront Employer Tax |
| Primary Classification | Employer Taxes |
| Secondary Classification | Leave blank |
| Employment Level | Payroll relationship level |
| Calculation Rule | Percentage |

3. Enter the other required fields as needed, and submit.

## Configuring the Element Input Values

After you define the element, you define an input value that identifies the jurisdiction to be at the state level.

1. On the Element Summary page, click **Input Values**.
2. Click **Actions** and then **Create Input Values**.
3. In **Create Input Value**, set these values.

| Field name | What you enter |
|---|---|
| Name | State |
| Displayed | Selected |
| Allow User Entry | Selected |
| Create a Database Item | Selected |
| Unit of Measure | Integer |

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| Field name | What you enter |
|---|---|
| Display Sequence | 1 |

4. In **Default Entry Values and Validation**, set this value.

| Field name | What you enter |
|---|---|
| Reference | State |

5. Click **Save**.
6. Review all other input values.

   Make sure none of them use a display sequence of 1. If they do, renumber them appropriately.

   Don't create element eligibility until after you have configured the input values.
7. Create the element eligibility.

## Configuring the State Tax Results Element

When you defined the Payroll Waterfront Employer Tax element, the template automatically created a results element, Payroll Waterfront Employer Tax Results. Make the following configuration changes to this element.

1. Using the Elements task, search for and open for editing the Payroll Waterfront Employer Tax Results element.
2. Set the priority to 6255. This ensures the payroll process:

   o Runs the results element after the base element

   o Makes the results element available for selection when setting the formula results (see the next section)
3. Create a **State** input value with the same settings as the base element.
4. Review all other input values.

   Make sure none of them use a display sequence of 1. If they do, renumber them appropriately.
5. Create a **Gross Earnings** input value with the following values.

| Field name | What you enter |
|---|---|
| Displayed | Selected |
| Allow User Entry | Selected |
| Create Database Item | Selected |
| Unit of Measure | Money |

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## Configure the Fast Formulas

When you define the Payroll Waterfront Employer Tax base element, the template creates these fast formulas.

- Payroll Waterfront Employer Tax_CHG_DEDN
- Payroll Waterfront Employer Tax_CHG_DEDN_CALCULATOR

Edit these fast formulas to identify the jurisdiction is at the state level.

1. Use the Fast Formula task to modify the Payroll Waterfront Employer Tax_CHG_DEDN formula to pass the jurisdiction input value to the calculator formula.

   Edit this formula to make these changes.

   a. Locate the `INPUTS are Amount` section, and add a `,state(number)` entry after it.
   b. Locate the `call_formula( 'GLB_DEDN_CHG_BASE'` section, and insert this immediately before it.

   ```
   ee_id2 = ee_id ||'State'
   IF (WSA_EXISTS(ee_id2,'TEXT_TEXT')) THEN
    ( ee_array = WSA_GET(ee_id2, EMPTY_TEXT_TEXT) )
    ELSE
    ( dummy = PAY_INTERNAL_LOG_WRITE('[PAYROLL_WATERFRONT_EMPLOYER_TAX_CHG_DEDN] - ARRAY NOT FOUND :
    ' || ee_id2))
    IF (State WAS NOT DEFAULTED) THEN
    ( ee_array['State'] = to_char(State)
    dummy = PAY_INTERNAL_LOG_WRITE('[PAYROLL_WATERFRONT_EMPLOYER_TAX_CHG_DEDN] - 999 : ' ||
    to_char(State))
    wsa_set(ee_id2, ee_array))
   ```

   c. Locate the `IF error_mesg` section, and modify it to include a state reference.

   ```
   Return error_mesg, state
   ```

   d. Submit and compile the formula.

2. Modify the Payroll Waterfront Employer Tax_CHG_DEDN_CALCULATOR formula to pass the jurisdiction input values.

   Edit this formula to make these changes.

   a. At the end of the declaration section, add this line.

   ```
   Default for PAYROLL_WATERFRONT_EMPLOYER_TAX_STATE_REL_ENTRY_VALUE is 31
   ```

   b. After the `INPUTS` section, add this line.

   ```
   State = PAYROLL_WATERFRONT_EMPLOYER_TAX_STATE_REL_ENTRY_VALUE
   ```

   c. Search for the `call_formula( 'GLB_DEDN_CHG_CALC'` section. Locate these lines at the end of the `call_formula` section.

   ```
    stop_entry
    )
   ```

   After these lines, insert this.

   ```
   ee_id2 = ee_id||'State'
   IF (WSA_EXISTS(ee_id2,'TEXT_TEXT')) THEN
     ( ee_array = WSA_GET(ee_id2, EMPTY_TEXT_TEXT)
   ```

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```
dummy = PAY_INTERNAL_LOG_WRITE('[PAYROLL_WATERFRONT_EMPLOYER_TAX_CHG_DEDN_CALCULATOR] 999 = '||
ee_id2)
IF ee_array.EXISTS('State') THEN
( state = to_number(ee_array['State'] )
dummy = PAY_INTERNAL_LOG_WRITE('[PAYROLL_WATERFRONT_EMPLOYER_TAX_CHG_DEDN_CALCULATOR] = '||
to_char(state)) )
)
```

    d. Search for the `RETURN` statements that include `dedn_amt`, and add these lines at the end of each.

```
eligible_compensation,
state
```

    e. Submit and compile the formula.

3. Return to the Elements task.
4. Make these changes to the Payroll Waterfront Employer Tax Calculator element.

    a. Select **Status Processing Rules**, and select the current rule.

    b. Create a formula result rule to pass ELIGIBLE_COMPENSATION as an indirect result. Pass this result to the Gross Earnings input value of the Payroll Waterfront Employer Tax Results element.

    c. Create a formula result rule to pass STATE as an indirect result to the State input value of the Payroll Waterfront Employer Tax Results element.

## Configure the Balances

After you configure the fast formulas, you define the balances necessary for this tax.

1. Define the state tax balances.
2. Implement the balances at the enterprise level.

## Defining the State Tax Balances

Define and configure the required balances.

1. Use the Balance Definitions task to define a Reduced Subject Wages balance.

| Field name | What you enter |
| --- | --- |
| Name | Payroll Waterfront Employer Tax Reduced Subject Wages |
| Balance Category | Employer Tax Wages |
| Unit of Measure | Money |
| Balance Dimensions | Because this is a state-level tax, search for and add the following. <br><br> o Relationship Tax Unit,State Run <br><br> o Relationship Tax Unit,State Year to Date <br><br> o Relationship Tax Unit, Area1 Payslip <br><br> o Relationship Tax Unit,State Quarter to Date |
| Balance Feeds by Element | Payroll Waterfront Employer Tax Results |

| Field name | What you enter |
| --- | --- |
| | |
| Input Value | Gross Earnings |

2. Define a Taxable Wages balance.

| Field name | What you enter |
| --- | --- |
| Name | Payroll Waterfront Employer Tax Taxable Wages |
| Balance Category | Employer Tax Wages |
| Unit of Measure | Money |
| Balance Dimensions | Because this is a state-level tax, search for and add the following.<br><br>○ Relationship Tax Unit,State Run<br>○ Relationship Tax Unit,State Year to Date<br>○ Relationship Tax Unit, Area1 Payslip<br>○ Relationship Tax Unit,State Quarter to Date |
| Balance Feeds by Element | Payroll Waterfront Employer Tax Results |
| Input Value | Gross Earnings |

3. Define a Gross Wages balance.

| Field | What you enter |
| --- | --- |
| Name | Payroll Waterfront Employer Tax Gross Wages |
| Balance Category | Employer Tax Wages |
| Unit of Measure | Money |
| Balance Dimensions | Because this is a state-level tax, search for and add the following.<br><br>○ Relationship Tax Unit,State Run<br>○ Relationship Tax Unit,State Year to Date |

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| Field | What you enter |
|---|---|
| |    o   Relationship Tax Unit, Area1 Payslip<br><br>   o   Relationship Tax Unit,State Quarter to Date |
| Balance Feeds by Element | Payroll Waterfront Employer Tax Results |
| Input Value | Gross Earnings |

4. Configure the predefined Payroll Waterfront Employer Tax Eligible Comp balance.

   Make these changes.

   a. Add these balance classifications as feeds.

      - Regular
      - Supplemental Earnings
      - Imputed Earnings

   b. Add these balance dimensions.

      - Relationship Tax Unit,State Run
      - Relationship Tax Unit,State Year to Date
      - Relationship Tax Unit, Area1 Payslip
      - Relationship Tax Unit,State Quarter to Date

5. Add the same balance dimensions to the predefined Payroll Waterfront Employer Tax balance.

## Implementing the Balances at the Enterprise Level

Perform these steps to implement the balances you configured in the previous section. This makes them available for payroll archival and reporting.

1. Start the Enterprise HCM Information task.
2. Add a row to the US Balance Definition table, and enter these values.

| Field name | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Reduced Subject Wages |
| Balance Name | Payroll Waterfront Employer Tax Reduced Subject Wages |
| Tax Code | PAYTAX_ER |

| Field name | What you enter |
| --- | --- |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

3. Add a row to the US Balance Definition table, and enter these values.

| Field name | What you enter |
| --- | --- |
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Taxable Wages |
| Balance Name | Payroll Waterfront Employer Tax Taxable Wages |
| Tax Code | PAYTAX_ER |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

4. Add a row to the US Balance Definition table, and enter these values.

| Field | What you enter |
| --- | --- |
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Withheld or Liability |
| Balance Name | Payroll Waterfront Employer Tax |
| Tax Code | PAYTAX_ER |

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| Field | What you enter |
|---|---|
| Type | Balance |
| Report Usage | Periodic and Quarterly |

5. Add a row to the US Balance Definition table, and enter these values.

| Field | What you enter |
|---|---|
| Legislative Data Group | Your US legislative data group |
| Archive Level | State |
| Category | Total Wage or Gross |
| Balance Name | Payroll Waterfront Employer Tax Gross Wages |
| Tax Code | PAYTAX_ER |
| Type | Balance |
| Report Usage | Periodic and Quarterly |

**Note:** As this tax applies to multiple states, you enter the new element on your employee with an appropriate State input value for each. This ensures the tax filing processes prefix the tax code with the state codes. For example, NJPAYTAX1_ER and NYPAYTAX1_ER.

## Create Element Entries

After you configure the required balances, use the Element Entries task to create element entries for each employee subject to this tax.

1. Start the Element Entries task for the selected employee.
2. Select the effective date for your new entry.
3. Click **Create**.
4. Select the Payroll Waterfront Employer Tax element.
5. Click **Continue**.
6. Select either New Jersey or New York as the state, whichever is appropriate for the employee.
7. In **Percentage**, enter `2.0` for New Jersey employees or `1.85` for New York employees.
8. Click **Submit**.

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## Validate Tax Calculations

Use these steps to validate your new Payroll Waterfront Tax for New Jersey and New York.

1. Run your payroll.
2. Upon completion, check the Statement of Earnings run results.
   For further info, see How to View the Statement of Earnings for the US in the Help Center.
3. Verify the tax was calculated correctly and the State and Gross Earnings input values were correctly populated.

## Extract the Payroll Data

For complete info about third-party tax reporting, refer to the US Third-Party Tax Filing Interface technical brief.

To extract the state tax data in preparation for submitting to a third-party tax filing agent.

1. Run prepayments.
   For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.
2. Run the periodic archive.
   For further info, see Archive Periodic Payroll Results for the US in the Help Center.
3. Run the Third-Party Periodic Tax Filing Extract.
   For further info, see Oracle Cloud Human Capital Management for United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.
4. Check the output file.
   Verify the following.
   - Correct TAX CODE appears in the file
   - All four balances you defined were passed on one record for tax code NJPAYTAX1_ER
   - All four balances you defined were passed on one record for tax code NYPAYTAX1_ER
5. Run the Third-Party Quarterly Tax Filing Extract process to verify your state tax data.

*Related Topics*
- State and Local Taxes for the US
- Troubleshoot State and Local Tax Configuration for the US
- Define the State and Local Tax Jurisdiction Through Fast Formula

# Examples of Overriding a Location-Based Tax for the US

In instances where Vertex imposes a location-based tax, and the employer disagrees with it, you can override the tax.

Do this by changing the relevant employee's work or home location.

## Override the Employee Home Location

To create the override:

1. From **My Client Groups**, click **Person Management**.
2. Search for the person.
3. Select **Person Information**.
4. In **Name and Addresses**, select **Create Address**.

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    **5.** In the **Create Address window**, create the wanted address using the Resident Tax Address type.

## Override the Employee Work Location

To create the override:

1. From **My Client Groups**, click **Show More**.
2. In **Employment**, click **Employment Info**.
3. Search for the person.
4. In **Assignment**, select **Edit**.
5. Select the address in **Work Tax Address**.

# Troubleshoot State and Local Tax Configuration for the US

Errors can occur in your third-party tax file for several reasons. Check your local tax configuration for these issues.

- Balance names are missing from the Manage Enterprise HCM Information task

- Tax info is missing or incorrect in your payroll results

- Balance info is missing from the statement of earnings (SOE)

- Extract includes incorrect tax codes

- Tax info is missing from the extract

For further info, see the following sections.

## Balance Names Are Missing

When you configure the balances in the Manage Enterprise HCM Information task, one or more balance names are missing in the **Balance Name** field.

To resolve this issue, confirm you have defined all required balance dimensions for each balance. If any are missing, the associated balance name wouldn't be available in the field.

## Tax Info Is Missing or Incorrect in Payroll Results

After processing payroll, you discover your tax wasn't calculated correctly. There are multiple reasons why this could happen.

- Errors in element definition
  Check the calculation rule and input value settings. Confirm you have set the priority of the results element to run after the primary element.

- Errors in fast formula configuration

- Incorrect balance definition, including balance dimensions
  Check for typos in the balance names and balance dimensions. Make sure you have selected the correct balance categories and input values.

## Balance Info Is Missing

After processing payroll, you find your state or local tax balance info isn't appearing in the employee SOE. In this case, check the balance definitions you created in the Balance Definition task. Confirm you used a balance category that corresponds to the primary classification you used for the elements.

For example, if you used `Employer Taxes` for your elements, you must choose the `Employer Taxes` balance category for the balances.

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## Extract Includes Incorrect Tax Codes

Upon processing the periodic tax file, you find the extract-generated tax codes for unintended jurisdictions with only the gross wages being passed.

In this case, check your enterprise balance setup and confirm you haven't used the predefined `Gross Earnings` balance. You must configure your own `Gross Wages` balance and ensure it's fed properly from your tax element.

## Tax Info Is Missing from the Extract

After processing payroll and extracting the tax data, you find the relevant tax info is missing. This occurs because of an error somewhere in the tax configuration process.

> **Note:** For further info, see Oracle Cloud Human Capital Management for United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

To resolve this issue, recheck all state or local tax settings, including using the Enterprise HCM Information task to ensure:

- You have specified a Category for each tax-filing balance.

    - Withheld or Liability
    - Reduced Subject Wages
    - Total Wage or Gross
    - Taxable Wages

- Each balance has the proper context: state, city, county, or school district.

    Check also that the archive level matches the context.

    Missing contexts could be a result of improperly setting the elements' input value sequence. The State, County, and City input values must have a display sequence of 1, 2, and 3 respectively. No other input values can have those same sequence numbers.

- The tax code you specified is:

    - Same for the four categories
    - Unique for the tax you're configuring
    - Accurately communicated to your third-party provider before generating the extract

*Related Topics*
- State and Local Tax Reporting Options for the US
- State and Local Taxes for the US
- Define the State Tax Jurisdiction Through Element Entry
- Define the State and Local Tax Jurisdiction Through Fast Formula

# State Courtesy Taxes

## Courtesy Withholding Taxes

In some states, if an employee resides in a different city, county, or state and works in another, they might be required to pay taxes for both localities.

As their employer, you might not be required to withhold and deposit taxes for both.

> **Note:** Individual local and state taxation rules vary. Consult with the appropriate tax authorities for complete compliance info on whether you're required to withhold.

For further info, see Oracle Cloud Human Capital Management for the United States: Courtesy Tax Implementation (2138998.1) on the Help Center.

### Here's How the Courtesy Tax Withholding Hierarchy Works

Before you can set up your organization for courtesy withholding, you need to understand the hierarchy courtesy taxes use. Configurations at lower levels override those at higher levels.

1. First it checks the configuration on the payroll statutory unit (PSU).
2. Then it checks the tax reporting unit (TRU).
   Entries here override the PSU.
3. Then it checks the employee Tax Withholding card.
   Entries here override both the TRU and PSU.

### How You Configure These Taxes

For instructions, see the following on the Help Center.

- Configure Courtesy Tax Withholding
- Configure County and City Withholding Rules for Courtesy Taxes
- Configure State Tax Withholding for Courtesy Taxes

### How You Set Up Courtesy Tax Overrides

For instructions, see the following on the Help Center.

- Override Vertex Rules for State Courtesy Taxes
- Override Vertex Rules for City Courtesy Taxes
- Override Vertex Rules for Courtesy Taxes at the Employee Level

### Where You Can Find Additional Info

For further info, see the following.

- All Documents for Cloud Applications HCM (1504483.1) on My Oracle Support
- Calculation Guide for the United States Vertex Payroll Tax Q Series

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# State Limit Taxes

## Limit Taxes

The payroll process enforces most tax limits at the payroll relationship level. This means it tracks them across the tax reporting units (TRUs) within their parent payroll statutory unit (PSU).

By default, the payroll process enforces the maximum wage and tax limits for all federal limit taxes at the PSU level. For state limit taxes, it does this at the TRU level.

However, you can override how the process tracks these limits.

> **Note:**  If you must have multiple PSUs, and you want the payroll process to access person-level balances across them, you can import balances from one PSU to another. For further info, see Oracle Cloud Human Capital Management for United States: Balance Adjustments (1600728.1) on My Oracle Support.

### How Payroll Relationships Affect Limit Taxes

A payroll relationship is the association between a person and a PSU. It represents the highest level of balance aggregation.

Employees working in multiple TRUs under the same PSU would have a single payroll relationship. The payroll process would have access to payroll relationship-level balances that span multiple TRUs through their parent PSU.

Employees working in multiple PSUs must have multiple payroll relationships, one for each. In these cases, their person-level balances can't span across their payroll relationships.

### How to Configure Federal Limit Taxes

Federal limit taxes include Social Security and FUTA. If you have multiple TRUs associated with your PSU, the process enforces the limits across all of them. For example, this is a common configuration if you're using a common paymaster.

However, you can override this default and track your federal-level limit taxes by individual TRU.

Perform this configuration before your first payroll run of the calendar year.

> **CAUTION:**  This procedure involves configuring your **Federal Income Tax** calculation component. FIT is **NOT** a limit tax. This won't impact your calculation of FIT. This solution was designed as a matter of convenience.

1. Start the Legal Reporting Unit Calculation Cards task from your implementation project.
2. Search for and select your TRU calculation card.

   Do this for each of your TRU cards.
3. In **Calculation Card Overview**, click **Federal**.
4. Click **Federal Income Tax**.
5. Click **Enterable Calculation Values on Calculation Cards**.
6. Click **Add**.
7. In **Display Value**, select **Federal Tax Limit Enforcement Level**.
8. In **Value**, enter **Tax Reporting Unit**.
9. Click **OK**.

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10. Click **Save and Close**.

## How to Configure State Limit Taxes

By default, the payroll process tracks all state taxes with limits at the individual TRU level, such as state unemployment insurance and state disability insurance.

However, you can override this default and track your state-level limit taxes at the parent PSU level.

Perform this configuration before your first payroll run of the calendar year.

> **CAUTION:** This procedure involves configuring your **Federal** component group and **Federal Income Tax** calculation component. FIT is **NOT** a state-level limit tax. This won't impact your calculation of FIT. This solution was designed as a matter of convenience.

1. Start the Legal Entity Calculation Cards task from your implementation project.
2. Search for and select your PSU calculation card.
3. In **Calculation Card Overview**, click **Federal**.
4. Click **Federal Income Tax**.
5. Click **Enterable Calculation Values on Calculation Cards**.
6. Click **Add**.
7. In **Display Value**, select **State Tax Limit Enforcement Level**.
8. In **Value**, enter **Payroll Statutor Unit**.
9. Click **OK**.
10. Click **Save and Close**.

*Related Topics*

- Configure Organization Calculation Cards for the US
- Federal and Regional Taxes for the US
- Oracle Cloud Human Capital Management for United States: Balance Adjustments

# State Reciprocity Agreements

## State Reciprocity Agreements

Some states have reciprocity agreements where the employee can claim nonresident status in those states. This allows the employee to have their resident state tax withheld instead of their work state tax.

To accomplish this, you must set the **Nonresident** field on their tax card to **Yes**. Otherwise, Vertex can't correctly calculate the reciprocity. For further info, see the Vertex Payroll Tax Calculation Guide for the United States.

To allow the employee to claim nonresident status:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the person, and open their tax card for editing.
4. In **Withholding Details**, click the employee's work state node.
5. Click **Edit** and select either **Update** or **Correct**.
6. In **State Tax Additional Information**, for **Nonresident**, select **Yes**.
7. Click **Save and Close**.

For example, Illinois and Kentucky have a reciprocity agreement. An employee living in Illinois and working in Kentucky would only have to pay Illinois state income tax (SIT). On this employee's tax card, for their work state node (KY), you identify them as a nonresident, excluding them from KY SIT calculations.

## Pennsylvania and Maryland Reciprocity

There's a reciprocity agreement for local taxation of Maryland residents working in Pennsylvania. For further info, see Pennsylvania Local Earned Income Tax in the Help Center.

*Related Topics*

- Configure Organization Calculation Cards for the US
- Pennsylvania Local Earned Income Tax
- Create a Personal Calculation Card for the US
- Tax Withholding Card

# State Unemployment Insurance

## State Unemployment Insurance Tax

To properly calculate tax withholding, you must set the state unemployment insurance (SUI) employer rates.

You define them on the payroll statutory unit (PSU) calculation card, and it applies to all associated tax reporting units (TRUs). You can then set overrides for TRUs and individual employees.

| What kind of rate info you want to track | How you track it |
|---|---|
| Employer and employee rates | To enter the SUI rate:<br><br>1. Start the Legal Entity Calculation Cards.<br>2. Enter an effective as-of date.<br>3. Search for and select for editing an existing PSU calculation card, or create one.<br>4. In **Calculation Card Overview**, select **Regional**.<br>5. If entries for the state don't already exist, click **Create** and select the state name.<br>6. In **Calculation Components**, select the state's State Unemployment row.<br>7. In **Details**, select **Enterable Calculation Values on Calculation Cards**.<br>8. Select **State Unemployment Employer Experience Rate**, and click **Edit**.<br><br>    Click **Create** if the row doesn't already exist.<br>9. In **Edit Calculation Values**, enter the rate and click **OK**.<br>10. Repeat these steps to set the SUI employee rate.<br>11. Click **Save**.<br><br>> **Note:**<br>> When you enter a SUI rate for a selected state, you must also provide component details for the state disability insurance and state income tax.<br><br>For further info, see Configure Organization Calculation Cards for the US in the Help Center. |
| Wage base rates | The payroll process maintains the state-specific SUI limits when: |

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| What kind of rate info you want to track | How you track it |
|---|---|
| | 1. An employee has a change in their work state<br>2. It's within the same TRU.<br>This includes granting applicable credit for the wages earned in the other state.<br><br>**Note:**<br>Not all states allow this credit. In these cases, the payroll process doesn't calculate the credit. For further info, refer to your state tax authority.<br><br>After those limits are reached, the payroll process stops the SUI deductions. It automatically adjusts the new state's SUI limit for the SUI wages you paid in the other state.<br><br>You can override how the process manages SUI wage limit credits at the PSU and TRU levels. For further info, see Limit Credits for State Unemployment Insurance in the Help Center. |
| Midyear SUI rate changes | For states that regularly perform midyear changes to their SUI tax rates, configure your organization card to use the quarterly self-adjustment method. By checking each quarter individually to determine adjustments, the payroll process maintains the integrity of the calculations before the change.<br><br>For further info, see Self-Adjustment Methods for Tax Withholding in the Help Center. |
| Wage limit configuration | Your legislative data group provides the predefined wage limits for state unemployment insurance (SUI). You can override these limits at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.<br><br>For further info, see Wage Limits for State Unemployment Insurance in the Help Center. |
| Tax limit configuration | By default, the payroll process tracks all state taxes with limits at the individual TRU level, such as state unemployment insurance and state disability insurance. However, you can override this default and track your state-level limit taxes at the parent PSU level.<br><br>For further info, see Limit Taxes in the Help Center. |

*Related Topics*

- Configure Organization Calculation Cards for the US
- Federal and Regional Taxes for the US
- Limit Taxes
- Self-Adjustment Methods for Tax Withholding
- Limit Credits for State Unemployment Insurance
- Wage Limits for State Unemployment Insurance

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# School District Taxes

## School District Income Taxes

For states that levy school district income taxes, you have to manually populate the school district on the Tax Withholding card.

Depending on the state, you enter the school district under either the City or County node:

1. In **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Tax Withholding card for editing.
5. Select **Update** from the **Action** menu.
6. In **Calculation Card Overview**, select the appropriate regional node.
7. To make the employee exempt from this tax, set **Exempt from School District** to **Yes**.
8. Click **Save and Close**.

*Related Topics*
- Tax Withholding Card

# California Taxes

## California Voluntary Plan Disability Insurance

You can provide Voluntary Plan Disability Insurance (VPDI) for California employees who have opted out of the state plan. VPDI plans use the same taxability rules, wage limits, and self-adjustment method as California's State Disability Insurance plan.

However, there are some areas you should consider.

- How to set the VPDI wage plan code

- How to configure VPDI tax withholding

- How to change disability plans

- How to exclude individual employees

### Set the VPDI Wage Plan Code

To set the wage plan code:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click either **Manage Legal Entity HCM Information** or **Manage Legal Reporting Unit HCM Information**, depending on which level is implementing the plan.
3. Select **California**.
4. Specify the wage plan code in the appropriate field.

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## Configure VPDI Tax Withholding

To make VPDI the default tax and set its withholding rate:

1. To configure this plan at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use the Legal Reporting Unit Calculation Cards task to configure it at the tax reporting unit (TRU) level.
2. In **Component Groups**, select the California state regional node.
3. In **Calculation Component**, select **State Disability**.
4. Select **Enterable Calculation Values on Calculation Cards**.
5. Click **Create**.
6. Search for and select **Default Disability Plan** as the display value.

   Setting this value on the TRU card would override the value on the payroll statutory unit card.
7. In **Value**, select the plan type.
8. Click **Save**.
9. Click **Create** again.
10. Search for and select **VPDI Employee Rate** as the display value.
11. In **Rate**, enter your employee rate.
12. Click **Save**.
13. Repeat these steps if you have a VPDI Employer Rate component.

## Change Disability Plans

Whether you're implementing a VPDI or reverting to the state plan, you can make this switch only at the beginning of the calendar year. If you change the plan after running the first payroll of the year, you must perform the balance adjustments to move the wages and taxes to the appropriate balances.

To change the wage plan code for your organization:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click either **Manage Legal Entity HCM Information** or **Manage Legal Reporting Unit HCM Information**, depending on which level is implementing the plan.
3. Select **California**.
4. Enter the new wage plan code.
5. If you're terminating the VPDI and moving back to the state plan, end date the **Default Disability Plan** value on the card.

## Exclude Individual Employees

For employees who opt out of the voluntary plan, enter an override on their tax card so that they use the state plan instead:

1. On their Tax Withholding card, set **Exempt from Voluntary Plan Disability** to **Yes**.
2. On the **California** regional node of their Reporting Information card, select the appropriate SDI code in **Wage Plan Code**.

*Related Topics*

- Configure Organization Calculation Cards for the US
- Configure the Form W-2
- Tax Withholding Card

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## California Wage Plan Code

You set the California wage plan code at the following levels.

- Payroll statutory unit (PSU)
- Tax reporting unit (TRU)
- Reporting Information Calculation Card

### Payroll Statutory Unit

Use the Legal Entity HCM Information task to set the wage plan code at the PSU level.

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Entity HCM Information**.
3. Select **Payroll Statutory Unit**.
4. Select **California**.
5. Specify the wage plan code.
6. Click **Submit** and then **Done**.

### Tax Reporting Unit

The code you set at the TRU level overrides the code you set for the PSU.

Use the Legal Reporting Unit HCM Information task to set the wage plan code at the TRU level.

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Reporting Unit HCM Information**.
3. Select **Tax Reporting Unit**.
4. Select **California**.
5. Specify the wage plan code.
6. Click **Submit** and then **Done**.

### Reporting Information Calculation Card

The code you set on an employee's Reporting Information calculation card overrides the values you set for the PSU and TRU. Set this override through the Calculation Cards task.

For further info, see Reporting Information Calculation Card for the US in the Help Center.

*Related Topics*

- Configure Tax Reporting Units for the US
- Define Legal Entities for the US
- Overview of Legal Reporting Unit Configuration for the US
- Reporting Information Card for the US

# Colorado Taxes and Exemptions

## Colorado Family and Medical Leave Insurance

Colorado Family and Medical Leave (FAMLI) is a program created to ensure all Colorado workers have access to paid leave. The program is funded 50% by the employer and 50% by the employee.

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This tax consists of these components.

- Family Leave Insurance Employee
- Family Leave Insurance Employer

However, there are some areas you should consider.

- What is the employee eligibility criteria
- How to override the tax rate
- How to opt your organization out of this tax
- How to exclude individual employees
- How to cost Paid Family and Medical Leave taxes
- What wage basis rules it follows

## Employee Eligibility Criteria

The payroll process automatically imposes this tax on Colorado employees unless they are excluded.

## Override the Tax Rate

To override the tax withholding rate:

1. To change this tax at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use the Legal Reporting Unit Calculation Cards task to change this tax at the tax reporting unit (TRU) level.

   Settings at the TRU level override those at the PSU level.
2. In **Component Groups**, select the Colorado state regional node.
3. In **Calculation Components**, select **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Colorado regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State FLI**.
   d. Select **CO**.
4. Click **Enterable Calculation Values on the Calculation Card**.
5. Add the **FLI Combined Rate**, and set the appropriate value.

   You can also override these values.

   - FLI Employee Percentage
   - FLI Employer Percentage
   - Family Leave Insurance Wage Limit
6. Save your work.

## Opt Out Your Organization

There are cases where you want to exempt an organization from this tax. For further info, see the Colorado state tax authority website.

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To opt an organization out of this tax:

1. To opt out at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. In **Component Groups**, choose the Colorado state regional node.
3. In **Calculation Components**, choose **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Colorado regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State FLI**.
   d. Select **CO**.
4. Select **Enterable Calculation Values on the Calculation Card**.
5. Select **Exempt from Family Leave Insurance**.
6. In **Value**, enter `Yes.`
7. Save your work.

## Exclude Individual Employees

To exclude an individual employee from this tax:

1. Use the Calculation Cards task to open the person's Tax Withholding card editing.
2. Choose the Colorado state regional node.
3. In **Withholding Exemption**, choose **Yes** for **Exempt from Family Leave Insurance**.

## Cost the Tax

To process FLI taxes, cost the following predefined elements using the FLI Tax Calculated or Tax Calculated input value.

- Family Leave Insurance Employee Tax

- Family Leave Insurance Employee Tax Not Taken

- Family Leave Insurance Employer

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

The FAMLI rules follow Colorado state unemployment insurance (SUI) wage basis rules.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Configure the Form W-2
- Payroll Costing of Elements for the US
- Tax Withholding Card

# Colorado Annual Withholding Allowance

The Colorado form includes an annual withholding allowance. However, the payroll process can determine this amount in multiple ways.

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The Tax Withholding card determines the amount in this order.

1. Captures the value as entered on the Colorado component of the tax card.

   To ensure accurate withholding, whenever an employee wants to change their Federal withholding, they must:

   a. Update the Federal tax withholding on their Tax Withholding card.

      This can be either manually through Self Service or performed by their Payroll Administrator.

   b. Use Self Service to update their **Annual Withholding Allowance** on the Colorado component of the card.

2. If no value was entered, or if the card doesn't have a Colorado component, the payroll process derives the amount based the person's latest federal filing status since 2020.

3. If the person hasn't updated their federal filing status since 2019, the process uses the default amount.

   This default can change yearly. For further info, see Colorado's state tax authority website.

*Related Topics*
- Tax Withholding Card

# Connecticut Taxes

## Connecticut Paid Family and Medical Leave

Connecticut Paid Family and Medical Leave (PFML) is a tax for employees subject to Connecticut state unemployment insurance (SUI).

These taxes use the Family Leave Insurance Employee component.

However, there are some areas you should consider.

- What is the employee eligibility criteria
- How to opt your organization out of these taxes
- How to exclude individual employees
- How to cost Paid Family and Medical Leave taxes
- What wage basis rules they follow

### Employee Eligibility Criteria

The payroll process automatically imposes these taxes on employees when they're subject to Connecticut SUI.

### Opt Out Your Organization

There are cases where you want to exempt an organization from these taxes. For further info, see the Connecticut state tax authority website.

To opt an organization out of these taxes:

1. To opt out at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. In **Component Groups**, choose the Connecticut state regional node.
3. In **Calculation Components**, choose **State FLI**.

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Create it if it doesn't already exist.

    a. Select the Connecticut regional node in **Component Groups**.
    b. Click **Create** in **Calculation Components**.
    c. In **Create Calculation Component**, select **State FLI**.
    d. Select **CT**.

4. Select **Enterable Calculation Values on the Calculation Card**.
5. Choose **Exempt from Family Leave Insurance**.
6. In **Value**, enter `Yes`.
7. Save your work.

## Exclude Individual Employees

To exclude an individual employee from these taxes:

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. Choose the Connecticut state regional node.
3. In **Withholding Exemption**, choose **Yes** for **Exempt from Family Leave Insurance**.

## Cost the Tax

To process FLI taxes, cost these predefined elements using the FLI Tax Calculated input value.

- Family Leave Insurance Employee Tax

- Family Leave Insurance Employee Tax Not Taken

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

Connecticut rules follow Social Security wage basis rules.

*Related Topics*
- How the Payroll Process Determines the Employee Work State
- Configure the Form W-2
- Define Legal Entities for the US
- Overview of Legal Reporting Unit Configuration for the US
- Payroll Costing of Elements for the US

# Hawaii Taxes and Exemptions

## Hawaii Certified Disabled Person Exemptions

For employees that qualify, the professional user can identify them as Certified Disabled Person on the Hawaii component of their Tax Withholding card.

These employees are exempt from Hawaii state income tax.

Employees can see this filing status on their Hawaii component but won't be able to change it.

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*Related Topics*
- Tax Withholding Card

## Hawaii Nonresident Military Spouse Exemptions

For employees that qualify, the professional user can identify them as Nonresident Military Spouse on the Hawaii component of their Tax Withholding card.

These employees are exempt from Hawaii state income tax.

Employees can see this filing status on their Hawaii component but won't be able to change it.

*Related Topics*
- Tax Withholding Card

# Indiana Taxes

## Indiana County Income Taxes

An Indiana worker's home and work addresses as of January 1 of the tax year determines their county income taxes. This impacts courtesy taxes and how you manage location changes.

### Location Changes

If a person changes their work or home location after January 1, use tax card overrides to retain the original addresses for tax reporting purposes.

| What you want to do | How you do it |
|---|---|
| Override the person's home location | 1. Use the Calculation Card task to open the person's Tax Withholding card for editing.<br>2. In **Withholding Details**, click **IN**.<br>3. Click **Edit** and then **Update**.<br>4. In **Indiana County of Residence as of Jan 1**, select the employee's original county as of January 1.<br>5. Save your work. |
| Override the person's work location | 1. Use the Calculation Card task to open the person's Tax Withholding card for editing.<br>2. In **Withholding Details**, click **IN**.<br>3. Click **Edit** and then **Update**.<br>4. In **Indiana County of Principal Employment as of Jan 1**, select the employee's original county as of January 1.<br>5. Save your work. |
| Prepare for begin-of-year | Before you can run the first payroll of the new year, you have to revert these overrides.<br><br>As part of your year-begin processes, run the Run Start-of-Year Process and select the **Indiana state update** data type. For further info, see Start-of-Year Process in the Help Center. |

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## Courtesy Taxes

Because of how Indiana determines their county income taxes, Oracle Cloud Payroll for the US doesn't support courtesy taxes for them. If you enter a value for the county tax withholding rule, the payroll process ignores it.

*Related Topics*
- Configure the Tax Withholding Card
- Start-of-Year Process Flow
- Tax Withholding Card

# Kentucky Taxes

## Campbell County Income Taxes

Campbell County, Kentucky splits its payroll withholding rate into three taxes, each with its own wage limit and tax cap.

- Senior Citizen Tax
- Mental Health Tax
- General County Tax

When performing tax withholding for employees working in this county, there are some areas you should consider.

- What is the employee eligibility criteria
- How to override the tax rate
- How to exclude individual employees
- How to cost the taxes
- Configuration of the wage basis rules

### Employee Eligibility Criteria

The payroll process automatically imposes these taxes on Kentucky employees who work in Campbell County unless they are excluded.

### Override the Tax Rate

You can't override these tax rates.

The payroll process ignores these overrides:

- Nonresident County Tax Regular Amount
- Nonresident County Tax Regular Rate
- Nonresident County Tax Supplemental Amount
- Nonresident County Tax Supplemental Rate
- Resident County Tax Regular Amount
- Resident County Tax Regular Rate
- Resident County Tax Supplemental Amount

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- Resident County Tax Supplemental Rate

## Exclude Individual Employees

You can't exclude a person from individual Campbell County taxes. To exclude someone from all Campbell County taxes:

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. Choose the Campbell, Kentucky county node.
3. Under **County Tax Information**, choose **Yes** for **Exempt from County Income Tax**.

## Cost the Taxes

To process these taxes, cost the following predefined elements using the Tax Calculated input value.

- County Mental Health Tax Not Taken
- County Miscellaneous Employee Tax
- County Miscellaneous Employee Tax Not Taken
- Work County Income Tax Not Taken
- Work County Mental Health Tax
- Work County Tax

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

By default, local wage basis rules follow state wage basis rules. Because Campbell County's rules differ from Kentucky's, you must create these wage basis rules for all element classifications defined as taxable effective 1-1-2024.

> **Note:** You can use HCM Data Loader to load these rules.

| Primary classification | Taxable secondary classifications |
|---|---|
| Supplemental Earnings | All except:<br><br>• Deceased Employee Wages<br>• Deferred Compensation Distribution<br>• Job-Related Educational Assistance (if considered a reimibursement)<br>• Jury Duty Pay<br>• Pensions and Annuities |
| Imputed Earnings | All except:<br><br>• Domestic Partner Dependent<br>• Group Term Life<br>• Personal Use of Company Car |
| Pre-Tax Deductions | All |

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*Related Topics*

- Payroll Costing of Elements for the US

# Massachusetts Taxes

## Massachusetts Employer Medical Assistance Contribution

Massachusetts Employer Medical Assistance Contribution (EMAC) is used to fund health insurance programs.

There are some areas you should consider.

- What is the employer eligibility criteria
- How to opt your organization out of these taxes
- How to exclude individual employees
- How to override the contribution rate
- What wage basis rules they follow

### Employer Eligibility Criteria

Employers subject to unemployment insurance are also subject to EMAC reporting requirements. Refer to the Massachusetts state tax authority website for guidance on the criteria, exemptions, and applicable rates.

### Opt-Out Your Organization

There are cases where you want to exempt an organization from these taxes.

1. To opt-out at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use the Legal Reporting Unit Calculation Cards task to opt-out at the tax reporting unit (TRU) level.

   Settings at the TRU level override those at the PSU level.
2. In **Component Groups**, select the Massachusetts state regional node.

   Create it if it doesn't already exist.
3. Select the **State Disability** calculation component.
4. In **State Disability: Details**, select **Calculation Component Details**.
5. Click **Edit**.
6. Expand **State Disability Organization Information**, and select **Bypass collection** as the self-adjustment method.
7. Click **Save and Close**.

### Exclude Individual Employees

To exclude the liability for an individual employee:

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. For the MA section of **Regional**, click **Edit**.
3. In **Withholding Exemption**, mark the person as exempt from state disability.
4. Click **Save and Close**.

## Override the Contribution Rate

To change the rate:

1. To change these rates at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   Use the Legal Reporting Unit Calculation Cards task to change this rate at the TRU level.

   Settings at the TRU level override those at the PSU level.

2. In **Component Groups**, select the Massachusetts state regional node.

   Create it if it doesn't already exist.

3. Select the **State Disability** calculation component.

4. In **State Disability: Details**, click **Enterable Calculation Values on the Calculation Cards**.

5. Create **Create**.

6. Select **Medical Assistance Contribution Employer Rate** as the display value.

7. Enter the new rate. For example, enter .34% as **.0034**.

## Wage Basis Rules

Massachusetts EMAC rules follow the Massachusetts State Unemployment wage basis rules.

EMAC employer liabilities are accumulated using the state disability employer balances.

*Related Topics*

- Configure Organization Calculation Cards for the US
- Configure the Form W-2
- Payroll Costing of Elements for the US
- Tax Withholding Card

# Massachusetts Paid Family and Medical Leave

Massachusetts Paid Family Leave Insurance (FLI) and Medical Leave Insurance (MLI) are taxes for employees subject to Massachusetts state unemployment insurance (SUI).

These taxes consist of these components.

- Family Leave Insurance Employee
- Family Leave Insurance Employer
- Medical Leave Insurance Employee
- Medical Leave Insurance Employer

However, there are some areas you should consider.

- What is the employee eligibility criteria
- How to override the percentage splits
- How to opt your organization out of these taxes
- How to exclude individual employees
- How to cost Paid Family and Medical Leave taxes
- What wage basis rules they follow

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## Employee Eligibility Criteria

The payroll process automatically imposes these taxes on employees when they're subject to Massachusetts SUI.

## Override the Percentage Splits

The percentage paid for these taxes must equal 100%.

To change these percentages:

1. To change these taxes at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use the Legal Reporting Unit Calculation Cards task to change this tax at the tax reporting unit (TRU) level.

   Settings at the TRU level override those at the PSU level.
2. In **Component Groups**, select the Massachusetts state regional node.
3. In **Calculation Components**, select **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Massachusetts regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State FLI**.
   d. Select **MA**.
4. Click **Enterable Calculation Values on the Calculation Card**.
5. Add the **FLI Employee Percentage** and **FLI Employer Percentage** components, and set the appropriate values for each.

   Enter as a percentage. For example, enter 50% as **50**.

   The sum of both must equal 100%.
6. Add the **MLI Employee Percentage** and **MLI Employer Percentage** components, and set the appropriate values for each.

   Enter as a percentage. For example, enter 50% as **50**.

   The sum of both must equal 100%.
7. Save your work.

## Opt Out Your Organization

There are cases where you want to exempt an organization from these taxes. For example, Massachusetts allows exemption from the employer MLI liability based on employee eligibility. For further info, see the Massachusetts state tax authority website.

To opt an organization out of these taxes:

1. To opt out at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. In **Component Groups**, choose the Massachusetts state regional node.
3. In **Calculation Components**, choose **State FLI**.

   Create it if it doesn't already exist.

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   a. Select the Massachusetts regional node in **Component Groups**.

   b. Click **Create** in **Calculation Components**.

   c. In **Create Calculation Component**, select **State FLI**.

   d. Select **MA**.

4. Select **Enterable Calculation Values on the Calculation Card**.

5. Select **Exempt from Family Leave Insurance** to exempt your organization from Massachusetts FLI.

   Select **Exempt from MLI ER Liability** to exempt your organization from Massachusetts MLI.

6. In **Value**, enter `Yes`.

7. Save your work.

## Exclude Individual Employees

To exclude an individual employee from these taxes:

1. Use the Calculation Cards task to open the person's Tax Withholding card editing.

2. Choose the Massachusetts state regional node.

3. In **Withholding Exemption**, choose **Yes** for **Exempt from Family Leave Insurance**.

## Cost the Tax

To process FLI taxes, cost these predefined elements using the FLI Tax Calculated input value.

- Family Leave Insurance Employee Tax

- Family Leave Insurance Employee Tax Not Taken

- Medical Leave Insurance Employee

- Medical Leave Insurance Employee Tax Not Taken

- Medical Leave Insurance Employer

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

Massachusetts rules follow Social Security wage basis rules.

*Related Topics*

- Configure Organization Calculation Cards for the US

- Configure the Form W-2

- Payroll Costing of Elements for the US

- Tax Withholding Card

# Minnesota Taxes and Exemptions

## Federal Loan Interest Assessment for Minnesota State Unemployment Insurance

Minnesota's State Unemployment Insurance (SUI) is drawn from its SUI trust fund. If this trust fund is depleted, such as due to payouts during a recession, the state borrows money from the federal unemployment trust fund.

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A Federal Loan Interest Assessment is levied to pay interest on that money.

This assessment must be applied to your quarterly unemployment tax due; however, we don't calculate it as part of the payroll process. Work with your third-party tax filing supplier for assistance.

*Related Topics*
- Configure Organization Calculation Cards for the US

## Minnesota Tax Exemptions for Active and Retired Military

Members of the Minnesota National Guard, US military active duty members, and former members receiving military pensions and other military retirement pay are exempt from state taxes.

To set this exemption:

1. Open the person's Tax Withholding card for editing.
2. Under **Regional**, click **Edit State Taxes** for the MN component.

   Add this component if it doesn't already exist.
3. In **Withholding Exemption**, select **Yes** for one of the following.
   - **Minnesota National Guard or an Active-Duty U.S. Military Member**
   - **Military Pensioner or Retiree**

   This sets **Exempt from State Income Tax** to **Yes**.
4. Click **Save and Close**.

*Related Topics*
- Tax Withholding Card

## Minnesota Tax Exemptions for Military Spouses

Spouses of active military personnel station in Minnesota are exempt from state taxes.

To set this exemption:

1. Open the person's Tax Withholding card for editing.
2. Under **Regional**, click **Edit State Taxes** for the MN component.

   Add this component if it doesn't already exist.
3. In **Withholding Exemption**, select **Yes** for **Exemption for Military Spouse**.

   This sets **Exempt from State Income Tax** to **Yes**.
4. Select the employee's state of residence.
5. Click **Save and Close**.

*Related Topics*
- Tax Withholding Card

## Minnesota Tax Exemptions for Native Americans

Native American employees living and working on a reservation are exempt from Minnesota state taxes.

To set this exemption:

1. Open the person's Tax Withholding card for editing.

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2. Under **Regional**, click **Edit State Taxes** for the MN component.

   Add this component if it doesn't already exist.

3. In **Withholding Exemption**, select **Yes** for **American Indian Living and Working on a Reservation**.

   This sets **Exempt from State Income Tax** to **Yes**.

4. Enter the reservation name and the person's Certificate of Degree of Indian Blood (CDIB) enrollment number.

5. Click **Save and Close**.

*Related Topics*
- Tax Withholding Card

# Missouri Tax Exemptions

## Missouri State Tax Reduced Withholding

If the employee enters a reduced withholding value in the Missouri component of their Tax Withholding card, the payroll process treats it as a Residential Amount tax withholding override.

# New Jersey Taxes

## New Jersey Disability Insurance

New Jersey Disability Insurance (SDI) is a tax for most workers whose employment is covered by New Jersey unemployment compensation law.

For employees enrolled in a private disability plan (DIPP) in New Jersey, the DI PP # appears in Box 14 of their W-2 reports.

Use the Legal Reporting Unit HCM Information task to identify your plan type and plan number.

*Related Topics*
- Configuration Requirements for Third-Party Tax Filing
- Configure the Form W-2

## New Jersey Family Leave Insurance

New Jersey Family Leave Insurance (FLI) provides a period for workers to:

- Bond with their newborn or newly adopted child
- Provide care for a seriously ill family member

Benefits are payable to eligible employees through either the New Jersey State Plan or an approved employer-provided private plan.

Before you implement New Jersey FLI, there are some issues you need to consider.

- What are the requirements for a state-approved private plan
- What are the employee eligibility criteria

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- How to opt your organization out of FLI deductions

- How to exclude individual employees

- How to cost FLI taxes

- What wage basis rules it follows

For further info, see the following sections.

## Private Plan Requirements

As an employer in New Jersey, you can choose between the plan provided by the state or an approved private plan.

A private FLI plan must:

1. Provide a benefit amount and benefit duration that equals or exceeds the state plan
2. Have eligibility requirements equal to or less restrictive than the state plan
3. Have coverage costs to the worker equal to or less than the cost to workers for state plan coverage
4. Be approved by the Division of Temporary Disability Insurance

## Employee Eligibility Criteria

To be eligible for the New Jersey FLI tax, an employee must:

1. Have a valid tax card with a tax reporting unit (TRU) association
2. Have New Jersey identified as their state disability insurance (SDI) state on their tax card

## Opt Out Your Organization

To opt an entire organization out of this tax:

1. To opt out at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.
   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. Open the calculation card for editing.
3. In **Component Groups**, click **New Jersey**.
4. In **Calculation Components**, select **State Disability**.
   Create it if it doesn't already exist:
   a. In **Calculation Components**, click **Create**.
   b. In **Create Calculation Component**, select **State Disability**.
   c. Select **NJ**.
5. Select **Enterable Calculation Values on the Calculation Card**.
6. Choose **Exempt from Family Leave Insurance**.
7. In the **Value** field, enter `Yes`.
8. Save your work.

## Exclude Individual Employees

To exclude individual employees from this tax:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the person, and open their Tax Withholding card for editing.
4. Select the New Jersey regional tax component.
5. In **Withholding Exemption**, select **Yes** for **Exempt from Family Leave Insurance**.

**6.** Save your work.

## Cost the FLI Taxes

To process FLI taxes, cost these predefined elements using the FLI Tax Calculated input value.

- Family Leave Insurance Employee Tax
- Family Leave Insurance Employee Tax Not Taken

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

When configuring the wage basis rules for NJ FLI, find them under **State Disability** rather than **State FLI** in the Component Group Rules task. For further info, see Configure Wage Basis Rules for State Family Leave Insurance in the Help Center.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Configure Wage Basis Rules for State Family Leave Insurance
- Configure the Form W-2
- Payroll Costing of Elements for the US
- Tax Withholding Card

# New York Taxes

## New York City Taxes

The payroll process uses the person's resident tax address and values on the respective New York city tax component of their Tax Withholding card to calculate taxes.

The NY component of the tax card includes additional fields related to New York city tax. These fields are informational and not used in tax calculations.

- New York City Additional Tax Amount
- New York City Allowances
- New York City Resident
- Yonkers Additional Tax Amount
- Yonkers Allowances
- Yonkers Resident

*Related Topics*
- Tax Withholding Card

## New York Family Leave Insurance

The New York Paid Family Leave Insurance (FLI) program is intended to provide a period for workers to:

- Bond with their newborn or newly adopted child

- Provide care for a seriously ill family member
- Spend time with military spouse, child, domestic partner, or parent before their deployment

Deductions taken from employee's wages fund the FLI plan. FLI coverage is included under the required disability plan.

The payroll process automatically reports employee contributions on form W-2 using Box 14. For further info, see Configure the Form W-2 in the Help Center.

Before you implement New York FLI, there are some issues you need to consider.

- What are the employee eligibility criteria
- How to begin FLI withholding
- How to exclude individual employees
- How to cost FLI taxes

For further info, see the following sections.

## Employee Eligibility Criteria

To be eligible for the New York FLI tax, an employee must:

1. Have a valid tax card with a tax reporting unit (TRU) association
2. Have New York identified as their state disability insurance (SDI) state on the tax card

## Withholding for Eligible Employees

NY FLI tax isn't automatically withheld. The **NY State Disability** calculation component enables this deduction at the payroll statutory unit (PSU) and TRU levels.

To begin withholding:

1. Start the Legal Entity Calculation Cards task to enable this tax at the PSU level.

   Start the Legal Reporting Unit Calculation Cards task to enable this tax at the TRU level.

   Settings at the TRU level override those at the PSU level.
2. In **Component Groups**, select **New York**.
3. In **Calculation Components**, select **State Disability**.

   Create it if it doesn't already exist.
4. Select **Enterable Calculation Values on the Calculation Card**.
5. Click **Create**, and select **Exempt from Family Leave Insurance**.
6. In **Value**, enter `No` if your organization deducts this tax for your New York employees.

   Enter `Yes` if your organization doesn't.
7. Save your work.

## Exclude Individual Employees

To exclude individual employees from this tax:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Tax Withholding card for editing.
5. In **Withholding Exemption**, select **Yes** for **Exempt from Family Leave Insurance**.

6. Save your work.

## Cost the FLI Taxes

To process FLI taxes, cost these predefined elements using the FLI Tax Calculated input value.

- Family Leave Insurance Employee Tax

- Family Leave Insurance Employee Tax Not Taken

For further info, see Payroll Costing of Elements for the US in the Help Center.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Configure the Form W-2
- Payroll Costing of Elements for the US
- Tax Withholding Card

# Ohio Taxes

## Enter an Ohio School District for Tax Calculation

An employee must complete and submit a Withholding Exemption Certificate that identifies their school district if:

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- You hired them as a new employee in Ohio.

- They moved into a taxable school district.

Use the Calculation Cards task to update their Tax Withholding card with this school district tax info.

> **Note:** Not all school districts use allowances. Some use flat rates. The payroll process checks these tax components in this order to determine an employee's Ohio school district.
> 1. OH state tax component on the Tax Withholding card
> 2. OH county tax component
> 3. OH city tax component
>
> You don't enter allowances at the school district level.

To update the tax card:

1. From **My Click Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for the employee, and open their Tax Withholding card for editing.
4. In **Withholding Details**, expand **OH**. Then expand the county and city nodes.

   If these nodes don't exist, click **Add Tax Withholding** and select **Add Withholding Information** to add them.
5. Click the city node.
6. For new employees, click **Edit** and select **Update**.

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> For an existing employee, select **Correct**.

7. In **City Tax Information**, select the school district.

   **Note:** The field displays only school districts appropriate for the resident tax city. Confirm you're using the person's home address for tax purposes and not one of Resident Tax Address type if you see:

   - Invalid options
   - No options

8. Click **Save**.

*Related Topics*
- Tax Withholding Card

# Oregon Taxes

## Eugene Oregon Community Safety Tax

The Eugene, Oregon Community Safety Tax is automatically deducted from all eligible employees.

This tax uses the City Tax component.

For further info, see the Eugene, Oregon tax authority website.

### How to opt out your organization

There are cases where you want to exempt an entire organization from this tax.

1. To opt out at the payroll statutory unit level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the tax reporting unit level, start the Legal Reporting Unit Calculation Cards task.
2. Select the **Eugene** component group.

   Create it if it doesn't already exist. Select **OR** for the state, **Lane** as the county, and **Eugene** as the city.
3. Select the **City Tax** calculation component.
4. Select **Enterable Calculation Values on Calculation Cards**.
5. Click **Create**.
6. Select the **Exempt from community tax** display value.
7. Enter a value, and click **OK**.
8. Click **Save and Close**.

### How to exclude individual employees

To exclude an individual employee from this tax:

1. Use the Calculation Cards task to open the person's Tax Withholding card editing.
2. In **Regional**, locate Eugene, OR's city tax calculation component.

   Add it if it doesn't already exist.

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   a. In **Regional**, click **Add** and select **Add Tax Withholdings**.
   b. Select **City Taxes** as what you want to add.
   c. In **City**, enter **Eugene**. Select **OR Lane Eugene** from the list.
   d. Click **Save and Close**.
3. Click **Edit**.
4. Select **Yes** as exempt from community tax.
5. Click **Save and Close**.

*Related Topics*
  • Tax Withholding Card

## Oregon Multnomah County Tax

The payroll process applies this tax for employees whose resident tax or work tax address is in Multnomah County.

To opt an organization out of this tax:

1. To opt out at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. Open the calculation card for editing.
3. In **Component Groups**, click the **Multnomah** calculation component.

   Add this component if it doesn't already exist.
4. In **Calculation Components**, select **County Tax**.
5. Click **Enterable Calculation Values on the Calculation Card**.
6. Choose **Exempt from Wage Accumulation**.

   Search for and select it if it doesn't already exist.
7. In **Value**, select **Yes**, and click **OK**.
8. Save your work.

*Related Topics*
  • Configure Organization Calculation Cards for the US

## Oregon Paid Leave

Paid Leave Oregon is a program created to ensure individuals have the time they need to care for themselves and loved ones. The program is funded 40% by the employer and 60% by the employee.

This tax consists of these components.

  • Family Leave Insurance Employee

  • Family Leave Insurance Employer

However, there are some areas you should consider.

  • What is the employee eligibility criteria

  • How to override the tax rate

  • How to opt your organization out of this tax

  • How to exclude individual employees

  • How to cost Paid Family and Medical Leave taxes

- What wage basis rules it follows

## Employee Eligibility Criteria

The payroll process automatically imposes this tax on Oregon employees unless they are excluded.

## Override the Tax Rate

To override the tax withholding rate:

1. To change this tax at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use the Legal Reporting Unit Calculation Cards task to change this tax at the tax reporting unit (TRU) level.

   Settings at the TRU level override those at the PSU level.
2. In **Component Groups**, select the Oregon state regional node.
3. In **Calculation Components**, select **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Oregon regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State FLI**.
   d. Select **OR**.
4. Click **Enterable Calculation Values on the Calculation Card**.
5. Add the **FLI Combined Rate**, and set the appropriate value.
6. Save your work.

> **Note:** You can also override these values.
> - FLI Employee Percentage
> - FLI Employer Percentage
> - Family Leave Insurance Wage Limit

## Opt Out Your Organization

There are cases where you want to exempt an organization from this tax. For further info, see the Oregon state tax authority website.

To opt an organization out of these taxes:

1. To opt out at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. In **Component Groups**, choose the Oregon state regional node.
3. In **Calculation Components**, choose **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Colorado regional node in **Component Groups**.

      **b.** Click **Create** in **Calculation Components**.

      **c.** In **Create Calculation Component**, select **State FLI**.

      **d.** Select **OR**.

4. Select **Enterable Calculation Values on the Calculation Card**.
5. Select **Exempt from Family Leave Insurance**.
6. In **Value**, enter `Yes.`
7. Save your work.

## Exclude Individual Employees

To exclude an individual employee from this tax:

1. Use the Calculation Cards task to open the person's Tax Withholding card editing.
2. Choose the Oregon state regional node.
3. In **Withholding Exemption**, choose **Yes** for **Exempt from Family Leave Insurance**.

## Cost the Tax

To process FLI taxes, cost the following predefined elements using the FLI Tax Calculated or Tax Calculated input value.

- Family Leave Insurance Employee Tax
- Family Leave Insurance Employee Tax Not Taken
- Family Leave Insurance Employer

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

The Oregon rules follow Oregon state unemployment insurance (SUI) wage basis rules.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Configure the Form W-2
- Payroll Costing of Elements for the US
- Tax Withholding Card

# Oregon Portland Metro Tax

The payroll process applies this tax for employees whose resident tax or work tax address is in one of the full or partial geographies in the Metro District.

To opt an organization out of this tax:

1. To opt out at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. Open the calculation card for editing.
3. In **Component Groups**, click the **OR** calculation component.

   Add this component if it doesn't already exist.
4. In **Calculation Component**, select **State Miscellaneous**.

Add this component if it doesn't already exist.
5. Select **Enterable Calculation Values on Calculation Cards**.
6. Click **Create**.
7. In **Display Value** and **Value**, select the appropriate exemption values for your organization.

| Calculation value | What you select |
|---|---|
| Exempt from Metro Tax | ○ Yes<br><br>Doesn't accumulate wages or withhold taxes.<br>○ No<br><br>Accumulates wages and withholds taxes. |
| Exempt from Partial City Withholding Jurisdictions | ○ Yes<br><br>Doesn't accumulate wages or withhold taxes for these jurisdictions.<br>○ No<br><br>Accumulates wages and withholds taxes for these jurisdictions. |
| Exempt Metro Tax on Supplemental Wages Below Annualized Threshold | ○ No - Supplemental wages taxed on first dollar<br><br>Supplemental wages are taxed on first dollar. Regular wages are taxed when the annualized amount exceeds $200,000.<br>○ Yes - Based on annualized combined wages<br><br>Fully taxes supplemental wages when the annualized regular earnings plus the annualized supplemental earnings exceed the threshold.<br>○ Yes - Based on annualized regular and periodic supplemental wages<br><br>Fully taxes supplemental wages when the annualized regular earnings plus the periodic supplemental earnings exceed the threshold.<br>○ Yes – Based on annualized regular wages<br><br>Fully taxes supplemental wages when the annualized regular earnings exceed the threshold. |

8. Click **OK**, and save your work.

*Related Topics*
- Configure Organization Calculation Cards for the US

# Pennsylvania Taxes

## Pennsylvania Local Taxes

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Employees living and working in Pennsylvania require special maintenance on their tax cards.

The following operations are available.

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| What you want to do | How you do it |
|---|---|
| Enter a political subdivision (PSD) code using employee self-service | You can allow employees to enter and update their own resident and work PSD codes on the Pennsylvania Residency Certification form by enabling self-service. If enabled, this is the form they use to enter the PSD info. |
| Make balance adjustments | For further info, see Oracle Cloud Human Capital Management for United States: Balance Adjustments (1600728.1) on My Oracle Support. |
| Perform ongoing maintenance | This involves:<br><br>• Reviewing employee run results and payslips<br>• Running the HR Sync process<br>• Performing manual updates to PSD codes |
| Review run results to verify accurate withholding | Use the run results table of the Statement of Earnings to verify the following.<br><br>• Tax Collection District<br>• Resident PSD code<br>• Work PSD code<br><br>You can also use the audit report and audit detail from the Third-Party Periodic Tax Extract Audit processes to verify local withholding. |

For further info, see the following sections.

## Enter a Political Subdivision Code

You can allow employees to enter and update their own resident and work PSD codes on the Pennsylvania Residency Certification form by enabling self-service. If enabled, this is the form they use to enter the PSD info.

To use self-service:

1. On the Home page, click **Me** and then **Pay**.
2. Click **Tax Withholding**.
3. In the **PA** row that includes the fields for updating the PSD info, click **Edit**.
4. Update the fields as needed.

   - Resident PSD Code
   - Resident School District
   - Work Location PSD Code
   - Work School District

## Perform Ongoing Maintenance

After you have correctly set up the records, verify the payroll process withholds the appropriate Pennsylvania taxes by reviewing the employee's run results and payslip.

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Another important part of Pennsylvania taxation is ongoing employee maintenance. The HR Sync process tries to keep records synced. However, these transactions require manual maintenance of the PSD code. The HR Sync process doesn't automatically update this info.

- When the employee lives in a taxation district that's different than what their home address indicates.

- When there is a HOME or WORK address change for an employee.

  Although the HR Sync process updates the PSD code, the info might not be correct. The process bases the PSD code on the postal address city. Check to ensure the home and work PSD codes are accurate whenever there is a change to a home or work location.

- When there is more than one PSD code for the city or township. Or more than one school district for the city or township in which the employee lives.

  If there is more than one, the process uses the first PSD code in the list, which isn't always the correct one.

## Verify Accurate Withholding

The run results table of the Statement of Earnings stores the following.

- Tax Collection District

- Resident PSD code

- Work PSD code

View the local wages and taxes element to see a summary of these items in the run results.

You can also use the audit report and audit detail from the Third-Party Periodic Tax Extract Audit processes to verify local withholding. These reports show you all taxes withheld for Pennsylvania locals in the jurisdiction they're reported to. In most cases, this is the work jurisdiction.

**Note:** Philadelphia isn't a part of Pennsylvania Act 32 Reporting.

Like the Periodic audit report, the Quarterly audit report:

1. Combines city and school wage and tax data
2. Shows the Pennsylvania local taxes and PSD code for the jurisdiction that the taxes are reported to

**Note:** The payroll process remits the Pennsylvania local taxes to the resident location when he employee works outside of Pennsylvania.

For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support.

*Related Topics*
- Configure Pennsylvania Local Taxes
- Tax Withholding Card
- Third-Party Tax Filing for Pennsylvania Act 32

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# Pennsylvania Local Earned Income Tax

As part of the payroll calculation process, Vertex compares the Resident Income Tax Rate (city + school) and Nonresident Income Tax Rate (city). It uses the higher rate for calculating local taxes. In cases where the total rate is the same, the payroll process withholds the resident tax.

▶ **Watch video**

The following info outlines how to configure the processing of this tax.

| For these taxes | This is what you need to know |
| --- | --- |
| Pennsylvania local earned income tax | To configure this tax:<br><br>1. Ensure your tax tables have the latest Vertex tax info.<br>2. Configure your locations with the political subdivision (PSD) codes.<br>3. Configure your organizations for Pennsylvania local tax withholding.<br>4. Configure your Pennsylvania employee tax cards.<br>5. If you're registered as a combined filer for Pennsylvania Act 32 taxes, provide your Tax Collection District (TCD) combined-filing proxy.<br>For further info, see Pennsylvania Local Earned Income Tax Configuration below. |
| Enable Pennsylvania and Maryland reciprocity | To enable the reciprocity agreements between Pennsylvania and Maryland, you need to configure your organizations and employee tax cards appropriately.<br><br>For further info, see Pennsylvania and Maryland Reciprocity below. |
| Philadelphia tax withholding | The payroll process automatically withholds city taxes for people living or working in Philadelphia. However, you must perform some configuration for employees who receive tips.<br><br>For further info, see Philadelphia Tax Withholding below. |
| Pennsylvania local tax tagging and effective dating | You can't tag earnings for Pennsylvania PSD codes other than the one already on the card. Instead, to ensure proper taxation, it uses the Residency Certificate's PSD code as of the pay period end date. |
| Balance adjustments for Pennsylvania local taxes | If balance adjustments are required for taxes that are subject to Pennsylvania Act 32 reporting, you must perform each adjustment individually for each type of balance (city, school, and local). There are multiple balances that support Pennsylvania Act 32, such as city withheld and local withheld.<br><br>For further info, see the following on My Oracle Support.<br><br>• Oracle Cloud Human Capital Management for United States: Balance Adjustments (1600728.1)<br><br>• Oracle Cloud Human Capital Management for United States: Balance Initialization (1912298.1) |
| Pennsylvania resident tax for out-of-state work locations | You need to make sure you configure your organizations to calculate Pennsylvania resident taxes for out-of-state workers.<br><br>For further info, see Pennsylvania Resident Tax for Out-of-State Work Locations below. |
| Temporary work assignments in Pennsylvania | For employees who experience a change in work assignment of 3 or more months: |

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| For these taxes | This is what you need to know |
|---|---|
| | 1. At the beginning of the temporary assignment, set the work PSD code to the temporary assignment for the time period needed.<br>2. When the assignment is complete, change it back.<br>Work assignments that last fewer than 3 months don't require any configuration. |

> **Note:** For further info, see the video tutorials on the Information Center for Cloud Human Capital Management - United States. From the **Welcome Page**, navigate to **Video Tutorials**.

## Pennsylvania Local Earned Income Taxes

To enable Pennsylvania local earned income tax calculation:

1. Load the PSD codes through the Load Payroll Tax Information for US flow. This flow makes the PSD codes available for use during tax calculations.

   For further info, see Load Payroll Tax Info for the US in the Help Center.

   > **Note:** Pennsylvania PSD codes, school districts, and townships are stored in a data table that's not accessible through the Geographies task. You can load this data only through the Load Payroll Tax Information for US process. You can't otherwise change the values.

2. Set the PSD code for each Pennsylvania location through the Locations task.
3. Configure the withholding of Pennsylvania local taxes for any employees working out-of-state.

   For further info, see Configure Organization Calculation Cards for the US in the Help Center.

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4. Set the PSD codes on each Pennsylvania employees' Residency Certificate.

   For new Pennsylvania employees, the employee tax card inherits both the work and resident PSD codes from their work location and home address. The default resident PSD code might not be accurate. This is because Pennsylvania addresses often have varying taxation districts.

   To ensure proper taxation:

   a. Obtain the correct PSD code and school district for the employee's resident address from the PA Municipal Statistics website.
   b. Correct these entries on the employee's tax card.

   Here are some other situations where you must manually update the PSD codes on the employee's Residency Certificate.

   - The employee's work location has changed from a state other than Pennsylvania to Pennsylvania, and the employee resides in Pennsylvania. In this case, you must set the work PSD code.
   - The employee changes from one work Pennsylvania location to a different work Pennsylvania location. In this case, you must update the work PSD code.
   - When you change a person's Pennsylvania residential address.

   > **Note:** Confirm that the PA Residency Certificate has the proper resident and work PSD codes and school districts anytime you make a location change to a Pennsylvania employee. Such as changes to the home address or work location.

   For further info, see Maintain Pennsylvania Local Taxes in the Help Center.

5. If you're registered as a combined filer for Pennsylvania Act 32 taxes, provide your Tax Collection District (TCD) combined-filing proxy.

   For further info, see Configuration Requirements for Third-Party Tax Filing in the Help Center.

## Pennsylvania and Maryland Reciprocity

There's a reciprocity agreement for the local taxation of Maryland residents working in Pennsylvania. The following Pennsylvania tax collection districts (TCDs) allow an exemption from nonresident tax for Maryland residents.

| Name | TCD Code |
|---|---|
| Adams | 01 |
| Berks | 06 |
| Cumberland | 21 |
| Franklin | 28 |
| Lancaster | 36 |
| York | 67 |

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For further info, see State Reciprocity Agreements in the Help Center.

> **Note:** There are exceptions. For further info, see the Vertex Payroll Tax Calculation Guide for the United States. The **MD Exempt** column in the Pennsylvania Local Withholding Tax Rate Table identifies which local jurisdictions allow an exemption from nonresident tax for Maryland residents.

These states' reciprocity agreements address these scenarios.

| For this scenario | This is what happens |
|---|---|
| Employees working in Maryland and living in Pennsylvania | Pennsylvania residents are liable for withholding at the rate in effect for the Maryland county in which they're employed, unless they live in either York or Adams counties. Pennsylvania residents can be subject to Maryland county tax if their locality imposes taxes on Maryland residents working in Pennsylvania. <br><br> Pennsylvania residents aren't subject to Maryland state taxes. <br><br> For proper withholding, ensure you have: <br><br> • Correctly set up the employee's Tax Withholding card in the Residency Certificate section of the tax card. <br><br> For further info, see Pennsylvania Local Earned Income Tax Configuration above. <br> • Marked the person as **Nonresident** for Maryland on their Maryland Regional tax card. |
| Employees living in Maryland and working in Pennsylvania | Maryland residents aren't required to pay Pennsylvania local taxes if they work in any of the TCDs listed above. The payroll process doesn't withhold Pennsylvania local taxes where appropriate, as long as: <br><br> • You have the home political subdivision (PSD) code entered as `880000` on the employee tax card in **Pennsylvania Residency Certificate**. <br> • You have the work PSD code that pertains to one of the four TCDs entered on the employee tax card in **Pennsylvania Residency Certificate**. <br> • You have marked the person as **Nonresident** for Pennsylvania on their tax card. <br><br> If the employees don't work in these TCDs, they're subject to Pennsylvania nonresident local taxation rates. |

## Philadelphia Tax Withholding

The payroll process automatically withholds Philadelphia local tax for employees living or working in Philadelphia. For employees living in Philadelphia, it withholds the resident rate. For employees working in Philadelphia but not living there, it withholds the nonresident rate if it's higher than their resident tax rate. No school district info is required.

For Philadelphia employees who receive tips, there are two additional balances:

- City Uncollected Tax Tip Wages Nonresident
- City Uncollected Tax Tip Wages Resident

These balances report wages from which no city tax was withheld. You must perform balance adjustments on these balances in order to populate the data for the tax extracts.

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Pennsylvania Resident Tax for Out-of-State Work Locations

To withhold local taxes for Pennsylvania residents who work outside of Pennsylvania, you must configure your PSU or TRUs.

1. Use the Legal Reporting Unit Calculation Cards task from your implementation project to perform this at the TRU level.

   Use the Legal Entity Calculation Cards task to perform this at the PSU level.

   Settings you make at the TRU level override those at the PSU level.
2. Enter the effective as-of date.
3. In **Calculation Card Overview**, select **Regional**.
4. In **Actions**, select **Create**.
5. Select **PA**, and click **OK**.
6. In **Calculation Components**, select **State Income Tax**.
7. In **State Income Tax: Details**, select **Enterable Calculation Values on Calculation Cards**.
8. Click **Create**.
9. Select **Calculate PA Resident Tax for Non-PA Work Location**, and enter **Y** as the value. Click **OK**.
10. Click **Save and Close**.

*Related Topics*
- Configure Organization Calculation Cards for the US
- How the Payroll Process Determines Pennsylvania Political Subdivision Codes
- Pennsylvania Tax Exemptions
- Load Payroll Tax Info for the US
- Tax Withholding Card

## Pennsylvania Local Services Tax

Employees working in Pennsylvania are subject to the annual Local Services Tax (LST). This tax is withheld based on employment location, for both Pennsylvania residents and nonresidents working in Pennsylvania.

**Note:** LST is also known as the head tax.

Employees can request an up-front exemption from the LST by submitting the appropriate paperwork to both the Political Subdivision levying the tax and to you, the employer. For further info, see the Pennsylvania employment agency's website.

You implement approved exemptions for individual employees on their tax card. For further info, see Pennsylvania Tax Exemptions in the Help Center.

For multiple employees, use HCM Data Loader. For further info, see Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support.

*Related Topics*
- Pennsylvania Tax Exemptions
- Configure the Form W-2
- Loading US Data Using HCM Data Loader

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## Pennsylvania Tax Exemptions

To exempt multiple employees from Pennsylvania city, school, and Local Services Tax (LST) withholding, use HCM Data Loader.

For further info, see Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support.

To exempt individual employees:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person, and open their Tax Withholding card for editing.
4. Select **Edit** then **Update**.
5. Select exemptions for the following.
   - LST
   - City tax
   - School district tax

   > **Note:**  In the case of exemptions for Pennsylvania local taxes, don't use the exemption fields in **City Tax Information** of the city node.

6. Click **Save and Close**.

*Related Topics*

- Federal and Regional Taxes for the US
- Pennsylvania Local Earned Income Tax
- Pennsylvania Local Services Tax
- Loading US Data Using HCM Data Loader
- Tax Withholding Card

## How the Payroll Process Determines Pennsylvania Political Subdivision Codes

The payroll process uses political subdivision (PSD) codes in the calculation of Pennsylvania local earned income taxes.

The payroll process uses the higher of these rates.

- Resident (city + school)
- Nonresident (city only)

In cases where the rates are the same, the payroll calculation automatically withholds the resident rate.

### How Resident PSD Codes Are Derived

The payroll process uses this hierarchy to determine an eligible employee's resident PSD code.

1. Checks the resident PSD Code on the **Pennsylvania Residency Certificate** section of their Tax Withholding card.
2. Attempts to determine the code based on the employee's home address.
3. If it's unable to derive the resident PSD code, or if you have specified an invalid code on the Residency Certificate, the payroll process:
   a. Stops calculation for that employee.
   b. Logs an error in the payroll results.

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4. If the residency certificate has multiple PSD codes in the same pay period, the payroll process calculates taxes based on the PSD code as of the pay period end date.

## How Nonresident PSD Codes Are Derived

The payroll process uses this hierarchy to determine an eligible employee's nonresident PSD code.

1. Checks the nonresident PSD Code of the Pennsylvania Residency Certificate section on their Tax Withholding card.
2. Attempts to determine the code based on the employee's work address.
3. If it's unable to derive the nonresident PSD code, or if you have specified an invalid code on the Residency Certificate, the payroll process:

   a. Stops calculation for that employee.

   b. Logs an error in the payroll results.

4. If there are multiple PSD codes in the same pay period, the payroll process calculates taxes based on the PSD code as of the pay period end date.

*Related Topics*

- Pennsylvania Local Earned Income Tax
- Pennsylvania Local Taxes
- Configure Pennsylvania Local Taxes
- Third-Party Tax Filing for Pennsylvania Act 32

# Puerto Rico Taxes and Tax Exemptions

## Puerto Rico State Unemployment Special Assessment Tax

The Special Assessment Tax is a tax Puerto Rico imposes in addition to state unemployment insurance (SUI).

For further info, see the Puerto Rico Department of Labor and Human Resources website.

To properly include this tax in your tax calculations, start the Legal Reporting Unit Calculation Cards task from your implementation project. Add this rate to the SUI rate recorded on your tax recording unit's calculation card.

> **Note:** The combined rates can't exceed the federally mandated employer SUI maximum rate of 5.4%.

*Related Topics*

- How the Payroll Process Determines the Employee Work State
- State Unemployment Insurance Tax
- Set Up US Territories

## Puerto Rico Young Entrepreneurs Act

The payroll process automatically exempts taxes for employees eligible for the Puerto Rico Young Entrepreneurs Act.

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## Configure Form W-2PR

Form W-2PR displays these earnings as Code E in box 16.

To properly display them, define this balance feed before generating your year-end data.

| Element | Input | Add or Subtract | Balance |
|---|---|---|---|
| Residence State Income Tax | PR Exempt Income | Add | W2 Territory Exempt Salary |

You can configure boxes 8, 9, and 10 to display the earnings in excess of the act if you set the appropriate feeds to include only those wages.

### Exclude Individual Employees

For employees who are opting out of this exemption:

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Tax Withholding Card for editing.
5. Open their Puerto Rico calculation component for editing.
6. Set **Young Individual Opting Out of Wage Exemption** to **Yes**.
7. Click **Save and Close**.

*Related Topics*
- Form W-2PR Box Info

# Washington Taxes

## Washington Long-Term Care

Washington Long Term Care Insurance (LTC) is a tax for employees subject to Washington state unemployment insurance (SUI).

When implementing this tax, there are some areas you should consider.

- What is the employee eligibility criteria
- How to override the tax rate
- How to opt an employee out of this tax
- How to cost LTC taxes
- What wage basis rules it follows

### Employee Eligibility Criteria

The payroll process automatically takes this tax on employees when they're subject to Washington SUI.

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## Override the Tax Rate

To override the tax withholding rate:

1. To change this tax at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use Legal Reporting Unit Calculation Cards task to change this tax at the tax reporting unit (TRU) level.

   Settings at the TRU level override those at the PSU level.
2. In **Component Groups**, select the Washington state regional node.
3. In **Calculation Components**, select **State LTC**.

   Create it if it doesn't already exist.
   a. Select the Washington regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State LTC**.
   d. Select **WA**.
4. Click **Enterable Calculation Values on the Calculation Card**.
5. Add the **LTC Employee Percentage** component, and set the appropriate value.
6. Save your work.

## Opt Out Your Organization

To opt your organization out of this tax:

1. To opt out at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. In **Component Groups**, choose the Washington state regional node.
3. In **Calculation Components**, choose **State LTC**.

   Create it if it doesn't already exist.

   a. Select the Washington regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State LTC**.
   d. Select **WA**.
4. Select **Enterable Calculation Values on the Calculation Card**.
5. Choose **Exempt from Long Term Care Insurance**.
6. In **Value**, enter `Yes.`
7. Save your work.

## Exclude Individual Employees

To exclude an individual employee from this tax:

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. Choose the Washington state regional node.
3. In **Withholding Exemption**, choose **Yes** for **Exempt from Long Term Care Insurance**.

## Cost the Tax

To process LTC taxes, cost these predefined elements using the LTC Tax Calculated input value.

- Long Term Care Employee Tax
- Long Term Care Employee Tax Not Taken

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

The Washington LTC rules follow Washington Paid Family Leave wage basis rules.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Payroll Costing of Elements for the US
- Tax Withholding Card

# Washington Paid Family Leave

Washington Paid Family and Medical Leave is a tax for employees subject to Washington state unemployment insurance.

This tax consists of multiple components.

- Family Leave Insurance (FLI) for the employee
- Medical Leave Insurance (MLI) for the employee
- Medical Leave Insurance for the employer

However, there are some areas you should consider.

- What is the employee eligibility criteria
- How to override the percentage split
- How to opt your organization out of this tax
- How to exclude individual employees
- How to cost the Paid Family and Medical Leave tax
- What wage basis rules it follows

## Employee Eligibility Criteria

The payroll process automatically takes this tax on employees when they're subject to Washington state unemployment insurance (SUI) tax.

## Override the Percentage Split

The percentage paid for this tax must equal 100%. The state determines the default split.

To change these percentages:

1. To change these taxes at the payroll statutory unit (PSU) level, start the Legal Entity Calculation Cards task from your implementation project.

   Use Legal Reporting Unit Calculation Cards task to change this tax at the tax reporting unit (TRU) level.

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Settings at the TRU level override those at the PSU level.

2. In **Component Groups**, select the Washington state regional node.
3. In **Calculation Components**, select **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Washington regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State FLI**.
   d. Select **WA**.
4. Click **Enterable Calculation Values on the Calculation Card**.
5. Add the **MLI Employee Percentage** and **MLI Employer Percentage** components, and set the appropriate values for each.

   Enter as a percentage. For example, enter 50% as **50**.

   The sum of both must equal 100%.
6. Save your work.

## Opt Out Your Organization

To opt your organization out of this tax:

1. To opt out at the PSU level, start the Legal Entity Calculation Cards task from your implementation project.

   To opt out at the TRU level, start the Legal Reporting Unit Calculation Cards task.
2. In **Component Groups**, choose the Washington state regional node.
3. In **Calculation Components**, choose **State FLI**.

   Create it if it doesn't already exist.

   a. Select the Washington regional node in **Component Groups**.
   b. Click **Create** in **Calculation Components**.
   c. In **Create Calculation Component**, select **State FLI**.
   d. Select **WA**.
4. Select **Enterable Calculation Values on the Calculation Card**.
5. Choose **Exempt from Family Leave Insurance**.
6. In **Value**, enter `Yes`.
7. Save your work.

## Exclude Individual Employees

To exclude an individual employee from this tax:

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. Choose the Washington state regional node.
3. In **Withholding Exemption**, choose **Yes** for **Exempt from Family Leave Insurance**.

## Cost the Tax

To process FLI taxes, cost these predefined elements using the FLI Tax Calculated or Tax Calculated input value.

- Family Leave Insurance Employee Tax
- Family Leave Insurance Employee Tax Not Taken

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- Medical Leave Insurance Employer

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

Washington rules follow Social Security wage basis rules.

*Related Topics*
- How the Payroll Process Determines the Employee Work State
- Configure the Form W-2
- Define Legal Entities for the US
- Overview of Legal Reporting Unit Configuration for the US
- Payroll Costing of Elements for the US

# Washington DC Taxes

## Washington DC Paid Family Leave

Washington DC Family Leave Insurance (FLI) provides a period for workers to:

- Bond with their newborn or newly adopted child
- Provide care for a seriously ill family member

**Note:** SUI taxability of Group Term Life (GTL) deductions over $50,000 from taxable to exempt isn't supported for Washington DC.

This tax consists of this component.

- Family Leave Insurance Employer

Before you implement DC FLI, there are some issues you need to consider.

- What are the employee eligibility criteria
- How to cost FLI taxes
- What wage basis rules it follows

For further info, see the following sections.

## Employee Eligibility Criteria

The payroll process automatically imposes this tax on employers when their employees are subject to State Unemployment Insurance (SUI).

**Note:** Washington DC doesn't allow opt out of FLI. If you pay SUI for an employee, you must pay FLI.

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## Cost the Tax

To process FLI taxes, cost this predefined element using the FLI Tax Calculated input value.

- Family Leave Insurance Employer

For further info, see Payroll Costing of Elements for the US in the Help Center.

## Wage Basis Rules

The Washington DC rules follow DC SUI wage basis rules.

*Related Topics*
- Configure Organization Calculation Cards for the US
- Configure the Form W-2
- Payroll Costing of Elements for the US
- Tax Withholding Card

# FAQs for Federal and State Taxes

## Can I track state taxes for states that don't have them?

No, the payroll process only tracks state withholdable wages for states that have state taxes, such as Florida.

## How do I change an employee's cumulative withholding tax calculation method?

To change an employee's cumulative withholding tax calculation method, use the Calculation Cards task to edit their Tax Withholding card.

In **Associations**, click the appropriate tax reporting unit's link. Change the **Cumulative Taxation** value.

*Related Topics*
- Configure the Tax Withholding Card
- Tax Withholding Card

## How do I select a private New Jersey Disability Insurance plan type?

If you're a New Jersey employer, to implement a state-approved private plan:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Tax Reporting Unit HCM Information**.
3. In **Tax Reporting Unit**, select **New Jersey**.
4. Navigate to **New Jersey W-2 Reporting Rules Overrides**.
5. Select the private plan option for the **Disability Plan Type**.
6. Specify the plan number for the private plan.
7. Click **Submit**.

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*Related Topics*
- How the Payroll Process Determines the Employee Work State
- New Jersey Disability Insurance
- Configuration Requirements for Third-Party Tax Filing

## How do I select a private New Jersey Family Leave Insurance plan type?

By default, New Jersey employers use the state-administered Family Leave Insurance plan.

If you're implementing a state-approved private plan, make the following settings at the tax reporting unit level.

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Reporting Unit HCM Information**.
3. In **Tax Reporting Unit**, select **New Jersey**.
4. Navigate to **New Jersey W-2 Reporting Rules Overrides**.
5. Select the private plan option for the **Family Leave Insurance Plan Type**.
6. Enter the plan number for the private plan.
7. Click **Submit**.

*Related Topics*
- How the Payroll Process Determines the Employee Work State
- New Jersey Family Leave Insurance
- Configuration Requirements for Third-Party Tax Filing
- Configure the Form W-2

## How do I set employee tax exemption for state reciprocity?

Employees that live and work in states with reciprocity agreements are eligible for resident state income tax (SIT). They're exempt from work SIT.

To implement this, use the Calculation Cards task to open the person's Tax Withholding card for editing and navigate to their work state node. Set **Nonresident** to **Yes**.

*Related Topics*
- Configure the Tax Withholding Card
- Tax Withholding Card

## How can I exempt a military spouse from state income tax?

To mark an employee as exempt from state income tax due to a military spouse situation:

1. Use the Calculation Cards task to open the person's Tax Withholding card for editing.
2. Set an appropriate effective as-of date.
3. In **Withholding Details**, select the state component.
4. Set **Exempt from Wage Accumulation** to **Yes**.

**Note:** **Exemption for Military Spouse** on the tax card is for informational purposes only. The value on this field has no impact on tax calculation.

*Related Topics*
- Tax Withholding Card

## How can I identify statutory employees on their W-2?

You can identify independent contractor as employees by statute.

This status appears on W-2 Box 13.

To identify a person as a statutory employee:

1. Start the Calculation Cards task.
2. Search for the employee.
3. Open their Tax Withholding card for editing.
4. In **Tax Withholding**, select the appropriate status in **Statutory Employee**.
5. Save your work.

*Related Topics*
- Configure the Form W-2
- Tax Withholding Card

## How can I mark an individual employee as exempt from federal, state, or local taxes?

Mark an employee as exempt from many types of taxes on their Tax Withholding card. These taxes include state taxes, Federal Unemployment Tax Act (FUTA) tax, social security tax, county taxes, and city taxes.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Tax Withholding card for editing.
5. Click either the **Federal** or **Regional** calculation component.
6. Select the individual taxes for exemption.

*Related Topics*
- Tax Withholding Card

## How can I mark individual employees for cumulative aggregation taxation?

You identify employees for cumulative taxation on their Tax Withholding card.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Tax Withholding card for editing.
5. Click **Federal**.
6. Set the value for **Cumulative Taxation**.

*Related Topics*
- Tax Withholding Card

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## How do I report Maryland State Retirement Fund contributions on the W-2?

If you're performing end-of-year reporting through ADP, this value appears in Box 14 of the W-2.

To populate Box 14 for quarterly and year-end reporting:

1. Feed the appropriate W2 Box 14 balance.
2. Use the Common Lookups task to update the meaning of the corresponding lookup code of the ORA_HRX_US_W2_BOX_14_USER_DFND lookup type.

   The text you type becomes the label text appearing on the W-2 Box 14.

*Related Topics*
- Configure the Form W-2
- Form W-2 Box Info

# Time Entries

## 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 | Submit the Recalculate Payroll for Retroactive Changes process. |

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| Method | Action |
|---|---|
|  | The process creates retroactive element entries for each element that has a retroactive change. If the imported time card entry includes a rate change, the element's formula recalculates the amount. |
| Process QuickPay | 1. Roll back the records processed for the employees from the payroll run. <br> 2. Submit the Calculate QuickPay process. |
| Process employees in a separate payroll run | 1. Roll back the records processed for the employees from the payroll run. <br> 2. Create a payroll relationship group that includes these employees and process a payroll run for the time card entries. |

*Related Topics*

- Time Element Value Definitions
- Create Time Card Elements for Time Entries
- Import Time Card Entries to Payroll
- Recalculate Payroll for Retroactive Changes

# Time Element Value Definitions

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

| Value Definition - Name | Value Definition -Calculation Type | Description | Calculation Step-Name |
|---|---|---|---|
| <Element Name> Element Rate and Payment Rate | Rate Definition | You can calculate time using a rate definition. The rate definition details will be captured on the element rate. A default rate definition can be defined when you create a time element. Alternatively, a rate definition can be captured on the time card and passed to payroll from your time product. The payment rate identifies if there is no rate definition for the time. | Time Element Rate and Payment Rate |
| <Element Name> Rate Amount | Flat Amount | You can calculate time using a flat amount such as 22 USD per hour or 0.75 USD per mile. The amount can be entered on the time card. Alternatively, if the value is a fixed amount it can be entered as a default on the rate amount value definition. | Rate Amount |

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| Value Definition - Name | Value Definition -Calculation Type | Description | Calculation Step-Name |
|---|---|---|---|
| <Element Name> Conversion Formula | Text | When you create a time element you must specify a conversion formula. This formula converts a rate amount to the appropriate periodicity. For example, if an annual amount is captured for an hourly element this formula would convert the annual amount into an hourly amount.<br><br>**Note:**<br>This <Element Name> Conversion Formula isn't created for elements with a unit of measure. | Time Card Rate Conversion Formula |
| <Element Name> Reporting UOM | Text | The reporting value definition captures the unit of measure of the time element. This is derived based on the calculation unit selected for the element and will be either hours, days or units. | - |
| <Element Name> Time Factor | Flat Rate | Optionally you can apply a percentage to the time calculation. For example, the time calculation could be based on 22 USD * 50 percent. The factor value can be entered on the time card or entered as a default on the value definition.<br><br>**Note:**<br>If the percentage varies based on criteria, such as the worker's location, then the details should be captured on values defined by the criteria. | Time Factor |
| Time | Flat Amount | The predefined time value definition captures the number of time units worked. For example, '8' hours or '2' units. | Time Card Unit |
| Expedite | Text | The predefined expedite value definition identifies if the time has been marked for inclusion in an expedited payroll run. | Expedite |
| Override Pay Method | Text | The predefined override check payment method captures the organization payment method for expedited time. | Override Pay Method |

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| Value Definition - Name | Value Definition -Calculation Type | Description | Calculation Step-Name |
|---|---|---|---|
| | | | |
| Override Check Printer | Identifier | The predefined override check printer captures printer details for an expedited time. | Override Check Printer |

# FAQ for Time Entries

## 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?

# Mass Load or Update of Payroll Data

## Loading 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

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- 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

# Use HSDL to Upload Organization Calculation Card Info

You can use the HCM Spreadsheet Data Loader (HSDL) to perform mass updates of your organization calculation card info.

There are multiple HSDL templates to help you.

1. From **My Client Groups**, click **Data Exchange**.
2. Click **Run Spreadsheet Data Loader**.
3. Search for and select one of these templates.

| Template name | What it does |
|---|---|
| US City Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads city calculation rules for TRUs and PSUs. |
| US County Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads county calculation rules for TRUs and PSUs. |
| US Federal Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads federal calculation rules for tax reporting (TRUs) and payroll statutory units (PSUs). |
| US State Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads common state calculation rules for TRUs and PSUs. |

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| Template name | What it does |
| --- | --- |
| | |
| US State AK Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads Alaska state calculation rules for TRUs and PSUs. |
| US State CA Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads California state calculation rules for TRUs and PSUs. |
| US State HI Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads Hawaii state calculation rules for TRUs and PSUs. |
| US State NJ Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads New Jersey state calculation rules for TRUs and PSUs. |
| US State NY Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads New York state calculation rules for TRUs and PSUs. |
| US State PA Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads Pennsylvania state calculation rules for TRUs and PSUs. |
| US State RI Calculation Rules for Tax Reporting and Payroll Statutory Unit | Loads Rhode Island state calculation rules for TRUs and PSUs. |

*Related Topics*

- Configure Organization Calculation Cards for the US
- Load Objects with HCM Data Loader

# Use HSDL to Upload Tax Card Info

You can use the HCM Spreadsheet Data Loader (HSDL) to perform mass updates of employee Tax Withholding cards.

There are multiple HSDL templates to help you.

1. From **My Client Groups**, click **Data Exchange**.
2. Click **Run Spreadsheet Data Loader**.
3. Search for and select one of these templates.

| Template name | What it does |
| --- | --- |
| US City Tax Withholding Card | Loads city tax withholding info. |
| US County Tax Withholding Card | Loads county tax withholding info. |
| US Federal Tax Withholding Card | Loads federal tax withholding info. |

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| Template name | What it does |
|---|---|
| US State AL Tax Withholding Card | Loads Alabama state tax withholding info. |
| US State AZ Tax Withholding Card | Loads Arkansas state tax withholding info. |
| US State AR Tax Withholding Card | Loads Arizona state tax withholding info. |
| US State CA Tax Withholding Card | Loads California state tax withholding info. |
| US State CT Tax Withholding Card | Loads Connecticut state tax withholding info. |
| US State DC Tax Withholding Card | Loads District of Columbia state tax withholding info. |
| US State GA Tax Withholding Card | Loads Georgia state tax withholding info. |
| US State IA Tax Withholding Card | Loads Iowa state tax withholding info. |
| US State IL Tax Withholding Card | Loads Illinois state tax withholding info. |
| US State IN Tax Withholding Card | Loads Indiana state tax withholding info. |
| US State KY Tax Withholding Card | Loads Kentucky state tax withholding info. |
| US State LA Tax Withholding Card | Loads Louisiana state tax withholding info. |
| US State MA Tax Withholding Card | Loads Massachusetts state tax withholding info. |
| US State MD Tax Withholding Card | Loads Maryland state tax withholding info. |
| US State ME Tax Withholding Card | Loads Maine state tax withholding info. |
| US State MI Tax Withholding Card | Loads Michigan state tax withholding info. |
| US State MN Tax Withholding Card | Loads Minnesota state tax withholding info. |
| US State MO Tax Withholding Card | Loads Missouri state tax withholding info. |
| US State MS Tax Withholding Card | Loads Mississippi state tax withholding info. |
| US State NJ Tax Withholding Card | Loads New Jersey state tax withholding info. |
| US State NY Tax Withholding Card | Loads New York state tax withholding info. |

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| Template name | What it does |
|---|---|
| US State OH Tax Withholding Card | Loads Ohio state tax withholding info. |
| US State PA Tax Withholding Card | Loads Pennsylvania state tax withholding info. |
| US State Tax Withholding Card | Loads common state tax withholding info. |
| US State VA Tax Withholding Card | Loads Virginia state tax withholding info. |
| US State WI Tax Withholding Card | Loads Wisconsin state tax withholding info. |
| US State WV Tax Withholding Card | Loads West Virginia state tax withholding info. |
| US Tax Withholding Card Association | Creates multiple tax reporting unit associations. Don't use this template to update the taxation component. |

*Related Topics*
- Load Objects with HCM Data Loader
- Create a Personal Calculation Card for the US
- Tax Withholding Card

# Employee Transfers

## Overview of Employee Transfers for the US

You have multiple options when it comes to transferring people.

Here are the most common methods. For further info, see Employee Transfer Actions for the US in the Help Center.

| Transfer type | What you use | What it does | Notes |
|---|---|---|---|
| Add assignment | Add Assignment task | Adds an assignment to the selected person. | 1. Creates an additional assignment<br>2. Leaves the work relationship, primary assignment, and any other assignments unchanged<br>By default, the new assignment is not the primary.<br><br>For further info, see Employee Transfer Actions for the US in the Help Center. |

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| Transfer type | What you use | What it does | Notes |
|---|---|---|---|
| End assignment | End Assignment | Ends a single employee's assignment. | • You can't change the assignment's primary indicator value.<br><br>• When ending the primary assignment, if there is only one nonprimary assignment in the work relationship, the action automatically changes that nonprimary assignment to primary.<br><br>• If there are more than one nonprimary assignment, you can't end the primary assignment.<br><br>You must set one of the nonprimary assignments as primary before ending the primary assignment.<br><br>For further info, see the following on the Help Center.<br><br>• Can I end a primary assignment if there are other nonprimary assignments in the same work relationship?<br><br>• Employee Transfer Actions for the US |
| Single person transfer | Transfer | Transfers the person without changing their legal employer. | 1. Updates the person's primary assignment<br>2. Leaves the work relationship and any other assignments unchanged<br>The assignment number and ID remain the same.<br><br>**Note:**<br>Because the legal employer doesn't change, the payroll details remain the same.<br><br>For further info, see Employee Transfer Actions for the US in the Help Center. |
| Single person local transfer | Local and Global Transfer | Transfers the person without changing their legal employer. | This performs the same actions as the standalone Transfer guided process. |

| Transfer type | What you use | What it does | Notes |
|---|---|---|---|
| | | | **Note:**<br>Because the legal employer doesn't change, the payroll details remain the same. If you select **Payroll Details** as part of the transfer, you must select a new legal employer. This changes the transfer type to global.<br><br>For further info, see the following on the Help Center.<br><br>• Local and Global Transfer for the US<br><br>• Local Transfers for the US |
| Single person global transfer | Local and Global Transfer | Transfers the person to a different legal employer. | 1. Creates a work relationship and assignment under the new legal employer<br>2. Terminates the existing work relationship and all assignments date-effective as of the day prior to the transfer date<br>3. Sets the last standard earnings and last standard process dates<br>4. Terminates the original assignment<br>5. Depending on the payroll relationship rules, it might create an assignment under a different payroll relationship<br>For further info, see the following on the Help Center.<br><br>• Global Transfers for the US<br><br>• Local and Global Transfer for the US |
| Single person global temporary assignment | Local and Global Transfer | Temporarily transfers the person to a different legal employer. | • Suspends only the current assignment, and doesn't end the current payroll relationship<br><br>• Doesn't create the work relationship and primary assignment within the new legal employer<br><br>  You must ensure both are defined before you run the process.<br><br>• Sets the status of the assignments in the original |

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| Transfer type | What you use | What it does | Notes |
|---|---|---|---|
| | | | work relationship to **Suspended-Payroll Eligible** For further info, see the following on the Help Center. <br>• Global Temporary Assignments for the US <br>• Local and Global Transfer for the US |
| End a global temporary assignment | Local and Global Transfer | 1. Ends a temporary assignment. <br>2. Reinstates the assignments on the original legal employer. | For further info, see the following on the Help Center. <br>• Global Temporary Assignments for the US <br>• Local and Global Transfer for the US |
| Multiple person global transfer | Mass Legal Employer Change | Changes the legal employer of multiple workers in a single batch. | • Transfers multiple employees from different legal employers to the same destination legal employer <br>• Ends the current work relationships for the employees, and creates relationships within the destination legal employer <br>• Creates primary assignments, and ends the original ones <br><br>The new primary assignments have all the data from the original records by default, but you can change this. <br><br>You can override some assignment attributes from the source assignment that are common and apply to the set of workers transferring to new legal employers. <br>• When changing multiple legal employers across legislations, the process doesn't copy the data for salary and payroll <br><br>Some personal data may also not be copied if the destination doesn't support it. <br>For further info, see Mass Legal Employer Change on the Help Center. |
| Multiple person transfer, local and global | HCM Data Loader (HDL) | Effects the transfers by using HDL files to directly change the employees' info. | Requires special HDL files. |

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| Transfer type | What you use | What it does | Notes |
|---|---|---|---|
|  |  |  | For further info, see How You Perform a Global Transfer Using HCM Data Loader on the Help Center. |

*Related Topics*

- Employee Transfer Actions for the US
- Global Temporary Assignments for the US
- Global Transfers for the US
- How You Perform a Global Transfer Using HCM Data Loader
- Load Objects with HCM Data Loader
- Local Transfers for the US
- Local and Global Transfer for the US
- Mass Legal Employer Change for the US
- What Happens to Element Entries During Person Transfers
- Can I end a primary assignment if there are other nonprimary assignments in the same work relationship?

# Local Transfers for the US

Any employee transfer that occurs within the same legal employer is a local transfer. You use the Local and Global Transfer process to perform these transfers.

For further info, see Local and Global Transfer for the US on the Help Center.

During a local transfer, the process:

1. Updates the person's primary assignment.
2. Leaves the work relationship and any other assignments unchanged.

The assignment number and ID remain the same.

**Note:** Because the legal employer doesn't change during a local transfer, the person's payroll details remain the same. If you select **Payroll Details** as part of the transfer, you must select a new legal employer. This changes the transfer type to global.

*Related Topics*

- Local and Global Transfer for the US
- Overview of Employee Transfers for the US

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# Global Transfers for the US

Any employee transfer that involves a change in legal employer is a global transfer. You use the Local and Global Transfer process to perform these transfers.

For further info, see Local and Global Transfer for the US on the Help Center.

During a global transfer, the process:

1. Creates a work relationship and assignment in the new legal employers. It uses worker data from the original assignment.
2. Terminates the original work relationship and all assignments date-effective as of the day prior to the transfer date.
3. Sets the last standard earnings and last standard process dates.
4. Terminates the original assignment after you enter the final close date.

Which assignments you can view is determined by:

- Have you configured the application to view assignment history during a global transfer

- Have you enabled assignment-level security

For example, if you have access to the destination assignment only, then you can't view the person's complete assignment history. The person who has access to both the source and target assignment can view both the assignments in **Business Title** and employment history.

For further info, see Implementing Assignment-Level Security in HCM (2700661.1) on My Oracle Support.

For details on all data the process can copy, see Data Copy and Display Options for Employee Transfers for the US in the Help Center.

*Related Topics*
- Data Copy and Display Options for Employee Transfers for the US
- Local and Global Transfer for the US
- Overview of Employee Transfers for the US
- Implementing Assignment-Level Security in HCM

# Global Temporary Assignments for the US

You use the Local and Global Transfer process to temporarily transfer a person to a different legal employer.

For further info, see Local and Global Transfer for the US on the Help Center.

During a global temporary assignment, the process:

1. Suspends the current assignment, and doesn't end the current payroll relationship.
2. Doesn't create the work relationship and primary assignment within the new legal employer.

   You must ensure both are defined before you run the process.
3. Sets the status of the assignments in the original work relationship to **Suspended-Payroll Eligible**.

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Which assignments you can view is determined by:

- Have you configured the application to view assignment history during a global transfer

- Have you enabled assignment-level security

For example, if you have access to the destination assignment only, then you can't view the person's complete assignment history. The person who has access to both the source and target assignment can view both the assignments in **Business Title** and employment history.

For further info, see Implementing Assignment-Level Security in HCM (2700661.1) on My Oracle Support.

For details on all data the process can copy, see Data Copy and Display Options for Employee Transfers for the US in the Help Center.

*Related Topics*

- Data Copy and Display Options for Employee Transfers for the US

- Local and Global Transfer for the US

- Overview of Employee Transfers for the US

- Implementing Assignment-Level Security in HCM

# Employee Transfer Actions for the US

Here's what happens when you perform the various employee transfer actions.

## Transfer Actions

### Transfer actions that don't change the assignment or the legal employer

| Action | How it works |
|---|---|
| Transfer guided process | 1. Updates the person's primary assignment.<br>2. Leaves the work relationship and any other assignments unchanged.<br><br>The assignment number and ID remain the same. |
| Local and Global Transfer process (local transfer) | Performs the same actions as the standalone Transfer guided process.<br><br>**Note:**<br>Local transfers can't include payroll details. If you select **Payroll Details** as part of the transfer, you must select a new legal employer. This changes the transfer to global. |

### Transfer actions that change the assignment

| Action | How it works |
|---|---|
| Add Assignment | 1. Creates an assignment. |

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| Action | How it works |
|---|---|
| | 2. Leaves the work relationship, primary assignment, and any other assignments unchanged.<br><br>By default, the new assignment is not the primary.<br>For further info, see Assignments in the Help Center. |
| End Assignment | Ends the selected assignment. |
| Temporary Assignment | 1. Creates an additional assignment.<br>2. Suspends the existing assignments.<br><br>The work relationship remains unchanged.<br><br>The status of the existing assignments changes to **Suspended - Payroll Eligible** by default. You can change this status to any other value or revert to the original status using the Change Assignment flow.<br>Use this action when:<br><br>1. The organization has clear guidelines about temporary assignments.<br>2. The person is expected to return after the temporary assignment ends.<br>If you have a requirement to add an additional assignment for the person and end the source assignment in the future, then use add assignment instead of temporary assignment. |
| End Temporary Assignment | 1. Ends the temporary assignment.<br>2. Reinstates the original assignments by the specified return date. |

### Transfer actions that change the legal employer

| Action | How it works |
|---|---|
| Create Work Relationship | 1. Creates a work relationship and associated assignment.<br>2. Leaves the existing work relationship, primary assignment, and any other assignments unchanged.<br>You end a work relationship by using the Terminate action. |
| Local and Global Transfer (global transfer) | Based on the data you change, this task determines if it's a local transfer, global transfer, or a global temporary assignment.<br><br>If you change the current legal employer and select the transfer type as permanent, the process performs a global transfer.<br><br>The process:<br><br>1. Ends the person's assignments.<br>2. Ends the current work relationship.<br>3. Creates a work relationship in the new legal employer.<br>The new primary assignment inherits all the data from the source, but you can change this.<br><br>> **Note:**<br>> A transfer that doesn't change the legal employer is a local transfer. For further info, see the previous tables. |

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| Action | How it works |
|---|---|
| Local and Global Transfer (global temporary assignment) | If you change the current legal employer and select the transfer type as temporary, the process performs a global temporary assignment. <br><br> The process: <br><br> 1. Suspends the current assignment <br> 2. Doesn't end the current work relationship. <br><br>    The status of the existing assignments in the source work relationship changes to **Suspended-Payroll Eligible**. You can change the status to any other value. <br><br>    You can reverse this change in status to the original status using the Change Assignment flow. You must: <br><br> 1. Create a work relationship. <br> 2. Create a primary assignment within the new legal employer. <br><br>    It has all the data from the source by default, but you can change this. <br> Use this action when: <br><br> 1. The organization has clear guidelines about global temporary assignments. <br> 2. The person is expected to return after the global temporary assignment ends. <br><br> **Note:** <br> Instead of global temporary assignment, use create work relationship when your requirements are to: <br><br> 1. Add a work relationship for the person. <br> 2. End the source work relationship in the future. |
| End Global Temporary Assignment | 1. Ends the temporary assignment and work relationship. <br> 2. Reinstates the assignments with the original legal employer. |
| Mass Legal Employer Change | Transfers multiple employees from different legal employers to the same destination legal employer. <br><br> This process: <br><br> 1. Ends the current work relationships for the employees. <br> 2. Creates relationships within the destination legal employer. <br> 3. Creates primary assignments, and ends the original ones. <br><br>    The new primary assignments have all the data from the original records by default, but you can change them. <br><br> **Note:** <br> This process is limited to the HR Specialist role. |

## Source Assignment Status

You can override the default status of the source assignment by manually selecting it when you use these processes.

- Local and Global Transfer (global transfer and global temporary assignment only)
- Add Assignment (temporary assignment only)

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This table shows the properties of **Source Assignment Status** and summarizes the visibility conditions and the drop-down values of the field.

> **Note:** **Source Assignment Status** is visible only if you have enabled it through the HCM Experience Design Studio task. For further info, see HCM Experience Design Studio in the Help Center.

| Field property | Local and Global Transfer (local transfer) | Local and Global Transfer (global transfer) | Local and Global Transfer (global temporary assignment) | Add Assignment (permanent) | Add Assignment (temporary) |
|---|---|---|---|---|---|
| Visibility | No | Yes | Yes | No | Yes |
| Values | N/A | All inactive HR statuses | All active and suspended HR statuses | N/A | All active and suspended HR statuses |
| Selected Value Applicability | N/A | All assignments of the source work relationship | Only the assignment which was used to start the flow | N/A | Only the assignment which was used to start the flow |

> **Note:** Some points regarding the source assignment status.
> - The task controls the status, and it's automatically available in the applicable flows.
> - The status value must be valid as of the effective date of the flow.
> - **Source Assignment Status** displays the default status of the source assignment.
> - The field displays the default sort order of the status first, followed by descending order of system status (in the order Suspended to Active) for Global Temporary Assignment and Temporary Assignment flows.
> - The status isn't supported in the HCM Data Loader, REST, and HCM Spreadsheet Data Loader tools.

*Related Topics*
- Data Copy and Display Options for Employee Transfers for the US
- Assignments
- HCM Experience Design Studio

# Local and Global Transfer for the US

Use the Local and Global Transfer process to transfer individual workers to a new work location.

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Use this process to perform these employee transfers.

| Transfer type | Changes the legal employer? |
|---|---|
| Local transfer within the assignment | No |
| Global transfer | Yes |
| Global temporary assignment | Yes |

To run this process:

1. From **My Client Groups**, click **Show More**.
2. In **Employment**, click **Local and Global Transfer**.
3. Search for and select the person you are transferring.
4. Select the employee info you are transferring.
5. In **When and Why**, specify details about this transfer.

   If you select a new legal employer, the transfer becomes a global transfer.
6. Click **Continue**.

## Before You Start

Before performing a transfer, complete all payroll runs and then set the final close date according to your requirements.

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. For further info, see HCM Experience Design Studio in the Help Center.

## Parameters

The available parameters depend on what info you chose to manage during the transfer. For further info, see Data Copy and Display Options for Employee Transfers for the US in the Help Center.

Of special consideration is **Source Assignment Status**. This parameter is available only for some transfer types. This table also summarizes the visibility conditions and the drop-down values of the field.

| For this transfer type | Is it visible? | What values does it include? | What the values apply to |
|---|---|---|---|
| Add temporary assignment | Yes | All active and suspended HR statuses | The assignment used to start the process |
| Add permanent assignment | No | N/A | N/A |
| Local transfer | No | N/A | N/A |
| Global transfer | Yes | All inactive HR statuses | All assignments on the person's source work relationship |

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| For this transfer type | Is it visible? | What values does it include? | What the values apply to |
|---|---|---|---|
| Global temporary assignment | Yes | All active and suspended HR statuses | The assignment used to start the process |

**Note:**

- The task controls the status, and it's automatically available in the applicable process.
- The status value must be valid as of the effective date of the process.
- This field displays the default status of the source assignment.
- The field displays the default sort order of the status first, followed by descending order of system status for the transfer process from Suspended to Active.
- The status isn't supported in the HCM Data Loader, REST, and HCM Spreadsheet Data Loader tools.

## Process Results

The process copies the data from the original assignment and work relationship to the new ones, depending on your selections.

**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.

Here's the payroll items the process can copy. For details on all data the process can copy, see Data Copy and Display Options for Employee 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 What Happens to Payment Methods During Person Transfers in the Help Center. |
| Person Costing Overrides | All costing overrides are copied. For further info, see What Happens to Costing Overrides During Person Transfers in the Help Center. |

| 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.<br><br>For further info, see What Happens to Element Entries During Person Transfers in the Help Center. |
| Calculation Cards and Components | The process copies these cards and components at the payroll relationship level.<br><br>• Tax Withholding, Federal component<br>• Involuntary Deductions<br>• Benefits and Pensions<br>It doesn't copy cards at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.<br><br>For further info, see What Happens to Calculation Cards During Person Transfers for the US in the Help Center. |
| Balances | The process copies the source assignment and relationship-level balances to the target assignment and payroll relationship respectively.<br><br>For further info, see the following in the Help Center.<br><br>• What Happens to Balance Effective Dates During Person Transfers for the US<br>• What Happens to Total Owed Deductions During Person Transfers for the US |

*Related Topics*

- Dashboard for Legal Employer Change
- Data Copy and Display Options for Employee Transfers for the US
- Employee Transfer Actions for the US
- What Happens to Balance Effective Dates During Employee Transfers for the US
- What Happens to Total Owed Deductions During Employee Transfers for the US
- What Happens to Calculation Cards During Employee Transfers for the US
- What Happens to Costing Overrides During Person Transfers
- What Happens to Element Entries During Person Transfers
- What Happens to Payment Methods During Person Transfers
- HCM Experience Design Studio
- Implementing Assignment-Level Security in HCM

# Mass Legal Employer Change for the US

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.

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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**.
3. Click **Add**.
4. Select the info you want to copy during the transfer, and click **Continue**.

Some things to consider when performing this kind of transfer.

- Use this task to transfer people from different legal employers into a single 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** after the transfer. 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 changes

  - Pending transaction awaiting approval that involves an assignment change

  - Work relationship start date with the same as the effective date of the transfer

- If you leave a field blank, the task copies the existing value from the person's source info, if possible.

**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.

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## 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:<br><br>1. Apply to all people being transferred.<br>2. Override the corresponding values on their source assignment. |
| 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.<br><br>For further info, see Overview of Flexfields in the Help Center. |
| Salary Changes | You can copy the salary from the primary assignment of the previous work relationship. However:<br><br>1. The legal employers involved in the transfer must have the same legislative data group (LDG).<br>2. The salary basis must be one of the following.<br><br>  ○ Type 1: Salary amount is determined by the user.<br><br>  ○ Type 2: Salary amount is determined by components, and the salary basis setting is **Enable component selection during allocation**.<br><br>  ○ Type 3: Salary amount is determined by rates. |
| Performance Goals and Documents Related Changes | You can move performance goals and documents to the worker's new assignments. You can move:<br><br>• All workers' performance goals and documents associated with all review periods<br><br>• Only current and future review periods, excluding historic performance goals and documents associated with inactive assignments<br><br>When you perform a mass employee transfer:<br><br>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.<br><br>  This performance data includes:<br><br>  ○ Performance goals<br><br>  ○ Goal plans<br><br>  ○ Performance documents<br><br>  The performance goals and documents associated with the secondary assignments remain unchanged on the source relationship. You can edit, cancel, or delete them as needed.<br>2. The task doesn't change eligibility profiles.<br><br>  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.<br><br>  You must update the eligibility profiles to exclude the inactive assignments to prevent them being recreated. |

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| Data item | What this includes |
|---|---|
| Payroll Details | You can copy payroll details from the source to the target assignment and payroll relationship during a mass legal employer change within the LDG.<br><br>For further info, see Payroll Data Transferred below. |
| Benefits | You can choose the life event for global transfer and transfer benefits balance to the worker's new assignment. |
| Select People | You can choose the workers for whom you would like to perform the transaction. |
| Review Selected People | You can review the people you selected before submitting the Mass Legal Employer Change process. |

## 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.

Here's the payroll items the process can copy. For details on all data this 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. |
| Personal Payment Methods | Payment methods are copied subject to the availability of a valid organization payment method (OPM) for the same payment type.<br><br>For further info, see What Happens to Payment Methods During Person Transfers in the Help Center. |
| Third-Party Payment Methods | The process links payment methods for third-party person payees to the new payroll relationship.<br><br>For further info, see What Happens to Payment Methods During Person Transfers in the Help Center. |
| Person Costing Overrides | By default, the process 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.<br><br>For further info, see What Happens to Costing Overrides During Person Transfers in the Help Center. |
| Recurring Element Entries | The process copies element entries subject to eligibility. To exclude certain elements from being copied, define an element (object) group with the Global Transfer usage type.<br><br>For further info, see What Happens to Element Entries During Person Transfers in the Help Center. |
| Calculation Cards and Components | The process copies these cards and components at the payroll relationship level.<br><br>• Tax Withholding, Federal component<br><br>• Involuntary Deductions |

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| Payroll item | What this includes |
|---|---|
| | • Benefits and Pensions |
| | It doesn't copy cards at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels. |
| | For further info, see What Happens to Calculation Cards During Person Transfers in the Help Center. |
| Balances | The process copies the source assignment and relationship-level balances to the target assignment and payroll relationship respectively. |
| | For further info, see What Happens to Balance Effective Dates During Person Transfers in the Help Center. |

*Related Topics*
- Data Copy and Display Options for Employee Transfers for the US
- What Happens to Balance Effective Dates During Employee Transfers for the US
- What Happens to Costing Overrides During Person Transfers
- What Happens to Element Entries During Person Transfers
- What Happens to Payment Methods During Person Transfers
- HCM Experience Design Studio
- Overview of Flexfields
- What Happens to Calculation Cards During Employee Transfers

# Data Copy and Display Options for Employee Transfers for the US

When transferring an employee to a different permanent legal employer (global transfer or global temporary assignment), you can select the data you want to copy from the source to the target assignment. By default, the transfer process uses the data from the worker's source assignment.

These tables describe the visibility of the various sections in the Local and Global Transfer task and what data gets copied from the source to the destination for a global transfer and global temporary assignment.

> **Note:**
> - The **Transfer Within Same LDG** columns apply only to global transfers
>
>   Global temporary assignments to a different legislation always involve a change in legislative data group (LDG).
>
> - The **Transfer to Different LDG Within Same Legislation** and **Transfer to Different Legislation** columns can apply to both global transfers and global temporary assignments to a different legislation.

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## Personal Details and Other Info

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Personal Details | No | • Global transfer<br>• Global temporary assignment to a different legislation | N/A | N/A | N/A | You can't edit the visibility of this section in HCM Experience Design Studio. Its visibility is controlled by the application.<br><br>The flow displays this section only if you are changing the legislation of the person's work relationship. This is because the flow creates a name and legislation record based on the destination legislation<br><br>The flow includes **Biographical Info** and **National Identifier** because some applications, such as Payroll or Benefits, may require this info and including the regions during the transfer process reduces additional navigation. |
| Contact Info | No | Enabled using HCM Experience Design Studio | N/A | N/A | N/A | The flow displays this section when you select **Contact Info** from the questionnaire page.<br><br>This section displays any existing data. If no data exists, you can enter it as part of the transfer process. |
| Legislative Info | No | • Global transfer | N/A | N/A | Data copied by default | This section isn't available in HCM Experience Design Studio, |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | • Global temporary assignment to a different legislation | | | | and its visibility is controlled by the application. When performing a transfer to a different country, and the lookup codes in the source and destination are the same, the flow copies legislative info to the destination legislation, such as a person's marital status, ethnicity, religion, or gender. If the codes are not the same, the fields are blank, and you can select from the destination country's valid list of values. |
| Other Info | No | Enabled using HCM Experience Design Studio | Data copied by default | Data copied by default | Data copied by default | The flow displays this section when you select **Other Info** from the questionnaire page. This section displays any existing data. If no data exists, you can enter it as part of the transfer process. |

## Assignments and Work Relationships

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Assignment and Work Relationship (nonflexfield attributes and | Yes | Always | Data copied by default | Data copied by default | Data copied by default | By default, the flow copies all assignment and work relationship info, including |

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| descriptive flexfields) | | | | | | both nonflexfield attributes and descriptive flexfields (DFFs). However, you can change the assignment and work relationship values. The flow copies info that exists as of the transfer date but not changes effective afterwards. You can select the source assignment status during a global transfer or global temporary assignment. You can also override the default source assignment status by selecting the status from the page in the responsive Local and Global Transfer flow. For further info, see Overview of Flexfields in the Help Center. |
| Assignment and Work Relationship (developer descriptive flexfields) | Yes | Always | Data copied by default | Data copied by default | Data not copied by default | By default, the flow copies all developer descriptive flexfields (DDFs). For further info, see Overview of Flexfields in the Help Center. |
| Assignment (extensible flexfield contexts) | No | Enabled using HCM Experience Design Studio | Data copied by default | Data copied by default | Data copied by default | By default, the flow copies all assignment extensible flexfield (EFF) contexts. However, you can select contexts that you don't |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | want copied. The smart list of values only provides the list of contexts which has data populated in the source assignment. This feature is available for global transfers only. **Note:** During the transfer transaction, you can select to copy the list of extensible contexts in the **When and Why** section. However, the list of extensible contexts isn't refreshed even if you change the legal employer or change the global transfer to global temporary assignment. For further info, see Overview of Flexfields in the Help Center. |
| Work Relationship (V1 Seniority Dates) | No | Only version 1 (V1) seniority dates | Data copied by default | Data copied by default | Data copied by default | The flow copies only the V1 enterprise seniority date. |

## Payroll and Salary

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Payroll Details | Yes | Always | Data copied by default | Data not copied by default | Data not copied by default | By default, the flow copies all payroll info only if the source and destination legal employers belong to the same LDG. The flow copies info that exists as of the transfer date but not changes effective afterwards. If the transfer results in a new payroll relationship, the info that exists at a payroll relationship level is also copied.<br><br>The values in this section are derived from the assignment of the person you are transferring. You can override it if required.<br><br>For further info, see How the Local and Global Transfer Process Handles Payroll Details in the Help Center. |
| Payroll Details (tax reporting unit) | Depends on legislation | Enabled using HCM Experience Design Studio | Data copied by default | Data not copied by default | Data not copied by default | This feature is available only for global transfers.<br><br>The tax reporting unit defaults to the value from the source. You can override it if required.. |
| Payroll Details (person costing overrides) | No | Enabled using HCM Experience Design Studio | Data not copied by default | Data not copied by default | Data not copied by default | If you choose to copy the costing overrides, it occurs across the four levels at which the |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | person costing setup is held. For further info, see What Happens to Costing Overrides During Person Transfers in the Help Center. |
| Payroll Details (calculation cards and components) | No | Always | Data copied by default | Data not copied by default | Data not copied by default | This feature is available only for global transfers. When you choose to copy calculation cards as part of a transfer, the process copies: <ul><li>Benefits and Pension card</li><li>Involuntary Deductions card</li><li>Reporting Information card</li><li>Tax Withholding card</li></ul> For further info, see What Happens to Calculation Cards During Person Transfers in the Help Center. |
| Payroll Details (recurring element entries) | No | Enabled using HCM Experience Design Studio | Data copied by default | Data not copied by default | Data not copied by default | The flow creates or copies element entries based on the element eligibility criteria. If you want to exclude certain elements from the copy: 1. Define an element (object) group with the usage type of **Global Transfer**. |

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | 2. In **Payroll Details**, select the group in **Element Group**. For further info, see What Happens to Element Entries During Person Transfers in the Help Center. |
| Payroll Details (nonrecurring element entries) | No | N/A | Data not copied by default | Data not copied by default | Data not copied by default | The transfer process doesn't include nonrecurring element entries. For further info, see What Happens to Element Entries During Person Transfers in the Help Center. |
| Payroll Details (**Time Card Required** and **Overtime Period** values) | Conditional | Enabled using HCM Experience Design Studio | Data copied by default | Data not copied by default | Data not copied by default | By default, the **Time Card Required** and **Overtime Period** fields are hidden. Their values are automatically copied during the transfer. |
| Payroll Details (balances) | No | Enabled using HCM Experience Design Studio | Data not copied by default | Data not copied by default | Data not copied by default | You carry forward assignment and relationship level balances using balance adjustments from the source to the target legal employer during the global transfer of employees. The overall balance that's copied includes:  • Balance calculated within the source payroll relationship |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | • Balances copied to the source payroll relationship for prior global transfers |
| Salary for these salary basis types:<br><br>• **Amount determined by user**<br>• **Amount determined by rates (advanced)**<br>• **Amount determined by simple components (standard)** | Yes | Always | Data copied by default | Not supported | Not supported | When the legal employers involved in the transfer have the same LDG, the process defaults the salary info from the source assignment. |
| Salary for the **Amount determined by incremental components** salary basis type | Yes | Always | See Notes | Not supported | Not supported | When the legal employers involved in the transfer have the same LDG, and the salary basis setting is **Enable component selection during allocation**, the process defaults the salary info from the source assignment.<br><br>Otherwise, it doesn't copy any salary info during the transfer. |

## Individual Compensation and Benefits

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Compensation (Individual Compensation Plan) | Yes | Always | Data copied by default | Data not copied by default | Data not copied by default | When you perform a global transfer, the process automatically |

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | copies individual compensation awards from the source legal employer to the destination. |
| Compensation (Compensation Plan) | Yes | Always | Data not copied by default | Data not copied by default | Data not copied by default | |
| Benefits | No | Enabled using HCM Experience Design Studio | Data not copied by default | Data not copied by default | Data not copied by default | You can select to transfer the balances for a life event within the same LDG. |

## Performance Goals and Documents

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Performance Goals and Documents (Performance Documents and Performance Goals) | No | Global transfer | Data not copied by default | Data not copied by default | Data not copied by default | The transfer process doesn't copy performance goals and documents info. Use the Local and Global Transfer task to move performance goals and documents to the workers' new assignments. You select the performance goals and documents based on review periods. You can: • Move the worker's performance goals and documents associated with all review periods. |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | • Choose only current and future review periods and leave historic performance goals and documents associated with the inactive assignments. |

## Managers and Direct Reports

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Managers | Yes | Always | Data copied by default | Data copied by default | Data copied by default | By default, the process copies the manager info that includes all manager types, such as line manager and project manager. However, you can change these values. |
| Add Direct Reports | Yes | Always | N/A | N/A | N/A | You can add direct reports during a global transfer. |
| Reassign Existing Reports | No | Worker has direct reports | Data copied by default | Data copied by default | Data copied by default | |

## Other Sections

| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| Employment Contracts | No | Destination legal employer is contract enabled | Data not copied by default | Data not copied by default | Data not copied by default | The process doesn't copy any data because contracts are |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | defined within a legal employer context. |
| Weekly Working Hours | No | Enabled using HCM Experience Design Studio | Data copied by default | Data copied by default | Data copied by default | By default, the process copies all working hours info. However, you can change this info. |
| Absences | Yes | Enabled using HCM Experience Design Studio | Data copied by default | Data copied by default | Data copied by default | The Local and Global Transfer process supports all accrual plans.<br><br>The process automates the accrual plan enrollment and copying of plan balances. When you transfer an employee, the process end-dates all active plans in their source assignment. If the employee is eligible for the same plans in their new organization, the process enrolls them. |
| Work Schedule Assignments | N/A | N/A | Data copied by default | Data copied by default | Data copied by default | The process copies work schedule assignments only if the schedule and exceptions are available.<br><br>Local and global transfers also automate work schedule enrollment and copy work schedule exceptions. When you globally transfer someone, the process end-dates all active and future work schedules and work schedule exceptions in |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | the source legal employer. If the schedule and exceptions are available, the transfer process automatically links them with the same work schedule and work schedule exceptions in the new legal employer.<br><br>**Note:**<br>As a manager or HR specialist, you can review all work schedule assignments affected by the transfer. Use the Change Legal Employer dashboard to see relevant messages about end-dating and copying schedules and exceptions. |
| Seniority Dates | Yes | N/A | N/A | N/A | N/A | This is a read-only section. Only the person-level seniority date rules that are configured to be displayed in guided flows are visible.<br><br>This table shows the seniority dates displayed for different seniority date versions.<br><br>• V1 seniority dates: Enterprise and legal employer seniority dates. |

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| Section or Component | Visible by Default | Visibility Condition | Transfer Within Same LDG | Transfer to Different LDG Within Same Legislation | Transfer to Different Legislation | Notes |
|---|---|---|---|---|---|---|
| | | | | | | • V2 seniority dates: No seniority dates are displayed<br><br>• V3 seniority dates: Only person-level seniority date rules that are configured to be displayed in guided flows |

## Document Records

The Local and Global Transfer task copies document records from the source to the destination assignment only if the **ORA_PER_DOR_ASG_LVL_MOVE_ON_CHANGE_L**E profile option is set to **Y**. In case of multiple assignments in the source work relationship, only document records from the assignment used to start the global transfer are moved.

> **Note:** These transfer types don't support copying document records.
> - Local transfer
> - Global temporary assignment

## Features Not Copied

These features aren't specific to a worker's assignment and aren't directly impacted during a transfer. Hence, there's no data copy option for them.

- Person Extensible Flexfields

  For further info, see Overview of Flexfields in the Help Center.
- Talent Profiles
- Development Goals
- Career Development Plans
- Talent Review Meetings
- Succession Management Plans
- Learning Info
- Workforce Reputation Info
- Employee Wellness Info

*Related Topics*

- Employee Transfer Actions for the US
- Global Temporary Assignments for the US
- Global Transfers for the US
- How the Local and Global Transfer Process Handles Payroll Details
- Local and Global Transfer for the US
- What Happens to Costing Overrides During Person Transfers
- What Happens to Element Entries During Person Transfers
- HCM Experience Design Studio
- Overview of Flexfields
- What Happens to Calculation Cards During Employee Transfers

# Dashboard for Legal Employer Change

HR specialists and line managers can view global transfer details for workers using the Change Legal Employer Dashboard quick action on the My Client Groups and My Team tabs respectively.

The details include information related to functional areas, such as Employment, Payroll, and Performance Documents and Goals.

The Change Legal Employer Dashboard page lists a consolidated summary related to the global transfer for each worker. When you select a worker to view their transfer details, you can see status messages and links to the functional areas.

## Points to Consider

- Only global transfers initiated using the Local and Global Transfer flow are displayed on this dashboard.
- The dashboard doesn't display data for global transfers done using these methods:
  - Classic pages
  - HCM Data Loader
  - REST service

- The dashboard doesn't display data for global transfers which are still pending approval. Only approved global transfer details are displayed on the dashboard.
- Users can view the workers on the dashboard based on their assigned data security.

# How You Perform a Global Transfer Using HCM Data Loader

This topic explains how to perform global transfers for both primary and nonprimary work relationships using HCM Data Loader. A global transfer is a permanent transfer from one legal employer to another.

It results in the termination of an existing work relationship and the creation of a new one. The termination date of the existing work relationship is one day prior to the start date of the new work relationship.

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## Performing a Global Transfer on a Primary Work Relationship

By default, the global transfer is applied to the primary work relationship. To perform a global transfer, you simply load the new Work Relationship component with all its child components. The new work relationship must have:

- A **GlobalTransferFlag** attribute set to **Y**
- An action code from the EMPL_GLB_TRANSFER action type
- A start date value that's the date of the global transfer

Don't include the work relationship that you're terminating. That work relationship is terminated automatically.

The termination and creation of the work relationships are validated to ensure data consistency. In particular, a worker can't be left with only an active, nonprimary work relationship. Therefore, if the worker has two active work relationships, you can't perform the global transfer on the primary one. You must make the primary work relationship nonprimary before you attempt the global transfer.

## Performing a Global Transfer on a Nonprimary Work Relationship

A worker can have multiple nonprimary work relationships. Therefore, when you perform a global transfer of a nonprimary work relationship, you must supply additional information so that the correct work relationship is terminated. To perform the global transfer on a nonprimary work relationship, you must also supply:

- The parent Worker component.
- The nonprimary work relationship that you're terminating. However, don't include:
    ○ Any child records for the terminated work relationship
    ○ The **GlobalTransferFlag** attribute

These records are in addition to those that you supply for a global transfer of a primary work relationship.

## Performing a Global Temporary Assignment

These are the restrictions that apply to the loading of global temporary assignments using HCM Data Loader.

When you create a global temporary assignment in the employment pages, two data rows are created:

- One row is created for the global temporary assignment.
- One row is added to the base assignment, which is suspended.

Both rows have the same action occurrence ID, which is defined by the application.

When you end the global temporary assignment in the UI, two further data rows are created:

- One row is created for the end global temporary assignment.
- One row is added to the base assignment, which becomes active on the day following the end date of the temporary assignment.

Both rows have the same action occurrence ID.

In HDL, the same UI behavior can't be replicated when you load data for a global temporary assignment. You need to provide data for both, the base and the new assigment in the base work relationship. Similarly, when you end a global temporary assignment, you need to provide data for the source and target work relationship.

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> **Note:** If you end a global temporary assignment from the employment pages on an assignment row which was created using HDL, the source work relationship won't be automatically activated as the two work relationships don't share the same action occurence ID.

## Updating Person-Name Legislation Codes

When you perform a global transfer, the new work relationship may have a legislation code that's new for the person. In this case, you may want to update the legislation code for the person name. The person-name legislation code is validated against all available work-relationship legislation codes. Therefore, the change to the work relationship must occur before the change to the person name. You can update the legislation code in the person name in one of these ways:

- Include the Worker object with no change in the same .dat file as the changes to the Person Name and Work Relationship components. In this case, changes to the work relationship are processed before changes to the person name.
- Process updates to the work relationship before those to the person name.

## Linking Source And Target Assignments When Performing A Global Transfer

You can change a worker's legal employer with HCM Data Loader using the GlobalTransferFlag on the work relationship object. These new attributes are added to the assignment object:

- SourceAssignmentNumber
- SourceAssignmentId

If the user doesn't include the value for SourceAssignmentNumber or SourceAssignmentId, then the primary assignment ID from the work relationship that's being terminated is defaulted as the source assignment ID. These are the conditions for validating the source assignment:

- The assignment must belong to the person whose legal employer is being changed.
- The source assignment must start before the global transfer date.
- The source assignment must be active.

The example code below changes the legal employer for an existing worker who has only one work relationship and one assignment:

```
METADATA|WorkRelationship|SourceSystemOwner|SourceSystemId|PersonId(SourceSystemId)|LegalEmployerName|
PersonNumber|DateStart|WorkerType|PrimaryFlag|GlobalTransferFlag|ActionCode

MERGE|WorkRelationship|HRC_SQLLOADER|WR-HDLWorker_111_1|HDLWorker_111_1|Vision Corporation|HDLWorker_111_1|
1985/07/16|E|Y|Y|GLB_TRANSFER

METADATA|WorkTerms|SourceSystemOwner|SourceSystemId|ActionCode|ReasonCode|LegalEmployerName|
AssignmentNumber|AssignmentName|EffectiveStartDate|EffectiveEndDate|EffectiveLatestChange|EffectiveSequence|
PeriodOfServiceId(SourceSystemId)|PersonTypeCode|AssignmentStatusTypeCode|AssignmentType|BusinessUnitId|
NoticePeriod|PrimaryWorkTermsFlag|FreezeStartDate|FreezeUntilDate

MERGE|WorkTerms|HRC_SQLLOADER|WT-HDLWorker_111_1|GLB_TRANSFER||Vision Corporation|WT-NU-HDLWorker_111_1|
WT-NA-HDLWorker_111_1|1985/07/16|4712/12/31|N|1|WR-HDLWorker_111_1|Employee|ACTIVE_NO_PROCESS|ET|202|0|Y|
4712/12/31|1950/01/01

METADATA|Assignment|SourceSystemOwner|SourceSystemId|ActionCode|ReasonCode|LegalEmployerName|
AssignmentNumber|AssignmentName|EffectiveStartDate|EffectiveEndDate|EffectiveLatestChange|
EffectiveSequence|PeriodOfServiceId(SourceSystemId)|WorkTermsAssignmentId(SourceSystemId)|PersonTypeCode|
AssignmentStatusTypeCode|AssignmentType|BusinessUnitId|NoticePeriod|PrimaryAssignmentFlag|FreezeStartDate|
FreezeUntilDate|SourceAssignmentNumber
```

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```
MERGE|Assignment|HRC_SQLLOADER|WA-HDLWorker_111_1|GLB_TRANSFER||Vision Corporation|WA-NU-HDLWorker_111_1|
WA-NA-HDLWorker_111_1|1985/07/16|4712/12/31|N|1|WR-HDLWorker_111_1|WT-HDLWorker_111_1|Employee|
ACTIVE_NO_PROCESS|E|202|0|Y|4712/12/31|1950/01/01|E34345588
```

# 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 |

| Level | Attribute | Is a new record created? | Can you override the attribute? | What value it uses |
|-------|-----------|--------------------------|----------------------------------|--------------------|
|       |           |                          |                                  |                    |

> **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

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

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

# 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 | Select **Copy element entries to the new employment record** in **Payroll Details**.<br><br>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:<br><br>• Oracle Cloud Benefits<br><br>• Oracle Cloud Workforce Compensation<br><br>• Oracle Cloud Absences<br><br>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. |
| Exclude some element entries | If you want to exclude certain element entries from the transfer, use **Element Group** to identify them.<br><br>> **Note:**<br>> 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.<br><br>When you select **Copy element entries to the new employment record** during the transfer, the process displays a list of Global Transfer usage type Element Group values for the LDG.<br><br>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. |
| Transfer elements with automatic eligibility | The process creates element entries with automatic eligibility. It doesn't update the element entry values if they would be invalid in the destination.<br><br>> **Note:**<br>> • This occurs regardless of what you select for **Copy element entries to the new employment record**.<br>> • For the element entries that are copied, the process also copies the element entry costing overrides. |

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## 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?

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# 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.

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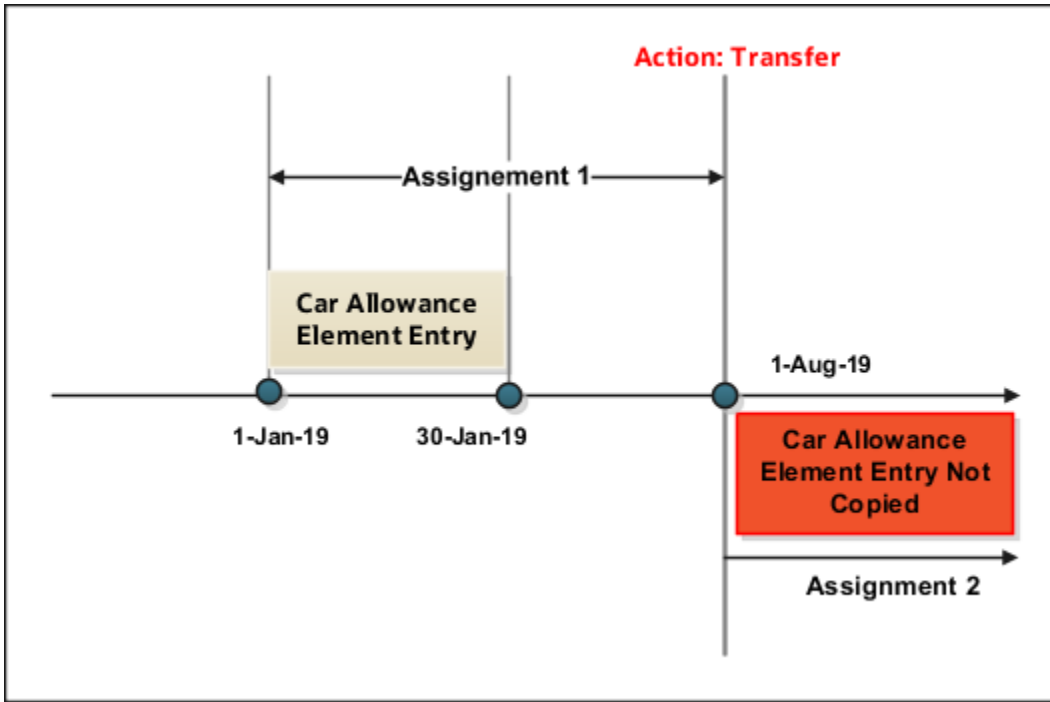
## Example 2: Recurring element entry dates are after the global transfer date

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.

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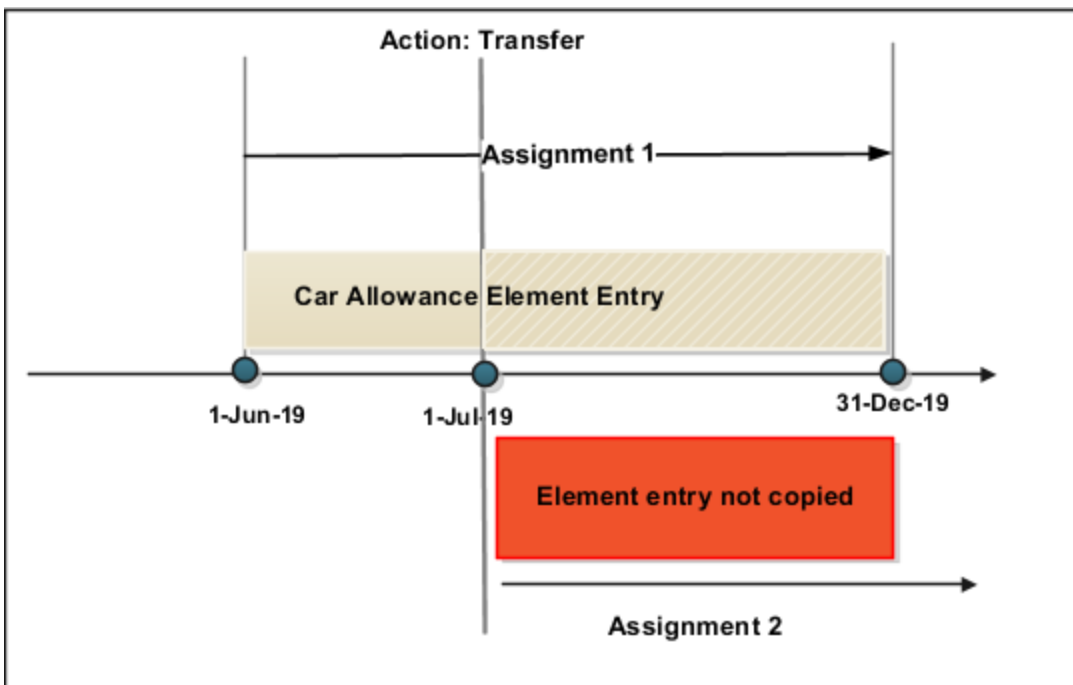
# What Happens to Payment Methods During Person Transfers

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 | • Biweekly Check <br>• Biweekly Direct Deposit | In this case, there is an exact match between the PPMs of the source and target OPMs. <br><br> The process assigns the person to the matching OPM. |
| 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 | • Semimonthly Check <br>• Monthly Direct Deposit <br>• Monthly Check | In this case, there is no exact match, but there is one OPM that uses the same payment type as the source. |
| When the OPM doesn't match any of the methods of the same type on the target payroll | Vision EFT | • Corp EFT <br>• Warehouse EFT <br>• Corp Check <br>• Warehouse Check | Because there are multiple PPMs that match the payment type, the process doesn't assign the person to an OPM. |
| When no OPM exists on the target payroll for the same payment type | Biweekly Check | • Monthly Direct Deposit | In this case, there is no match. <br><br> The process doesn't assign the person to an OPM. |

## 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

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- 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 | - Payroll relationship<br>- Element, with costing at the payroll relationship level |
| Assignment | - Assignment<br>- Element, with costing at the assignment level |

## 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

# What Happens to Calculation Cards During Employee Transfers for the US

Calculation cards capture values required for payroll calculations. When using the Local and Global Transfer process, you can select to copy calculation cards and their components at a payroll relationship level.

For further info, see How Calculation Cards Work Together for the US.

> **Note:** The process doesn't copy calculation cards from other applications such as Oracle Cloud Time, Absence, and Workforce Compensation.

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The process copies these cards and components at the payroll relationship level.

- Tax Withholding, Federal component
- Involuntary Deductions
- Benefits and Pensions

It doesn't copy cards at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.

## Rules for Copy

These rules determine how the process copies the calculation cards and components.

1. It copies the card or component from the source payroll relationship, if the target payroll relationship doesn't already have the card or component.
2. It creates an association for the target TRU only if it exists for the source TRU.

   For cards and components associated to the source TRU, it verifies whether the target card and component is associated to the target TRU. It creates an association if one doesn't already exist.
3. For cards and components having an association detail record on the source assignment, the process creates an association detail for the target assignment.
4. If you selected not to copy the calculation cards, none of these rules apply.

   You can manually add the info if required.

## Calculation Card Copy Scenarios

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

| For these transfers | This is what the flow does |
| --- | --- |
| Transfer within the same payroll relationship and TRU | 1. Creates an assignment in the same payroll relationship.<br>2. Uses the existing cards and components.<br>3. Adds an association detail to the target assignment, if required. |
| Transfer to a new TRU but the same payroll relationship | 1. Creates an assignment in the same payroll relationship.<br>2. Reuses the cards and components associated to the source TRU by adding an appropriate TRU association.<br><br>If that's not possible (such as the source TRU doesn't have a TRU association with the target), the process creates cards and components and associates them to the target TRU.<br>3. Creates an association detail to the target assignment, if required. |
| Transfer to a new payroll relationship and TRU | 1. Creates a card and component.<br>2. Copies the source info to them.<br>3. Adds an association to the target TRU and an association detail for the new assignment. |

**Note:** If the person already has a card or component on the target payroll relationship, the task uses it. 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.

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# What Happens to Total Owed Deductions During Employee Transfers for the US

When you perform a global transfer, the process uses the Transfer Balance process to copy the person's deduction balances to their new assignment and payroll relationship.

> **Note:** You can run the Transfer Balance process as many times as needed during a person transfer, so long as you don't process payroll for them. Each time the Transfer Balance process copies a balance, it verifies the values on the source and target.

This helps you:

1. Continue the calculations from where you last left off for their on-going payroll processing.
2. Enforce statutory balance limits that apply to the overall balance across all payroll relationships for that person.

For example:

1. You have configured a Car Loan Repayment total owed deduction entry for an employee.
2. For this recurring deduction, $1000 is to be taken each pay period until the total contribution matches the total owed of $15000.
3. After having repaid $5000 of the total loan amount, you are transferring the person to a new legal employer.

After the transfer, you want the new employer to:

1. Continue the deductions, using a new deduction entry for the same element.
2. Retain the total owed as an indicator of the original loan amount.
3. Give credit for the prior contributions of $5000 through balance adjustment.

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

Because the remaining amount is non-zero, when you perform the transfer, the Local and Global Transfer process:

1. Determines the total contributions.
2. Uses an initialization element to copy the accrued amount.
3. Creates a balance feed from this initialization element for both the target and source balance.

   This balance feed validates the balance value on the target against the source balance.
4. The process copies the remaining amount into the Prior Accrued balance on the target.

   The source balance includes:

   - Balance calculated within the source payroll relationship
   - Balances received from any previous global transfers

*Related Topics*
- Overview of Copying Balances
- Overview of Employee Transfers for the US

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# What Happens to Balance Effective Dates During Employee Transfers for the US

The Local and Global Transfer process uses the Transfer Balances flow to copy balance info.

The flow performs these two tasks.

> **Note:** The value on the source balance may be as of a different date than the date of the transfer.

| Task name | What it does |
|---|---|
| Balance Fetch | Although the global transfer happens on a specific date, the Transfer Balances process doesn't necessarily fetch the copied balance values on that date. Payroll calculations can't go out of sequence within a payroll relationship. The process 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 Local and Global Transfer process adjusts balances as of the transfer date.<br><br>If you run the Transfer Balances flow after the transfer, it's possible that a subsequent payroll activity changed target record so it's no longer in sync with the source. In this case, the Transfer Balances flow would adjust the balances on the target payroll relationship as of these dates, whichever is later.<br><br>• Date of the last payroll run<br>• Start date of the balance dimension<br>• First Standard Earnings Date<br><br>If this date is later than the end date of the balance dimension, the flow can't copy the balances because future payroll calculation results exist on the target payroll relationship. |

For further info, see Overview of Copying Balances on the Help Center.

*Related Topics*
- Overview of Copying Balances
- Overview of Employee Transfers for the US

# Maintain Payroll Info Integrity After a Person Transfer for the US

A person's payroll data is always changing. After a global transfer, a subsequent payroll run on the person's original relationship could change their payroll balances. If that occurs, you must adjust the balances on the new payroll relationship to capture those changes.

For example, your HR administrator transfers a person at the end of the month. But you then your Payroll Administrator performs your month-end payroll run. Your employee now has updated balance info on their old relationship, and you need to copy it over to the new one.

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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.

It's important for the payroll info on the target relationship to become and remain the source-of-truth. Should the balances on the new relationship require updating, you can use the Transfer Balances flow. This flow compares the balances for the same dimension and context values on both the source and target records.

- If it finds a difference in balance values, it updates the target records.
- If the balance values match, it takes no action.

For further info, see Overview of Copying Balances on the Help Center.

## How this flow updates balances at the payroll relationship level

If the transferred employee has previously worked in the target payroll relationship:

1. The Transfer Balances flow adjusts the difference of balance values read from the source and the target.
2. Any balance being carried from the source includes balance that's processed for the same set of contexts in the target before.

For example:

1. An employee contributes $1000 in PSU A.
2. They then transfer to PSU B.

   The Local and Global Transfer flow copies the balance of $1000 to the new PSU.
3. The employee contributes an additional $3000 in PSU B, for a total contribution of $4000.
4. The person transfers PSU C.

   The flow copies the balance of $4000 to PSU C.
5. The person contributes an additional $1000 in PSU C, for a total contribution of $5000.
6. The employee transfers back to PSU A in the same year.

   Only $4000 out of the $5000 is copied to PSU A because $1000 already came from PSU A.
7. The person contributes $1000 in PSU A, for a total contribution of $6000.
8. The person transfers back to PSU B.

   Only $2000 out of the $5000 is copied because $3000 was earned in PSU B.

## How this flow updates balances at the assignment level

Your organization might have configured the payroll formula to use assignment-level balances to determine the calculation results, instead of relationship level balances. For example, some calculation results must include the balance values from the prior assignment, such as assignment-level voluntary deductions with total owed, arrears, or both. If this is the case, you must ensure you copy those balances to the new assignment during the person transfer.

For example:

1. An employee contributes $2000 in PSU A, assignment 1 towards an assignment-level loan repayment.
2. They then transfer to PSU B, assignment 2.

   The Local and Global Transfer flow copies the balance of $2000 to PSU B.
3. The employee contributes an additional $3000 in assignment 2, for a total contribution of $5000.
4. The employee transfers to PSU C, assignment 3.

   The flow copies the balance of $5000 to PSU C.

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5. The employee contributes an additional $1000 in assignment 3, for a total contribution of $6000.
6. The employee transfers to PSU A, assignment 4.

   The flow copies the balance of $6000 to assignment 4.

   This person now has two balances with two assignments on PSU A and a total of $8000.

   ○ Assignment 1: $2000

   ○ Assignment 4: $6000

   The relationship-level balance on PSU A of $8000 is invalid because $2000 of assignment 4's balance is already captured by assignment 1's balance.

   The payroll formula doesn't recognize assignment 1's contributions because the loan-repayment element is at an assignment level.
7. The process adds a relationship-level offset adjustment of -$2000.

   This doesn't impact the assignment-level balances for assignments 1 and 4.

*Related Topics*
- Local and Global Transfer for the US
- Overview of Employee Transfers for the US

# Update TRU for a Worker in the US

Two cases when a worker changes tax reporting unit (TRU) are:

- Global transfer: When they move to a new legal employer.
- Local transfer: When they move to another department within your organization while remaining in their legal employer and payroll statutory unit (PSU).

How the Local and Global Transfer process handles the TRU association depends on your organization.

- If there is only one TRU in the PSU, the flow automatically creates the TRU association for the assignment.
- If there are multiple TRUs, and you don't specify which TRU to use during the transfer, the flow creates no TRU association.

  You must define it manually.

For this example, assume Vision Corporation operates supermarket and big-box retail stores in a US city.

- Vision Corporation is a single legal entity responsible for employing and paying workers across all their stores.
- You classify the supermarket and big-box retail stores differently for tax and social insurance reporting purposes. Vision Corporation therefore has two TRUs.

  ○ Vision Supermarket

  ○ Vision Big Box

You have an employee who has worked at a supermarket location for several years, and as of 10-May, they have secured a manager role at a wholesale store location.

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Due to this promotion, you need to perform a transfer that:

1. Updates their TRU from Vision Supermarket to Vision Big Box.
2. Transfers the person to the big-box retail store payroll on 10-May.
3. Maintains their semi-monthly payroll.

## Create an assignment for the transfer

1. You start by terminating the person's original assignment as of 09-May.

   This starts standard payroll termination processing, including the ending of element entries.
2. Create an assignment effective 10-May.
3. Because your PSU has two TRUs, you must do one of the following.

   ○ Select the Vision Big Box TRU during the transfer process.

   ○ After the transfer is complete, manually create the TRU association for Vision Big Box.

4. Enter the person's earnings and deductions as required.
5. Run the semi-monthly payroll for the period ending 15-May.

   The payroll process performs two payroll calculations:

   a. On the original assignment, it taxes and reports earnings against Vision Supermarkets for the period 01-May to 09-May.
   b. On the new assignment, it taxes and reports earnings against Vision Big Box for the period 10-May to 15-May.

## Maintain the current assignment

1. Navigate to the person's Tax Withholding card.
2. Set the effective date to 10-May.
3. Create a TRU association for Vision Big Box and association detail for the new assignment.
4. Run the semi-monthly payroll for the period ending 15-May.

   The payroll process taxes and reports against Vision Big Box all your employee's earnings for the payroll period 01-May to 15-May. This is the active TRU on the process date of the payroll run.

## What happens to the retroactive earnings

Assume this employee also has a backdated salary increase from 01-April that is to be paid on 15-May. In this case, the payroll process taxes:

1. Retroactive salary payments against the Vision Supermarket TRU.
2. Other payments in May against the Vision Big Box TRU.

*Related Topics*
- Overview of Employee Transfers for the US

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# Perform an Employee Transfer with Multiple Approval Stakeholders for the US

In this example, you are transferring an employee to a different legal employer within the same legislative data group (LDG). Your corporate policy requires multiple stakeholders to perform this type of transfer.

For this example, assume the following.

- Vision Restaurants has separate legal employers for Vision Fast Food and Vision Fine Dining, each in a separate payroll statutory unit (PSU).

- You have a manager in the Vision Fine Dining legal employer transferring to Vision Fast Food.

- As part of this transfer, you want to copy their payroll attributes to the new payroll relationship.

- Vision Restaurants has configured the Local and Global Transfer workflow so that the Line Manager initiates the transfer and then routes the request to the Payroll Manager, who validates the payroll attributes.

- Vision Restaurants has used HCM Experience Design Studio to hide the Copy Costing Overrides and Element Entries values from the Line Manager.

- Vision Restaurants wants to exclude the transfer of costing overrides when employees work temporarily in other departments within the same legal employer.

  Because Vision Restaurants hides the costing overrides fields from the Line Manager, the Payroll Manager must exclude them during the Copy Payroll Details stage.

## High-Level Steps

This example involves the following:

1. Use the Local and Global Transfer task to initiate the transfer as a Line Manager.
2. Approve the payroll details as a Payroll Manager.
3. The process routes the request to the approver.
4. Once it's approved, the process creates an assignment.
5. It creates a payroll relationship because the legal employer has separate payroll statutory units (PSUs) for each of its entities.

## Steps for the Line Manager

The Line Manager initiates the transfer with the Local and Global Transfer task.

1. From **My Client Groups**, click **Show More**.
2. In **Employment**, click **Local and Global Transfer**.
3. Search for and select the manager you are transferring.
4. Select the info types you are copying to the new legal employer.

   Due to Vision Restaurants' corporate policy, the **Costing Overrides** and **Element Entries** options are hidden and not selectable.
5. Click **Continue**.

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6. In **When and Why**, select the following.

| Field label | When you do |
| --- | --- |
| When does the transfer take effect? | Enter the effective date of the transfer |
| Who's the new legal employer for global transfer? | Select **Vision Restaurants Fast Food** |
| What's the way to transfer? | Select **Global Transfer** |

7. Click **Continue**.

## Steps for the Payroll Manager

Because Vision Restaurants enforces a two-part employee transfer process, the Line Manager can't set all the values required for the transfer. Instead, the process passes the workflow to the Payroll Manager.

# 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.

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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.

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# 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.

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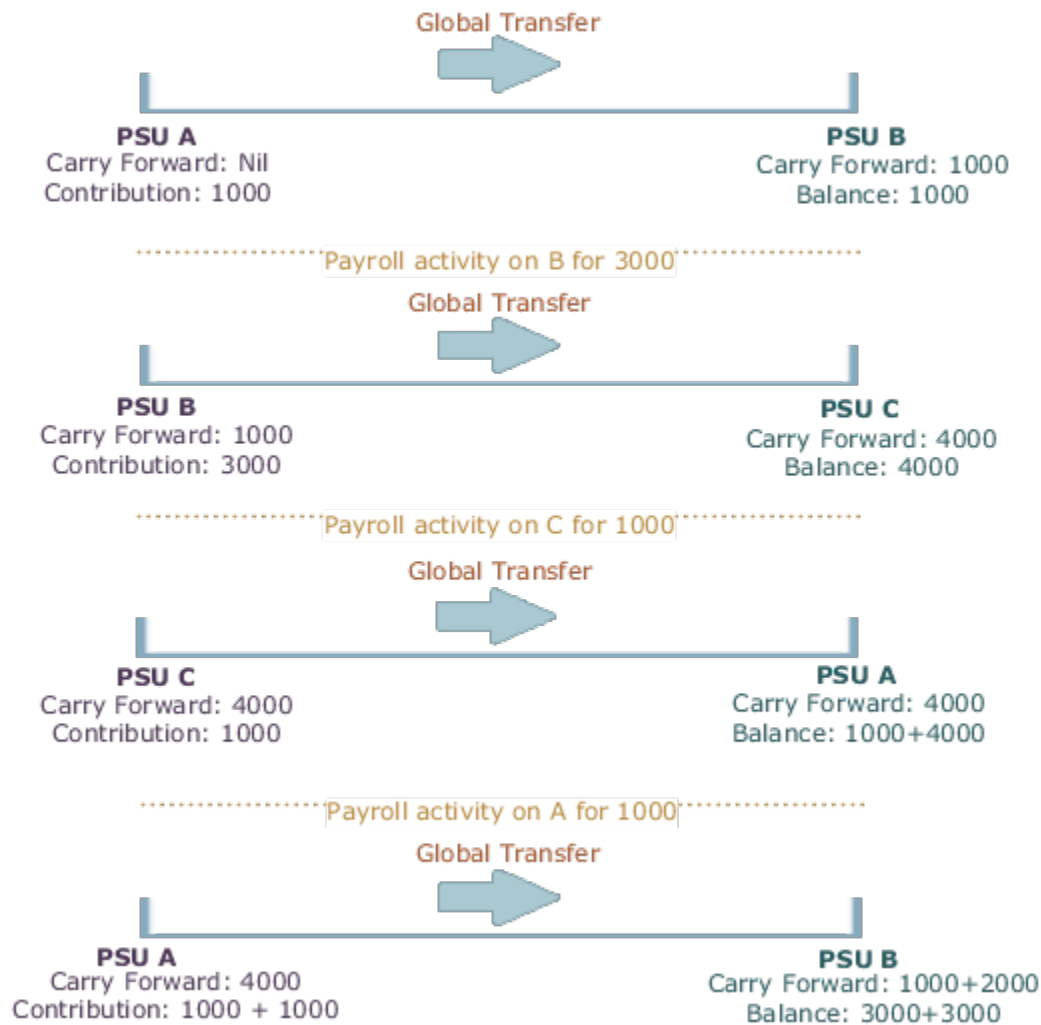
If you're running the same process twice on the source or target without any occurrence of other payroll activity, the second instance wouldn't further adjust the values. The application finds the values on the target to match those on the source.

## 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.

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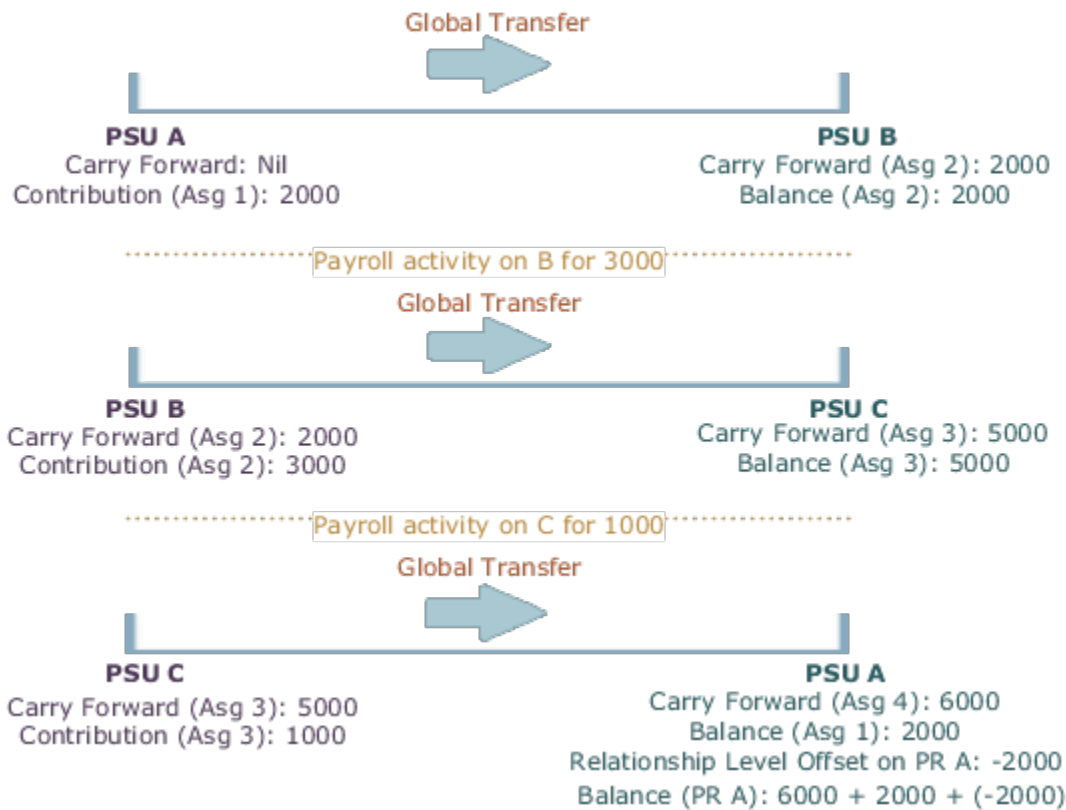
# FAQs for Global Transfers

## 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.

## 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.

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# 4  Verify Readiness

## Payroll Readiness

A good payroll run depends on many processes performing successfully. Before you start your run, here's a checklist you can follow to help ensure it's successful.

1. Confirm completion of all payroll prerequisites.

   For further info, see the following in the Help Center.

   - Personal Payroll Info for the US
   - Payroll Transactions for the US

2. Review the Payroll Dashboard for notifications, and take any actions requiring your attention.

   For further info, see How to Monitor Payroll Flows from the Payroll Dashboard in the Help Center.

3. Run the Payroll Data Validation Report to identify noncompliant or missing statutory info for people in a payroll statutory unit.

   For further info, see Payroll Data Validation Report in the Help Center.

4. Check retroactive notifications, and process any retroactive changes.

   For further info, see the following in the Help Center.

   - Retroactive Notification Report for the US
   - Recalculate Payroll for Retroactive Changes for the US

> **Note:** The US Simplified Payroll flow performs some of these steps for you. If you have configured your own flow, you might have to perform them manually.

After you have confirmed your readiness, you can proceed with the run. For further info, see Calculate, Validate, and Balance Payroll for the US in the Help Center.

*Related Topics*

- Calculate, Validate, and Balance Payroll for the US
- How to Monitor Payroll Flows from the Payroll Dashboard
- Overview of Using Oracle Fusion Global Payroll for the US
- Validation Report for Payroll for the US

# How to Monitor Payroll Flows from the Payroll Dashboard

From the payroll dashboard, view the status of submitted flows that are in progress and require your attention. You can also drill down to the payroll checklist and view details of a specific flow.

This topic explains how you can monitor the status of the flows and take corrective action if required. The payroll dashboard has separate sections to view the items requiring your attention and view details of flows that are in progress.

## View Items Requiring My Attention

The Items Requiring My Attention region monitors notifications that you receive about the flows. You can view:

- The number of error notifications and warning messages about flows that need your attention.

- The reminders about tasks that are overdue and require an action from you.

To view items requiring my attention:

1. Click the **Payroll Dashboard** link from the Navigator.
2. On the Items Requiring My Attention toolbar, click **Errors**. You can see the list of errors that you must fix.
3. Click a specific error to drill down further and investigate the error.
4. On the Items Requiring My Attention toolbar, click **Warnings**. You can see the list of warnings that needs your attention.
5. On the Items Requiring My Attention toolbar, click **Tasks**. You can see the list of tasks errors that needs your attention.

You can use the Refresh button to view an updated status of your notifications.

## View Flows in Progress

From **Flows in Progress**, monitor the status of submitted flows, either by graph or by listing.

1. Click an item on the analytic graphic, for example, the US Simplified Payroll Cycle, to view the details of the flows that are in progress. The submitted flows are all listed in the payroll flows section.
2. Highlight a flow and click the name to open the specific payroll checklist. The checklist organizes the tasks within the flow by payroll activity and task groups.
3. If you don't find a specific payroll flow, click **Query by Example** and search for a flow.

The Task Type column identifies tasks as either manual or automatic. Manual tasks are identified by a person icon with a check mark. Automatic tasks are shown with spoke wheel icons. Automatic tasks begin automatically when the task before it's complete.

Manual tasks work like stop points in the flow where you can verify results and perform any corrections required before continuing with the next task. They generally involve tasks that require validating results, for example generating reports and validating report results.

## View the Task Details

To view the status of a task, you may have to drill into the task group. For example, you may want to view the details of the records processed for the Calculate Payroll task.

1. Expand the **Calculate** activity within the specific payroll flow.
2. Expand the **Calculate and Validate Payroll** task group.
3. Click the **Go to Task** icon for the completed Calculate Payroll task.

The View Person Process Results: Calculate Payroll page lists the records (persons) processed in the flow. The Action Status column shows the status of the records. It shows the records that are processed successfully and those that have errors and require further action.

## Take Corrective Action

Once you have identified the records that have errors, you must take corrective action on them. Click the person name to see what the error is. You may have to return to the person's record to correct the errors.

Use the Actions menu to take any of these actions on a record:

- Mark for Retry

- Rollback

- Reversal

After you have viewed the error and taken appropriate corrective action, you can go back and use the Actions menu and mark the record for retry.

## View the Payroll Run Results

After a task is completed, you can verify the run results and view a report. For example, you may want to view the Gross-to-Net report.

1. Click the **Go to Task** icon of the completed task, for example the Run Gross-to-Net Report task.
2. Click the **Task Results** (glasses) icon to view the PDF output of the report.

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# 5 Calculate, Validate, and Balance Payroll

## Calculate, Validate, and Balance Payroll

After you have verified your payroll readiness, it's time to run payroll.

Start the US Simplified Payroll Cycle flow from **Payroll** in **My Client Groups**, or start a flow you have configured yourself.

## Calculate Payroll

After you start your payroll flow, use the Task Details page to monitor its progress. When some payroll tasks complete, they automatically initiate the next one in the flow. However for others, you must manually start the next one. This is because those tasks often require intervention or validation on your part before the flow can continue.

For example, several tasks generate audit reports. When they complete, the flow stops and waits for your confirmation. Before you mark the task as complete and start the next one in the flow:

1. Review the report.
2. Resolve any issues it detects.

Here's a list of the tasks in US Simplified Payroll Cycle flow that require your intervention and what you should do before starting the next one.

| When this task is complete | This is what you should do | Check here in the Help Center |
|---|---|---|
| Verify Payroll Validation Report | Check for employees with missing or noncompliant payroll data. | Payroll Data Validation Report for the US |
| Verify Retroactive Notification Report | Verify you ran report before running the flow. | Retroactive Notification Report for the US |
| Verify Retroactive Report | Verify you checked the results of the Recalculate Payroll for Retroactive Changes process. | Recalculate Payroll for Retroactive Changes for the US |
| Verify Report | Check the results of the Gross-to-Net Report, and take any appropriate actions. | Gross-to-Net Report for the US |
| Verify Prepayments | Verify the prepayments calculated for your workers. | Calculate Prepayments for the US |
| Verify Payslips | Verify the payments for your workers. | View Payments |
| Review Final Journal Entries | Run the Payroll Costing Results Report to generate and review the draft journal entries, and post the final entries to Oracle Fusion General Ledger. | Distribute Payroll Accounting for the US<br><br>Payroll Costing Results Report |

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For further info, see Verify and Troubleshoot Payments for the US in the Help Center.

Each task in your flow should complete successfully without errors or warnings. If you encounter any, you must resolve the issue and rerun the payroll.

## Validate Payroll

After you run the Calculate Payroll process, you validate its results. Each of the steps in the flow must have completed successfully. Make any necessary corrections and try again.

**Tip:** If you need to, you can remove employees from the main payroll flow to handle them separately using QuickPay. You can then merge their records into the main payroll flow before calculating payments.

As you're progressing through the payroll flow, be sure to check your run results. For further info, see View and Verify Payroll Run Results in the Help Center.

## Balance Payroll

Use the payroll calculation reports to view balances and run results before proceeding to calculate and validate your payment distributions.

Use these reports to help you.

| Report name | For more info, check here in the Help Center |
|---|---|
| Balance Exception Report | Balance Exception Report for the US |
| Employee Active Payroll Balance Report | Employee Active Payroll Balance Report for the US |
| Gross-to-Net Report | Gross-to-Net Report for the US |
| Payment Register Report | Payment Register Report for the US |
| Periodic Payroll Activity Report | Periodic Payroll Activity Report for the US |
| Payroll Balance Report | Payroll Balance Report for the US |
| Payroll Data Validation Report | Payroll Data Validation Report for the US |
| Periodic Payroll Register Report | Periodic Payroll Register Report for the US |
| Periodic Statutory Deduction Register | Periodic Statutory Deduction Register for the US |

For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support.

## What You Do Next

After completing the run, you're ready to validate and distribute your payments. For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.

*Related Topics*

- Calculate and Validate Payroll Payment Distributions for the US
- Overview of Using Oracle Fusion Global Payroll for the US
- Payroll Readiness for the US
- US Simplified Payroll Cycle Flow
- Verify and Troubleshoot Payments for the US
- Payroll Costing Results Report

# Overview of 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 US Simplified Payroll Cycle flow. This flow includes all tasks for a payroll period in a best practice flow.

You can:

- Run the predefined flows directly.
- Use them as templates to create your own.
- Copy a predefined flow pattern and edit it to meet your business requirements, such as add, delete, or move a task in the schedule.

There are also features to help you to design flows that address other complex business requirements that automate repetitive tasks with a single flow submission, such as the task iterator. 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 then 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 info to the pages that provide detailed employee-level info. Such as **View Flows** to **Checklist** and **Process Results Details**.

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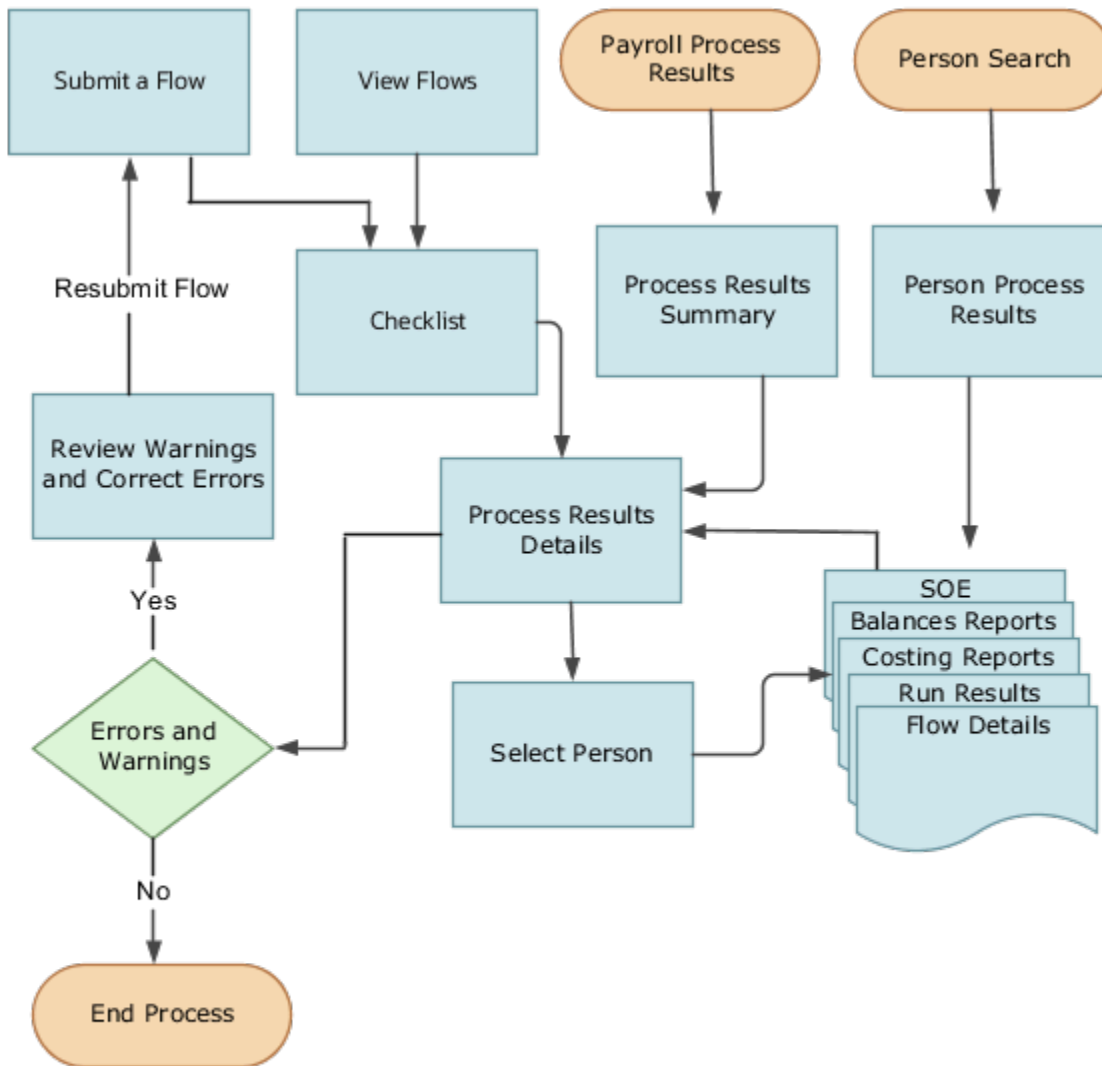
This table lists the payroll flow pages and gives a description of the ongoing tasks you can perform to submit and monitor your flows.

| Page name | How you use it |
| --- | --- |
| Submit a Flow | 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 **My Client Groups > Payroll**.<br><br>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. |

| Page name | How you use it |
|---|---|
| Checklist | 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.<br><br>Perform actions on the **Checklist** page, such as roll back a task or mark a manual task as complete. To view further info for a specific task, select the task and navigate to the Process Results Details page. |
| Process Results Details | Use **Process Results Details** to view detailed info for a flow task, such as:<br>• Errors and warnings<br>• Report output<br>• Log files |
| Errors and Warnings | Use **Errors and Warnings** to view messages pertaining to persons or processes. You can also access this page from **Process Results Summary**.<br><br>After you resolve all issues, navigate back to **Checklist** to continue processing any remaining tasks within your flow. |
| View Flows | Use **View Flows** 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 **Checklist**, to get more detailed info for the tasks within the flow.<br><br>Navigate to **View Flows** from Quick Actions or **My Client Groups > Payroll**. |

For further info, see Administering Payroll Flows on the Help Center.

*Related Topics*

- US Simplified Payroll Cycle Flow
- Flow Pattern Components
- Payroll Flow Patterns and Flows for the US

# US Simplified Payroll Cycle Flow

Use the US Simplified Payroll Cycle flow to run payroll and ancillary processes for your organization.

## What Processes It Uses

This flow uses these processes to complete your payroll run.

| Flow action | Check here in the Help Center for more info |
|---|---|
| Run the Payroll Data Validation Report | Payroll Data Validation Report for the US |
| Run the Retroactive Notification Report | Retroactive Notification Report for the US |

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| Flow action | Check here in the Help Center for more info |
|---|---|
| | |
| Recalculate retroactive items | How the Payroll Process Calculates Retroactive Pay for the US |
| Calculate payroll | Calculate, Validate, and Balance Payroll for the US |
| Generate the Gross-to-Net Report | Gross-to-Net Report for the US |
| Calculate prepayments | Calculate Prepayments for the US |
| Archive periodic payroll results | Archive Periodic Payroll Results for the US |
| Generate the Payroll Register | Periodic Payroll Register Report for the US |
| Make EFT payments | Make EFT Payments for the US |
| Generate the check payments | Generate Check Payments |
| Generate payslips | Generate Payslips<br><br>Payment Distribution Reports for the US |

**Note:** When running the report processes, you can choose to generate them in Microsoft Excel format. For further info, see Generating Payroll Reports in Microsoft Excel Format in the Help Center.

## How It Generates Checks

The flow uses the Generate Check Payments process to generate checks for your employees. This process doesn't support generating checks for third parties.

When you run this flow:

1. Be sure to select organization payment methods appropriate for your employees. Don't select one for third parties.
2. If your payroll run includes payments to third-parties, run the Generate Check Payments for Employees and Third Parties process. This generates the third-party checks.

   For further info, see Generate Check Payments for Employees and Third Parties in the Help Center.

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> **Note:** The Generate Check Payments process uses the last check number of the previous run plus 1 as the default **Start Check Number** parameter. If you run multiple payrolls at the same time, they could use the same default check number. To prevent this from happening:
>
> 1. Configure your own Simplified Payroll Cycle flow.
> 2. Remove the Generate Check Payments process.
> 3. After each payroll cycle completes, run the process manually, selecting the correct value for the **Start Check Number** parameter.
>
> For further info, see Generate Check Payments in the Help Center.

## How to Validate Your Implementation

When you run this flow for the first time after implementation, use the Element Results Register to reconcile the run results with the results from your legacy payroll. For further info, see Element Results Register for the US in the Help Center.

*Related Topics*

- Calculate, Validate, and Balance Payroll for the US
- How the Payroll Process Calculates Retroactive Pay for the US
- Overview of Payroll Flows for the US
- Payroll Flow Patterns and Flows for the US

# How the Payroll Process Works

# How the Payroll Process Calculates Net-to-Gross Earnings

When you create an earnings element, you can indicate that it must pay 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 task.

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

## What Settings Affect Net-to-Gross Processing

You define which deductions the payroll process uses to calculate the gross amount from the specified net amount.

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

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In each element entry, you specify the limits of the net-to-gross processing this way.

1. In the **Net** value, enter the value you want the employee to receive.
2. In the **To Within** value, enter the allowed difference between the amount you want and the actual amount.

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

## How the Formulas Calculate the Gross Amount

Here's what happens when you run the formulas for net-to-gross processing.

1. The predefined GLB_EARN_GROSSUP iterative formula takes these input values.
   - Net amount you want (**Net** input value)
   - Amount the net can differ from the goal amount (**To Within** input value)
2. In the first run, the formula:
   a. Sets the lower gross limit to the goal net amount, and the higher gross limit to twice the goal 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. This formula:
   a. Adds the additional amount to the goal amount. This is create the gross amount.
   b. Returns the gross amount 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 net-to-gross for this element entry.

   The additional amount must not differ from this balance total by more than the amount you specified in **To Within**.
   - If the additional amount equals the balance total, the iterative processing ends.
   - If the additional amount is above or below the balance total by an acceptable margin:
     i. Processing ends.
     ii. 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.

By default, these tax balances are included in the gross up processing.

- City Withheld
- County Withheld
- FIT Withheld
- Family Leave Insurance Employee Withheld
- Head Tax Withheld
- Medicare Employee Withheld
- SDI Employee Withheld
- SIT Withheld

- SUI Employee Withheld

- School Withheld

- Social Security Employee Withheld

*Related Topics*
- Create Net-to-Gross Earnings Elements for the US
- Element Eligibility for the US
- Net-to-Gross Earnings Elements for the US
- Overview of Using Formula Components

# Cumulative Tax Withholding

Sometimes an employee has earnings that are accrued unevenly across the year, such as commissions. In these cases, you can use the cumulative tax withholding method during payroll processing.

This method makes sure the payroll process properly calculates their taxes.

You have two options for calculating cumulative tax withholding.

- Configure it on Tax Withholding card

  This applies to supplemental payroll runs and Supplemental element classifications for that employee.

- Configure it on your payroll statutory unit (PSU) or tax reporting unit (TRU) organization cards

  This applies to:

  - All employees associated with that card, including those who haven't requested cumulative withholding
  - Supplemental earnings only

## Configure the Employee Tax Withholding Card

You enable the cumulative tax withholding method on the worker's Tax Withholding calculation card, in the federal **Withholding Information** section. Set the **Cumulative Taxation** to **Yes**.

## Configure the Organization Card

You can enable cumulative tax withholding at the PSU or TRU levels.

> **Note:** This enforces cumulative withholding on all employees associated with that card, including those who haven't requested it.

1. Use the Calculation Rules for Tax Reporting and Payroll Statutory Unit task to open the appropriate organization calculation card for editing.
2. In **Component Groups**, click **Federal**.
3. In **Calculation Component**, select the **Federal Income Tax** component.

   Add it if it doesn't already exist.
4. In **Federal Income Tax: Details**, expand **Federal Income Tax Organization Information**.

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5. Select the **Supplemental Tax Calculation Method** supplemental tax calculation method.
6. Click **Save and Close**.

## How Cumulative Taxes Are Calculated

Here's what happens when you run the payroll process.

1. Calculates the employee's cumulative wages for the calendar year (the tax period).
2. Calculates the average amount of cumulative wages.

   It divides the cumulative wages by the number of payroll periods during which those wages were earned.
3. Calculates the cumulative withholding amount.

   It computes the total taxes due as determined by the percentage withholding method. These taxes are based on the average cumulative wages determined in the previous step. The process assumes the wages had been earned in each pay period throughout the calendar year.
4. Calculates the taxes owed.

   It subtracts the taxes already withheld by the employer throughout the calendar year from the total amount determined in the previous step. Any remainder is the amount of tax to be withheld from wages paid to the employee for the payroll period.

*Related Topics*

- Define Earnings Elements for the US
- Elements, Balances, and Formulas for the US
- Examples of Payroll Calculation Info for the US
- Tax Withholding Card

# How the Payroll Process Calculates Indiana County Taxes

Employees working or living in Indiana, might be subject to Indiana county taxation. Use the Calculation Cards task to specify the employee's Indiana county of residence or employment as of January 1.

These values must be up-to-date before you run the first payrolls of the calendar year.

## How the County Tax Is Determined

To determine Indiana county tax eligibility, the payroll process uses this hierarchy based on the employee's residence or work county.

1. As of January 1, if the employee is living in an Indiana county that has county income tax, the person is subject to that county's resident tax rate until:
   - End of the year
   - They're no longer an Indiana resident
2. If the county where the employee lived hasn't adopted a county income tax, they're subject to the nonresident tax rate of the county in which they were employed on January 1 of the current tax year.
3. If the employee moves to, or works in, another Indiana county after January 1, their county status doesn't change until the next calendar tax year.
4. If the employee moves to, or works in, a state other than Indiana, they're no longer subject to Indiana taxes.

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*Related Topics*
- Overview of Begin-of-Year Processing for the US
- Tax Withholding Card

# How the Payroll Process Determines the Element Processing Sequence

You can set the sequence in which a payroll run processes its elements.

An element's primary classification defines a default processing priority for the element in payroll runs. Lower priority numbers process first.

## How You Can Change the Priority Range

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

## How Subpriorities for Involuntary Deductions Work

Elements using the Involuntary Deduction primary classification also have a subpriority. This value defines the order in which the process handles the different secondary classifications. The payroll process runs the elements in order by the lowest element entry ID (the order in which the element entries were created) when:

1. There are duplicate involuntary deduction components.
2. You're using the same element and either haven't set a subprocessing order or are using the same subprocessing order.

Sometimes you must prioritize the processing of certain element entries for an individual person. For example, you might need to determine the precise order in which deductions taken for wage attachments process for a person. In this case, you can override the default subprocessing priority on the Involuntary Deductions card component.

# How the Payroll Process Determines the Employee Work State

For some state taxes, such as unemployment insurance and disability insurance, the payroll process must determine the employee's state of employment.

> **Note:** Retirees aren't subject to unemployment or disability taxes. Therefore the following hierarchy doesn't apply to them.

## How the Work State Is Determined

The payroll process uses the following hierarchy based on the employee's primary assignment associated with the tax reporting unit (TRU).

1. If the employee is designated as work-at-home, it uses the state on their residence tax address.
2. If the employee isn't work-at-home, it checks for a work address override.

If there is, it uses the state identified on the override.

3. It then checks for a work-location tax override.

   If there is, it uses the state identified on the override.

4. If there are no overrides, it uses the state identified on the assignment for the work location.

> **Note:** If there is no primary assignment associated with the TRU, the payroll process applies this hierarchy to the assignment with the lowest assignment ID associated with that TRU.

*Related Topics*

- Configure the Tax Withholding Card
- Tax Withholding Card

# How Terminations Affect Payroll Processing

Initiating a termination automatically sets dates that control when the person's element entries end.

The effect date of a termination on payroll relationships and assignments depends on the type of termination and country or territory payroll relationship rules.

## Entry Dates That Affect Processing

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

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

## How Terminations Are Processed

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

## Update Personal Payroll Information for a Termination

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

- Update element entries, for example, enter severance payment details on the Element Entries page.

- 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.

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

- Payroll Dashboard to view the details of payroll termination flow tasks and navigate to any items requiring attention

- Payroll Checklist to view the status and results of tasks in an active flow

*Related Topics*
- How to Set End Dates for Terminations
- Terminations
- Options to Determine an Element's Latest Entry Date
- Payroll Relationship Rules

# 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.

# How are arrears handled for support orders?

The payroll process doesn't automatically take arrears for involuntary deductions.

Only courts and other issuing authorities can determine when a support order is in arrears. These support orders consist of deductions of the Child Support, Alimony, and Spousal Support types.

In these cases, based on the court's instructions, you need to either:

- Define another involuntary order for the arrears amount.

- Modify the existing order to enter the arrears amount in the total withholding amount or total withholding percentage.

Use the proration overrides to track the breakdown of the total withholding amount as it relates to other values for the deduction. This can include the current deduction amount, medical support amounts, and arrears amounts. For further info, see Proration Rules for Support Orders for the US in the Help Center.

*Related Topics*
- Proration Rules for Support Orders for the US

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# How does the payroll process calculate earnings when they're across multiple assignments?

If an employee has multiple assignments in the same payroll, the payroll process includes all of them within the same run.

This is true even if the tax reporting units are different. Payroll processing is by payroll relationship, which can include multiple assignments.

*Related Topics*

- Overview of Payroll Definitions
- Payroll Definitions
- What happens if a person has multiple assignments or person types?

# Payroll Process Configuration

## Consolidation Groups

A consolidation group enables you to process the results of more than one payroll run in a single action. It's a grouping of payroll runs within the same period for the same payroll.

Use them to produce one set of:

- Results
- Reports
- Costing groups

These are runs you make in addition to your regular payroll runs. For example, use a consolidation group to make supplemental payments to a group of employees who quit the organization.

When you use the Payroll Definitions task to create a payroll, you assign it a default consolidation group.

There are no predefined consolidation groups, so you must create them yourself.

1. Sign in with a role that has implementation privileges, such as APPL_IMP_CONSULTANT.
2. From **My Client Groups**, click **Show More**.
3. In **Payroll**, click **Consolidation Groups**.
4. Click **Add Row**.
5. Enter a name, and select your US legislative data group.

   Adding the description is optional, but you might find it useful.
6. Click **Save**.

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*Related Topics*

- Examples of Using Consolidation Groups
- Payroll Definitions for the US

# 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

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# 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. |
| 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:<br><br>• To process separately<br><br>• As a trigger for a run type, in which case it's automatically excluded from the other run types |

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

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| 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<br><br>• To include in the payroll run<br><br>• That belong to a proration group and ended within the payroll period |

*Related Topics*

- Overview of Object Groups
- Options to Determine an Element's Latest Entry Date

# Expedited Payroll 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

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- 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 | Determine if this time card or absence entry corresponding to prior pay period adjustment needs to be included for expedited processing. <br><br> If you leave this value blank or set to No, the regular payroll run picks up the payroll entries. <br><br> If set this value to Yes, the application includes the retroactive payroll entry for expedited processing. |
| Override Payment Method | 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. <br><br> If you leave this value blank, the employees are paid by their default payment method, either through check or electronic funds transfer. |
| 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

## Overview of QuickPay

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

For example, use the QuickPay task to:

- Process new-hire or termination payments

- Pay people whose records you removed from the standard run for further processing

- Perform special payments

- Resolve localized problems with a payroll run that requires reprocessing

Navigate to **My Client Groups > Payroll** and use the **Calculate QuickPay** task to run the QuickPay for a person.

To use the single Calculate QuickPay task enable the ORA_UNIFIED_QUICKPAY_ENABLED profile option. For more details, refer 'How Can I Enable the Single Calculate QuickPay Flow' topic on the Oracle Help Center.

The single Calculate QuickPay task defaults to the QuickPay Simplified flow and takes you to the QuickPay Submission page.

You can also create a QuickPay flow as per your requirement and tag the flow as a QuickPay flow. If you wish to use this flow always, set this flow as the default. When you use the Calculate QuickPay task, you are defaulted to this QuickPay flow.

To use an alternate, delivered QuickPay flow, use the **Actions** menu on the QuickPay Submission page and select any of the listed flows. The flows you can select are as given in this table.

### *QuickPay Flows*

| Task Name | What it Does | When to Use |
|---|---|---|
| Simplified QuickPay | Runs the QuickPay process and displays the Statement of Earnings. It includes tasks for calculating payroll run results.<br><br>The Calculate QuickPay task defaults to this flow. | Process all QuickPay actions from a single page. |
| QuickPay Payments | Processes QuickPay and prepayments before displaying the Statement of Earnings. Tasks include:<br><br>• Calculate QuickPay<br>• Calculate QuickPay Prepayments<br>• View Statement of Earning | Process all QuickPay actions and prepayments from a single page using a single flow. |

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| Task Name | What it Does | When to Use |
|---|---|---|
| User-defined QuickPay flow | Replace the default seeded QuickPay flow with a user-defined QuickPay flow pattern by adding your own user-defined QuickPay flow pattern. Include tasks as per your requirement.<br><br>**Note:** For the 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. | Schedule the QuickPay flow as per your requirement. |

The Calculate QuickPay task defaults to the QuickPay Simplified flow. To change the default flow to any other flow, use the ORA_PAY_DEFAULT_QUICKPAY_FLOW profile option. For more details, refer 'How Can I Configure the Default QuickPay Flow' topic on the Oracle Help Center.

The Calculate QuickPay task takes you to the Person Search page. Use the single-search option on the Person Search page and search for the person for whom you want to process the QuickPay.

The Effective As-of Date defaults to the current date. If you want to process the QuickPay for a specific payroll period, enter a specific **Effective As-of Date** on the Person Search page. Based on the person you select and the effective date used for the search, the QuickPay process displays a single page with the person's payroll, the date earned, process name, and process date defaulted automatically.

Before you submit the QuickPay flow, you can review the person's element entries on the QuickPay Submission page and include or exclude the element entries as required. You can use the filter options to narrow your search to a specific element. Time and absence entries are in read-only mode and you can't update the details.

After you submit the QuickPay successfully, you can view the employee's Statement of Earnings.

# Refund Pretax Deductions for the US

Sometimes you need to refund pretax deductions, such as when you apply the wrong deduction to an employee's pay.

There are a few options available to you.

| In this case | You can do this |
|---|---|
| You didn't create the pretax deduction element through a conversion row based on Oracle Fusion Benefits | Remove the element entry. |
| If you haven't processed payroll for this deduction | 1. Back out the life event.<br>2. Correct the amount, or deselect the plan that caused the error. |
| If you have processed the payroll | Perform the refund during the next payroll run. This automatically withholds all appropriate taxes. |

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| In this case | You can do this |
|---|---|
| If none of the above is possible | 1. Use QuickPay to perform a partial refund of the amount, such as 80 to 90%.<br><br>Use a Nonpayroll Payment element to perform the refund. In this way, the employee receives a majority of their refund immediately.<br><br>**Note:**<br>The process doesn't correctly withhold taxes for this refund. See the next steps on how to resolve this.<br><br>2. For the next pay cycle, use the actual pretax element type to perform a full refund of the amount. This ensures the correct taxation.<br>3. Define a Voluntary Deductions element to deduct the partial amount you refunded in the first step. |

*Related Topics*

# 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.

# How Can I Enable the Single Calculate QuickPay Flow

To use the single Calculate QuickPay task, enable the ORA_UNIFIED_QUICKPAY_ENABLED profile option at the Site or User level. Use the Manage Administrator Profile Options task in the Setup and Maintenance area to enable the profile option.

1. Navigate to the Setup and Maintenance area and search for the **Manage Administrator Profile Options** task.
2. On the Manage Administrator Profile Values page, search for and select the **ORA_UNIFIED_QUICKPAY_ENABLED** profile option.
3. In the Profile Values section, click **Add**.
4. Specify the level at which you want to set the profile value. You can select either Site or User.

   ○ If you select **User** as the profile level, select the **User Name** and select **Yes** in the associated **Profile Value** field.
   ○ If you select **Site** as the profile level, select **Yes** in the **Profile Value** field if you want to enable the profile option for the entire site of deployment.
5. Click **Save and Close**.

Sign out and sign in again for the changes to take effect. If you do not enable this profile option you will see the QuickPay Simplified and QuickPay Payments tasks and you can't access the single Calculate QuickPay task.

# How Can I Configure the Default QuickPay Flow

The Calculate QuickPay task defaults to the QuickPay Simplified flow. Use the ORA_PAY_DEFAULT_QUICKPAY_FLOW profile option to set an alternate QuickPay flow as the default. Select either a seeded QuickPay flow or your own user-defined QuickPay flow as the default flow.

Use the Manage Administrator Profile Options task in the Setup and Maintenance area to enable the profile option. Enter the ORA_PAY_DEFAULT_QUICKPAY_FLOW profile option and choose the QuickPay flow you want to set as the default flow. If you don't enable this profile, the QuickPay Simplified flow is shown by default. Define the profile option at the Site or User level.

1. Navigate to the Setup and Maintenance area and search for the **Manage Administrator Profile Options** task.

2. On the Manage Administrator Profile Values page, search for and select the **ORA_PAY_DEFAULT_QUICKPAY_FLOW** profile option.
3. In the Profile Values section, click **Add**.
4. Select **Site** as the profile level to enable the profile option for the entire site of deployment.
5. Use the drop-down list in the **Profile Value** field to select the flow you want to set as the default flow.
6. Click **Save and Close**.

Sign out and sign in again for the changes to take effect. Now when you use the Calculate QuickPay task, you are defaulted to the QuickPay flow you have enabled as the default flow.

# QuickPay Flows

## Working with 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.

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## 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.

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# How Do I Create a User-Defined QuickPay Flow Pattern

This example demonstrates how to create a user-defined QuickPay flow to process the QuickPay for a person and generate the payslip and check payments.

Use the Payroll Flow Patterns quick action under Payroll from My Client Groups on your Home page, to create a QuickPay to Payslip flow and add these tasks to the flow.

1. Calculate QuickPay
2. Calculate Quickpay Prepayments
3. Verify Payments
4. Archive Periodic Payroll Results
5. Generate Payslips
6. View Payslips
7. Generate Check Payments

Follow these steps to create a user-defined QuickPay flow pattern.

1. Use the **Payroll Flow Patterns** quick action under Payroll from My Client Groups on your Home page.
2. Click **Add** and select **Continue**.
3. Enter these details on the Create Payroll Flow Pattern: Basic Information page.

   ### Fields for creating a QuickPay flow pattern

   | Field | Value |
   | --- | --- |
   | Flow Pattern | Enter a meaningful flow pattern name. |
   | LDG Required | No |
   | Flow Status | Active |
   | Connector Status | Task Flow |
   | Flow Pattern Type | QuickPay with Parameters |

   Select QuickPay with Parameters as the Flow Pattern Type because the Generate Check Payments task requires the additional payment sources information which is not part of the QuickPay Submission page.
4. Select **Activities to Include**. Select **Payments and Payroll Calculation**.
5. Select the tasks sequentially, based on the order in which they should be run.
6. Click **Next**.
7. Select each task and define the owner and notifications.

   **Note:** Select the 'Process After Error' check box for the Generate Check Payments task so that the QuickPay flow is not stalled and it completes to generate the payments and the payslip.

8. Click **Next**. Review the tasks sequence and make changes if required.
9. Click **Next**. Select parameters that apply when submitting the flow. Set these two parameters as the key parameters for the flow:
   - Effective Date
   - Payroll Relationship

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10. Click **Next**. Specify the task parameter details. The application references the parameter basis when determining the parameter's default value.
11. Click **Next**. Review the flow and use the **Back** button if you want to make changes to any of the previous sections.
12. Click **Submit** and submit the flow.

After you submit the QuickPay successfully, you can see the employee's Statement of Earnings.

## 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.

## How Do I 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.

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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**.

## Consolidate QuickPay Results

Use the consolidation group parameter to consolidate multiple QuickPay runs and QuickPay Prepayment runs to meet these requirements.

- Combine the results of multiple QuickPay runs into a single post processing task to generate payslips, payments, and reports.

- Combine the results of payroll and QuickPay runs into a single post processing task to generate payslips, payments, and reports.

- Ensure separate post processing for the payroll and QuickPay runs.

**Note:** The payroll, QuickPay, and QuickPay Prepayment runs must be run for the same payroll.

By default, the delivered QuickPay, QuickPay Prepayments, and the Simplified QuickPay flow uses the default consolidation group that's assigned to the payroll. To change this value, use the Consolidation Group parameter while defining parameters for the QuickPay flow.

*Related Topics*
- Consolidation Groups for the US

## Disable Notifications for QuickPay Flows

Use the **ORA_PAY_QP_ALLOW_WORKFLOW_NOTIFICATION** profile option to disable automatic flow notifications for the seeded QuickPay flows.

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Use the Manage Administrator Profile Options task in the Setup and Maintenance area to set the profile option to **No**. By default the profile option is set to **Yes** and automatic flow notifications are enabled for the seeded QuickPay flows.

> **Note:** You can manage flow notifications only for the seeded QuickPay flows. You can't use this option on user-defined QuickPay flows.

Navigate to the Setup and Maintenance area and search for the Manage Administrator Profile Options task.

1. On the Manage Administrator Profile Values page, search for and select the **ORA_PAY_QP_ALLOW_WORKFLOW_NOTIFICATION** profile option.
2. In the Profile Values section, click **Add**.
3. Select **Site** as the profile level to enable the profile option for the entire site of deployment.
4. Use the drop-down list in the Profile Value field and select **No** to disable the QuickPay notifications.
5. Click **Save and Close**.

Sign out and sign in again for the changes to take effect. Now when you use the Calculate QuickPay task, you don't see nor receive any notifications for the QuickPay flow.

## Troubleshoot QuickPay Flows

Here's a list of likely issues when using QuickPay flows and their possible solutions.

### *Troubleshoot QuickPay*

| Problem | Solution |
|---|---|
| Error when you select a flow using the **Actions** menu on the QuickPay Submission page. | Verify the following:<br><br>• If you have set up the user-defined QuickPay flow as the default.<br><br>• If you have access to the QuickPay flow.<br><br>• If the QuickPay flow is inactive. |
| Can't find the user-defined flow in the Actions list on the QuickPay Submission page. | Verify the following:<br><br>• If you have selected either **QuickPay** or **QuickPay with Parameters** option in the Flow Pattern Type field on the flow setup page.<br><br>• The flow isn't inactive or hidden.<br><br>• The flow is an LDG-level flow.<br><br>Only flows created at the enterprise-level can be set up as a QP flow. |
| You can't switch to another flow. | • An automatic task within a flow is in progress; wait for the flow to complete.<br><br>• Check if the flow is in completed status. |
| Parameter Input page doesn't display. | • Select the **QuickPay with Parameters** Flow Pattern Type on the flow setup page.<br><br>• Set the QuickPay flow as the default flow. |

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# Retroactive Payroll Processing

## How the Payroll Process Calculates Retroactive Pay

Retroactive pay is the recalculation of prior payroll results due to changes that occurred after you ran the original calculation.

To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process. This process creates retroactive element entries based on retroactive events. This process automatically creates some retroactive events, but some you can create manually.

> **Note:** For further info, see Recalculate Payroll for Retroactive Changes for the US in the Help Center.

Only elements that are set up to include a retroactive event group can have retroactive element entries.

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

- An employee receives a pay award that's backdated to a previous pay period.

- The Payroll Department makes a backdated correction for an error that occurred in a previous pay period.

### Settings That Affect Retroactive Pay

To enable retroactive processing of an element:

1. On the Event Groups task, review the types of changes that automatically trigger a retroactive notification for the predefined Entry Changes for Retro event group. You can edit this group or create one for the element, if required.
2. During base element definition, on the **Create Element: Additional Details** page, select **Yes** for the following questions.

   - Is this element subject to proration?

   - Is this element subject to retroactive changes?

   The element template creates nonrecurring retroactive elements with the same attribution of the base element with a couple exceptions.

   - If you selected **Process Separately** or **Pay Separately**, the template creates input values on the retroactive element. However, the input value default is set to **N** on the retroactive element. You can override these values at these levels.

     - Element
     - Element entry
     - Element eligibility
   - All retroactive elements are set with a latest entry date of **Final Close**, regardless of what you select for the base element.
3. Select the predefined event group or a group you have created.

This figure illustrates retroactive configuration.

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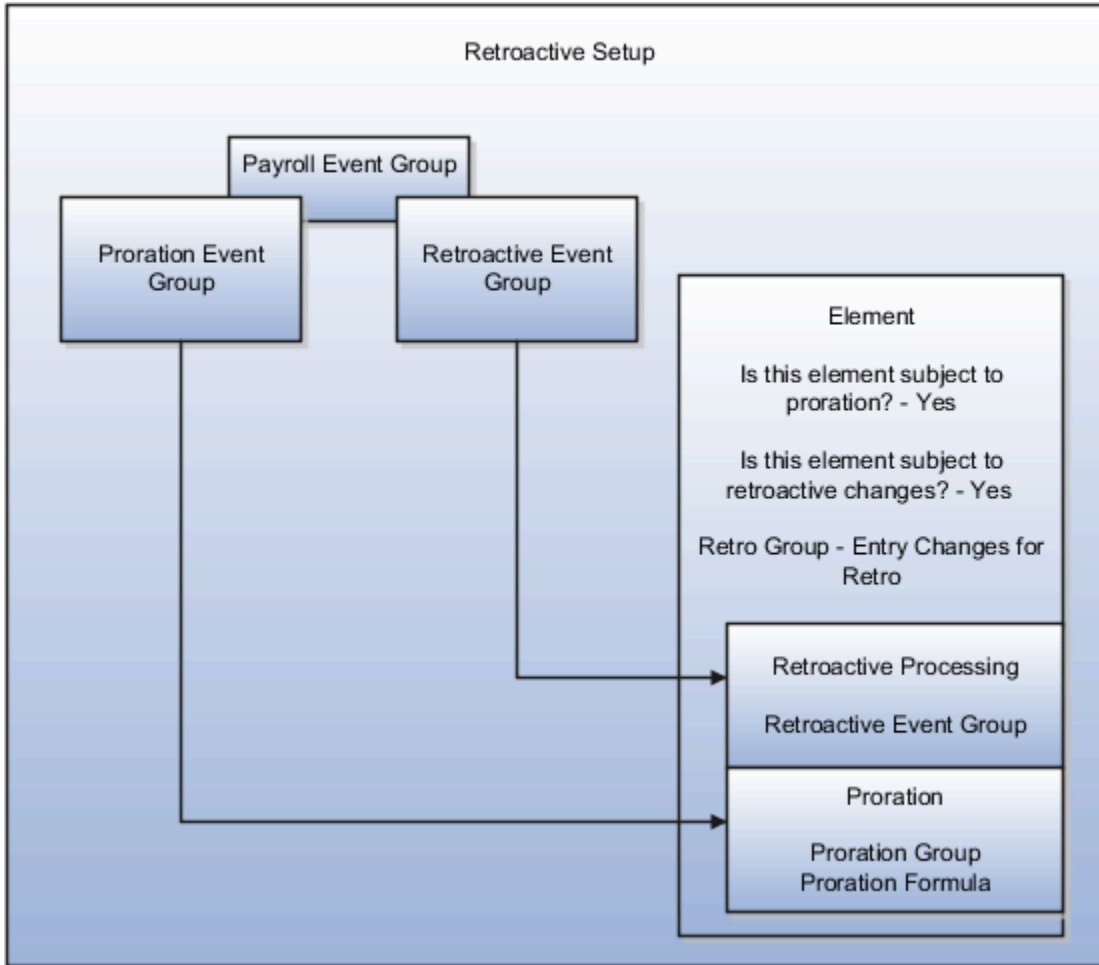
## How Retroactive Pay Is Calculated

To process retroactive pay:

1. Use the Event Notifications task to review or create retroactive events. You can download results to a Microsoft Excel spreadsheet to view retroactive events in a report format.
2. Submit the Recalculate Payroll for Retroactive Changes process.
   You can use the Submit a Flow task, or the process can run automatically as part of your payroll flow.
   This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

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

3. Run the Calculate Payroll process.

If you don't get the expected retroactive notification, check these:

- The originating transaction causing the event
- Your element setup

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- The element eligibility for the person
- The retroactive event group entities and attributes that are set up to trigger retroactive events
- The proration event group entities and attributes setup that triggers proration

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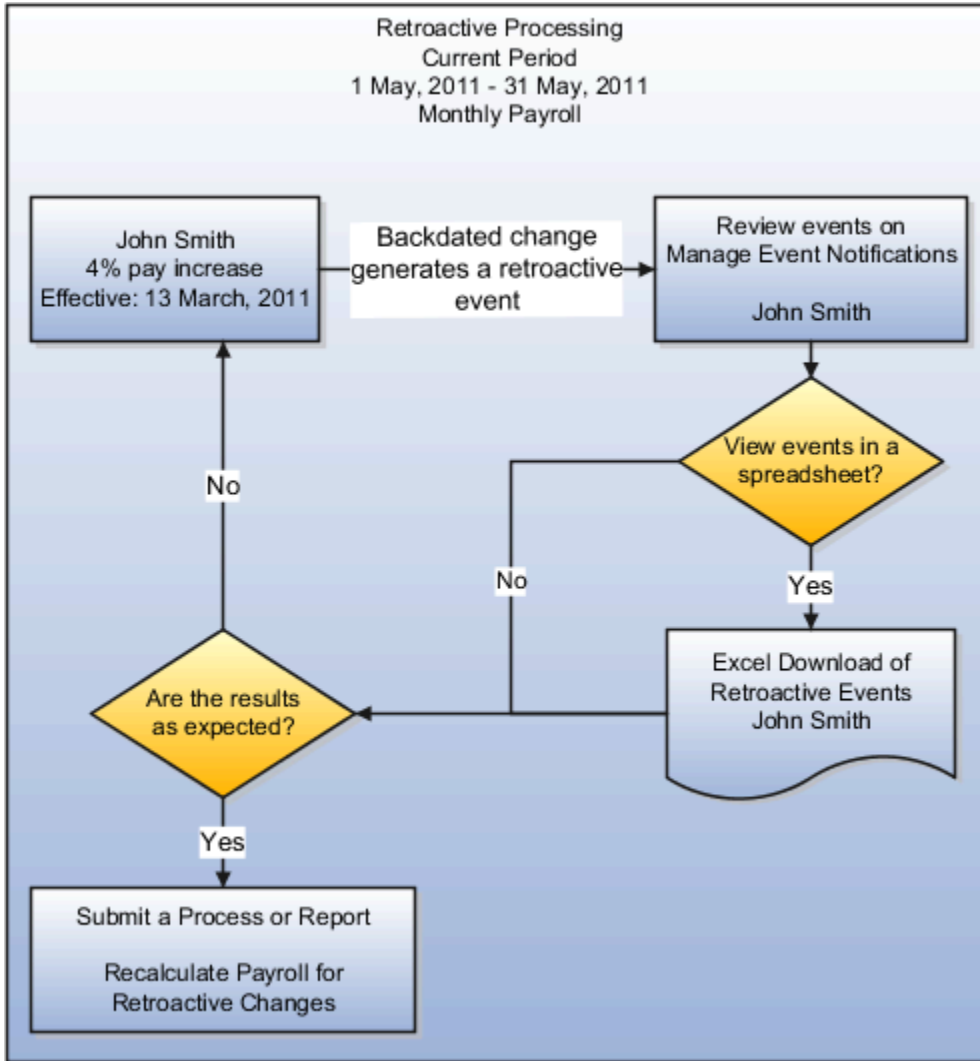


*Related Topics*
- Create Conversion Formulas for Proration for the US
- Payroll Event Groups
- Recalculate Payroll for Retroactive Changes for the US

# Add a Retroactive Event Notification Manually

Retroactive Events are typically created automatically when you create retroactive adjustments, such as backdated salary changes.

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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.<br><br>**Note:**<br>This date indicates when the element change was triggered. |

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**.

# Process Validation Rules

## Payroll Process Validation Rules

Payroll process validation rules ensure that payroll processes conform to these rules.

- Processes are executed in the correct date order or sequence.
- Process results can't be changed once they've been used by a later process in the payroll cycle.

The validation rules control what corrective actions you can take on the person process results page. For example, due to these validation rules, the rollback action is disabled when a process is locked for the employee.

The validation rules relate to the process results held against a single payroll relationship record. For example, when a person has more than one payroll relationship, these rules apply separately for each of them.

The following sections explain how payroll process validation rules function.

## Payroll Process Sequence Rules

Sequence rules ensure that payroll calculations are processed in correct date order and as a result, payroll balances are maintained correctly across all payroll periods. The sequence rules lock all previous payroll results so that once a payroll run is submitted for a later date you can't roll back or cancel the previous run results.

For example, suppose you have an employee whose latest payroll run is dated 30-Jun-22, you can run another payroll calculation or QuickPay for the employee on 30-Jun-22 or at a later date. However, the sequence rules prevents you from submitting a payroll calculation for the same employee for an earlier date.

## Interlock Rules

Interlock rules ensure that you can't change the results of a payroll process once it's used by a subsequent process in the payroll cycle. For example, the prepayments process uses the run results of the payroll calculation process. Once the prepayments process is complete, the payroll calculation is locked and you can't perform actions, such as, rolling back the calculation. This type of validation ensures the results of the processes within the payroll cycle can be reconciled and employees are paid correctly.

These validation rules control when you can roll back a process such as prepayments or the payroll calculations, based on other processes you have already submitted for the employee. You may want to roll back a process to unlock an earlier process in the payroll cycle. For example, when you roll back the prepayments process, it unlocks the payroll calculation process.

For example, suppose you have processed payroll for 100 employees and you have made immediate payments to ten employees who have resigned. Subsequently, you come to know of a payroll issue and you want to roll back and correct the payroll calculation and the prepayments process. When you roll back the payroll calculation process, the rollback happens only for the 90 employees.

Since you have already made payments to the remaining ten employees, their records are locked and weren't rolled back. The application generates messages for records that are locked and can't be rolled back. Perform one of the following and navigate to the Messages UI to identify the locked records and the reasons why they are locked:

- In the Results Summary UI Results Listing, select your process and click on the number under the Errors and Warning label.

- In the Checklist, select the View Messages action under Menu for your process.

A record locked due to the interlock rules doesn't display any corrective actions in their menu on the Person Result Details and Process Results Details pages at record level. However, a record locked due to sequence rules display corrective actions and allows you to run them.

## Status of Rolled Back Records

The rolled back records will not display any results.

- If you roll back a payroll process and all the records are rolled back properly, the status of the process is **Corrected**.

- If you roll back a payroll process and some records are locked and only some records are rolled back properly, the status of the process is **Completed**.

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# Payroll Process Level Rules

This topic provides details of the payroll processes that support sequence and interlock rules.

For example, as given in this table, sequence rules prevent the calculation of payroll when the employee has later-dated payroll results for one of the following processes: Calculate Payroll, QuickPay, Reversal. Balance Adjustment, Retropay or Retrocosting.

An example of an interlock rule is that the payments process is locked when the payment results for an employee are included in a void or costing of payments process.

***Payroll processes that support sequence and interlock rules***

| Process Being Run | Processes Included in the Sequence Validations | Processes that Interlock Results |
|---|---|---|
| Calculate Payroll & QuickPay | Calculate Payroll, QuickPays, Reversals, Balance Adjustment, Retropays, Retrocosting | Prepayments, Reversals, Retrocosting, Partial Period Accruals, Transfer to SLA |
| **Reversal*** | N/A | Prepayments, Partial Period Accruals, Transfer to SLA, Retrocosting |
| Prepayments | N/A | Payments, Costing of Payments, Payment Rollup |
| Payments | N/A | Void, Costing of Payments |
| Void | N/A | Costing of Payments |
| Costing of Payments | N/A | Transfer to SLA |
| **Balance Adjustment*** | N/A | Costing of Balance Adjustment, Retrocosting |
| Costing of Balance Adjustment | N/A | Transfer to SLA |
| Retropay | Payroll Runs, QuickPays, Reversals, Balance Adjustment, Retropays, Retrocosting | |
| Retro-costing | Payroll Runs, QuickPays, Reversals, Balance Adjustment, Retropays, Retrocosting | Retrocosting, Transfer to SLA |
| Costing Adjustments | N/A | Transfer to SLA |
| Periodic Archive | N/A | Balance Adjustment, Reversal, Prepayments, Payments |
| Partial Period Accruals | N/A | Transfer to SLA |
| Payment Rollup | N/A | N/A |

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These are some exceptions to the rules shown in this table, as given here.

- Balance Adjustment and Reversals are sequenced processes, but can be executed on any date even if the sequenced actions can exist with a later date. In other words, it's possible to Roll Back or Retry a relationship action for these processes.

- Reversals can't be rolled back or marked for retry if they have been operated by a Retropay (or if interlocked).

- Retrocosting can't be rolled back or marked for retry if it's sequenced and locked by other later Retrocosting or Reversal processes.

## Troubleshoot Payroll Process Locking Rules

Here's a list of likely issues when using payroll processes that have Sequence Validations or Interlocked Results and their possible solutions.

| Problem | Solution |
|---|---|
| Can't roll back all records in the payroll process. | The rollback process doesn't roll back locked records. Messages are raised for records that are locked and can't be rolled back. Navigate to the Messages page to check if the records you can't roll back are locked. |
| Can't roll back or unlock a process. | Verify the following: <br><br> • Identify the process that is locking the run in a later date and roll back the future-dated process. <br><br> • Identify a process that interlocks your process, for example the subsequent prepayments process interlocks the payroll run process. In that case, you must roll back or mark for retry the prepayments process. |

# FAQs for Payroll Runs

## 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.

## How can I process earnings for an employee after their assignment is terminated?

If an employee has earnings pending after their assignment's actual date of termination, you must associate them with a nonrecurring element.

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Eligible earnings would be bonuses, commissions, vacation payouts, and outstanding salary payments. The assignment's actual date of termination is displayed as the Last Standard Earnings Date on the Payroll Relationships page.

# How can I remove someone from the payroll run?

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

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.

# 6 Calculate and Validate Payment Distributions

## Calculate and Validate Payroll Payment Distributions

Calculating and validating payment distributions first requires calculating prepayments. The US Simplified Payroll Cycle flow automatically runs the Calculate Prepayments process for you.

This process:

1. Calculates the distribution of payments.
2. Verifies the prepayment calculations before the payroll flow can distribute payroll payments.

Here's the flow of the calculate payment distribution tasks.
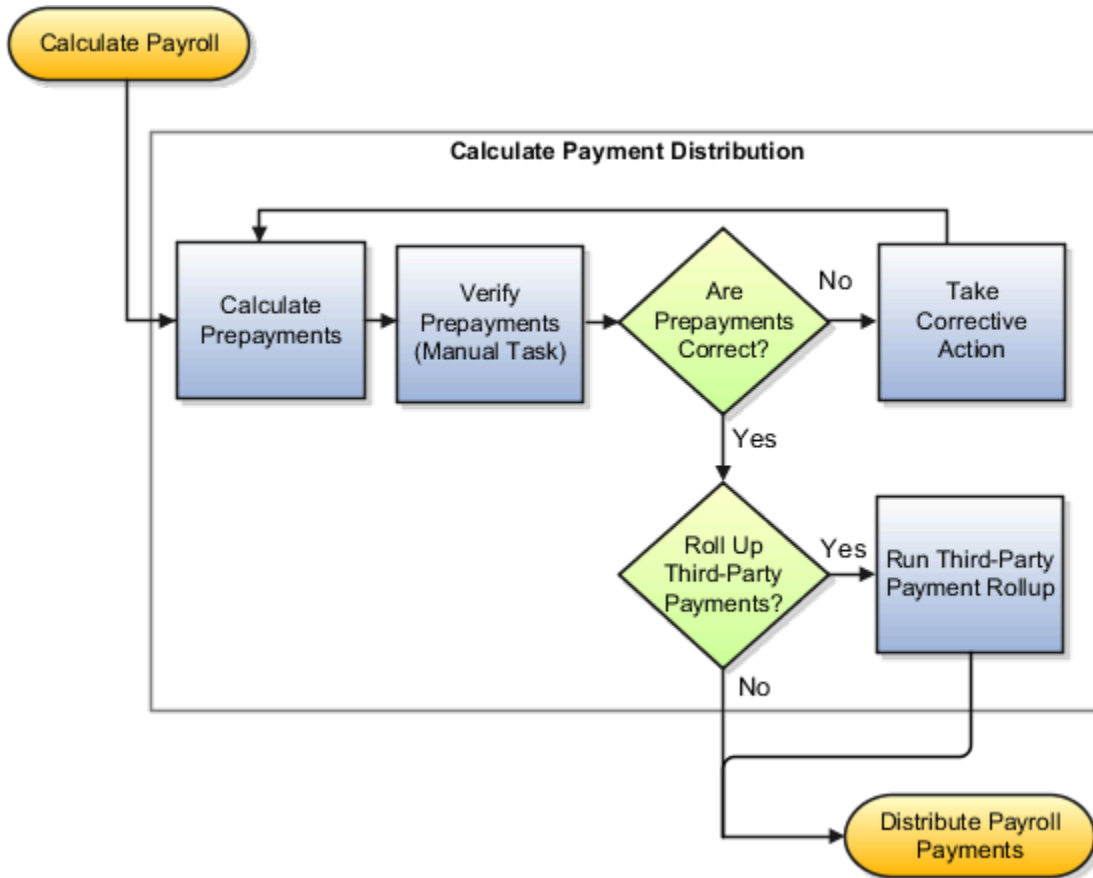


## Calculate Prepayments

The Calculate Prepayments process:

1. Calculates the distribution of payroll payments based on your employees' payment methods.
2. Uses the payroll run results to calculate the gross-to-net payment.

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3. 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.

This is an automatic task included in the payroll cycle flow. However, you can also run it as a standalone process with these submission parameters.

For further info, see Calculate Prepayments for the US in the Help Center.

## Verify Prepayments

During the Verify Prepayments task of the flow, you must manually review and verify your prepayment results before letting it generate payments. Use the Person Results task to verify prepayment results for individual records and ensure the accuracy of the payee, payment method, and payment and deduction amounts.

There are multiple resources to assist you in validating your payment distributions. For further info, see the following in the Help Center.

- Payment Distribution Reports
- Verify and Troubleshoot Payments for the US

## Take Corrective Action

If you find problems, you need to correct the underlying data. Use one of these options to process the correction.

- If the errors occurred during prepayments, retry the Calculate Prepayments process after making corrections.
- 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 process after calculating and verifying prepayments.

For further info, see Third-Party Rollup Payments for the US in the Help Center.

After calculating your payments, you're ready to distribute them. For further info, see Payroll Payments Distribution for the US in the Help Center.

*Related Topics*

- Calculate, Validate, and Balance Payroll for the US
- Payroll Payments Distribution for the US
- Verify and Troubleshoot Payments for the US
- Calculate Prepayments for the US

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# Payment Distribution Reports

Oracle Cloud provides multiple reports to help you review your payroll run's calculations and payment distributions.

To run these reports:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select the report.

| Report name | How you use it | When you run it | Examples | For more info |
|---|---|---|---|---|
| Periodic Payroll Register | Verification, validation, and audit of payroll calculations | After calculating payroll and archiving periodic payroll results | Use the summary report to verify total payment amounts. It sorts them by:<br><br>1. Payroll statutory unit (PSU) or tax reporting unit<br>2. Payroll period<br>3. Balance category<br>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.<br><br>The report lists the current and year-to-date hours worked for each person included in the report. | Periodic Payroll Register Report for the US |
| Payment Register | Verification and audit of payment distributions | After calculating prepayments, running the payment process, and generating payslips | Use the summary report to verify the total amounts paid by payment category, type, status, and method.<br><br>Use the detail report to validate payments for each employee, including the payment amount, bank, and check info.<br><br>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. | Payment Register Report for the US |

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| Report name | How you use it | When you run it | Examples | For more info |
|---|---|---|---|---|
| Payslips | Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals. | After generating payments and archiving periodic payroll results | Generate payslips for all employees as a record of payments made. | Generate Payslips<br><br>View Payments |
| 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 PSU.<br><br>Use the detail report to view the breakdown and roll-up of payments. | Third-Party Payment Register Report for the US |

After submitting a report that uses archived data, use the Redeliver Output process to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

*Related Topics*
- Third-Party Payment Register Report for the US

# Verify and Troubleshoot Payments

As you perform a payroll run, verify each payroll task before continuing with the next one to minimize the effort involved in correcting problems.

For example, be sure to check payroll run results and prepayment results before generating payments.

## Verify Payroll Run Results

Follow these steps:

1. Use these payroll reports to verify run results

| Report name | How you use it | Check here for more info |
|---|---|---|
| Balance Exception Report | Run the Balance Exception report as part of your year-end balancing and reconciliation process. Use it to identify:<br><br>    ◦ Incorrect tax amounts withheld<br><br>    ◦ Wage over-the-limit situations<br><br>    ◦ Any improperly calculated tax liability balances, such as Social Security, Medicare, or FUTA | Balance Exception Report for the US in the Help Center<br><br>Oracle HCM Cloud for the United States: Balance Exception Report (2325520.1) on My Oracle Support |
| Element Results Register | Lists the elements and pay values for each worker processed in a payroll. | Element Results Register for the US |

| Report name | How you use it | Check here for more info |
|---|---|---|
| Employee Active Payroll Balance Report | Displays the current values for any given list of employee balances. This report helps you with: <br><br>   o   Reconciling your periodic payrolls and quarterly and year-end balances <br>   o   Determining if you have any tax balances over the statutory limits, such as Social Security and deferred compensation <br>   o   Determining if any of the tax liability balances are improperly calculated | Employee Active Payroll Balance Report for the US in the Help Center |
| Gross-to-Net Report | 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 payroll period in which the process date occurs. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis. | Gross-to-Net Report for the US in the Help Center |
| Periodic Payroll Activity Report | Payroll verification, validation, and auditing purposes. You can run this report at any time. View and reconcile the payroll balances info with the data archived by the periodic payroll archive process. You can view the archived info in the Payroll Register. You can run this report at any time and use the report for payroll verification, validation, and auditing purposes. | Periodic Payroll Activity Report for the US in the Help Center |
| Payroll Balance Report | View the detailed balance info for a person over time. You can compare this info with the archived data for validating and reconciling periodic payroll balances. | Payroll Balance Report for the US in the Help Center |
| Periodic Statutory Deduction Register | Identify the wages and taxes paid by both the employee and employer. | Periodic Statutory Deduction Register for the US |

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2. Use the Person Results task for the Payroll Calculation process to verify the following.

| What you can view | What this does |
|---|---|
| Statement of Earnings | Displays balance info, including gross pay, deductions, and net payment.<br><br>For further info, see How to View the Statement of Earnings for the US in the Help Center. |
| Balance results | Reviews balance results to:<br><br>a. Confirm the payroll run completed successfully.<br>b. Check that a worker has the correct pay and amount of tax deducted.<br>c. Check a balance before and after adjusting it. |
| Costing results | Reviews the costing results for a person for the selected run. Costing details include only those elements processed in the run that have costing info defined for them. If the results are incorrect, you can process a corrective action. |
| Run results | Reviews run results for all elements processed. |
| Messages | Views messages generated by payroll processes, if any. |

3. For any errors, 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 info or research before you can correct it:

   a. Roll back the record.

      For further info, see Mark for Retry, Retry, and Roll Back Payroll Results in the Help Center.
   b. Remove the person from the payroll run.
   c. Continue processing the payroll for the other people.
   d. Fix the problem on the person's record when you're able.
   e. Use QuickPay to process their payroll.

      For further info, see How to Run QuickPay Flows in the Help Center.
5. If you find multiple problems in the payroll run:

   a. Roll back the process.
   b. Make all necessary corrections to resolve the problems.
   c. Rerun the process.

## Verify Prepayments

The Calculate Prepayments task is part of the US Simplified Payroll Cycle flow. If you run the task as a standalone process, you can use the View Payroll Process Results page to verify the results. If you discover an error, you can retry, mark for retry, or roll rack the process. You can roll back the record for an individual or for the entire process.

For further info, see Mark for Retry, Retry, and Roll Back Payroll Results in the Help Center.

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## Troubleshoot Payments Issues

You can find the resources in this table to help you through the troubleshooting process.

| Resource | Where you can find it | How you use it |
|---|---|---|
| Payment Results | Payment Results section of the Person Results task | Verify the payment results match the prepayment results. |
| Periodic Payroll Register Report | Review the report output after running its process | Verify total payment amounts per balance category.<br><br>Compare payment values to previous periods. |
| Payment Register Report | Review the report output after running its process | Use the summary to verify the total amounts paid by payment category, type, status, and method.<br><br>Use the detail to validate payments for each employee, including the payment amount, bank, and check info.<br><br>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. |
| Process log file | In **Output and Log Files** on the process's results, select **View Log**. | Review the log file of each process you submitted to obtain detailed info about their results. |

If you find an error after generating payments, you can't simply roll back the payment process. For further info, see Examples of Correcting Payments for the US in the Help Center.

*Related Topics*

- Corrective Actions for Payments
- Examples of Correcting Payments for the US
- How can I access a log file for a payroll flow, extract, or report
- Mark for Retry, Retry, and Roll Back Payroll Results
- Payment Distribution Reports for the US

# Third-Party Rollup Payments

A third-party payment is a payment you make to an external source.

This source could be:

- Court

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- Labor union

- Pension provider

- Any person not on your payroll

You can use them in multiple ways.

- Issuing third-party rollup payments

- Excluding third-party payment methods

- Running the Third-Party Payment Register Report

- Printing checks for third parties

## How You Issue Third-Party Rollup Payments

There are cases when you want to combine multiple payments into a single payment rather than issue multiple payments.

For example:

- A union can have several of its members belonging to the same employer.

- Multiple employees can have deductions made to the same third-party payee, such as a State Distribution Unit for child support payments.

Use the Third-Party Payment Rollup flow to combine the individual employee deductions and pay the payee through a single payment instrument. Additionally, you can use the Third-Party Payment Register Report and Third-Party Check Payments audit report to validate your data and provide the third-party payee with employee and deduction details.

## How You Exclude Third-Party Payment Methods

You might want to exclude specific third parties from the Third-Party Payment Rollup flow because they want an individual check per payment.

Select **Exclude from Third-Party Rollup Process** on the Third-Party Payment Methods task to exclude a third-party payee from the Third-Party Payment Rollup flow.

Generate the Third-Party Payment Register Report to view the individual payments made.

## How You Use the Register Report

Run the Third-Party Payment Register Report to generate and view:

- Individual third-party payments and the corresponding employee deduction info

- All rollup payments and deduction info 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

Before you run this report, do the following.

1. Calculate and verify prepayments.

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2. Run the Third-Party Payment Rollup flow.

   This flow is optional. Use it to consolidate multiple payments made to a third party and generate a single payment.

3. Generate the payments.

4. Run the periodic archive.

# How You Print Checks for Third Parties

Use the Generate Check Payments for Employees and Third Parties flow to generate check payments. You run the check writer flow against third parties by selecting **Third Party** as the payee type.

When you do so, it creates two output files.

| File name | What it contains |
|---|---|
| Check File | The printable check and check stub. |
| | The check stub lists up to 17 employees rolled-up for a given payee. If the number of employees exceeds the check stub limit, the employee details are printed only on the audit report. Otherwise, the employee details are printed on both the check stub and audit report. |
| | If the number of employees doesn't fit the size of the stub, it includes this message: `For employee details, refer to attached report for the given payee`. |
| | The check portion includes: |
| | • Amount |
| | • Authorized signature line |
| | • Bank details, including bank routing number in MICR font |
| | • Check number |
| | • Date |
| | • Employer name and address |
| | • Payee name and address |
| | • Source account number |
| | The check stub includes: |
| | • Payment amount |
| | • Check date |
| | • Document or case number |
| | • Employee names |
| | • Period end date |
| | • Remittance ID |
| Third-Party Check Payments Audit Report | Documents all details related to employees contributing to the check amount. Sorted by check number. |
| | The cover page provides the following payroll info. |
| | • Payroll run name |
| | • Process start and end dates |
| | • Consolidation group |

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| File name | What it contains |
|---|---|
| | • Organization payment method |
| | • Starting check number |
| | Each subsequent page is dedicated to an individual payee and includes: |
| | • Payee name |
| | • Check number and date |
| | • Employer name and address |
| | • Employee details, sorted by name and remittance ID: |
| | ○ Name |
| | ○ Remittance ID |
| | ○ Document or case number |
| | ○ Pay period end date |
| | ○ Amount |

For further info, see Employee and Third-Party Check Payments for the US in the Help Center.

*Related Topics*
- Calculate and Validate Payroll Payment Distributions for the US
- Third Parties Overview
- Third-Party Payment Methods
- Generate Check Payments for Employees and Third Parties for the US
- Third-Party Payment Register Report for the US

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# 7 Distribute Payroll Payments

## Payroll Payments Distribution

After validating the payment distribution amounts, you're ready to distribute the payments.

Use the Distribute Payroll Payments task to generate payments, archive the results, and generate and validate the payslips.

### Sequence of Tasks

This shows the sequence of payment distribution tasks for a typical payroll cycle. Your flow can include additional or fewer tasks.
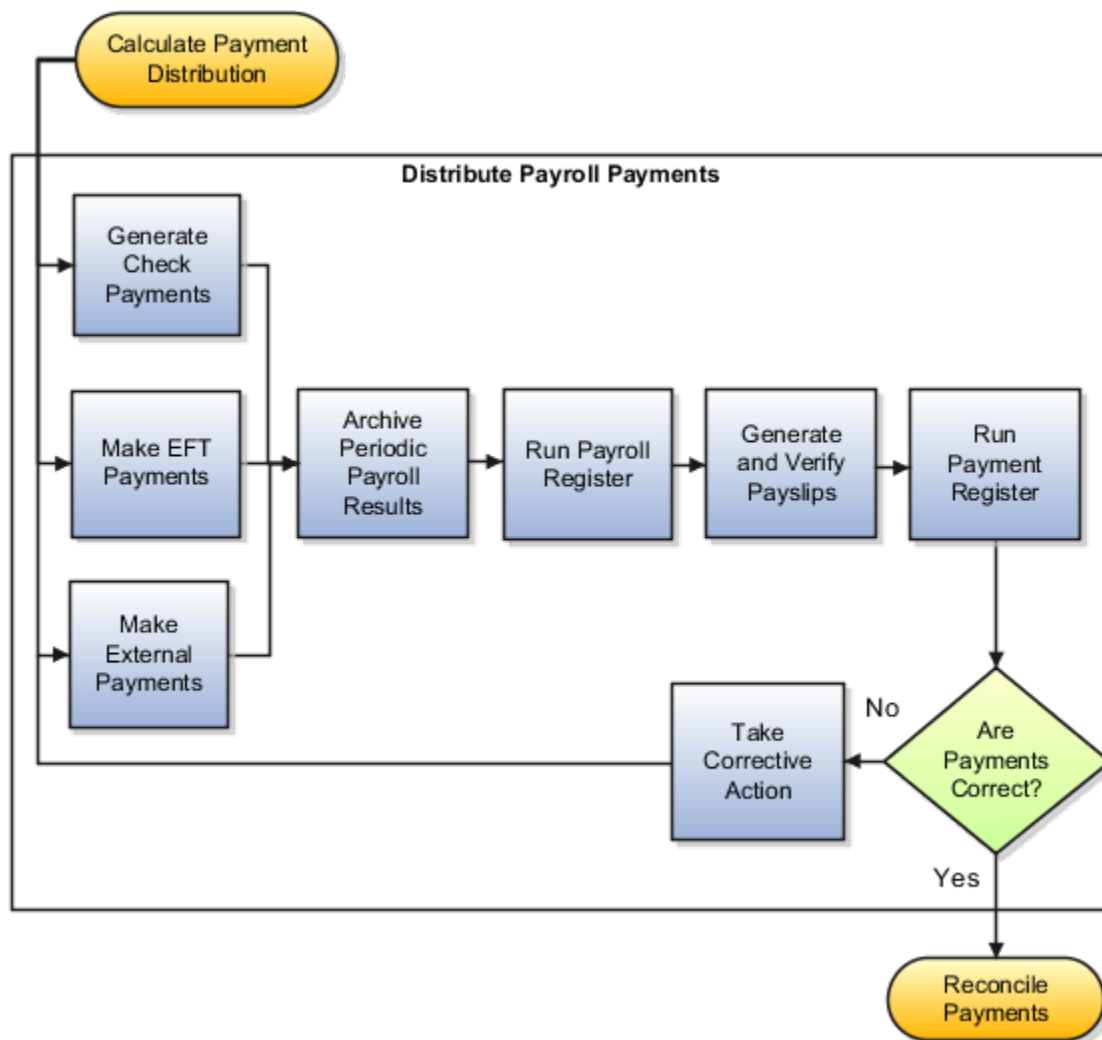


You can view the task results on the Person Results task.

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# Overview of the Payment Distribution Tasks

This table describes the payment distribution tasks.

| Task name | What it does | For more info, check here in the Help Center |
| --- | --- | --- |
| Generate Check Payments | Generates check payments for your employees. It uses a predefined check format or one you have configured.<br><br>The US Simplified Payroll Cycle flow uses this process. | Generate Check Payments<br><br>Generate Check Payments and Check Numbers<br><br>US Simplified Payroll Cycle Flow |
| Generate Check Payments for Employees and Third Parties | Generates check payments for employees and third-party payees. It uses a predefined check format or one you have configured.<br><br>Use this process when you need to print checks for third parties or whenever you want to generate checks outside a payroll flow. | Employee and Third-Party Check Payments for the US<br><br>Generate Check Payments for Employees and Third Parties for the US |
| Make EFT Payments | Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT. | Make EFT Payments for the US |
| Make External Payments | Addresses special situations where you want to cut a check after using QuickPay instead of the normal payment process, such as:<br><br>• Replace a lost check that you voided<br><br>• Create a final payroll check for a terminated employee<br><br>• Pay using a different payment type or payment source than specified in the normal payment process<br><br>**Note:**<br>This isn't a typical payroll cycle task. You run it as part of the QuickPay flow.<br><br>If you need to run this independent of a QuickPay, use the External or Manual Payment process. | Examples of QuickPay Processing<br><br>Submit a QuickPay Flow to Correct a Payroll Calculation Error |
| Archive Periodic Payroll Results | Makes the data available for reports, such as the payroll register and payslips. | Archive Periodic Payroll Results for the US |
| Run Periodic Payroll Register | Verifies and provides an audit trail of a payroll run, including hours, earnings, and deductions by payroll statutory unit and tax reporting unit. In detail mode, it shows the complete details for each employee. | Periodic Payroll Register Report for the US |

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| Task name | What it does | For more info, check here in the Help Center |
|---|---|---|
| Generate and Verify Payslips | Generates a payslip for all paid payments matching your criteria except:<br><br>• Voided payments<br><br>• Reversed payroll calculations<br><br>• Data not archived<br><br>• Previously generated payslips | View Payments |
| 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.<br><br>In detail mode, it shows payments for each employee. | Payment Register Report for the US |

Aftering completing payment distribution, you're ready to calculate and verify your cost distributions. For further info, see Calculate and Verify Cost Distributions for the US in the Help Center.

*Related Topics*
- Calculate and Verify Cost Distributions for the US
- Overview of Using Oracle Fusion Global Payroll for the US
- Generate Check Payments

# Check Payments

## Generate Check Payments and Check Numbers for the US

Use the Generate Check Payments process to generate check payments in a predefined format for all payees who have a check payment method and a net pay greater than $0.

The printed check format and check stub info can vary, based on your organization's requirements. Enter the starting check number, and optionally, an ending check number when you submit the check payment process.

### Starting Check Numbers

Before you begin printing checks, verify the starting check number in the application matches the printed check.

### Ending Check Numbers

You don't have to enter the ending check number, but there are benefits.

For example, it puts a break in the print job, which allows you to sync the numbers you entered as submission parameters with the numbers printed on the checks. You may need to print separate batches of consecutively numbered checks, such as when you have one box of checks numbered 4500 through 4999 and another box numbered

7000 through 7999. In this scenario, if you don't enter the last check number from the first box and print more than 500 checks, the payment process records incorrect check numbers for the remaining checks/cheques.

*Related Topics*
- Configure Check Templates for the US

# EFT Payments

## Balance an Electronic Funds Transfer File

An electronic payments file is considered balanced when the total debits are equal to the total credits.

An unbalanced electronic payments file doesn't have an offsetting debit record and therefore allows cases where the total debits of the file aren't equal to the total credits. Some banks require an unbalanced electronic funds transfer file.

To set up a balanced or unbalanced electronic payments file:

1. From **My Client Groups**, click **Show More**.
2. In **Payroll**, click **Organization Payment Methods**.
3. In **Payment Information**, choose **Yes** for Balancing Entries to create a balanced file.

   Choose **No** to create an unbalanced file.

## International Payment Reporting

You use the Make EFT Payments flow to generate electronic funds transfer (EFT) payments, including international payments, and to generate reports on them. Run this process after you have completed your payroll processing and are ready to issue the payments.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Make EFT Payments**.

You can select a payroll for which prepayments have been processed or select a range of dates to process multiple payrolls.

- If you select a payroll, the consolidation set is automatically selected.

- If you don't select a payroll:

  a. You can choose one of the listed consolidation sets. This selects all payrolls in that consolidation set.
  b. The flow runs on all payrolls within the **Process Start Date** and **Process End Date** range.

### Prerequisites

Before you can create an international payment:

1. Create an international organization payment method (OPM).

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For further info, see Organization Payment Methods for the US in the Help Center.

2. Attach the OPM to a payroll.
3. Verify that there is a primary mailing foreign address for the employee.
4. Create an international personal payment method for the employee.

## Report Parameters

You can specify the following settings in the Make EFT Payments process.

| Field name | How you use it |
| --- | --- |
| Payroll | To process a single payroll, select the payroll run for which you're generating International ACH Transactions (IAT) payments. Only payrolls for which prepayments have been processed are shown. |
| Process Start Date | To capture payments for multiple payrolls, select the start date of the range for which you want to generate IAT payments. |
| Process End Date | Select the end date of the range for which you want to generate International transfer payments. |
| Consolidation Set | If a single payroll is selected, then the corresponding consolidation is automatically displayed in this field. If a consolidation set is selected, then all payrolls in that consolidation set are automatically selected. |
| Organization Payment Method | Select an OPM. Only the OPMs that are associated with international transactions are listed. |
| Payment Source | Optionally, select the payment source from the list of sources associated with this OPM. |
| File Reference | Optionally, enter a single alphanumeric character to distinguish multiple versions of the file created the same day. Valid characters include uppercase A-Z and 0-9. |
| Company Entry Description | Describe the purpose of the payment in up to 10-characters as it should appear in the Batch Header Record, field 10. For example, payroll or reversal. |
| Overriding Payment Date | Optionally, specify the date transactions are to post to the receiving account. |

## Report Output

The Make EFT Payments process generates both an electronic file and an audit report. To report international payments, employers submit the IAT electronic file to National Automated Clearing House Association (NACHA) and use the audit report for reconciliation. The report process generates the following files with separate report-job name numbers.

- IAT electronic file for international payments

- PPD electronic file for US payments

  PPD is the EFT template for US payments.

- Audit report for verification of details and totals

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- Prenotification files

  For further info, see Prenotifications for the US in the Help Center.

*Related Topics*
- Organization Payment Methods for the US
- Make EFT Payments for the US
- Prenotifications for the US
- Set Up International Payment Processing for the US
- Set Up International Payment Sources in Organization Payment Methods for the US

# Archive Payroll Results

## View and Edit Archive Results

Because payslips and the Periodic Payroll Register Report use archived data, it's critical that the archive process completes successfully and includes complete and accurate info.

You can view the results of the Archive Periodic Payroll Results process on the Person Results task. You can also edit archived data, if your user privileges and the restrictions are in place.

### View the Archive Results

Use the Archive Results section on the Person Results task to view a summary of archived results and drill down to view individual archived records.

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 are found, review the employee's HR or payroll data, determine the cause and correct. After you have resolved the errors, roll back the affected processes and rerun them.

### 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 Person Results task. The task stores any changes to the archived results in the archive table, which the Periodic Payroll Register Report and payment processes then use.

> **Note:** Updates you make to the archive results would no longer match the original archive. For this reason, avoid manually updating the archive unless necessary. For any change you make to your archive, you must also update your payroll information. Your payroll information must be your source of truth.

*Related Topics*
- Payroll Payments Distribution for the US
- When should I archive payroll data
- Periodic Payroll Register Report for the US

# Generate and Verify Payments

## 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 | On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses.<br><br>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.<br><br>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. |
| Working on tasks for different payroll periods or payroll runs | Payroll | 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.<br><br>Use Process Results Summary to search for a payment process.<br><br>You can also use the Person Process Results navigate to the payment results and take corrective action. |

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## 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*

- Corrective Actions for Payments
- Payroll Payments Distribution

# 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.

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# 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 a 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 |
|---|---|---|---|---|
| On April 30 you incorrectly pay a temporary employee for the hours of another employee.<br><br>The temporary employee agrees to have the overpayment deducted from the next pay check/cheque. | 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. |
| An employee terminates on April 30, but the information isn't communicated to the payroll department.<br><br>The employee contacts the payroll department, informs | 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. |

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| Scenario | You Reverse | Negative Net Pay Option Selected | Result | Payslips |
|---|---|---|---|---|
| the payroll manager of the overpayment, and returns the check/cheque. | | | | |

## Error Prevents Process from Completing

When an error prevents the payroll calculation or payment generation process form 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*
- Mark for Retry, Retry, and Roll Back Payroll Results
- Report Payment and Nonpayment Balances
- Examples of Correcting Payments
- 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 Is Lost

Scenario: An employee's check is lost, stolen, or destroyed.

Corrective action:

1. Void payment.

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- o Submit the **Void Payment** process.
- o Select **Void Payment** from the Person Results task.

2. Reissue the payment.

| What you can do | How it works |
|---|---|
| Make an external payment | This prevents the check from being included in the next payments run. You can record the check number for the replacement check and the reason why you're making the payment externally. |
| Use the standard payment process | The Void status includes the payment automatically in the payments process for the date of the voided payment, unless you prevent its reissue. The replacement check retains the original payment date. |

3. Unless the check is in your possession, contact the bank for the source account to stop payment on the check.

## Checks Require Reprinting Due to a Printer Problem

Scenario: Your printer jams while printing a batch of checks. The printer destroys one check and generates a blank check. This causes a mismatch between the check number on the person's record and the number on the check.

Corrective action:

1. Because you didn't issue the checks, you can roll back the batch check-payment process and then rerun it.
2. If the printing problem results in missing check numbers, void the checks to create an audit trail.
3. Adjust your starting and ending check numbers as needed when you resubmit the payment process.

   As a best practice, roll back all check payments to create a range of check numbers for printing. Printing individual checks means the check 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 US but wants to receive payments to a bank account in their home country of China. You set up payment methods so that the payment process converts the net pay amount from dollars 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:

1. Void the EFT payment.
2. After, you can:

   - Process the payment in the next payroll run.

   - Make an external payment.

## Payroll Check Expires Before It's Cashed

Scenario: Your payroll checks expire after 90 days, and you receive a notification that an employee hasn't cashed a check you issued 4 months ago.

Corrective action:

1. Void the original check.
2. Run the Generate Check Payments for Employees and Third Parties process.
3. Use **Overriding Payment Date** to set a new payment date.

*Related Topics*
- Verify and Troubleshoot Payments for the US
- Submit a QuickPay Flow to Correct a Payroll Calculation Error

# FAQ for Distributing Payroll Payments

## 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

# 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 payrollprocesses, you can archive the results using Archive Periodic Payroll Results.

# 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.

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# 8 Calculate and Verify Cost Distributions

## Calculate and Verify Cost Distributions

The Calculate Payroll process automatically calculates the costs for the payroll run. It's important you use the Payroll Costing Results Report to review its results.

For further info, see Payroll Costing Results Report in the Help Center.

If you have any of the following when you're calculating and distributing costs, run these processes for each. For further info, see How Distributed Costing Is Calculated in the Help Center.

| For these distributions | Run these processes | For more info, check here in the Help Center |
|---|---|---|
| Retroactive costs | Calculate Retroactive Costing | Retroactive Costing in the Help Center |
| Payments | Calculate Costing of Payments | How to Cost Payroll Payments in the Help Center |
| Cost adjustments<br><br>Balance adjustments | Costing of Balance Adjustments | • How to Adjust Payroll Costs in the Help Center<br><br>• Oracle Cloud Human Capital Management for United States: Balance Adjustments (1600728.1) on My Oracle Support |
| Partial period accruals | Calculate Partial Period Accruals | Partial Period Accruals in the Help Center |

After verifying your cost distributions, you're ready to distribute the payroll accounting info. For further info, see Distribute Payroll Accounting for the US in the Help Center.

*Related Topics*

- Distribute Payroll Accounting for the US
- How Distributed Costing Is Calculated
- Overview of Using Oracle Fusion Global Payroll for the US
- Payroll Processes That Generate Costing Results
- Payroll Costing Results Report

## Payroll Processes that Generate Costing Results

Different payroll processes create costing results during the payroll cycle.

This table describes the payroll processes that generate costing entries.

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| Process | Action |
|---------|--------|
| Adjust Cost for a Person | Reallocates the amount or percentage of the cost results. Creates an offset entry for the original costing entry. |
| Calculate Costing of Payments | Calculates costing for prepayments, QuickPay prepayments, and external payments, void, canceled, unreconciled, and reconciled payments. . |
| Calculate Partial Period Accruals | Calculates accrual entries for a partial payroll period by<br><br>• Prorating the costing results based on the previous results of a full period<br>• Using the date of the Partial Period Accruals process as the accounting date<br><br>The process also creates reversal entries using the payroll period end date as the accounting date. |
| Calculate Payroll | Calculates payroll run results for payroll relationships and then costs these results. |
| Calculate QuickPay | Calculates costing for the payroll run results for a single payroll relationship. |
| Calculate Retroactive Costing | Recalculates costing based upon retroactive changes to costing setups. Compares the recalculated and original entries, and where different, offsets the original entries and creates new ones. The effective date of this process is the accounting date used when transferring results to general ledger. |
| Costing of Balance Adjustment | Calculates costing for the payroll run results of the Adjust Individual Balances process. |
| Create Draft Accounting | Creates journal entries that you can review and correct before transferring them to General Ledger. |
| Create Final Accounting | Creates final journal entries that Subledger Accounting transfers and posts to General Ledger. |
| Recalculate Payroll for Retroactive Changes | Calculates costing for retroactive changes that were excluded from the original payroll run, and records the difference found between the original entry and the retroactive result. |
| Reverse Payroll Calculation | Negates the costing results generated by the Calculate Payroll process by creating costing entries that offset the original entries. Uses the effective date of the reversal process as the accounting date to avoid creating entries for a closed accounting period. Creates an audit trail. |
| Transfer to Subledger Accounting | Creates Subledger Accounting events for cost transactions processed for each payroll relationship. |

You can view the costing result for an employee by using Person Results in the Payroll work area.

*Related Topics*
- How Payroll Cost Results are Calculated

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# How Distributed Costing Is Calculated

Distributed costing calculation determines how and where incurred costs are distributed.

Many decide to distribute the costs for employer taxes, charges, and liabilities over earnings elements. For example, you might distribute an overhead expense, such as an employer liability over a group of elements that include regular, overtime, and shift pay.

## Distributed Costing Calculation Process

These steps explain how the payroll run calculates the cost distribution.

1. The process adds the cost for the distributed element to elements included in the distribution group. It distributes the costs based on the ratio each element contributes to the total amount for the distribution group.

   If an element in the distribution group produces no run results, the application distributes the results to the remaining members.

   > **Note:** Costing at the **element entry level** for an element included in the distribution group uses the costing defined for it, not the costing defined for the distributed element.

2. The process builds each segment of the cost account by starting with the lowest level of the cost hierarchy. When it reaches the element eligibility level, the process applies the rules shown in this table.

| Costing Exists at Element Eligibility Level | Account Numbers Used |
|---|---|
| Yes | Numbers specified for the distributed element, in place of account numbers for the segments of the distribution group elements |
| No | Numbers derived for the segments of the distribution group elements |

For example, suppose the only difference between the costing result for an overtime wage and distributed element is the natural account segment. The account number is 5130 for the overtime wage and for 5220 for the distributed element. The process adds the proportional cost of the distributed element to the overtime wage. It derives the natural account segment as shown in this table.

| Costing Exists at Element Eligibility Level | Account Numbers Used |
|---|---|
| Yes | The process costs the result to distributed element's natural account of 5220 |
| No | The process retains the account number for the overtime wage of 5130 |

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The offset cost results are distributed to all the applicable assignments and the corresponding assignment details are displayed for each record. You can view employee assignment details for offset account of distributed costing in **Run Payroll Cost Results** report and **Costing Results** page.

For example, an employee has 2 assignments, Manager and Analyst. The Manager assignment has an earnings element entry of Appliances Base Salary Earnings Results ($5000), and the Analyst assignment has an earnings element entry of VOl Ded1 Results ($200). The employee also has a relationship level element entry Employee Club Contribution Results ($100) with distributed costing. The offset cost results of Employee Club Contribution Results are distributed in the ratio of both assignment earnings and the assignment details are displayed.

The assignment details on the offset side for distributed costing are displayed even in a single assignment scenario.

If you don't want to split the offset cost results in multiple assignments for distributed costing, set the process configuration parameter Date used to split the distributed cost in offset account to a later date. The default date is: 2023/01/01. When you set the date to later, any costing processes submitted after this date will split the offset cost results for distributed costing, and any submitted before this date won't split. However, the offset is always split when the cost account is different.

*Related Topics*

- How to Set Up Distributed Costing for the US
- Set Up Distributed Costing for an Element
- Calculate Distributed Costing Example
- What's the difference between allocating and distributing costs?

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# 9 Distribute Payroll Accounting Info

## Distribute Payroll Accounting

Distributing accounting involves transferring costing results for your payroll run costs and your payments.

Distributing accounting consists of these steps.

1. Calculate cost distributions.

   For further info, see Calculate and Verify Cost Distributions for the US in the Help Center.
2. Distribute your payroll accounting info.

   a. Transfer the cost results to Oracle Fusion Subledger Accounting.
   b. Create journal entries for review.
   c. Reviewed and approve them.
   d. Generate the final journal entries.
   e. Post them to Oracle Fusion General Ledger.

   For further info, see the following in the Help Center.

   o Create Accounting
   o Create Accounting Results

For further info, see the following sections.

## How You Transfer Costing Results

Oracle Fusion Subledger Accounting takes your cost distributions from the payroll process and uses it to generate journal entries for financial transactions. Use the Transfer to Subledger Accounting process to prepare transactions for accounting for the costing results and journal entries. For example, the process prepares transactions for the payroll run results and journal entries for each costed run result. For further info, see Transfer to Subledger Accounting in the Help Center.

The US Simplified Payroll Cycle flow runs this process for you.

This process creates a transaction number for each person's costing results. You can use this number when searching for their journal entries on the Review Journal Entries task.

For example, if you submit a QuickPay process, the Transfer to Subledger Accounting process creates journal entries for each costing result generated by:

- Payroll calculation process
- Payment process

They create two transaction numbers, one for the payroll calculation costing results and one for the payment costing results.

For further info, see Review Journal Entries in the Help Center.

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# How You Create and Review Draft Journal Entries

The US Simplified Payroll Cycle flow automatically runs the Transfer to Subledger Accounting process for you.

When it finishes, use the Create Accounting process in draft mode to generate and review journal entries before transferring and posting them to Oracle Fusion General Ledger. Typically, you review them after processing payroll or running any process that requires costing.

For further info, see Create Accounting Results in the Help Center.

You have two options to review these entries.

| What you can use | What it does |
| --- | --- |
| Payroll Costing Results Report | Displays a summary of the journal entries the Transfer to Subledger Accounting process created. Drill down to display info about the transactions underlying the accounting transactions and journal entry.<br><br>For further info, see the following in the Help Center.<br><br>&bull; How to Review Journal Entries<br>&bull; Payroll Costing Results Report |
| Create Accounting Execution Report | Displays output of the Create Accounting process.<br><br>For further info, see Create Accounting Execution Report in the Help Center. |

If you have costing results that require correction:

1. Roll back the Transfer to Subledger Accounting process from the flow's checklist.
2. Correct the costing results.
   For further info, see Correct Costing for Payroll Run Results in the Help Center.
3. Submit the Transfer to Subledger Accounting process.
4. Submit the Create Accounting process in draft mode to create and review the corrected journal entries.

# How to Create, Transfer, and Post Journal Entries

You submit the Create Accounting process in final mode to transfer and post the final journal entries to Oracle Fusion General Ledger. For further info, see Create Accounting in the Help Center.

After you submit and complete it, you can't roll back the posted journal entries. If a result requires correction, perform these actions.

1. Determine which corrective action to use.

| For this result type | This is how you correct it |
| --- | --- |
| Costed run result | Process a cost adjustment or retroactive costing.<br><br>For further info, see Retroactive Costing in the Help Center. |
| Costed payment result | Enter adjustments directly into Oracle Fusion General Ledger. |

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| For this result type | This is how you correct it |
|---|---|
|  |  |

2. Submit the Transfer to Subledger Accounting process.
3. Submit the Create Accounting process in draft mode.
4. Run the Payroll Costing Results Report to review the entries.
5. If accurate, run Create Accounting in final mode to transfer and post the entries to General Ledger.

After distributing your accounting info, it's time to verify your run results. For further info, see View and Verify Payroll Run Results in the Help Center.

*Related Topics*

- Overview of Using Oracle Fusion Global Payroll for the US
- Correct Costing for Payroll Run Results
- Create Accounting Execution Report
- Create Accounting Results
- Payroll Costing Results Report
- Review Journal Entries

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# 10 View and Verify Run Results

## View and Verify Payroll Run Results

An error in run results typically means an error in your payments. That's why it's important for you to verify your payroll calculations after a payroll run or QuickPay flow to ensure their accuracy.

Checking results as you complete payroll tasks and processes helps minimize the number of problems and reduces the effort required to fix them. You can review results for the entire process or one person.

### View the Payroll Run or QuickPay Results

Use the View Payroll Process Results task to view a payroll's results. You can drill down to view an individual person's payroll run results.

Use this table to help you decide your starting point.

| Use this task | To do this |
| --- | --- |
| From the Processes and Reports page of the flow:<br><br>• Calculate Payroll<br>• Calculate QuickPay | View the payroll relationship records processed by the flow, and view details for individual records. |
| View Payroll Process Results | View a list of payrolls processed for a person. Do this to research results for a person over several payroll periods. |
| Person Process Results | Query the person, and view the run results. |

### Run Reports to Verify Payroll Run Results

Use the payroll run reports to view the results before you calculate prepayments. These reports offer different ways of showing the run results, such as by aggregate amounts or detailed listings by element for each payroll relationship.

| Report name | Check here for more info |
| --- | --- |
| Gross-to-Net Report | Gross-to-Net Report for the US in the Help Center |
| Payment Register Report | Payment Register Report for the US in the Help Center |
| Payroll Costing Results Report | Payroll Costing Results Report in the Help Center |
| Periodic Payroll Register Report | Periodic Payroll Register Report for the US in the Help Center |

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| Report name | Check here for more info |
|---|---|
| | |
| Periodic Statutory Deduction Register | Periodic Statutory Deduction Register for the US in the Help Center |
| Third-Party Periodic Tax Filing Audit Report | Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support |

For further info, see Payroll Calculation Reports for the US in the Help Center.

## Review the Log Files

All payroll processes, reports, and extracts produce log files upon completion. These files include detailed information about the output, such as info about an error generated while processing a task.

*Related Topics*

- How can I access a log file for a payroll flow, extract, or report
- How to View the Statement of Earnings for the US
- Mark for Retry, Retry, and Roll Back Payroll Results
- Payroll Calculation Reports for the US
- Troubleshoot Missing Elements in 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 |

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| Parameters | Required | Result |
|---|---|---|
| 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.
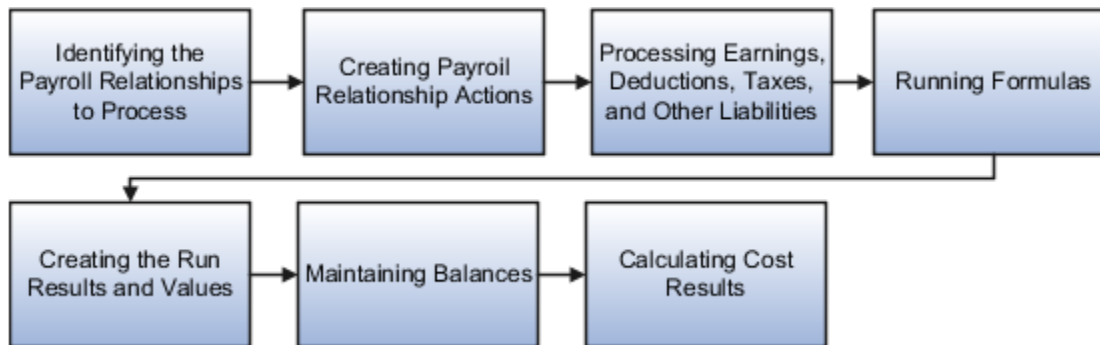


The main steps of the payroll run processing:

1. The calculation process:
   - Identifies the payroll relationships to process
   - Evaluates the assignment status of each identified payroll relationship to determine whether to include the assignment.
2. The process creates these actions:
   - Payroll action representing the payroll run
   - Payroll relationship action for each relationship processed, with child actions for each run type used in the run.
3. The calculation process loads the element entries for a payroll relationship and uses this information:
   - Processing sequence by determining priority of the element and the subpriority of the element entry, if specified.
   - 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:
   - Calculation factors that indicate the correct values
   - Calculation type to use in the calculation based on formula contexts
   - Calculation value definition to use and any overriding values

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

6. The process identifies the payroll formula to run and how to handle the results:

   ○ The status processing rule associated with the element determines which formula the process uses to calculate the element entry, based on the assignment status.

   ○ Formula result rules determine how to use the results generated by the formula, such as:

      - Message
      - Direct result
      - Indirect result

        Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

   The formula for some payroll calculations involves multiple steps, calling other formulas. For example, the iterative formulas for calculating gross-up earnings include multiple steps. 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

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**Person Data**

Payroll Relationship

Term: Manufacturing

Term: Installation

Assignment: Project Manager

Assignment: Trainer

Assignment: Project Manager

**Earnings, Deductions, Taxes, and Other Liabilities**

| Salary Earning Term Level | Bonus Earning Assignment Level | Pension Deduction Term Level | Tax Deductions Payroll Relationship Level | Court Order Deduction Payroll Relationship Level |

**Regular Run**

Regular Normal Run Type

Regular Process Separately Run Type

**Payroll Run Calculation Results**

| Salary | $1,000 Manufacturing |
| Salary | $1,500 Installation |
| Pension | $ 200 Manufacturing |
| Tax | $ 300 Payroll Relationship |
| Court Order | $ 30 Payroll Relationship |

| Bonus | $500 Manufacturing Trainer |
| Pension | $ 5 Manufacturing |
| Tax | $ 50 Payroll Relationship |
| Court Order | $ 5 Payroll Relationship |

**Payslip Results          $2,410**

+ Earnings          Salary $1,000 + Salary $1,500 + Bonus $500

- Deductions       Pension $205 + Tax $350 + Court Order $35

*Related Topics*

- Restrict Payroll Processing
- How Element Setup Affects Entries and Their Values
- How Retroactive Pay Is Calculated
- How Payroll Cost Results are Calculated
- Overview of Using Formulas

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# How to View the Statement of Earnings

After you calculate your payroll, you can use the Statement of Earnings (SOE) to verify the results for individuals.

▶ **Watch video**

The SOE includes two levels of content.

| What you can view | What it includes | How you view it |
|---|---|---|
| Quick reference | Summary of the gross-to-net calculations for that person. | From the Person Results task, select **Statement of Earnings** from **Actions**. |
| Detailed info | View the person's full run results, organized by tax reporting unit.<br><br>• Gross-to-net<br><br>• Earnings<br><br>• Taxable benefits<br><br>• Employee tax deductions<br><br>• Pretax deductions<br><br>• Other deductions<br><br>• Information<br><br>• Employer contributions<br><br>• Direct payments<br><br>• Absence accruals<br><br>• Absences<br><br>• Rate details | From the quick reference view, select **Show Details**. |

To view the payroll results by payroll or person:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. Search for and select the results you want to view.

For example, you have an employee who's transferred to another state. As their payroll manager of, you can view their SOE to verify their withholding is for the correct state.

## View Additional Info

Use the **Actions** menu in the SOE to view additional info.

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| Option | What it shows |
|---|---|
| Calculation Card | Person's Tax Withholding card. |
| Costing Results | Costing details for elements processed in the payroll run that have costing info defined for them. |
| Balance Results | Balance results that confirm the payroll run has completed successfully.<br><br>• Verify that a worker has the correct pay and amount of tax deducted<br>• Review a balance before and after adjusting it |
| Messages | Messages generated by payroll processes when they raise warnings or errors. |
| Run Results | Run results for all elements processed. |

## Control the Details You View

The Person Results task shows the results for all run types you processed during the payroll run. Here's how you can control what details display in the detailed and summary sections of the SOE.

| What you want to see | How you do it |
|---|---|
| Child processes included in the master process, such as:<br><br>• Processes included in a QuickPay<br>• Run types when the payroll run included more than one run type | 1. Click **Actions** and then **Show More**.<br>2. Expand the levels on the **Process Hierarchy** menu bar. |
| Different subsections of the SOE to personalize your view | Click **Show Details** in **Statement of Earnings Summary**. |

Use these features to:

- Filter results and view the result details at each level of the employment hierarchy for each run type.
- View the taxes deducted for each run type at the payroll relationship level.
- Confirm the appropriate earnings at the assignment level.

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# Payroll Run Results

## 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*

- Mark for Retry, Retry, and Roll Back Payroll Results
- How to View the Statement of Earnings
- View and Verify Payroll Run Results

## Troubleshoot Involuntary Deduction Processing

You might experience the following issues when processing involuntary deductions in payroll.

| What happened | How you can resolve it |
| --- | --- |
| The wage basis rules you configured for tax levy time-of-writ deductions were ignored during payroll processing | Configuring wage basis rules to exclude element classifications isn't a suitable alternative for configuring time-of-writ deductions for tax levies. The payroll process doesn't refer to the wage basis rules when it determines what liabilities the employee had at the time a levy was served. |

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| What happened | How you can resolve it |
|---|---|
| | You must configure the appropriate deductions at time-of-writ calculation values. For further info, see Deductions at Time-of-Writ on the Help Center. |
| Credit card tips were included in disposable income calculations | These types of tips aren't subject to disposable income calculations.<br><br>1. When defining elements for credit card tips, use the Supplemental Earning primary classification and Tips Supplemental secondary classification.<br>2. Update the wage basis rules for the secondary classification to mark it as not subject to disposable income.<br>For further info, see Involuntary Deduction Wage Basis Rules for the US in the Help Center. |
| You receive a message that a creditor debt deduction wasn't allowed | You defined a Creditor Debt involuntary deduction for a state that doesn't allow them.<br><br>1. End date the current deduction.<br>2. Check the original order, and define the correct deduction.<br>For further info, see Creditor Debt Deductions in the Help Center. |
| You receive a message that a garnishment deduction wasn't allowed | You defined a Garnishment involuntary deduction for a state that doesn't allow them.<br><br>1. End date the current deduction.<br>2. Check the original order, and define the correct deduction.<br>For further info, see Garnishment Deductions for the US in the Help Center. |
| You receive a message that a state tax levy deduction wasn't allowed | You defined a Regional Tax Levy involuntary deduction for a state that doesn't allow them.<br><br>1. End date the current deduction.<br>2. Check the original order, and define the correct deduction.<br>For further info, see State Tax Levy Deductions in the Help Center. |
| An employee has a bankruptcy deduction that's being partially deducted because of a higher priority involuntary deduction | 1. Check your payroll results, and confirm the deduction priorities.<br>2. If the priorities were in error, make the appropriate corrections and reprocess payroll for this employee.<br><br>If the priorities are accurate, you must notify your bankruptcy payee of the partial payment. |
| An employee has one or more involuntary deductions with higher priorities than a support order | This might impact your payroll calculations. Check your payroll results. If the calculations are incorrect:<br><br>1. Roll back payroll for the affected employee.<br>2. Adjust the subprocessing order on the Involuntary Deductions card calculation component so the support order has a lower number than the other components.<br>3. Rerun payroll for the employee. |
| An employee has one or more active involuntary support orders, and they aren't assigned to the work state. | 1. Use the Calculation Cards task to review the employee's Involuntary Deductions card support components.<br>2. Update all support orders to use the employee's work state.<br><br>**Note:**<br>The card component continues to use the original state's overrides. |
| An employee's involuntary deductions weren't as expected (such as seen in the Involuntary Deductions Audit Report) | Could be due to one of the following.<br><br>• You haven't upgraded the involuntary deduction element recently. |

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| What happened | How you can resolve it |
|---|---|
| | • The employee has concurrent involuntary deduction orders in a state that doesn't allow them.<br><br>• The person has a Creditor Debt, Garnishment, or Regional Tax Levy involuntary deduction for a state that doesn't allow them.<br><br>a. End date the current deduction.<br>b. Check the original order, and define the correct deduction.<br><br>• An involuntary deduction didn't process because it's in suspended status.<br><br>• An involuntary deduction didn't process because it has expired.<br><br>  Notify the issuing agency for further instructions, or end date the order.<br><br>• An involuntary deduction didn't process because its total owed had been satisfied during a prior run.<br><br>  Notify the issuing agency for further instructions, or end date the order.<br><br>• A partial deduction was taken for a deduction because its total owed was met in this pay period.<br><br>Check your payroll messages for details. |
| The Involuntary Deductions Audit Report displays **Requires element upgrade** in the **Output** column for one or more rows | Use the Element Upgrade flow to upgrade your elements. When complete, rerun the Audit Report.<br><br>For further info, see Upgrade Involuntary Deductions for the US in the Help Center. |
| The Payroll Data Validation Report returns this message:<br><br>**This employee has an incompatible combination of involuntary deduction elements. Run the Element Upgrade process against your involuntary deduction elements.** | Use the Element Upgrade flow to upgrade your elements.<br><br>For further info, see the following in the Help Center.<br><br>• Upgrade Involuntary Deductions for the US<br>• Validation Report for Payroll for the US |
| | |

*Related Topics*
- Deductions at Time-of-Writ
- Involuntary Deduction Wage Basis Rules for the US
- Upgrade Involuntary Deductions for the US
- Validation Report for Payroll for the US

# 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: <br><br> 1. Roll back the person's record to remove it from the payroll run. <br> 2. Correct the error. <br> 3. Submit a QuickPay flow to calculate the payroll for the person. |
| 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: <br><br> 1. Mark the record for retry. <br> 2. Update the element entry data. <br> 3. Retry the task to reprocess the record. |
| 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: <br><br> 1. Correct the formula and recompile it. <br> 2. Retry the Calculate Payroll task. The application calculates any records that include an entry for that earning. |

## 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. |

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| Method | Location | Scope | Comments |
|---|---|---|---|
| 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

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## When does a balance display on the Statement of Earnings

You can view balances on the Statement of Earnings section of the Process Results task after you calculate the payroll, a QuickPay, or gross earnings.

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.

*Related Topics*
- How to View the Statement of Earnings for the US

## 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.

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# 11 Payroll Processes

## Archive Periodic Payroll Results

Use the Archive Periodic Payroll Results task to archive payroll info before generating payments. This includes earnings, deductions, tax calculation details, accruals, payment methods, and so on.

Run this process after the payroll calculation is complete.

Run this process after you have generated your payments. For further info, see Payroll Payments Distribution for the US in the Help Center.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Archive Periodic Payroll Results**.

### Before You Start

In the default process configuration group, set the following.

- **Enable Payslip Translation Values** to **Y**

- **Payslip Rate Precision** to an appropriate decimal value
  For further info, see Configure the Online Payslip for the US in the Help Center.

### Process Parameters

These parameter values determine which records to include in the report.

**Payroll**

Select the name of the payroll you're using to run this process.

**Process Start Date**

Select the first effective date of the payroll process you want to include in the archive. It captures all processes with an effective date on or after this date.

**Process End Date**

Select the last effective date of the payroll process you want to include in the archive. For payroll runs, this is the payroll run date. The archive captures all processes with an effective date on or before this date.

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In these cases, make sure your process end date is on or after the effective date of the process you want to include in the report.

**Archive Overtime Rate Calculation Information**

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Select **Yes** to include overtime rate calculation info in the archive.

**Consolidation Group**

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

**Process Configuration Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

## Process Results

Use the Archive Results section of the Person Results task to:

- View a summary of the archived results
- Drill down to view individual archived records

For further info, see View and Edit Archive Results for the US in the Help Center.

*Related Topics*
- Consolidation Groups for the US
- Payroll Payments Distribution for the US
- View and Edit Archive Results for the US
- Configure the Online Payslip for the US

# Calculate Prepayments

The US Simplified Payroll Cycle flow automatically runs the Calculate Prepayments process for you.

This process:

1. Calculates the distribution of payroll payments based on your employees' payment methods.
2. Uses the payroll run results to calculate the gross-to-net payment.
3. 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.

For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.

This process runs automatically when you run a payroll flow. If your payroll flow doesn't include this process, you must run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.

3. Select your US legislative data group.
4. Search for and select **Calculate Prepayments**.

## Before You Start

During payroll processing, you must have successfully generated and verified the Gross-to-Net Report.

## Process Parameters

### Payroll

By default, this process runs against all payroll definitions in the selected consolidation group. To limit the run to a single payroll, select it here.

### Process Start and End Date

Enter a date range that captures the effective dates of the payroll run.

### Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

### Organization Payment Method

By default, this process runs against all organization payment methods (OPMs). To limit the run to a single OPM, select it here.

### Payment Source

Select a payment source to restrict the process results. Leave blank to process all.

### Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

| **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

*Related Topics*

- Calculate and Validate Payroll Payment Distributions for the US
- Consolidation Groups for the US
- US Simplified Payroll Cycle Flow

# Create Accounting

Use the Create Accounting process to generate journal entries for submission to Oracle Fusion General Ledger.

Typically, you:

1. Run this process in Draft mode to create journal entries for review.
2. You review them for accuracy.

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> For further info, see How to Review Journal Entries in the Help Center.
> 3. Run this process in Final mode to create the final journal entries.
> 4. Post them to Oracle Fusion General Ledger.

For further info, see How to Create Accounting Results in the Help Center.

Run this process during your payroll run after verifying your cost distributions.

1. Select **Tools** and then **Scheduled Processes**.
2. Click **Schedule New Process**.
3. In **Name**, search for and select **Create Accounting**.
4. Click **OK**.

## Before You Start

After verifying your cost distributions, you must have successfully run the Transfer to Subledger Accounting process.

## Process Parameters

**Subledger Application**

Select the subledger where your journal entries will be created.

**Ledger**

Select a ledger.

**Process Category**

Determined by your Subledger Application value.

**End Date**

Enter the end date of your pay period.

**Accounting Mode**

Select the testing status of the journal entries.

Select **Draft** to create a draft of journal entries for data verification purposes.

Select **Final** to generate the final journal entries.

Running this process performs locking actions on the archived data. For further information, see Data Locks below.

**Process Events**

Select what process events you want to include in the journal entries. You can choose from the following.

- All
- Error events with diagnostic
- Errors
- Invalid accounts

**Report Style**
You can choose from the following.

- Detail

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- No report
- Summary

**Transfer to General Ledger**

Indicate if you want the process to automatically transfer your journal entries to Oracle Fusion General Ledger.

**Note:** This field is available only when you have selected the Final accounting mode.

**Post in General Ledger**

Indicate if you want the process to automatically post your journal entries in Oracle Fusion General Ledger.

**Note:** This field is available only when you have opted to transfer your journal entries to Oracle Fusion General Ledger.

**Journal Batch**

Provide a meaningful name of this batch process.

**Include User Transaction Identifiers**

Select the appropriate value.

## Process Results

This process can generate draft or final versions of your journal entries, using the following report styles.

| Report style | What it includes |
|---|---|
| Detail | |
| No report | |
| Summary | |

*Related Topics*

- Create Accounting Results
- Review Journal Entries
- Transfer to Subledger Accounting

# Generate Check Payments for Employees and Third Parties

Use the Generate Employee and Third-Party Check Payments task to generate check payments.

This process creates check payments for employees and third parties that:

- Are included in the prepayments process for a given payroll
- Are using the **Check** payment method

Payroll Managers and Payroll Administrators have access to this process.

Use this process when you need to print checks for third parties or whenever you want to generate checks outside a payroll flow. For further info, see Employee and Third-Party Check Payments for the US in the Help Center.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Generate Check Payments for Employees and Third Parties**.

## Before You Start

These are the prerequisite tasks for the Generate Check Payments for Employees and Third Parties process.

| What you need to do | How you do it |
|---|---|
| Define an organization payment method (OPM), including a payment source | Use the Organization Payment Methods task. For further info, see Organization Payment Methods for the US in the Help Center. You should have already set up your bank details. For further info, see Bank Configuration for the US in the Help Center. |
| Create a payroll definition | Use the Payroll Definitions task. Include a default Check payment method and any other payment methods you require. For further info, see Payroll Definitions for the US in the Help Center. |
| Attach a payroll to the employee | Use the Payroll Definitions task. For further info, see Payroll Definitions for the US in the Help Center. |
| Create the third party and the third-party payment method | Use the either Third Parties task or Batch Loader tasks. Associate a deduction from the employee to pay the third party. |
| Create or update the employee's Involuntary Deductions card | Use the Calculation Cards task. Attach the appropriate element entries or Involuntary Deductions Card components to the employee. |

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| What you need to do | How you do it |
|---|---|
| | For further info, see Involuntary Deductions Card for the US in the Help Center. |
| Calculate payroll, including prepayments and Payroll Archive | Use a payroll flow to group multiple actions into a single task, such as the US Simplified Payroll Cycle Flow. |
| | Be sure to include the Prepayments process to calculate the distribution of net pay. |
| | Include the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on. |
| | For further info, see Payroll Flow Patterns and Flows for the US in the Help Center. |

# Process Parameters

**Payroll**

Select the required payroll name.

**Payee Type**

Select the payee type for which you're running the check payment process. The available options are **Employee** or **Third Party**.

**Process Start Date**

Enter the start date of the pay period.

**Process End Date**

Enter the end date of the pay period.

**Consolidation Group**

Use this field to run the process against a consolidation group. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

**Organization Payment Method**

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

For further info, see Organization Payment Methods for the US in the Help Center.

**Payment Source**

Select a payment source to process for the payment method.

If you can define attributes at the payment-source level, such as a payment file limit or report category. If so, when you select the payment source, the process applies those attributes.

> **Note:** You can have different payment sources (bank accounts), with different banks, which have different check templates. In these cases, you must run the check process for each payment source and each set of payees. Make sure you select the correct payment source for each bank so the payments use the correct template. To do this:
>
> 1. Create a report category for each bank and check template.
> 2. Attach this report category to the appropriate bank's payment source.
>
>    This ensures the process uses the correct check template for the check payments.

**Overriding Payment Date**

Use this field to override the date the payment is due to be made to the payee.

**Start Check Number**

Enter the first check number in the sequence you want to generate.

**End Check Number**

Enter the last check number in the sequence.

**Process Configuration Group**

Select a value if available. 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.

# Process Results

**Output Files**

This process generates the following output files.

- PDF file of all physical checks in the run

  Stored in Document Records and suitable for printing.

- Audit report

**Predefined Check Template**

This process uses a predefined template that separates the output into physical checks and an audit report. Create a template only if you don't want to use the predefined one, such as if you're using multiple payment sources for multiple banks.

For further info, see Configure Check Templates for the US in the Help Center.

*Related Topics*

- Consolidation Groups for the US
- Employee and Third-Party Check Payments for the US
- Organization Payment Methods for the US
- Third-Party Payment Rollup for the US
- Configure Check Templates for the US

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# Generate Check for External Payments

Use this flow to identify voided electronic funds transfer (EFT) payments and mark them as payable by check to external payees.

There are cases where you need to pay voided EFT payments by check. This occurs when the bank has rejected your EFT file due to:

- Invalid bank account details
- Incorrect account number
- Invalid branch number

This flow normally runs automatically as part of the Process Bank Corrections flow. However, you can run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your legislative data group and **Generate Check for External Payments**.

## Before You Start

You must have successfully voided the invalid payments.

## Process Parameters

**Effective Date**

Enter the date the payments were voided.

**Process Configuration Group**

Select a value if available. 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.

## Process Results

The voided EFT payments are ready for payment to the third parties. Use the Generate Check Payments for Employees and Third Parties process to generate the checks.

*Related Topics*

- Update Invalid Bank Account Details

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# Make EFT Payments

When run as part of a payroll flow or standalone, the Make EFT Payments process:

1. Generates either an electronic fund transfer (EFT) file or international ACH transaction (IAT) electronic file for international payments

   It includes any required prenotes in this file. It only generates prenotes when it detects a change in a person's bank info.

   It uses the PPD template to generate the US EFT file.
2. Produces an audit report for verification of details and totals

The Make EFT Payments process runs automatically when you run a payroll flow. If your payroll flow doesn't include this process, you must run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Make EFT Payments**.

## Before You Start

Configure the organization payment method (OPM) for Direct Deposit, including configuring it for IAT payments. For further info, see International Payment Reporting for the US in the Help Center.

To issue prenotes, you must have configured the prenotification rules on the OPM for Direct Deposit payment types. For further info, see Prenotifications for the US in the Help Center.

You must have successfully run the payroll, prepayments, and periodic archive processes.

## Process Parameters

**File Reference**

By default, this process gives the first file it generates on a given date a file reference of **A**. It increments this value alphabetically for each subsequent run on that given date.

Use this field to enter a single-character override. The value here applies only to that run.

**Payroll**

By default, this process runs against all payroll definitions in the selected consolidation group. To limit the run to a single payroll, select it here.

**Process Start and End Date**

Enter a date range that captures any account number changes or creations on the employee personal payment methods.

**Consolidation Group**

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To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

**Organization Payment Method**

Select the OPM.

**Payment Source**

Select a payment source to restrict the process results. Leave blank to process all.

**Report Category**

Select report category to identify which output electronic file it generates. Leave blank to generate all of them.

**Overriding Payment Date**

Use this to change the date of the direct deposit.

**Process Configuration Group**

Use this field to select a configuration group, as defined through the Payroll Process Configuration task.

**Company Entry Description**

Provide the purpose of the entry or type of transaction mapped to meet IAT file layout requirements.

## Process Results

This process generates the following files in separate report job-name numbers.

| Output file | How you use it |
| --- | --- |
| EFT file | Electronic file for US payments.<br><br>If a prenote is required for the OPM, the Make EFT Payments process sends a prenote entry with $0 in the direct deposit file (PPD) for all new hires. |
| IAT file | Electronic file for international payments. |
| Audit report | Use for verification of details and totals. |

*Related Topics*
- International Payment Reporting for the US
- Prenotifications for the US

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# Recalculate Payroll for Retroactive Changes

Retroactive pay is the recalculation of prior payroll results due to changes that occurred after you ran the original calculation. To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process.

This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

For further info, see How the Payroll Process Calculates Retroactive Pay for the US in the Help Center.

> **Note:** Only elements that you have configured to include a retroactive event group can have retroactive element entries.

When verifying your payroll readiness, use this process to create retroactive element entries based on retroactive events. You normally run it immediately before starting a payroll run. If you run it after the Calculate Payroll process, it holds the retroactive adjustments until the next payroll period.

This process can run automatically as part of your payroll flow, or you can run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Recalculate Payroll for Retroactive Changes**.

## Before You Start

Be sure to run the Retroactive Notification Report. This report identifies the retroactive changes you need to process. For further info, see Retroactive Notification Report in the Help Center.

## Process Parameters

**Process Date**

Enter a date range that captures the effective dates of the payroll run.

**Payroll**

Select the payroll definition you want to run against.

**Overriding Entry Create Date**

## Process Results

This process creates one or more retroactive entries to receive the process results.

> **Note:** Some entries you must create manually.

*Related Topics*

- How the Payroll Process Calculates Retroactive Pay for the US
- Retroactive Notification Report for the US

# Transfer to Subledger Accounting

Oracle Fusion Subledger Accounting takes your cost distributions from the payroll process and uses it to generate journal entries for financial transactions.

Use the Transfer to Subledger Accounting process to:

1. Prepare transactions for accounting for the costing results and journal entries.
2. Create transaction numbers for each person's costing results.
3. Transfer these transactions to Oracle Fusion Subledger Accounting.

For further info, see Review Journal Entries in the Help Center.

Run this process:

- After you have verified your cost distributions during payroll processing
- If you have detected and corrected errors in your costing results and need to resubmit the transactions

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Transfer to Subledger Accounting**.

## Before You Start

Successfully complete a payroll run, including costing, and verify your cost distributions.

## Process Parameters

**Process Start Date**

Start date of the payroll run.

**Process End Date**

End date of the payroll run.

**Payroll**

Name of the payroll you ran.

**Consolidation Group**

Use this field to run the process against a consolidation group. If you don't select a value, the report uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

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# Process Results

This process creates journal entries for each costing result generated by the payroll calculation and payment processes. They create two transaction numbers, one for the payroll calculation costing results and one for the payment costing results.

Review the Payroll Costing Results Report for details on what was transferred to Oracle Fusion General Ledger. For further info, see Payroll Costing Results Report in the Help Center.

*Related Topics*

- Distribute Payroll Accounting for the US
- Payroll Processes That Generate Costing Results
- Payroll Costing Results Report
- Review Journal Entries

# 12 Payroll Audits and Reports

## Overview of Reports

## Delivery Options for Extract-Based Payroll Reports

When running the following payroll reports, use **Report Category** to define multiple delivery options.

| Report name | For more info, check here in the Help Center |
| --- | --- |
| Deduction Report | Deduction Report |
| Gross-to-Net Report | Gross-to-Net Report for the US |
| Payment Register Report | Payment Register Report for the US |
| Periodic Payroll Activity Report | Periodic Payroll Activity Report for the US |
| Payroll Balance Report | Payroll Balance Report for the US |
| Periodic Payroll Register Report | Periodic Payroll Register Report for the US |
| Periodic Statutory Deduction Register | Periodic Statutory Deduction Register for the US |
| Third-Party Payment Register | Third-Party Payment Register Report for the US |

The report category represents a grouping of delivery options. Delivery options define where and how the process delivers its report output, including:

- File format
- Template
- Optional destination, such as an FTP server

**Note:** You can also define your own delivery options and include them in the report category. For example, you can define a delivery option to use Microsoft Excel output for a single submission of the report. For further info, see the steps below.

Use this field to show the list of delivery options available for the extract definition. If you leave it blank, the process uses the existing PDF delivery option.

Here's how to define a delivery option.

1. Start the Extract Definitions task.

2. Click **Show Filters**.
3. Search for and select the name and type of report for which you're defining the delivery option.

   For example, for the Payment Register, enter **Global Payment Register** as the name and **Archive Retrieval** as the type.
4. Select **Deliver**.

   Extract Delivery Options shows the current delivery options.
5. Click **Add**.
6. Enter a name for your delivery option and the delivery type.
7. Click **OK**.
8. Enter these details.

| Field name | What it does |
|---|---|
| Output Type | Defines the file type of the output. |
| Report | Enter the directory location of the report output. |
| Template Name | Enter the name of the report template for your output type. |
| Output Name | Enter name of the report output file, such as CSV Register. The default is the delivery option name you provided. |
| Required | Selecting this value means the user must explicitly select a delivery option when running the report, rather than just accepting the PDF default. |

9. Depending on the output type you selected, you might have additional fields to set.

| Delivery type | What it does |
|---|---|
| Email | Sends the output report as an attachment through email.<br><br>You must set a source and destination email address. You can also provide additional reply-to, CC, and BCC addresses, email subject, and an email body. |
| FTP | Pushes the output report to an FTP server.<br><br>You must provide the remote directory, remote file name, and server name. |
| WebCenter Content | Generates content suitable for storing in your Oracle WebCenter repository.<br><br>You must set an encryption mode and integration name. You can also set compression options and an encryption key. |

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| Delivery type | What it does |
|---|---|
| None | Produces the output as an attachment directly to the results of the process flow. |

10. Click **OK**.
    The new delivery option is saved, and you can select it when you create the Report Category.
11. Create any additional delivery options.
    For example, you can create a delivery option that generates a PDF file of the Payroll Register and have it delivered by email.
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

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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.

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*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. | June 30 | Last action processed in December |

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| Scenarios | Year-to-Date Totals Displayed for PSU1/TRU1 From | Last Action Displayed for PSU2/TRU2 |
|---|---|---|
| You pay her an off-cycle commission on June 30 for the previous payroll relationship (PSU1/TRU1). | | |
| 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<br><br>Balances reported parameter values aren't available for selection |

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| Report Parameter | Parameter Value | Report Results |
|---|---|---|
|  |  |  |

# 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

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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

# 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:

1. Create a fast formula of the Payroll Relationship Group type.
2. Create a formula with specific criteria to define this group.
3. Use this payroll relationship group as a submission parameter when you run the Periodic Payroll Activity Report.

*Related Topics*
- Payroll Calculation Reports for the US
- Periodic Payroll Activity Report for the US
- Payroll Relationship Group Formula Type

# 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.

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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 thetemplate 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.

# Payroll Calculation Reports

## Payroll Calculation Reports

As a Payroll Manager, there are several reports to help you:

1. Identify any missing statutory data
2. Verify payroll calculations and run results and payroll costing results

Here's the reports you can use.

| Report name | How you use it | When you run it | Example | Check here for more info |
|---|---|---|---|---|
| Balance Exception Report | Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments. | • After calculating the payroll run or QuickPay run.<br>• Before running statutory reports, such as quarterly or annual reports. | View to identify potentially incorrect payments or amounts withheld. | Balance Exception Report for the US in the Help Center |
| Deduction Report | View details of payroll deductions processed for the specified period. | Run every pay period. | Validate the deduction amounts processed. | Deduction Report in the Help Center |

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| Report name | How you use it | When you run it | Example | Check here for more info |
|---|---|---|---|---|
| Element Results Register | View a list of elements and their primary output values for processes that generate run results. | After running the Periodic Payroll Activity Report. | Review run results for payroll processes. Create a pivot table to obtain totals.<br><br>During implementation, reconcile run results with the results produced by your legacy payroll. | Element Results Register for the US in the Help Center |
| Employee Active Payroll Balance Report | View current values for any given list of employee balances. | Before:<br><br>• Generating employee Forms W-2, W-2GU, and W-2PR<br><br>• Running the Third-Party Tax Filing Interface | To assist with reconciliation and balancing of your data. | Employee Active Payroll Balance Report for the US in the Help Center |
| Gross-to-Net Report | View summary or detail listings for the total results calculated in the payroll run.<br><br>Control what results you view by specifying a date range that includes the process dates of the payroll calculations. The report displays the balances for the payroll period in which the process date occurs. | 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. | Gross-to-Net Report for the US in the Help Center |
| Periodic Payroll Activity Report | View details of:<br><br>• Payroll runs<br><br>• QuickPay runs<br><br>• Balance adjustments<br><br>• Balance initializations<br><br>• Reversals<br><br>These details include:<br><br>• Taxes withheld<br><br>• Earnings<br><br>• Deductions<br><br>• Payment info<br><br>• Employer liability<br><br>• Quarter and year-to-date details | Run the report before processing prepayments. | Verify, validate, and audit run results before processing payments. | Periodic Payroll Activity Report for the US in the Help Center |
| Payroll Balance Report | View balance results of the payroll run. Extracts the run balance results for a | Run as needed for diagnostic purposes. | Verify the values of other reports. You can use this report to pinpoint a | Payroll Balance Report for the US in the Help Center |

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| Report name | How you use it | When you run it | Example | Check here for more info |
|---|---|---|---|---|
| | specific period. Supplies detailed balance info for a specific employee over that period. | | problem discovered by another report. | |
| 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 Oracle Fusion General Ledger. | Verify results after you submit a process that generates costing results. | Payroll Costing Results Report in the Help Center |
| Payroll Data Validation Report | View a listing of noncompliant or missing statutory info 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. | Payroll Data Validation Report for the US in the Help Center |
| Retroactive Entries Report | View the number of payroll relationships and total retroactive result values by:<br><br>• Each element classification and by each element<br><br>• The original process that the recalculated results are compared with | Run after you run the Recalculate Payroll for Retroactive Changes process. | Verify a retroactive salary adjustment. | Retroactive Entries Report for the US in the Help Center |
| Retroactive Notification Report | 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. | View unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process. | Retroactive Notification Report for the US in the Help Center |
| Periodic Statutory Deduction Register | Identify the wages and taxes paid by both the employee and employer. | Run this report after completing the Calculate Payroll step in the US Simplified Payroll Cycle. | Verify the federal and regional taxes and liabilities by comparing the taxable wages returned by the Gross-to-Net Report against this report. | Periodic Statutory Deduction Register for the US in the Help Center |
| Tax Withholding Card Audit Report | Compiles employee tax card info into a single source for easy review. | Review your tax card info for accuracy before:<br><br>• Monthly or quarterly audits<br><br>• Payroll processing<br><br>• Year-end review | Check how many employees are claiming exempt from federal withholding. | Tax Withholding Card Audit Report in the Help Center |

| Report name | How you use it | When you run it | Example | Check here for more info |
|---|---|---|---|---|
| Third-Party Periodic Tax Filing Audit and Audit Details reports | View the results of your periodic payroll extract. | Review these files before submitting the tax file to your third-party tax filing provider. | Check for incorrect values and missing withheld amounts.<br><br>For further info, see Troubleshoot the Third-Party Tax Filing Interface in the Help Center. | Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support |

Use the **Location** parameter to filter reports by location when reconciling payroll calculation and costing results. The report output lists the payroll relationship records based on a person's assignment location. The report output lists the location along with the other parameters, but not as a column in the results.

*Related Topics*

- Delivery Options for Extract-Based Payroll Reports for the US
- Overview of Using Oracle Fusion Global Payroll for the US

# 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**

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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. |
| 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

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# 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 run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Element Results Register**.

## Report Parameters

**Process Start Date**

Select the beginning of the date range you want to check.

For example, to report on the elements involved a pay run, select the beginning of the run. If you want to review year-to-date results, select the beginning of the year.

**Process Start Date**

Select the end of the reporting range.

**Payroll**

Select the payroll definition you want to run against.

Leave blank to run against all.

**Consolidation Group**

Use this field to run the process against a consolidation group. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

**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 element results for employees who have at least one assignment for the selected location. The balance values might not correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

**Element Group**

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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 Name**

Use this field to view the element results for an individual employee.

Leave blank to generate the report for all active employees.

**Process**

Use this field to view element results for a specific process.

- Balance adjustment
- Calculate gross earnings
- Payroll calculation
- QuickPay
- Reversal

## Totals by Element and Person

After you run the report, view the output in Microsoft Excel. Use its pivot table feature to obtain totals by element and person.

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **Pivot Table** from the Insert menu.
4. In **Create Pivot Table**, select **New Worksheet**. Click **OK**.
5. Select these fields from the **Pivot Table Field** list.
   - Person Name
   - Payroll Statutory Unit
   - Tax Reporting Unit
   - Payroll
   - Run Type
   - Element Name
   - Value

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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 Reports for the US

# Gross-to-Net Report

Use the Gross-to-Net Report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before you calculate prepayments. It provides summary and detail listings of the total results calculated in the payroll run. It displays the balances for the payroll period in

It displays the balances for the payroll period in which the process date occurs.

Use the **Process Start Date**, **End Date**, and **Payroll** fields to control the payroll calculation results. The results of the report depend on the number of payroll calculations completed for the payroll within the date range. View the example below to see how you can combine results from two payrolls.

This report runs automatically as part of the US Simplified Payroll Cycle Flow. However, you can also run it on its own.

You would usually run this report after each payroll run or at a minimum, on a quarterly basis.

1. From **My Clients Group**, select **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Gross-to-Net Report**.

## Before You Start

Make sure you have successfully completed your payroll or QuickPay run for the report's anticipated time period.

## Report Parameters

The parameter values determine which records to include in the report.

**Scope**

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Control the results of the report by selecting its scope.

| 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. |

### 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 its payroll run date. The report includes all processes with an effective date on or before this date.

### Payroll

The name of the payroll you are reporting on.

### Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, select 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, select it here.

Leave blank to run against all TRUs.

### Report Category

Select a value to determine the delivery option of the report.

> **Note:** You can define your own delivery option and include it in the report category. For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

### Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

### Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. Select **No** to include only hours from Regular or Standard Earnings and Absence Earnings.

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## Report Results

Run the Gross-to-Net report in Summary or Detail mode.

| Report mode | What it returns |
|---|---|
| Summary | Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date. |
| Detail | Returns 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 for the overall date range. |

For example, you run this report for the period from 01, January 2018 to 31, March 2018 for a monthly payroll. The summary version returns the overall gross-to-net balances for all processes within the 3-month period. The detail version returns three sections, each showing the gross-to-net balances for all payroll processes for that month.

In this example, you want to 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. Here's the balances for each payroll run.

| For this payroll period | And this process date | This balance | Has this 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 |

2. 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 | Total |
|---|---|
| Standard Earnings | $6400.00 |

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| Summary | Total |
|---------|-------|
| 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 |

*Related Topics*

- Calculate, Validate, and Balance Payroll for the US
- Delivery Options for Extract-Based Payroll Reports for the US
- US Simplified Payroll Cycle Flow
- Verify and Troubleshoot Payments for the US

# Involuntary Deductions Audit Report

Use the Involuntary Deductions Audit Report to review and reconcile your employee involuntary deductions.

Run this process as part of your regular payroll cycle or as needed.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Involuntary Deduction Audit Report**.

## Before You Start

For best results, make sure your involuntary deductions elements are using the latest components, such as input values, balances, and so on. Do this by running the Element Upgrade process after each release upgrade or patch cycle. If you don't, this report displays **Requires element upgrade** for the impacted data.

For further info, see Element Upgrade Process (2458385.1) on My Oracle Support.

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# Report Parameters

**Effective Start Date**

Select the first effective date of the payroll or QuickPay runs you want to include in the report.

**Effective End Date**

Select the last effective date of the payroll or QuickPay runs you want to include in the report.

**Secondary Classification**

Select the kind of involuntary deductions you want to report on.

Leave blank to report on all Involuntary Deductions secondary classifications.

**Element Name**

To run the report against a specific element, select it here.

Leave blank to run against all qualifying 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. This can be a dynamic payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

**Employee Name**

To run the report against a specific person, select them here.

Leave blank to run against all qualifying employees.

**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 report uses the parameters in the default group for the selected payroll.

# Report Results

This process generates a comma-delimited file suitable for viewing in a spreadsheet application, such as Microsoft Excel. The file provides multiple columns of data on your involuntary deductions, including info on:

- Employee name, masked Social Security Number, and payroll relationship number
- Payroll name, pay period end date, payroll flow name, and run type
- Card component name, subprocessing order, state, and reference code
- Various card component details
- Various calculation values entered on the Involuntary Deductions card component
- Various calculated results such as gross earnings, disposable income, protected pay, deduction calculated
- Various fee balances
- Any payees entered on the card component details

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If you haven't upgraded your involuntary deductions elements to the latest version, the extract might not be able to derive values for fields in the output file. In these cases, the file displays `Requires element upgrade` for that row's output column.

> **Note:** The XML file includes these additional fields.
> - Unmasked Social Security Number
> - Employee mailing address
> - Pay period start date
> - Payroll frequency
> - Tax reporting unit name, address, and tax_unit_id
> - Third-party payee registry IDs
> - Person number
> - Employee termination date
>
> If you want an audit report that includes these fields, you need to define your own report template.

*Related Topics*
- Involuntary Deduction Reports for the US
- Upgrade Involuntary Deductions for the US

# Payroll Activity Report

Run the Periodic Payroll Activity Report for payroll verification, validation, and auditing purposes. Use it to view and reconcile the payroll balances info with the data archived by the periodic payroll archive process.

This 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 Periodic Payroll Activity report to verify:

- Balance adjustments for all employees within a given time period
- Gross earning calculations
- Reversals within a given time period
- Balance initialization for a selected employee or all employees for a given time period
- Payroll or QuickPay runs for a given time period

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Periodic Payroll Activity Report**.

## 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. You must predefine these groups before you can use them.

**Scope**

Control the results of the report by setting its scope.

| What you set | What it does |
| --- | --- |
| 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. |

**Process Start Date**

Select the first effective date of the payroll process to include in the report. Reports all processes with an effective date equal to or later than this date.

**Process End Date**

Select the last effective date of the payroll process to include in the report. Reports all processes with an effective date equal to or earlier than this date.

> **Note:** For payroll runs, the process end date is the payroll run date. 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, make sure your process end date is on or after the effective date of the process you want to include.

**Payroll**

Select the name of the payroll.

**Process Type**

The options that you can select are:

- Balance adjustment
- Balance initialization
- Calculate gross earning
- Payroll calculation
- QuickPay
- Reversal

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**Consolidation Group**

Use this field to run the report against a consolidation group. If you don't select a value, the report uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

**Payroll Statutory Unit**

To include all employees in a PSU in your report results, select it here.

Leave blank to run against all PSUs.

**Tax Reporting Unit**

To include all employees in a TRU in your report results, select it here.

Leave blank to run against all 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 might not correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

**Department**

To include all employees in a specific department, select it here.

Leave blank to run against all departments.

**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 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.

Leave blank to generate the report for all active employees. This field is disabled for the summary report.

**Person Page Break**

Select **Yes** to generate the report with details per person per page. This field is disabled for the summary report.

**Hide Records with Zero Value**

If you select **Yes**, balances with 0 values aren't displayed in the report.

**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 report uses the parameters in the default group for the selected payroll.

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**Balances Reported**

Use this field to run this report for payment balances, nonpayment balances, or both.

| Select this | To do this |
| --- | --- |
| Payment only | Includes balances included in the payments process. |
| Nonpayment only | Includes balances that aren't included in the payments process. |
| Blank | Includes all balances. |

This field is disabled if you set **Latest Process YTD Total Only** to **Yes**. This includes all balances in the report. For further info, see Report Payment and Nonpayment Balances in the Help Center.

**Report Category**

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

**Run Mode**

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

**Display All Hours**

Select **Yes** to include hours from supplemental earnings and other element classifications. If you select **No**, the report includes only hours from Regular or Standard Earnings and Absence Earnings.

For further info, see Display All Hours in Payroll Reports in the Help Center.

## 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 selected when you ran the report.

> **Note:** You can view the archived info in the Payroll Register.

| Report name | What it contains |
| --- | --- |
| Summary Report | The summary report has these sections:<br><br>• Summary for Balance Categories<br>• Summary for Balances<br>• Summary for Balances by PSU and TRU<br>• Balances by Payroll and Process Type Summary |

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| Report name | What it contains |
|---|---|
| | This report is included when you set **Latest Process YTD Total Only** to **No** or left blank. It returns one of the following, depending on the Balances Reported parameter. <br><br> • Payment balances data <br> • Nonpayment balances data <br> • Both |
| Detail Report | The detail report includes the three summary sections, followed by a fourth for employee-level balances. It's separated by payment and nonpayment balances. <br><br> • Unpaid balance adjustments when you set **Include adjustment in payment balance** to **No** during the adjustment <br> • Unpaid reversals |

*Related Topics*

- Configure Information Balances in the Payroll Balance Report
- Dynamic Payroll Relationship Group Support for the Periodic Payroll Activity Report for the US
- Report Payment and Nonpayment Balances
- Year-to-Date Balances in 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. |

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| 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:<br><br>• Review individual entries, such as the results of distributed or allocated costing.<br><br>• Analyze entries to an invalid account number. |

**Process Start Date and Process End Date**

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report. The Process End Date specifies the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You 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.

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**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. |

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**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*
- Payroll Processes that Generate Costing Results
- Best Practices for Viewing User Entity Details

# Retroactive Entries Report

Run the Retroactive Entries Report to view the:

- Element entries created by the Recalculate Payroll for Retroactive Changes process
- Calculations of the original payroll run
- Retroactive entries generated by comparing the original result to the recalculated result

The Retroactive Payroll flow automatically runs the Retroactive Notification report, the Recalculate Payroll for Retroactive Changes process, and this report. However, you can run this report manually.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Retroactive Entries Report**.

## Before You Start

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 the parameters you submit to run the Calculate Payroll process. The following have special meaning in the context of this report.

**Payroll**

Enter the payroll flow name. Use the same as the flow you used 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 these sections.

| Section | What it contains |
|---|---|
| Parameters | The parameters section is at the beginning of the report and displays the parameters you set at runtime and the sort order.<br><br>The sort order is:<br><br>1. Original process date<br>2. Original flow name<br>3. Original process type<br>4. Original run type<br>5. Person name<br>6. Element name |
| Element Classifications Summary | Lists the payroll relationships and total value of retroactive entries for each earnings classification. |
| Elements Summary | Lists the earnings elements, payroll relationships, and total value of each retroactive entry, sorted by earnings classification. |
| Elements by Original Process Summary | Lists the payroll relationships and total value of each retroactive entry, sorted by the original pay process and each earnings classification. |
| Element Details for a Person | Displays the retroactive entries, sorted by person. Each entry shows:<br><br>• Original calculation result, if available<br><br>• Corresponding retroactive entry |

*Related Topics*

- Calculate, Validate, and Balance Payroll for the US
- How the Payroll Process Calculates Retroactive Pay for the US
- Payroll Calculation Reports for the US
- Recalculate Payroll for Retroactive Changes for the US

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# Retroactive Notification Report

Retroactive pay is the recalculation of prior payroll results due to changes that occur after you run the original payroll calculation.

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.

A retroactive payroll event always generates a retroactive notification. Run the Retroactive Notification Report to view these retroactive notifications. It includes events that are pending, deferred, or both for all persons meeting its reporting criteria.

Here's what this report looks for.

| What it includes | How you can use it |
| --- | --- |
| Unprocessed retroactive events for each employee | This includes events that are awaiting processing or were deferred. This enables you to identify which employees would be included in Recalculate Payroll for Retroactive Changes process when you run it. |
| Event dates | This helps you identify which payroll periods the retroactive process would recalculate if you ran it for each employee. |
| Payroll relationships that were previously deferred | You can make some or all payroll relationships available for the next retroactive payroll process.<br><br>For example, suppose a monthly 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. Use this report to detect which payroll relationships were previously deferred. |

Run this report as part of your payroll readiness preparations, before you run the Recalculate Payroll for Retroactive Changes process. For further info see, Payroll Readiness for the US in the Help Center.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Retroactive Notification Report**.

## Report Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory and are the parameters you submit to run the Calculate Payroll process. The following have special meaning in the context of this report.

**Process Date**

The process date determines which records to process. Set this to the date you plan to run the Recalculate Payroll for Retroactive Changes process.

**Payroll**

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Enter the same payroll flow name as the flow you use to run the Recalculate Payroll for Retroactive Changes 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. |
| Both Deferred and Unprocessed | Includes events that are either awaiting processing, currently processing, or are deferred. |

**Person**

Enter a value to limit your report results 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 report uses the parameters in the default group for the selected payroll.

**Payroll Relationship Group**

Select the payroll relationship group name, if you have defined one. Use a payroll relationship group 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

The PDF output of the report has the following sections.

| Section | What it contains |
|---|---|
| Parameters | The parameters section is at the beginning of the report and displays the report parameters and the sort order. <br><br> The sort order is: <br><br> 1. Notification status <br> 2. Retroactive process date <br> 3. Person name <br> 4. Payroll relationship number <br> 5. Element entry for the entity <br> 6. Attribute <br> 7. Update type <br> 8. Assignment number <br> 9. Element name |

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| Section | What it contains |
|---|---|
| | **10.** Change effective date<br>**11.** Actual change date<br>**12.** Changed by |
| Notification Status Summary | Displays the total payroll relationships and total events by each type of retroactive notification status.<br><br>Each payroll relationship could have multiple payroll retroactive events, such as assignment updates, element entry updates, and so on. The counts reflect the number of such events that require payroll to be recalculated from a different process date. |
| Retroactive Process Date Summary | Displays:<br><br>• Different reprocessing dates for the employees and payroll relationships<br><br>• Total count of workers and events for each reprocess date<br><br>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.<br><br>**Note:**<br>The earliest date across all notifications for a payroll relationship determines the Recalculate Payroll for Retroactive Changes process's reprocess date. Reprocessing is done across all runs starting from the reprocess date, as payroll calculations are cumulative. |
| Event Type Summary | Displays the details of the type and number of events that caused recalculation of payroll for a reprocess date. You can view the number of payroll relationships, employees, and events by entity and attribute for a date. |
| Event Details by Retroactive Process Date | Displays the different workers and their event details for the same type of event, reprocess date, and notification status.<br><br>• If the entity is related to elements, it shows the element name as part of the event details.<br><br>  If you used a batch to make the change, it displays in the header.<br><br>• If the event is related to an assignment, it shows the assignment number.<br><br>• It shows the original and new values for update, delete, and correction events and the new value for update, insert, and correction events. |
| Event Details for a Person | Sorts and lists all events by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event.<br><br>• It shows the assignment number only for those events that are specific to an assignment.<br><br>• It shows the person name, number, and payroll relationship number in the header.<br><br>• If the event is related to an element, it shows the element and batch name, if you used one.<br><br>For all events based on an attribute, it shows both the original and new values. |

*Related Topics*

- Calculate, Validate, and Balance Payroll for the US
- How the Payroll Process Calculates Retroactive Pay for the US
- Payroll Calculation Reports for the US
- Payroll Readiness for the US
- Recalculate Payroll for Retroactive Changes for the US

# Statutory Deduction Register

The Periodic Statutory Deduction Register identifies the wages and taxes paid by both the employee and employer. It has both a summary and detail mode.

Use this report with these others to reconcile the payroll process's tax calculations.

- Gross-to-Net Report
- Periodic Payroll Register Report
- Third-Party Periodic Tax-Filing Audit Report

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Periodic Statutory Deduction Register**.

## Before You Start

Run this report after completing the Calculate Payroll step in the US Simplified Payroll Cycle. For further info, see US Simplified Payroll Cycle Flow in the Help Center.

## Report Parameters

**Scope**

Sets the level of detail for this process. Select **Detail** to generate a report that includes comprehensive balance info, organized by person. Otherwise, select **Summary**.

**Process Start Date and End Date**

Select the range of dates that capture the reporting period.

**Payroll**

To run this report for a single payroll, select it here.

Leave blank to run against all payrolls.

**Consolidation Group**

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

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**Payroll Statutory Unit**

To report on the balances of employees in a specific payroll statutory unit (PSU), select it here.

Leave blank to run against all PSUs.

**Tax Reporting Unit**

To report on the balances of employees in a specific tax reporting unit (TRU), select it here.

Leave blank to run against all TRUs.

**Balance Category**

Use this field to run this report for one of these balance categories.

- Employee Tax Deductions

- Employer Liabilities

- Employer Taxes

- Involuntary Deductions

Leave blank to run against all balance categories.

**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.

Leave blank to run against all groups.

**Person**

Use this field to limit the report results to a single person.

Leave blank to run against all people.

**Hide Records with Zero Values**

Select **Yes** to skip records with null or $0.

**Location**

Use this field to limit the results to a specific location. The balance values might not correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Leave blank to run against all locations.

**Department**

Use this field to limit the results to a specific department.

Leave blank to run against all departments.

**Balances Reported**

Use this field to run this report for payment balances, nonpayment balances, or both.

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| Select this | To do this |
|---|---|
| Payment only | Includes balances included in the payments process. |
| Nonpayment only | Includes balances that aren't included in the payments process. |
| Field is blank | Includes all balances. |

**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.

**Report Category**

If you have defined a report category for delivery of output in multiple formats, select it here. 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 Microsoft Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

**Run Mode**

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

## Report Results

This process generates either a Summary or Detail output report, depending on the **Scope** you select.

| Report type | What it contains |
|---|---|
| Summary | Provides a list of deductions organized by:<br><br>• Balance category<br><br>• PSU and TRU<br><br>• Balance name<br><br>• Reference<br><br>For each combination of these deductions, the report shows the balance for the base amount and the deduction amount. The base balance is the basis the payroll process uses when calculating the statutory deduction. The summary report doesn't break down the balances by employee.<br><br>The PDF output has these summary sections with subtotals in each section.<br><br>• Balances and Balance Categories Summary with subtotals for each balance category<br><br>• Balances and Balance Categories by PSU and TRU Summary with subtotals for each balance category within each PSU and TRU |

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| Report type | What it contains |
|---|---|
| | • Balances by Payroll and Process Type Summary with subtotals for each balance category within each PSU and TRU for each payroll process<br><br>The Microsoft Excel output displays the current base amount and the deduction amount for each balance, but it has no subtotals or higher-level summary sections. You can download the spreadsheet and add Pivot tables to create your own groupings and subtotals as required. For example, you can find the balance amounts for each balance category within each PSU by payroll process. |
| Detail | In addition to the summary balances shown by the Summary report, the detail report also breaks down the balances by person.<br><br>The PDF output has these summary sections with subtotals in each section.<br><br>• Balances and Balance Categories Summary with subtotals for each balance category<br><br>• Balances and Balance Categories by PSU and TRU Summary with subtotals for each balance category within each PSU and TRU<br><br>• Balances by Person Summary<br><br>• Balance Details for a Person with subtotals for each balance and balance category within each payroll process<br><br>This section also includes year-to-date amounts for base and deduction balances.<br><br>The Microsoft Excel output displays the current and year-to-date amounts for the base and the deduction balances, but it has no subtotals or higher-level summary sections. You can download the spreadsheet and add Pivot tables to create your own groupings and subtotals as required. |

*Related Topics*

- Delivery Options for Extract-Based Payroll Reports for the US
- US Simplified Payroll Cycle Flow
- Consolidation Groups for the US

# Balance Exception Reports

## Balance Exception Report

Run the Balance Exception Report flow as part of your year-end balancing and reconciliation process.

Use this report to identify:

- Incorrect tax amounts withheld

- Wage over-the-limit situations

- Any improperly calculated tax liability balances, such as Social Security, Medicare, or Federal Unemployment Tax Act (FUTA)

This report returns output in PDF, CSV, or Microsoft Excel output. The balances detected by this flow might require adjustment.

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For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the United States: Balance Exception Report (2325520.1)
- Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments (2053488.1)

To assist with reconciliation and balancing of your data, run this report before generating your Employee W-2s and running the Third-Party Tax Filing Interface.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Balance Exception Report**.

## Before You Start

Complete any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

## Report Parameters

**Payroll Flow**

Name of your payroll flow.

**Process Start Date**

If you're including Run balance values, select the start date. This date must coincide with the date of the selected payroll run.

**Process End Date**

Select the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

**Balance Exception Report**

Select the balance report you want to generate.

- Deferred Compensation Over the Limit
- Federal Exceptions
- State Exceptions

**Payroll**

To run this report, select the specific payroll here.

**Consolidation Group**

To run the report against the members of a consolidation group, select it here.

For further info, see Consolidation Groups for the US in the Help Center.

**Payroll Statutory Unit**

To include all employees in a payroll statutory unit (PSU) in your report results, select it here. Click **Search** to locate the PSU.

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Leave blank to run against all PSUs.

**Tax Reporting Unit**

To include all employees in a tax reporting unit (TRU) in your report results, select it here.

Leave blank to run against all TRUs.

**Location**

To include all employees assigned to a location in your report results, select it here.

**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.

**Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

**Process Configuration Group**

Select the process configuration group name if you have defined one. This parameter is used for logging and reporting purposes.

**Report Category**

Select the output format for the report.

- CSV

- Microsoft Excel

- PDF

## Report Output

This report produces an output report in the format you select. It contains all live payroll balances for matching employees, filtered by parameters and time-frames. If no employee balances match your report parameter criteria, the report returns an output file with no data.

*Related Topics*
- Oracle Cloud Human Capital Management for the United States: Balance Adjustments
- Oracle Cloud Human Capital Management for the United States: Balance Exception Report
- Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments
- Prearchival Reports for the US

# 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<br><br>For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only. |
| Balance Name | Net Payment |
| Dimension Name | Relationship Period to Date |
| Variance Type | Percent |
| Variance Operator | Greater than |
| Variance Value | 10 |
| Severity Level | 1<br><br>**Note:**<br>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**.

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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

# Payroll Balance Reports

## 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

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# Reconcile Employee Balances for the US

Use the Employee Active Payroll Balance report to assist in reconciling your employee balances before periodic, quarterly, or year-end reporting.

Here's what this report does for you.

| To return balances for this | Do this |
|---|---|
| Individual employees | To run this report against a single employee, use **Employee Name** to specify that person. If that employee belongs to multiple tax reporting units (TRUs), you can further narrow the results with the **Tax Reporting Unit** field. |
| Members of a payroll relationship group | To run this report against multiple employees, use **Payroll Relationship Group**. You can further narrow the results with **Tax Reporting Unit**. However, the report returns only data for employees that are members of the group. |
| All employees in a TRU | Use **Tax Reporting Unit** to run this report against all employees assigned to a specific TRU. However, you can further narrow the results by also using **Employee Name** or **Payroll Relationship Group**. |
| Employees associated with a specific payroll run | Use **Payroll** to run this report against all employees assigned to a specific payroll. However, you can further narrow the results by also using **Employee Name**, **Payroll Relationship Group**, or **Tax Reporting Unit**. |
| Year-end employee balances | Use this report to assist in your year-end balance reconciliation. |
| Quarter-end employee balances | Use this report to assist in your quarter-end balance reconciliation. |
| Pay-period employee balances | Use this report to assist in your pay-period balance reconciliation. |

> **Note:** If no employee balances match your report parameter criteria, the report returns an output file with no data.

This report plays an important role in your payroll balancing and adjustments. For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)
- Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1)

For further info what this report can do for you, see the following sections.

## Year-End Balance Reconciliation

To use this report in reconciling your employee year-end balances:

1. Complete all payroll transactions for the year.
2. Run the Employee Active Payroll Balance Report with these settings.

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| Field name | What you select |
|---|---|
| Start Date | Specify the first day of the year, such as 1/1/22. |
| End Date | Specify the last day of the year, such as 12/31/22. |
| Tax Reporting Unit | Select your TRU. |
| Balance Dimension | Select **Year**. |
| Balance Group Usages | Select one of these values.<br><br>○ Federal year balances<br><br>    Includes all federal-level tax balances and the most common federal-level W-2 balances.<br>○ Federal employee balances in end-of-year archive<br><br>    Includes balances that are reported on the W-2. |

Provide values for the other fields as needed.
3. Run this report for other balance group usages as needed.

## Quarter-End Balance Reconciliation

To use this report in reconciling your employee quarter-end balances:

1. Complete all payroll transactions for the quarter.
2. Run the Employee Active Payroll Balance Report with these settings.

| Field name | What you select |
|---|---|
| Start Date | Specify the first day of the quarter, such as 10/01/22. |
| End Date | Specify the last day of the quarter, such as 12/31/22. |
| Tax Reporting Unit | Select your TRU. |
| Balance Dimension | Select **Quarter**. |
| Quarter | Select **Quarter 4**. |
| Balance Group Usages | Select **Federal quarter balances**. |

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Provide values for the other fields as needed.

3. Run this report for other balance group usages as needed.

## Pay Period Balance Reconciliation

To use this report in reconciling your employee balances for a specific pay period:

1. Complete all payroll transactions for the period.
2. Run the Employee Active Payroll Balance Report with these settings.

| Field name | What you select |
|---|---|
| Start Date | Specify the start date of the pay period. |
| End Date | Specify the last date of the pay period. |
| Tax Reporting Unit | Select your TRU. |
| Balance Dimension | Select **Run**. |
| Balance Group Usages | Select **Federal run balances**. |

Provide values for the other fields as needed.

3. Run this report for other balance group usages as needed.

*Related Topics*

- Employee Active Payroll Balance Report for the US
- W-2 Register

# Payroll Balance Report

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period.

You can compare this info against the archived data for validating and reconciling periodic payroll balances.

Run this process after successfully completing archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results for the US in the Help Center.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Payroll Balance Report**.

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## Before You Start

To run this report against a specific balance category, you must first configure the balance group usage. For further info, see Configure Information Balances in the Payroll Balance Report in the Help Center.

## Report Parameters

**Process Start Date**

Select 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**

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.

**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.

For further info, see Consolidation Groups for the US in the Help Center.

**Payroll Relationship Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

**Person**

Use this field to limit the balance results to a single person.

**Display All Hours**

Select **Yes** to include hours from supplemental earnings and other element classifications. Select **No** to include only hours from regular or standard earnings and absence earnings.

For further info, see Display All Hours in Payroll Reports in the Help Center.

**Report Category**

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

## 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

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- Employee name

- Employment number

- Run type

- Balance category

- Balance name

- Balance amount


*Related Topics*
- Configure Information Balances in the Payroll Balance Report
- Delivery Options for Extract-Based Payroll Reports for the US
- Display All Hours in Payroll Reports
- Payroll Calculation Reports for the US
- Archive Periodic Payroll Results for the US


# Employee Active Payroll Balance Report

The Employee Active Payroll Balance Report flow displays the current values for any given list of employee balances.

This report helps you with:

- Reconciling your periodic payrolls and quarterly and year-end balances
  Compare this report's data against the archived data.

- Determining if you have any tax balances over the statutory limits, such as Social Security and deferred compensation

- Determining if any of the tax liability balances are improperly calculated
  This includes Social Security, Medicare, and FUTA.

For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)
- Oracle Cloud Human Capital Management for the US: Payroll Reconciliation (2086251.1)

To assist with reconciliation and balancing of your data, run this report before generating your employee Forms W-2, W-2GU, and W-2PR and running the Third-Party Quarterly Tax Filing Interface.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Employee Active Payroll Balance Report**.

## Before You Start

Successfully complete any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

# Report Parameters

**Payroll Flow**

Name of your payroll flow.

**Start Date**

If you're including Run balance values, enter the start date. This date must coincide with the date of the selected payroll run.

**End Date**

Enter the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

**Payroll**

To run report against a specific payroll run, enter it here.

**Consolidation Group**

To run the report against the members of a consolidation group, select it here.

For further info, see Consolidation Groups for the US in the Help Center.

**Tax Reporting Unit**

To include all employees in a tax reporting unit (TRU) in your report results, select it here. Click **Search** to locate the TRU.

**Payroll Relationship Group**

Select the name of the payroll relationship group if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

> **Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

**Employee Name**

To run this report for a specific employee, select their name here. Click **Search** to locate the correct employee.

**Balance Dimension**

Select the balance dimension you want to review.

- Inception-to-date

  Use to run this report against a user-defined balance group.

  > **Note:** This can cause performance issues if your selection results in reporting against large number of people.

- Month
- Quarter
- Quarter and year

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- Run
- Year

**Quarter**

Select the quarter you want to review.

**Balance Group Usages**

Select the balance group to include balance values in the report output. The available values depend on the balance dimension you selected.

| Balance dimension | Balance group usages |
|---|---|
| Inception-to-date | Select the user-defined balance group<br><br>**Note:**<br>This can cause performance issues if your selection results in reporting against large number of people. |
| Month | • Pennsylvania local month balances<br>• State month balances |
| Run | • City run balances<br>• County run balances<br>• Federal run balances<br>• Pennsylvania local run balances<br>• School district run balances<br>• State run balances |
| Quarter | • Archive state quarter-to-date balances<br>• City quarter balances<br>• County quarter balances<br>• Federal quarter balances<br>• Pennsylvania local quarter balances<br>• School district quarter balances<br>• State quarter balances |
| Quarter and year | • City quarter and year balances<br>• County quarter and year balances<br>• Federal quarter and year balances<br>• Pennsylvania local quarter and year balances<br>• School district quarter and year balances<br>• State quarter and year balances |
| Year | • City employee balances in end-of-year archive |

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| Balance dimension | Balance group usages |
|---|---|
| | • City miscellaneous employee balances in end-of-year archive |
| | • City TCD employee balances in end-of-year archive |
| | • City year balances |
| | • County employee balances in end-of-year archive |
| | • County year balances |
| | • Federal employee balances in end-of-year archive |
| | • Federal year balances |
| | • Local employee balances in end-of-year archive |
| | • Pennsylvania local year balances |
| | • School district employee balances in end-of-year archive |
| | • School district TCD employee balances in end-of-year archive |
| | • School district year balances |
| | • State year-to-date balances in end-of-year archive |
| | • State employee balances in end-of-year archive |
| | • State year balances |

**Note:** You can view a list of balances organized by group usage from the Balance Group Usage task. For further info, see Balance Group Usages for the US in the Help Center.

**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 one. This parameter is used for logging and reporting purposes.

## Report Output

This report produces a pipe-delimited text file containing all active 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.

The output file includes:

- Payroll balance info

- TRU

- Employee name and number

- Payroll relationship number

- Run type (Run level only)

- Applicable federal, state, county, city, school district, and Pennsylvania locals

*Related Topics*
- Reconcile Employee Balances for the US
- Balance Group Usages for the US

# Payment Distribution Reports

## Payroll Register Report

The report provides an audit trail of a payroll run including hours, earnings, and deductions by payroll statutory unit (PSU) and tax reporting unit (TRU).

Use the report for verification, validation, and audit of your payroll calculations.

The US Simplified Payroll Cycle flow generates this report automatically, but you can run it manually.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Periodic Payroll Register Report**.

## Before You Start

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results for the US in the Help Center.

## Report Parameters

**Scope**

Control the results of the report by setting its scope.

| What you set | What it does |
|---|---|
| Summary | Provides a summary of the total amounts paid for the selected PSUs and TRUs for each payroll period, categorized by the balance category. |
| Detail | In addition to the Summary report, it includes the complete details for each employee. Use this for payroll balancing and reconciliation and to compare the payment values to previous periods. <br><br> For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support. |

**Process Start Date**

Use this field to set 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 set the last effective date of the payroll process to include in the report. For payroll runs, this is its payroll run date. The report includes all processes with an effective date on or before this date.

**Payroll**

Use this field to limit the results to a single payroll definition. Leave blank to report all of them.

**Consolidation Group**

Use this field to limit the results to a consolidation group. Leave blank to report all of them.

For further info, see Consolidation Groups for the US in the Help Center.

**Payroll Statutory Unit**

Use this field to limit the results to a specific PSU. Leave blank to report all of them.

**Tax Reporting Unit**

Use this field to limit the results to a specific TRU. Leave blank to report all of them.

**Person**

Use this field to limit the results to a single person.

**Payroll Relationship Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

**Person Page Break**

If you select **Yes**, the report generates with details per person per page. This field isn't available for the Summary report.

**Process Configuration Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

**Balances Reported**

Use this field to run this report for payment balances, nonpayment balances, or both.

| Select this | To do this |
| --- | --- |
| Payment only | Includes balances included in the payments process. |
| Nonpayment only | Includes balances that aren't included in the payments process. |
| Field is blank | Includes all balances. |

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This field is disabled if you set **Latest Process YTD Total Only** to **Yes**, and all balances are included in the report.

For further info, see Report Payment and Nonpayment Balances in the Help Center.

**Report Category**

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

**Run Mode**

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

**Display All Hours**

Select **Yes** to include hours from supplemental earnings and other element classifications. Select **No** to include only hours from regular or standard earnings and absence earnings.

For further info, see Display All Hours in Payroll Reports in the Help Center.

## Report Results

The report provides payroll details for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you selected when you ran the report.

| Report name | What it contains |
|---|---|
| Summary | Provides sections on:<br><br>• Report parameters and sort order<br>• Balance categories<br>• Balances<br>• Balances by PSU and TRU<br>• Balances by payroll and pay period |
| Detail | Provides sections on:<br><br>• Report parameters and sort order<br>• Balance categories<br>• Balances<br>• Balances by PSU and TRU<br>• Balance details for a person<br><br>Use this for payroll balancing and reconciliation and to compare the payment values to previous periods.<br><br>For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support. |

*Related Topics*

- Delivery Options for Extract-Based Payroll Reports for the US
- Display All Hours in Payroll Reports
- Report Payment and Nonpayment Balances
- Archive Periodic Payroll Results for the US
- Oracle Cloud Human Capital Management for United States: Payroll Reconciliation

# Payment Register Report

Use this report for the verification, reconciliation, and audit of payment distributions.

> **Note:** This report doesn't include payments made to third parties. Such payments are listed on the Third-Party Payment Register.

You can generate the report manually or as a part of the payroll process.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Payment Register Report**.

## Before You Start

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results for the US in the Help Center.

## Report Parameters

**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.<br><br>For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support. |

**Process Start Date**

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Use this field to set 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 set the last effective date of the payroll process to include in the report. For payroll runs, this is its payroll run date. The report includes all processes with an effective date on or before this date.

**Payroll**

Use this field to limit the results to a single payroll definition.

Leave blank to report all of them.

**Payment Process**

Use this field to limit the results to a specific payroll or QuickPay run.

Leave blank to report all of them.

**Consolidation Group**

Use this field to limit the results to a consolidation group.

Leave blank to report all of them.

For further info, see Consolidation Groups for the US in the Help Center.

**Payroll Statutory Unit**

Use this field to limit the results to a specific payroll statutory unit (PSU).

Leave blank to report all of them.

**Tax Reporting Unit**

Use this field to limit the results to a specific tax reporting unit (TRU).

Leave blank to report all of them.

**Payroll Relationship Group**

Use this field to verify deduction balances 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.

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**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 detected 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.

Leave blank to report all of them.

**Process Configuration Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

**Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

**Report Category**

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

**Run Mode**

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The **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:<br><br>• Report parameters and sort order<br>• Summary of payments |
| Detail | Provides sections on:<br><br>• Report parameters and sort order<br>• Summary of payments<br>• Details of payments<br>Use this validate payments for each employee, including the payment amount, bank, and check info.<br><br>For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support. |

*Related Topics*
- Delivery Options for Extract-Based Payroll Reports for the US
- Archive Periodic Payroll Results for the US
- Oracle Cloud Human Capital Management for United States: Payroll Reconciliation

# Third-Party Payment Register Report

Use the Third-Party Payment Register Report to generate a listing of all third-party payments.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Third-Party Payment Register Report**.

## Before You Start

Run the report after calculating and verifying prepayments and generating the payments.

For further info, see the following in the Help Center.

- Calculate and Validate Payroll Payment Distributions for the US
- Payroll Payments Distribution for the US

## 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**

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You control the results of the report by specifying the scope of the report, as given in this table.

| What you set | What it does |
| --- | --- |
| Summary | Provides a list of payments by payee. |
| Detail | Provides details of employee and deduction information for third-party payments. |

**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.

**Payroll**

Select the required payroll name. The report is generated for the selected payroll run.

**Consolidation Group**

Select a consolidation group to view the payments for all payrolls that are included in this consolidation group. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

**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 info, as reported in the detailed report.

**Process Configuration Group**

Use this field to verify deduction balances for persons belonging to a specific payroll relationship 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**

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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 these 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 Category**

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

**Run Mode**

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary transient data.

## 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.

| Report name | What it contains |
|---|---|
| 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 info. This is because the rollup payments include employees across PSUs and TRUs. |
| Detail Report | Returns a multiple-tier layout that includes: <br><br> • Payment details of individual and roll-up payments made for each payee <br><br> Within each payee report, the payments are further segregated into: <br><br> ○ Employee deduction info for individual payments, including single deductions and multiple deductions <br> ○ Employee deduction info for roll-up payments <br><br> • Consolidated totals of all multiple-deduction and rollup payments <br><br> • Deduction reference details for involuntary deductions stored on the calculation card <br><br> It displays a blank deduction reference if the details aren't available. <br><br> • Element name of voluntary deductions |

You can create your own template for a tabular output of data in Microsoft Excel file format for both the summary and detail reports. For further info, see Generating Payroll Reports in Microsoft Excel Format in the Help Center.

*Related Topics*

- Calculate and Validate Payroll Payment Distributions for the US
- Employee and Third-Party Check Payments for the US
- Payroll Payments Distribution for the US
- Third-Party Payment Rollup for the US
- Generating Payroll Reports in Microsoft Excel Format

# Payslips

## 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.

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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

▶ **Watch video**

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.

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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%.

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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

## Validation Report for Payroll

The Validation Report for Payroll checks for the following.

- Employee assignments that aren't associated with tax cards
- Employees that don't have valid work locations
- Employees with tax cards that aren't associated with tax reporting units

- Locations that don't have valid geocodes or no geocode at all

- Persons with missing national identifiers (Social Security or Individual Taxpayer ID numbers)

- Persons with missing or incomplete home or work addresses

- Pennsylvania employees missing either a home or work political subdivision (PSD) code

- Pennsylvania employees with missing home school districts

- Pennsylvania employees without Residency Certificates

- Persons missing a date-of-birth

This report is part of the US Simplified Payroll Cycle Flow. The flow pauses so you can correct these issues before running the next process. However, you can also run this report manually:

- After acquisitions

- After any mass update of people or payroll records, such as HCM Data Loader uploads

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Validation Report for Payroll for the US**.

## Parameters

**Payroll**

Select the payroll for which the report is to be run.

**Effective Date**

Specify the first effective date of the payroll process you want to include in the report. The report uses this date to verify the data status.

**Process Configuration Group**

Verifies payroll results for persons belonging to a specific payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

## 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.

# Tax Withholding Card Reports

## Tax Withholding Card Reports

Use Tax Withholding card reports to assist you in auditing employee tax info.

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| Tax Withholding card report | What it does | How you find it | Some examples | For more info, check here |
|---|---|---|---|---|
| Tax Withholding Card Audit Report | Returns employee tax exemptions and withholding, Pennsylvania Residency Certificates, and other tax info.<br><br>It provides a way for you to identify specific values on your employees' tax cards.<br><br>Run this report as needed. | 1. From **My Client Groups**, click **Payroll**.<br>2. Click **Submit a Flow**.<br>3. Search for your US LDG.<br>4. Search for and select **Tax Withholding Card Audit Report**. | It can help you determine which employees are claiming exempt from federal income tax (FIT). | Tax Withholding Card Audit Report in the Help Center |
| Tax Card Migration Audit Report | Verifies the data on the tax cards after you perform the migration process and identifies any discrepancies.<br><br>Run this report after migrating your tax cards. | 1. From **My Client Groups**, click **Payroll**.<br>2. Click **Submit a Flow**.<br>3. Search for your US LDG.<br>4. Search for and select **Run Tax Card Migration Audit Report**. | Helps you identify migration errors such as:<br><br>An employee claimed five allowances on their original card. However, after migration, they now have only two. | Tax Card User Interface Migration (2592797.1) on My Oracle Support |
| US Payroll Tax Card Component Validation | Helps you validate your employees' tax card components configuration.<br><br>Run this report as needed. | 1. From **Settings and Actions**, click **Run Diagnostic Tests**.<br>2. Search for **US Payroll Tax Card Component Validation**, and select its check box.<br>3. Click **Add to Run**.<br>4. Click **Run**.<br>5. In **Diagnostic Test Run Status**, click **Report**. | • Validate employee Pennsylvania PSD info<br>• Identify employees with missing SUI info<br>• Find mismatches between work addresses and tax card primary work addresses<br>• Identify invalid tax card associations | Diagnostic Tests for the US in the Help Center |
| US Payroll Tax Card Validation | This report helps you validate that your employee's tax card is setup correctly.<br><br>Run this report as needed. | 1. From **Settings and Actions**, click **Run Diagnostic Tests**.<br>2. Search for **US Payroll Tax Card Validation**, and select its check box.<br>3. Click **Add to Run**.<br>4. Click **Run**.<br>5. In **Diagnostic Test Run Status**, click **Report**. | • Identify employees who don't have tax cards<br>• Identify employees missing associations on their tax cards<br>• Identify employees with multiple associations for the same payroll relationship<br>• Identify employees with duplicate tax cards<br>• Check for employees with one assignment mapped to multiple TRUs | Diagnostic Tests for the US in the Help Center |

*Related Topics*

-
-
-
-

# Tax Withholding Card Audit Report

Use the Tax Withholding Card Audit Report to help you prepare for:

- Payroll processing
- Monthly or quarterly audits
- Other year-end reviews

This report includes employee tax exemptions and withholding, Pennsylvania Residency Certificates, and other tax info.

Run this process as part of your payroll auditing procedures or as needed.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Tax Withholding Card Audit Report**.

## Before You Start

To run this report, you must have migrated your employees to the Full Enhanced tax card. For further info, see Tax Card User Interface Migration white paper (2592797.1) on My Oracle Support.

## Report Parameters

**Payroll**

To generate a report for all employees attached to a specific payroll definition, select it here.

Leave blank to run for all employees.

**Payroll Relationship Group**

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship gorup.

**Note:** Use the Object Groups task to define the payroll relationship group before you can select it here.

**Payroll Relationship**

To generate a report for a specific employee payroll relationship, select it here.

Leave blank to run for all employees.

**Tax Reporting Unit**

Tax reporting unit (TRU) registered name of the employees you're processing. The process reports tax card info for the employees belonging to this TRU only.

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Leave blank to run against all TRUs.

**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 report uses the parameters in the default group for the selected payroll.

## Report Output

The output file from this report is Tax Card eText Report.txt and is suitable for viewing in a spreadsheet, such as Microsoft Excel. It contains a consolidation of all tax card data, including the value for each tax component.

> **Note:** The report may return empty values for state, county, or city if the row represents a higher tax level. For example, State, County, and City values would be blank for federal-level records. County and City would be blank for state-level records.

*Related Topics*
- Tax Withholding Card

# Pay Data Reporting

## Overview of California Pay Data Reporting

The California Department of Fair Employment and Housing (DFEH) requires that private employers report their pay data for the reporting period if they have:

1. 100 or more employees
2. At least one California employee

You generate and submit this report yearly to the DFEH by March 31.

| Report | Reporting Period |
|---|---|
| California Pay Data report | October 1 through December 31 |

Pay data reporting through Oracle Fusion Human Capital Management involves multiple steps.

Performing these steps requires multiple roles. You must either coordinate with admins in other areas or assign these roles to yourself. For further info, see Oracle Cloud HCM Security Role Mappings (1556500.1) on My Oracle Support.

Here's a summary.

| What needs to be done | Who does it | What roles they require |
|---|---|---|
| Confirm you're running the correct software version | All customers | Application Implementation Consultant |

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| What needs to be done | Who does it | What roles they require |
|---|---|---|
| | | |
| Check your EEO-1 Component 1 reporting configuration | All customers | HR Analyst<br><br>HR Specialist |
| Extract your hours and earnings info | • Oracle Fusion Global HR-only customers<br>• Oracle Fusion Global Payroll customers who don't have full-year balances for the reporting year | N/A |
| Configure your tax reporting units (TRUs) | All customers | Application Implementation Consultant |
| Feed the predefined balances | Oracle Fusion Global Payroll customers | EOY Payroll Administrator<br><br>Payroll Coordinator<br><br>Payroll Manager |
| Use HCM Data Loader (HDL) to load the data into the storage table | • Oracle Fusion Global HR-only customers<br>• Oracle Fusion Global Payroll customers who don't have full-year balances for the reporting year | EOY Payroll Administrator<br><br>Payroll Coordinator<br><br>Payroll Manager |
| Load data into the storage table | Oracle Fusion Global Payroll customers with complete hours and pay data for the reporting year | EOY Payroll Administrator<br><br>Payroll Coordinator<br><br>Payroll Manager |
| Generate the Regional Pay Data Report | All customers | EOY Payroll Administrator<br><br>Payroll Coordinator<br><br>Payroll Manager |
| Submit the CSV upload file to the DFEH | All customers | EOY Payroll Administrator<br><br>Payroll Coordinator<br><br>Payroll Manager |
| Update your location | All customers | HR Specialist |

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| What needs to be done | Who does it | What roles they require |
|---|---|---|
|  |  |  |

For further info, see the following sections.

## Configure Your EEO-1 Reporting and Regional Pay Data

Do the following before running the pay data report.

1. Properly configure your organization for EEO-1 Establishment Electronic reporting.

   For further info, see EEO-1 Establishment Electronic Report in the Help Center.
2. Set your regional pay data reporting info.
   a. From **My Client Groups**, click **Workforce Structures**.
   b. Click **Manage Legal Entity HCM Information**.
   c. Click **Edit > Update**.
   d. Click **Federal**.
   e. In **Regional Pay Data Reporting Information**, enter all appropriate values as required by the regional tax authority.
   f. Click **Submit**.

## Extract Your Hours and Earnings Info

You must make your payroll data available for extraction to the report if:

- You aren't an Oracle Cloud Global Payroll customer
- You don't yet have payroll balances for the full calendar year

Otherwise, you can skip these steps.

1. Extract the hours and earnings info from your third-party or legacy payroll application.

   Refer to the California Pay Data Reporting Portal User Guide for guidelines on what hours and earnings must be reported.

   For further info, see the DFEH website.

   Be sure to sum by person to their primary assignment (or the legacy application's equivalent).
2. Perform any necessary configuration of these files to make them suitable for upload to the storage tables.

For further info, see Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support. This document includes a sample upload file to help you get started.

## Feed the Predefined Balances

Skip this step if you're not an Oracle Fusion Global Payroll customer.

Pay data reporting uses two balances for tracking employee earnings and hours. Before you can load their data to the storage table, configure their balance feeds.

**Note:** If you perform a balance initialization that includes these balances, consider providing the Calculation Breakdown ID and Tax Reporting Unit (TRU) contexts for them.

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1. From **My Client Groups**, click **Show More**.
2. In **Payroll**, click **Balance Definitions**.
3. Search for and select the following balances. Configure the feeds appropriately.

| Balance name | What you need to do |
|---|---|
| Regional Pay Data Employee Hours | For each earnings element:<br><br>a. In **Regional Pay Data**, click **Balance Feeds**.<br>b. In **Balance Feeds by Element**, click **Create**.<br>c. Select the element's Results indirect element.<br>d. Select **Hours Calculated** as the input value.<br>e. Select **Add**.<br>f. Click **Save**, and repeat for the next Earnings element.<br>g. Click **Submit**.<br>If you don't complete these steps, the storage table records the employees' hours as 0. |
| Regional Pay Data Employee Earnings | For each earnings element:<br><br>a. In **Regional Pay Data**, click **Balance Feeds**.<br>b. In **Balance Feeds by Element**, click **Create**.<br>c. Select the element's Results indirect element.<br>d. Select **Earnings Calculated** as the input value.<br>e. Select **Add**.<br>f. Click **Save**, and repeat for the next Earnings element.<br>g. Click **Submit**.<br>If you don't complete these steps, the storage table records the employees' earnings as $0.<br><br>In this case, the Load Hours and Earnings Data for Reporting flow uses the US_MEDICARE_REDUCED_SUBJECT_WITHHOLDABLE balance for the employee earnings in W-2 Box-5. |

## Load Your Regional Pay Data to the Storage Table

You can skip this step if you are an Oracle Fusion Global Payroll customer who implemented on the reporting year.

How you load your hours and earnings info to the storage table depends on your Oracle Fusion implementation.

| What you can do | Who can do it | How you do it |
|---|---|---|
| Create a `PayrollInterfaceInbound.dat` file, and load it using HDL. | • Oracle Fusion Global HR-only customers<br>• Oracle Fusion Global Payroll customers who have incomplete hours or earnings info for the reporting year<br>• Oracle Fusion Global Payroll customers who implemented in the middle of the reporting year | To load your earnings and hours data with HDL, you must first build the `PayrollInterfaceInbound.dat` file. Include columns for Person, Total Wages, and Total Hours. You can also use the HDL process to change select data. |

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| What you can do | Who can do it | How you do it |
|---|---|---|
| | | For further info, see Loading US Data Using HCM Data loader (2558276.1) on My Oracle Support. This document includes a sample upload file to help you get started.<br><br>**Note:**<br>The Load Hours and Earnings Data for Reporting process overrides the data in the storage table. If there is no data in table, it adds it.<br><br>The process captures all active employees in the year you select. When you run the Regional Pay Data Report, it selects only those employees from this snapshot period. |
| Run the Load Hours and Earnings Data for Reporting flow.<br><br>To load the balances for the current year, set the submission year appropriately. | Oracle Fusion Global Payroll customers who implemented as of the first payroll run of the reporting year | To load your earnings and hours data with the Load Hours and Earnings Data for Reporting flow:<br><br>1. From **My Client Groups**, click **Payroll**.<br>2. Click **Submit a Flow**.<br>3. Select your US legislative data group (LDG).<br>4. Search for and run **Load Hours and Earnings Data for Reporting**.<br>For further info, see Load Hours and Earnings Data for Reporting for the US in the Help Center. |

## Update Your Regional Pay Data

After the regional pay data is in the storage tables, you can edit it directly through the Payroll Interface Inbound Records task.

1. In **My Client Groups**, click **Payroll**.
2. Click **Payroll Interface Inbound Records**.
3. Perform a search for the person's name.
4. Select your US LDG, and enter your batch name.

## Generate the California Pay Data Report

Use the Regional Pay Data Report to extract the California pay data from the storage table and consolidate it with the HR EEO-1 data for delivery to the DFEH.

Run this flow each year according to California's reporting requirements.

For further info, see Regional Pay Data Report for the US in the Help Center.

This flow creates the following reports for the California Pay Data Report.

| Output report | How you use it |
|---|---|
| CSV upload file | This is the file you submit to the DFEH. |
| Audit report | This CSV file contains diagnostic info in pages organized by: <br><br> • Number of Employees <br> • Number of Hours <br><br> Use this file to reconcile employee counts by their race, ethnicity, sex, job category, pay band, and hours. |
| Exception report | This PDF file contains any errors captured during the flow run, such as missing ethnicity info, missing gender, and so on. |
| Employee detail report | This CSV file contains the regional pay data info, sorted by employee. <br><br> Use this file to confirm each employee's pay data, including their total for hours and earnings. |

## Submit the Report to the DFEH

Submit the pay data report on the California Pay Data Reporting Portal.

1. Upload the .CSV file with the required data to the portal by selecting **Submit New Report**.
2. Edit the report as needed, and correct any errors identified by the portal validation process.
3. Certify and submit the validated report.

## Update Your Location Definitions

For the location associated with this report, use the Locations task to identify it as having been included in the report.

1. Start the Locations task from your implementation project.
2. Search for and select the location for editing.
3. In **United States Reporting Information**, identify the location as having been included in pay data reporting.

*Related Topics*

- Override Pay Bands for Pay Data Reporting
- Load Hours and Earnings Data for Reporting for the US
- Regional Pay Data Report for the US
- Loading US Data Using HCM Data Loader
- Oracle Cloud HCM Security Role Mappings

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# Override Pay Bands for Pay Data Reporting

States periodically update the pay band rates for their pay data reporting, and Oracle delivers these updates through statutory patches. If these changes come too late in the year for Oracle to capture the change, you must manually enter them as overrides.

To override the pay band ranges:

1. From **My Client Groups**, click **Show More**.
2. In **Payroll**, click **Calculation Value Definitions**.
3. Select your US legislative data group (LDG).
4. Search for and select the calculation value definition you want to update.

   This is `Pay Data Reporting Pay Bands` prefaced with the state abbrevation, such as **CA Pay Data Reporting Pay Bands**.

   The **Calculation Values** table displays the pay band ranges and names.
5. Click **Add Row**.
6. In **Text**, enter name of the pay band you are overriding.
7. In **From Value** and **To Value**, enter the new range.

   > **Note:** Pay bands can't overlap their ranges. For example, if you change **To Value** for B1, you must change **From Value** for B2.

8. Click **Submit** when finished.

*Related Topics*

- Overview of California Pay Data Reporting
- Calculation Value Definitions

# Load Hours and Earnings Data for Reporting for the US

Use this flow to load payroll hours and earnings data to the storage table. This process captures all active employees in the year selected.

When you run the Regional Pay Data Report, it includes only the employees identified by the Load Hours and Earnings Data for Reporting process.

You can run this process as often as needed. If it detects changes to data in the storage table, it performs an update. If it detects new data, it adds it to the table.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Load Hours and Earnings Data for Reporting**.

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## Before You Start

You must establish balance feeds for the earnings and hours balances.

For additional info, see Overview of California Pay Data Reporting in the Help Center.

## Flow Parameters

Set the following.

| Field name | How you use it |
|---|---|
| Payroll Statutory Unit | Select the payroll statutory unit (PSU) of the employees whose payroll data you want to upload. If you leave this blank, the flow processes all PSUs. |
| Tax Reporting Unit | Select the tax reporting unit (TRU) of the employees whose payroll data you want to upload. If you leave this blank, the flow processes all TRUs. |
| Submission Year | Select the year of the payroll data you are uploading. |
| Payroll Name | If you select a specific payroll process, the flow uploads data for only those employees processed by that run. |
| Reporting Mode | Select **Draft** to generate the output reports for review but not make any changes to your data. Select **Final** to apply the changes and generate the output files. |
| Process Configuration Group | Use this field to load pay data for persons belonging to a specific payroll relationship group. |

## Output Files

This process generates two output files.

- Text file that info on all changes performed by the process

- An exception report that provides info on any issues the process detects, such as employees with missing info

  This file is suitable for viewing in a spreadsheet application, such as Microsoft Excel.

*Related Topics*
- Overview of California Pay Data Reporting
- Regional Pay Data Report for the US

# Regional Pay Data Report for the US

This flow captures employee payroll earnings and hours data from the storage table and formats it into an output file suitable for submission to the appropriate state authority.

Run this flow each year according to the state's reporting schedule.

> **Note:** This process supports only California's Pay Data report.

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To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Regional Pay Data Report**.

## Before You Begin

Ensure you have configured the employee payroll data, defined balance feeds, and loaded the pay data to the storage tables.

If you have included the location in last year's pay data report, use the Locations task to mark it as such.

For additional info, see Overview of California Pay Data Reporting in the Help Center.

## Flow Parameters

Set the following.

| Field name | How you use it |
|---|---|
| Legal Employer | Select a parent legal employer to report all employees attached to it and any child legal employers. |
| Establishment Employer Type | Select **Multiple** if you have multiple establishments. Otherwise, select **Single**. |
| Reporting Period Start Date | Specify the start of the reporting period. |
| Reporting Period End Date | Specify the end of the reporting period. |
| Contact Title | Use to override the contact information. The default is the HR Representative title specified on the TRU contact info. |
| Contact Name | Use to override the contact information. The default is the HR Representative name as specified on the TRU contact info. |
| Contact Phone Number | Use to override the contact info. The default is the HR Representative phone number as specified on the TRU contact info. |
| Contact Address Line 1 | Use to override the contact info. The default is the HR Representative address as specified on the TRU contact info. |
| Contact City | Use to override the contact info. The default is the HR Representative city as specified on the TRU contact info. |
| Contact State | Use to override the contact info. The default is the HR Representative state as specified on the TRU contact info. |
| Contact Country | Use to override the contact info. The default is the HR Representative as specified on the TRU contact info. |
| ZIP Postal Code | Use to override the contact info. The default is the HR Representative as specified on the TRU contact info. |
| Contact Email | Use to override the contact info. The default is the HR Representative email address as specified on the TRU contact info. |
| Process Configuration Group | Use this field to process payroll data for persons belonging to a specific payroll relationship group. |

## Flow Results

This process creates the following output files.

| Output report | What it's for |
|---|---|
| CSV Upload File | This is the file you submit to the California Department of Fair Employment and Housing (DFEH). |
| Audit Report | This CSV file contains diagnostic info in pages organized by:<br>• Number of Employees<br>• Number of Hours<br>Use this file to reconcile by locations. |
| Exception Report | This PDF file contains any errors captured during the flow run. It lists the employees excluded from the report and the errors that caused this. |
| Employee Detail Report | This CSV file contains the regional pay data info, sorted by employee. |

*Related Topics*

- Overview of California Pay Data Reporting
- Load Hours and Earnings Data for Reporting for the US