

Oracle Fusion Cloud Human Resources

Administering Payroll for United States Anytime Pay

24B



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Contents

Get Help	i
<hr/>	
1 Introduction	1
Overview of Anytime Pay for the US	1
2 Configuration	5
Overview of Anytime Pay Configuration for the US	5
Define an Anytime Pay Gross-Up Element for the US	6
Configure Your Anytime Pay Individual Compensation Plan for the US	9
Configure Your Organization for Anytime Pay for the US	11
Define an Anytime Pay Blackout Period for the US	12
Anytime Pay for Salaried Employees	15
Grant Access to Anytime Pay for the US	19
Configure Anytime Pay Run Type Usages for the US	21
Configure the Anytime Pay Flow for the US	25
Configure Employee Notification for Anytime Pay for the US	26
3 Processing	29
How the Anytime Pay Flow Processes Payments for the US	29
Anytime Pay Third-Party Tax Filing for the US	32
Troubleshoot Anytime Pay for the US	32
4 Flow	37
Pay Advance Flow for the US	37

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1 Introduction

Overview of Anytime Pay for the US

With Anytime Pay, you can provide your employees with immediate access to a portion of their pay. It's a form of Early Wage Access and is based on the number of hours the employee has worked in the current payroll period.

Anytime Pay is a simple way for employees to check their available net pay and submit a request with the confidence the funds will be remitted to their account in a timely manner.

What It Does

Here's what happens when an employee starts the Request Pay Advance task.

1. As soon as they start the task, it checks to ensure the person is eligible for advance payments.
If not, they will get a message explaining the situation.
2. If the person is entitled, it performs an Estimated QuickPay process that calculates how much money they have available for advance payment.
This is based on the hours they have already worked. The process uses element entries you imported from your time management system, such as Oracle Fusion Time and Labor.
3. The page shows the person the number of hours they have worked so far and how much they have available for advance payment.
4. The employee enters an amount and submits their request.
5. This starts a payroll flow process.

This process performs a complete payroll run for the employee that includes QuickPay, prepayment, payroll archive, EFT payments, and the payslip. Because the request is for a net amount, the QuickPay performs a gross-up calculation to include the relevant taxes

When the flow completes, the employee receives a notification informing them that their request has been processed.

6. At the end of your pay period, your mainline payroll run recalculates the employee's pay, taking into account the advance received.

For further info, see [How the Anytime Pay Flow Processes Payments for the US](#) in the Help Center.

How Flexible Is It

You can configure Anytime Pay to meet all of your organization's requirements, such as:

- When and who can request payment
- How it calculates the available net
- How many requests an employee can make

For further info, see [Overview of Anytime Pay Configuration for the US](#) in the Help Center.

Some Things to Consider

There are some things you can do to help Anytime Pay do its job.

Here's a consideration	What you need to do
Employee eligibility	The person's submission must meet the eligibility criteria. They must be eligible to request an advance payment, such as having enough pay available or not being in a blackout period.
What hours are available	<ul style="list-style-type: none"> The person must have worked eligible hours during the pay period and created a time card. Their time card must have been submitted and approved. You must have imported these hours into payroll from your time management system, such as Oracle Fusion Time and Labor. <p>Anytime Pay can only process earnings that are available for payroll processing. If you haven't imported your time entries, Anytime Pay can't see them.</p>
What earnings are eligible	<p>You tell Anytime Pay what Earnings elements it uses when estimating the available pay.</p> <ul style="list-style-type: none"> .Include the earnings you import from your time management system. You may want to also include other earnings types, such as salary and bonus pay.
What deductions are eligible	By default, Anytime Pay withholds the appropriate taxes and grosses up the advance payments, so the employees get the payments they expect. But you can choose to include other deductions in Anytime Pay's calculations as well.

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

- [Configure Anytime Pay Run Type Usages for the US](#)
- [How the Anytime Pay Flow Processes Payments for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

Check Here for Further Info

Before you can use Anytime Pay, you must be familiar with some key Oracle Cloud concepts and functionality, such as:

- [HCM Data Loader](#)
- [Eligibility profiles](#)
- [Flows](#)
- [Individual Compensation Plans](#)
- [Run types](#)

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

- [HCM Integrations and Data Loading](#)
- [Implementing Payroll for the United States](#)
- [Implementing Time and Labor](#)

Related Topics

- [Configure Anytime Pay Run Type Usages for the US](#)
- [How the Anytime Pay Flow Processes Payments for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

2 Configuration

Overview of Anytime Pay Configuration for the US

Before your employees can request pay advances, there is some configuration you need to perform.

What you need to do	How you do it
Define the Anytime Pay gross-up element	<p>This element calculates the payments requested by the employees.</p> <p>For further info, see Define an Anytime Pay Gross-Up Element for the US in the Help Center.</p>
Configure your individual compensation plan	<p>Use the Eligibility Profiles task to define what employees are eligible to the individual compensation plan.</p> <p>Use the Individual Compensation Plans task to define the plan itself. This includes:</p> <ul style="list-style-type: none"> • Associating it with the proper gross-up element. • Associating the plan with your eligibility profile. • Granting access to this plan to only Anytime Pay. • Providing instructions for your employees on how to request pay advances. <p>For further info, see Configure Your Anytime Pay Individual Compensation Plan for the US.</p>
Configure your organization	<p>Use the Manage Legal Entity HCM Information task to configure your payroll statutory unit, such as:</p> <ul style="list-style-type: none"> • Configure the individual compensation plans • Define any blackout periods • Set the percentage of net pay available to the employees • Define the minimum amount an employee can request • Define how many requests an employee can make per year <p>For further info, see Configure Your Organization for Anytime Pay for the US in the Help Center.</p>
Configure how Anytime Pay estimates pay and performs gross-up	<p>Assign special run type usages to the appropriate elements and element classifications.</p> <p>For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.</p>
Configure the Pay Advance flows	<p>You can configure the Anytime Pay flow to perform additional actions, such as adding confirmation steps for administrators.</p> <p>For further info, see Configure the Anytime Pay Flow for the US in the Help Center.</p>
Configure the NACHA files	<p>Configure the NACHA files to be consolidated or individual.</p> <p>By default, Anytime Pay produces a single NACHA file for each pay advance request, but you can consolidate these requests into a single daily file.</p>

What you need to do	How you do it
	For further info, see Configure the Anytime Pay Flow for the US in the Help Center.
Configure employee notification	You can enable predefined alerts to send notifications to employees on the status of their requests. You can also create your own. For further info, see Configure Employee Notification for Anytime Pay for the US in Help Center.

Related Topics

- [Configure Anytime Pay Run Type Usages for the US](#)
- [Configure Your Anytime Pay Individual Compensation Plan for the US](#)
- [Configure Your Organization for Anytime Pay for the US](#)
- [Define an Anytime Pay Gross-Up Element for the US](#)
- [Grant Access to Anytime Pay for the US](#)

Define an Anytime Pay Gross-Up Element for the US

Anytime Pay grants hourly-paid employees early access to wages based on hours they have already worked. For Anytime Pay to calculate the requested advance payment, you need to define a gross-up element.

When an employee submits a payment request, the Estimated QuickPay process creates an element entry for the element, and the Process Pay Advance QuickPay processes it.

This involves these steps.

1. Create the element.
2. Set element eligibility.
3. Set the run type usage.

Note: Providing pay advances to salaried employees requires additional configuration. For further info, see Anytime Pay for Salaried Employees in the Help Center.

Create the Element

Create an Anytime Pay element to calculate the gross-up payments.

1. From **My Client Groups**, click **Show More**.
2. Under **Payroll**, click **Elements**.
3. Set an effective date as of or earlier than when you rolling out Anytime Pay.
4. Click **Create**.
5. Enter the following.

Field name	What you enter
Legislative Data Group	Your US legislative data group

Field name	What you enter
Primary Classification	Standard Earnings
Category	Standard

6. Click **Continue**.
7. Enter the following.

Field name	What you enter
Name	A meaningful name for your element
Reporting Name	A meaningful reporting name for your element
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earning Date
What is the latest entry date for this element?	Last Standard Earnings Date
At which employment level should this element be attached?	Assignment Level
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No

Field name	What you enter
Process and pay element separately or with other earnings elements?	Process separately, but pay with other earnings

8. Click **Next**.
9. Enter the following.

Field name	What you enter
What is the calculation rule	Flat amount
What is the default periodicity of this element?	Periodically
Periodicity Conversion Rule	Standard Rate Annualized
How do you want the work units to be reported?	None
Is this element subject to retroactive changes?	No
Use this element to calculate a gross amount from a specified net amount?	Yes
Should this element be included in the earnings calculation of the FLSA overtime base rate?	No
Should this element be included in the hours calculation of the FLSA overtime base rate?	No

10. Click **Next**.
11. Click **Submit**.

Create Element Eligibility

After you define the element, define element eligibility for it.

1. From the Elements task, query the element as of its effective date.
2. Select the element from the search results.

3. In **Element Overview**, click **Element Eligibility**.
4. Click **Actions**, and select **Create Element Eligibility**.
To ensure the process successfully creates the element entries, don't set any additional criteria on the element eligibility.
5. Provide an element eligibility name, and click **Submit**.
Element eligibility doesn't control which employees are entitled to a pay advance. You set employee access through eligibility profiles. For further info, see Grant Access to Anytime Pay for the US in the Help Center.

Configure the Run Type Usage

Once the Anytime Pay element is created, you need to remove Process Separately run type as the default run type.

1. From the Elements task, search for and open the element for editing.
2. Under **Element Overview**, select **Run Type Usages**.
3. Under **Element Run Type Usages**, click **Create**.
4. Select the **Process Separately** run type and **Exclude** element usage.
5. Click **Create** again, and set the **On-demand Separate** run type to **Include**.
This ensures the Anytime Pay gross-up process includes your element.
6. Click **Submit**.

Related Topics

- [Configure Anytime Pay Run Type Usages for the US](#)
- [Grant Access to Anytime Pay for the US](#)
- [Overview of Anytime Pay for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

Configure Your Anytime Pay Individual Compensation Plan for the US

Use the Eligibility Profiles task to define what employees are eligible to the Individual Compensation Plan.

Use the Individual Compensation Plans task to define the plan itself. This includes:

- Associating it with the proper gross-up element.
- Defining a valid date range.
- Associating the plan with your eligibility profile.
- Granting access to this plan to only Anytime Pay.
- Providing instructions for your employees on how to request pay advances.

Define Eligibility Profiles

You can create an eligibility profile to restrict access based on person or employment criteria.

1. From **My Client Groups**, click **Show More**.
2. Click **Eligibility Profiles**.

3. Click **Create**, and select **Create Participant Profile**.
4. Provide values for these fields.

Field name	What you do
Name	Give the profile a name.
Profile Usage	Select Compensation .
Assignment to Use	Select a value appropriate to your organization.
Status	Select Active .

5. Under **Eligibility Criteria**, define eligibility based on person or employment data. For further info, see Eligibility Profiles in the Help Center.
6. Click **Save**.
7. To define more complex eligibility criteria, you can:
 - o Use the Derived Factors task to configure additional criteria, such as age, length of service, and hours worked
 - o Use the Fast Formulas task to define logic of almost any complexity

Define the Plan

Create an individual compensation plan to be used for Anytime Pay.

1. From **My Client Group**, click **Show More**.
2. Under **Compensation**, click **Individual Compensation Plans**.
3. Click **Create**.
4. Give the plan a name.
5. Define an option, and assign the Anytime Pay element.
 - a. Select **Options**, and click **Create**.
 - b. Give the option a name.
 - c. Under **Element Mapping**, select the Anytime Pay element you defined.
 - d. Click **Save and Close**.
6. Define the date range.
 - a. Select **Dates**.
 - b. Select **Start or submission date** as the start date and **No end date** as the end date.
7. Define the plan's eligibility.
 - a. Select **Eligibility**.
 - b. Under **Eligibility Profile**, click **Add** at the top level.
 - c. Select the eligibility profile you defined, and set it as required.
 - d. Click **Save and Close**.
8. Restrict access to this plan to only the Anytime Pay process.

- a. Select **Plan Access**.
 - b. Restrict access to the plan.
 - c. Under **Action**, search for and select **Request Pay Advance**.
9. Document your company rules for requesting advance payments.
 - a. Select **Instruction Text**.
 - b. Use the text field to document your company rules that govern Anytime Pay requests.

This text displays when employees start the Request Pay Advance process, so the info you provide should be useful to them.

You apply and enforce your company rules at the organization level. For further info, see [Configure Your Organization for Anytime Pay for the US](#) in the Help Center.
10. Click **Save**.

Related Topics

- [Configure Your Organization for Anytime Pay for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

Configure Your Organization for Anytime Pay for the US

You set your Anytime Pay configuration options at the payroll statutory unit (PSU) level.

- Configure the individual compensation plans
- Define any blackout periods
- Set the percentage of net pay available to the employees
- Define the minimum amount an employee can request
- Define how many requests an employee can make per year

To do this:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Entity HCM Information**.
3. Click **Edit**, and select either **Correct** or **Update**.
4. Select **Payroll Statutory Unit**.
5. Click **Pay Advance Details**.
6. Enter the following.

Field name	What you enter
Individual Compensation Plan	Select the individual compensation plan you created. Only plans you defined with the Request Pay Advance restriction are shown.
Blackout Period Offset	The blackout period defines when employees can't request pay advances because it's already too close to your main payroll roll.

Field name	What you enter
	<p>The blackout period begins with the payroll's planned submission date, with an end date determined by the payroll type. The blackout period offset helps determine that end date.</p> <p>Note: If you want a blackout period that extends past the payment date, enter this value as a negative number.</p> <p>For further info, see Define an Anytime Pay Blackout Period for the US in the Help Center.</p>
Available Net Pay Percentage	Percentage of net pay an employee can request as an advance. This helps ensure employees are left with enough money at the end of the pay period to take all the relevant deductions.
Minimum Request Amount	<p>Minimum amount an employee can request as a pay advance.</p> <p>If you don't set this value, employees could submit requests for very small advances, including \$0.</p> <p>Set the minimum amount your organization is willing to pay.</p>
Maximum Request per Year	<p>Maximum number of Anytime Pay requests an employee can make per calendar year.</p> <p>When an employee makes an Anytime Pay request, the process checks this value against the number of element entries the person has for the calendar year.</p>
Pay Advance Override Flow Pattern	If you define an Anytime Pay flow of your own, select it here. The default is the predefined flow.

Related Topics

- [Overview of Anytime Pay Configuration for the US](#)

Define an Anytime Pay Blackout Period for the US

The blackout period defines when employees can't request a pay advance because it's already too close to your main payroll run. The blackout period begins with the payroll's planned submission date, and its end date is determined by the payroll type and the blackout period offset.

Therefore, to enable blackout periods, you must enter the planned submission dates for each payroll pay period. You can upload this info in bulk through HCM Data Loader using the Payroll Time Period business object.

Note: Not setting a blackout period can cause problems with your payroll run. Employees submitting pay advances concurrently with your main payroll run could result in interlock issues.

Positive Offset Payrolls

For payrolls with a payment date that occurs after the end of the pay period, the blackout period runs from the planned submission date of the current pay period to the payment date minus the blackout period offset.

Here are some examples.

Bi-weekly payroll paid 7 days in arrears

You configure this payroll with the following periods.

Period number	Start date	End date	Planned submission date	Payment date
1	1/2/21	1/15/21	1/16/21	1/22/21
2	1/16/21	1/29/21	1/30/21	2/5/21
3	1/30/21	2/12/21	2/13/21	2/19/21

If you don't set a blackout period offset for the payroll statutory unit (PSU), the blackout period runs from the planned submission date to the payment date.

Period number	Start date	End date
1	1/16/21	1/22/21
2	1/30/21	2/5/21
3	2/13/21	2/19/21

If you set the PSU's blackout period offset to 2 days, the blackout period runs from the planned submission date to 2 days before the payment date.

Period number	Start date	End date
1	1/16/21	1/20/21
2	1/20/21	2/3/21
3	2/13/21	2/17/21

Bi-weekly payroll paid 3 days in arrears

You configure a payroll with the following periods.

Period number	Start date	End date	Planned submission date	Payment date
1	1/2/21	1/15/21	1/12/21	1/18/21

Period number	Start date	End date	Planned submission date	Payment date
2	1/16/21	1/29/21	1/26/21	2/1/21
3	1/30/21	2/12/21	2/9/21	2/15/21

If you set the blackout period offset on the PSU to 2 days, the blackout period runs from the planned submission date to 2 days before the payment date.

Period number	Start date	End date
1	1/12/21	1/16/21
2	1/16/21	1/30/21
3	2/9/21	2/15/21

If you set the blackout period offset to 4 days, the blackout period runs from the planned submission date to the end of the current pay period.

Period number	Start date	End date
1	1/12/21	1/15/21
2	1/16/21	1/29/21
3	2/9/21	2/12/21

Payrolls with the Payment Date Within the Pay Period

For these payrolls, the blackout period runs from the planned submission date to the end date of the current pay period.

Here are some examples.

Bi-weekly payroll paid on the last day of the pay period

You configure it with the following periods.

Period number	Start date	End date	Planned submission date	Payment date	Blackout start date	Blackout end date
1	1/2/21	1/15/21	1/11/21	1/15/21	1/11/21	1/15/21
2	1/16/21	1/29/21	1/25/21	1/29/21	1/25/21	1/29/21
3	1/30/21	2/12/21	2/8/21	2/12/21	2/8/21	2/12/21

Note: This configuration ignores any blackout period offset on the PSU.

Bi-weekly payroll paid 2 days before the last day of the pay period

You configure it with the following periods.

Period number	Start date	End date	Planned submission date	Payment date	Blackout start date	Blackout end date
1	1/2/21	1/15/21	1/11/21	1/13/21	1/11/21	1/15/21
2	1/16/21	1/29/21	1/25/21	1/27/21	1/25/21	1/29/21
3	1/30/21	2/12/21	2/8/21	2/10/21	2/8/21	2/12/21

In this case, the blackout period runs until the end of the pay period and not the payment date.

Related Topics

- [Configure Your Organization for Anytime Pay for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

Anytime Pay for Salaried Employees

By default, salaried employees can request pay advances for a complete pay period. To provide pay advances as of their request date only, you must perform some configuration.

For example: An employee's base salary is \$4000 per pay period, and they are paid on a bi-weekly basis. Their pay period runs from April 9th to 22nd, and on April 15th, they use the Pay Advance quick action to check their available net. By default, their net would show the full salary up to April 22nd and not as of April 15th.

This involves:

1. Including the salary basis elements in the Estimate On-demand run type as well as any other standard earnings elements you wish to make available for Anytime Pay.
2. Configuring the proration and Absence element formulas.

Note: These steps involve creating copies of and modifying predefined formulas. Any automatic updates to these predefined formulas wouldn't be applied to the formulas you create.

For further info, see the following sections.

Configure the Salary Basis Elements

Configure your salary basis elements to use the Estimate On-demand run type. Do this at the same time you configure the other standard earnings elements.

For further info, see [Configure Anytime Pay Run Type Usages for the US](#) in the Help Center.

Configure the Formulas

To enable partial pay period advances, you must configure some proration and Absence element formulas.

Here's How You Can Configure the Proration Formulas

This is one possible approach. You may want to consider other options such as creating a separate element to calculate the prorated earnings.

Whenever you create a Standard Earnings element, the flow generates several formulas. Some of these formulas are for proration, and you must configure them for Anytime Pay.

For this formula	This is what you need to do
GLB_EARN_PRORATION_ANYTIME	Create this formula. See step 1 below.
US_EARN_MOD_PRORATION	Create a copy of this predefined US formula, US_EARN_MOD_PRORATION_ANYTIME, and modify it to call your GLB_EARN_PRORATION_ANYTIME formula. See step 2 below.
<Element name>_EARN_PRORATION	Modify this formula to call your US_EARN_MOD_PRORATION_ANYTIME formula. See step 3 below.
<Element name> Earnings	Modify this formula. See step 4 below.

See the following for details.

1. Create the GLB_EARN_PRORATION_ANYTIME formula.
 - a. In My Oracle Support, open document ID 2878355.1. Copy the body of the formula to your clipboard.
 - b. From **My Client Groups**, click **Show More**.
 - c. Locate and click **Fast Formulas**.
 - d. Click **Create**.
 - e. In **Create Fast Formula**, enter the following.

Field name	What you enter
Formula Name	GLB_EARN_PRORATION_ANYTIME
Type	Payroll Run Proration
Description	Provide a meaningful description if needed

Field name	What you enter
Legislative Data Group	To limit access to this formula to a specific legislative data group (LDG), select it here; otherwise, leave blank
Effective Start Date	Select an appropriate start date

- f. Click **Continue**.
 - g. Paste the formula into the Editor.
 - h. Click **Submit** and then **Compile**.
2. Create a copy of the US_EARN_MOD_PRORATION formula, US_EARN_MOD_PRORATION_ANYTIME, and modify it to call GLB_EARN_PRORATION_ANYTIME instead of GLB_EARN_PRORATION.
- a. Start the Fast Formulas task.
 - b. Search for and select **US_EARN_MOD_PRORATION**.
 - c. In **Formula Text**, select all and copy.
 - d. Navigate back to the **Search** page.
 - e. Click **Create**.
 - f. In **Create Fast Formula**, enter the following.

Field name	What you enter
Formula Name	US_EARN_MOD_PRORATION_ANYTIME
Type	Payroll Run Proration
Description	Provide a meaningful description if needed
Legislative Data Group	To limit access to this formula to a specific LDG, select it here; otherwise, leave blank
Effective Start Date	Select an appropriate start date

- g. Click **Continue**.
- h. In **Formula Text**, paste in the contents of the US_EARN_MOD_PRORATION formula.
- i. Navigate to line 215 of the formula, and replace **GLB_EARN_PRORATION** with **GLB_EARN_PRORATION_ANYTIME**.
- j. Search for all instances of **PAY_INTERNAL_LOG_WRITE** in the formula, and replace **US_EARN_MOD_PRORATION** with **US_EARN_MOD_PRORATION_ANYTIME**.
- k. Click **Submit** and then **Compile**.

3. Update the <Element name>_EARN_PRORATION formula to call your US_EARN_MOD_PRORATION_ANYTIME formula.
 - a. Start the Fast Formulas task.
 - b. Search for your <Element name>_EARN_PRORATION formula.
 - c. Click **Edit** then either **Correct** or **Update**, depending on when you want to make pay advances available to your employees.
 - d. Navigate to line 64 of the formula, and replace **US_EARN_MOD_PRORATION** with **US_EARN_MOD_PRORATION_ANYTIME**.
 - e. Click **Submit** and then **Compile**.
 - f. Repeat these steps for every Earnings element formula that:
 - Is associated with an element you assigned to the Estimate On-demand Reg Normal run type usage

For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.

 - Is applicable to salaried employees

4. Update the <Element Name> Earnings formula.

- a. Start the Fast Formulas task.
- b. Search for your <Element name>_Earnings formula.
- c. Click **Edit** then either **Correct** or **Update**.
- d. Navigate to line 557 of the formula.
- e. Immediately before the `Return` line, insert the following.

```

IF ((prorate_start was not defaulted or prorater_end was not defaulted) and
(prorate_start<>PAY_EARN_PERIOD_START or
prorate_end <>PAY_EARN_PERIOD_END)) then
(
l_log = PAY_INTERNAL_LOG_WRITE('GLBEARN) This
Element have proration, no need to prorate in base formula')
)
Else
(
IF (PAYROLL_ACTION_RUN_TYPE_SHORTNAME =
'EODNOR') OR (PAYROLL_ACTION_RUN_TYPE_SHORTNAME= 'EODREG') THEN
(
l_period_days=DAYS_BETWEEN(PAY_EARN_PERIOD_END,PAY_EARN_PERIOD_START)+1
l_amount=l_value/l_period_days
l_pay_days=DAYS_BETWEEN(GET_SYSDATE(),PAY_EARN_PERIOD_START)
l_value=TRUNC(l_pay_days)*l_amount
)
)
)

```

- f. Click **Submit** and then **Compile**.
- g. Repeat these steps for every Earnings element formula that:
 - Is associated with an element you assigned to the Estimate On-demand Reg Normal run type usage

For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.

 - Is applicable to salaried employees

Here's How You Can Configure the Absence Element Formulas

If the employee requesting an advance has an absence during the pay period, you may want to include the absence elements in the calculation of their estimated net pay to ensure its accuracy.

To ensure absence entries with effective dates after the request date are ignored, you must limit the absence entries being processed to those with effective dates prior to the request date. This requires editing the formula attached to the absence elements that have the Estimate On-demand Regular run type usage.

1. From **My Client Groups**, click **Show More**.
2. Locate and click **Fast Formulas**.
3. Search for the <element name> Entitlement Results formula.
4. Click **Edit** then either **Correct** or **Update**.
5. Search for the following entry in the formula:

```
out_creator_id <'l_creator_id' DEFAULT -1
)
```

Immediately after that entry, insert the following.

```
l_eff_date =GET_SYSDATE()
l_date_earned =
GET_CONTEXT (DATE_EARNED, l_eff_date)
l_log = PAY_INTERNAL_LOG_WRITE('effective date:' ||to_char(l_eff_date))
l_log =
PAY_INTERNAL_LOG_WRITE('DATE_EARNED:' ||to_char(l_date_earned))
if(l_eff_date =<
l_date_earned ) THEN
(
pay_value = 0
unit = 0
deduction = 0
net_pay = 0
RETURN unit ,reduce_type , pay_value
,deduction , net_pay , dir_comp_id,dir_card_id , rate,ded_amount_rate,factor
)
```

6. Click **Submit** and then **Compile**.
7. Repeat these steps for every Absence element formula that is associated with an element you assigned to the Estimate On-demand Reg Normal run type usage, including indirect elements.

For further info, see [Configure Anytime Pay Run Type Usages for the US](#) in the Help Center.

Related Topics

- [Configure Anytime Pay Run Type Usages for the US](#)
- [Anytime Pay Calculation Formula for Salaried Employees](#)
- [Create Conversion Formulas for Proration for the US](#)
- [Salary Bases for the US](#)

Grant Access to Anytime Pay for the US

You need to perform some configuration to allow employees to request pay advances.

You can also grant your administrators rights to view Anytime Pay flow results from the View Flows and Person Results tasks.

For further info, see the Oracle Human Capital Management Cloud Securing HCM guide in the Help Center.

Employees

When it comes to granting employees access to Anytime Pay, you have a few options.

For this access method	Here's how you do it
Employee roles	<ol style="list-style-type: none"> 1. Configure an employee role that has access to the Request Pay Advance quick action. You can select from two privileges. <ul style="list-style-type: none"> ○ Use REST Service - Request Pay Advance This privilege grants the person access to the Representational State Transfer (REST) service. If you want your employees to access Anytime Pay through a UI you have configured, add this aggregate privilege to their role. ○ Request Pay Advance This privilege grants the person access to the Anytime Pay page as well as the REST service. Add this aggregate privilege to the employee role to enable the new Request Pay Advance Quick Action on the employee landing page. It also grants access to the REST service that provides the logic behind the UI. 2. Grant that role to the appropriate employees.
EL expressions	<p>Configure access to the Request Pay Advance quick action by using an EL expression. Only employees satisfying the conditions you set in the EL expression would have access.</p> <p>For further info, see the Oracle Applications Cloud Configuring and Extending Applications Guide on the Help Center.</p>
Eligibility profiles	<p>Use the Individual Compensation Plan's eligibility profile to define rules that control which employees can request advance payments.</p> <p>Note: All employees would have access to the Request Pay Advance quick action. An error message displays for those employees who fail the eligibility criteria.</p>

Payroll Professional Users

By default, the Anytime Pay flow grants access to any user with the Payroll Administrator role. Users with this role can view the flow from the View Flows and Person Results tasks.

To switch access to a different role:

1. Create a copy of the Anytime Pay flow.
 - a. From **My Client Groups**, click **Payroll**.
 - b. Click **Payroll Flow Patterns**.
 - c. Search for the **Pay Advance** flow pattern.
 - d. Click **Copy**.
 - e. Enter a meaningful name, and select your US legislative data group (LDG).
 - f. Click **Save and Close**.
2. Edit your flow to assign the role as an owner to each task.
 - a. Search for and select your flow.

Include your LDG as part of the search criteria.
 - b. Click **Edit**.
 - c. For the first task row, click **Go to Task**.
 - d. For **Basic Information**, click **Next**.
 - e. Under **Owner and Checklist**, select the **Group** owner type.
 - f. Select the desired role as the owner.
 - g. Click **Submit**.
 - h. Repeat these steps for each task row in the flow.

Related Topics

- [Overview of Anytime Pay Configuration for the US](#)

Configure Anytime Pay Run Type Usages for the US

Anytime Pay uses two run types to identify the elements it processes.

This run type	Does this
Estimate On-demand Reg Normal	Identifies the elements the Estimated QuickPay process checks when calculating the employee's available net pay.
On-demand Separate	Identifies the elements the Process Pay Advance process uses when performing its gross-up calculations.

You configure how Anytime Pay calculates the estimated pay and performs gross-up calculations by configuring these run type on your elements.

To apply these run types for Anytime Pay:

1. Evaluate your user-defined elements to determine which ones you want to include or exclude from Anytime Pay calculations.

Element type	What you need to do	Why you should do it
Earnings	Include all appropriate earnings elements to help ensure the employee is offered an accurate estimate of their available pay.	<ul style="list-style-type: none"> ○ For estimated pay calculations, Anytime Pay excludes Standard and Supplemental earnings elements by default. <p>If you want to make Earnings elements eligible, you must add them, such as salary and bonus earnings.</p> <p>Note: Providing pay advances to salaried employees requires additional configuration. For further info, see Anytime Pay for Salaried Employees in the Help Center.</p> <ul style="list-style-type: none"> ○ For gross-up calculations, the only Earnings element that can have the On-demand Separate run type usage is your Anytime Pay gross-up element. <p>CAUTION: Including any others would cause invalid payroll results.</p>
Deductions	Include appropriate deductions elements to help ensure the employee doesn't request so much pay that they have insufficient net to satisfy their deductions.	<ul style="list-style-type: none"> ○ For estimated pay calculations, by default the process considers: <ul style="list-style-type: none"> - Employee Taxes - Involuntary Deductions - Pretax Deductions - Voluntary Deductions ○ For gross-up calculations, by default the process excludes: <ul style="list-style-type: none"> - Involuntary Deductions - Pretax Deductions - Voluntary Deductions <p>With this configuration:</p> <ol style="list-style-type: none"> i. The employee receives 100% of their requested payment. ii. When you perform your regular payroll run, the process considers the full amount of the employee's pay, including the advance, to calculate their involuntary deductions.

Element type	What you need to do	Why you should do it
		<ul style="list-style-type: none"> o You can choose to also include Involuntary and Voluntary deductions elements in the gross-up calculations. <p>With this configuration:</p> <ul style="list-style-type: none"> i. The employee doesn't get the full advance payment, as the process has included the deductions. ii. When you run the regular payroll cycle, it appropriately reduces the amount of involuntary deductions due. iii. It processes the third-party payments for both the advance and regular run.

These are the predefined usages for the primary element classifications.

Primary classification	Estimated On-demand Reg Normal	On-Demand Separate
Absences	Exclude	Exclude
Balance Initialization	Exclude	Exclude
Employee Tax Credits	Include	Include
Employee Tax Deductions	Include	Include
Employer Liabilities	Include	Include
Employer Taxes	Exclude	Exclude
Imputed Earnings	Exclude	Exclude
Information	Include	Include
Involuntary Deductions	Include	Exclude
Nonpayroll Payment	Exclude	Exclude
Pretax Deductions	Include	Exclude
Standard Earnings	Exclude	Exclude

Primary classification	Estimated On-demand Reg Normal	On-Demand Separate
Supplemental Earnings	Exclude	Exclude
Voluntary Deductions	Include	Exclude

2. Once you know which elements require changes to their run type usage, update the usages.

There are two ways you can modify the run type usage.

Method	To do this
Individual element	<p>Applies the run type usage to individual elements.</p> <ol style="list-style-type: none"> a. From My Client Groups, click Show More. b. Under Payroll, click Elements. c. Search for and select the element. d. Set an effective date that's on or earlier than when you plan to make Anytime Pay available to your employees. e. Under Element Overview, select Run Type Usages. f. Under Element Run Type Usages, click Create. g. Select the the appropriate run type and either exclude or include it. h. Click Submit. i. Repeat these steps for each of your element's indirect elements. <p>Note: You MUST create run types for ALL indirect elements.</p>
HCM Data Loader	<p>You can create run type usages in bulk using HCM Data Loader. Use the Payroll Element Run Type Usage business object.</p> <p>For further info, see HCM Integrations and Data Loading in the Help Center.</p>

3. Create balance feeds for the Earnings elements you're including in the Estimate QuickPay.

- a. From **My Client Groups**, click **Show More**.
- b. Under **Payroll**, click **Balance Definition**.
- c. Search for and select **Pay Advance Hours Worked**.
- d. Set the effective as-of date to be on or after the effective date of the element.
- e. Select **Balance Feeds**.
- f. Under **Balance Feeds by Element**, click **Add**.
- g. Search for and select the Results element for the Earnings element you're including in the Estimated QuickPay.
- h. Select the Hours input value.
- i. Select **Add**.

2. Edit the copied flow to include whatever additional tasks you require.
3. Select your flow as the **Pay Advance Override Flow Pattern** on your payroll statutory unit.

For further info, see [Configure Your Anytime Pay Individual Compensation Plan for the US](#) on the Help Center.

For example, you can add a manual task that requires an administrator to verify the process prior to producing the electronic funds transfer (EFT) file.

How to Configure the Flow Parameters

The Anytime Pay flow uses predefined values for its parameters.

To configure these values to better meet your needs:

1. From **My Client Groups**, click **Payroll**.
2. Under **Administration**, click **Payroll Flow Patterns**.
3. Select your US LDG.
4. Search for and select the Anytime Pay flow.
5. Click **Edit**.
6. Select **Parameters**.
7. Select the row of the parameter you want to update, and click **Edit**.

Note: Some parameters require edits to multiple fields. For example, to assign a default consolidation group to the flow:

- a. Select the **Constant Bind** parameter basis.
- b. Select **Basis Value**.
- c. Replace `consolidation_set_id` with the ID of the consolidation set you want to use.

8. Click **Submit** when finished.

Related Topics

- [Configure Your Anytime Pay Individual Compensation Plan for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

Configure Employee Notification for Anytime Pay for the US

You can configure Anytime Pay to notify employees when their pay advance request has been processed.

There are two options for notifying users.

- Issue an alert attached to the Generate Payslip task
You can use the predefined alert template provided with the Generate Payslip task, or you can configure one of your own.
- Add a manual task to a custom Anytime Pay flow that sends notifications

This option uses an alert template you configure.

How Do I Use the Predefined Alert Template

If you have enabled notifications, the Pay Advance flow triggers the alert once it issues the EFT request to the bank. The employee receives the message as an email and alert.

The predefined message says:

```
A payment for <Net Pay><Currency code> has been processed successfully and the money will be deposited to your bank account within the next 24 hours. Your payslip is now available to view. Contact your Payroll Specialist with any questions.
```

To send notifications using the predefined alert template:

1. From the Navigator, click **Tools** and then **Alerts Composer**.
2. Search for and select **Pay Advance Flow Completion**.
3. Enable the **Flow Notification Template for Pay Advance processed request** template.
4. Click **Save and Close**.

How Do I Configure My Own Alert Template

If the default message doesn't meet your business needs, you can define your own.

1. From the Navigator, click **Tools** and then **Alerts Composer**.
2. Search for and select **Pay Advance Flow Completion**.
3. Disable the default message.
4. Click **Add Template**.
5. Give your template a meaningful name, select the default language, and enable it.
6. Click **Edit**, and select **Manage Recipients and Message**.

This opens the template editor.

7. Click **Add Recipient**, and add a mail expression for the intended recipients of this alert.

Refer to the expression on the default template if you need help.

8. In **Message**, enter a subject and the message text.

You can use these tokens in your alert messages.

- o Employee's first name: `${FirstName}`
 - o Employee's last name: `${LastName}`
 - o Requested amount: `${RequestedAmount}`
 - o Net pay: `${NetPay}`
 - o Currency code: `${CurrencyCode}`
9. Click **Apply**.
 10. Click **Save and Close**.

How Do I Add a Manual Task to My Flow

If you have defined your own Anytime Pay flow, you can include a manual notification task within it.

Note: During payroll processing, once this manual task is marked as Complete, this task and all previous tasks in the flow are locked. They can't be rolled back. The defined email notifications are sent and can't be recalled.

To define a manual notification:

1. Create a copy of the predefined pay advance flow.

For further info, see [Configure the Anytime Pay Flow for the US](#) in the Help Center.

2. Open your flow for editing.
3. Locate the Generate Payslip task in your flow.
4. After Generate Payslip, add the Evaluate Employee Notifications for Payroll task.

This task uses the predefined Default Alert Code for Manual Task alert code.

5. Create an alert template for the Default Alert Code.
 - a. From the Navigator, click **Tools** and then **Alerts Composer**.
 - b. Search for and select **Default Alert Code for Manual Task**.
 - c. Click **Add Template**.
 - d. Give your template a meaningful name, select the default language, and enable it.
 - e. Click **Edit**, and select **Manage Recipients and Message**.

This opens the template editor.

- f. Click **Add Recipient**, and add a mail expression for the intended recipients of this alert.

Refer to the expression on the predefined Pay Advance Completion Flow template if you need help.

- g. In **Message**, enter a subject and the message text.

You can use these tokens in your message.

- Employee's first name: `${FirstName}`
- Employee's last name: `${LastName}`
- Requested amount: `${RequestedAmount}`
- Net pay: `${NetPay}`
- Currency code: `${CurrencyCode}`

- h. Click **Apply**.
- i. Click **Save and Close**.

Related Topics

- [Overview of Anytime Pay Configuration for the US](#)
- [Overview of Events Composer](#)

3 Processing

How the Anytime Pay Flow Processes Payments for the US

The Anytime Pay flow is an automated, streamlined solution that provides advance payments to your employees with a minimum of interaction with your administrators.

It accomplishes this in three stages.

1. Determines eligibility
2. Estimates available pay
3. Calculates the payment

Settings that Affect Employee Eligibility

For an employee's earnings to be available as an advance payment:

1. The person must have worked eligible hours during the pay period and created a time card.
2. Their time card must have been submitted and approved.
3. You must have imported their hours into payroll from your time management application.

The following conditions determine if an employee can request an advanced payment and how much pay is available.

What it checks	What it does
Employee access to Anytime Pay	The Anytime Pay task checks the eligibility profile you attached to your individual compensation plan. The task declines employees who don't meet the eligibility criteria.
Blackout periods	The Anytime Pay task declines any requests made during a blackout period.
Timing of the current pay period	<p>If the current pay period ends in the following tax year, employees must wait until the beginning of the year to request a pay advance.</p> <p>For example, if a payroll period runs from December 26th to January 8th, pay advance would be unavailable between the December 26th and 31st. The earliest the employee could submit a request is January 1st.</p>
Direct deposit and prenotifications	<p>The task remits payments through direct deposit only.</p> <p>The employee must have a Direct Deposit payment method, with the appropriate successful prenotification. For further info, see Prenotifications for the US in the Help Center.</p> <p>If an employee has their salary payments split across payment methods of different types, such as direct deposit and check, the task prompts them to create an overriding direct deposit payment method specifically for pay advance.</p>
Employee eligibility for requests	<ul style="list-style-type: none"> • If you have set a limit on the number of advances permitted, once an employee has reached that limit, the Anytime Pay flow declines any requests until the beginning of the next calendar year.

What it checks	What it does
	<ul style="list-style-type: none"> If the employee has already received an advance during this pay period, the Anytime Pay flow declines any requests until the next one.
Employees reporting hours in multiple states	If the employee has reported hours worked in multiple jurisdictions, the Estimated QuickPay process calculates taxes based on the override jurisdiction on the hour element entries.
Employees with multiple assignments	<p>If an employee has multiple assignments, the task uses their primary assignment to identify which payroll and tax reporting unit (TRU) to use.</p> <p>For example, an employee has three assignments: Two on Payroll A, including the primary assignment, and one on Payroll B. The flow considers the two assignments on Payroll A for the advance payment. It ignores the assignment on Payroll B.</p>

How It Estimates Available Pay

If all of these conditions are satisfied:

- The flow starts the Estimated QuickPay process to calculate the number of hours worked and the available net. It uses the applicable pay period based on the effective date, using its date earned and date paid, and the elements you configured for the Estimate On-demand Reg Normal run type. For further info, see [Configure Anytime Pay Run Type Usages for the US](#) in the Help Center.
- The process checks if the employee worked enough hours to request an advance. If the employee has insufficient available net, the Anytime Pay flow declines the request.
- Applies the percentage of available pay to the net pay. You define this at the payroll statutory unit level. For further info, see [Configure Your Organization for Anytime Pay for the US](#) in the Help Center.
- Upon success, the flow displays this info to the employee. **Available Net** represents the maximum amount the employee can request. If the QuickPay process fails, it issues a message to the employee instructing them to contact their Payroll Specialist.
- The QuickPay process rolls itself back.

How the Pay Advance Is Calculated

When the employee submits their request:

- The flow creates an element entry for the Anytime Pay element in the current pay period, based on the current date.
 - It creates the element entry as of the date earned.
 - It passes the request amount to the Net input value.
- Assuming you're running the default flow, it submits a payroll flow.
 - Processes the advance payment. This is a gross-up calculation.
 - Uses the applicable pay period based on the effective date, using its date earned and date paid

- Processes only elements that use the On-demand Separate run type
For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.
- Includes the appropriate taxes
- It's not costed or included in retroactive pay
- For employees working in multiple jurisdictions, the process performs its calculations based on their default jurisdiction

This could be different than the jurisdictions where the hours were worked.

However, when you perform your regular payroll run, the payroll process reverses this QuickPay and recalculates the taxes using the correct jurisdictions. For further info, see What Happens When You Run Payroll below.

b. Calculates the QuickPay prepayments.

This uses a direct deposit personal payment method (PPM).

- If the person has multiple direct deposit PPMs, and one or more haven't been verified by prenotification, it uses a verified one.
- If the employee is splitting their payments across multiple direct deposit PPMs, the process pays the advance into multiple bank accounts.

c. Archives the periodic results.

d. Makes the EFT payment.

Sets **Override Payment Date** to the current date.

e. Generates the payslip.

Sets Override Payslip Availability Date to the current date.

f. If you have enabled an alert template, sends a notification to the employee.

Note: If multiple employees request advance payments, the flow doesn't handle them simultaneously. It processes each request individually and produces separate NACHA files and payslips.

What Happens When You Run Payroll

When you perform a payroll run at the end of the pay period:

1. For Regular payroll runs, the process performs a reversal of the pay advance, if you haven't already performed one.

If you're performing an expedited or Supplemental run, the process skips this step.

The process generates a separate payroll action. It doesn't delete the results of the QuickPay, but it does negate them.

For further info, see What's the difference between rolling back and reversing a payment action? In the Help Center.

The payroll process marks the reversal as **Include in Pay**.

2. It calculates payroll as if the employee had not received an advance.
3. Prepayment processes both payroll and reversal actions, resulting in the net pay being reduced by the advance amount.

4. The Generate Payslips action generates a payslip with the combined results of the full run as well as the reversal.
5. If you are running a flow for processing the regular payroll cycle, such as the US Simplified Flow, it performs individual reversal actions for all advances paid during the pay period.

It groups those actions into a separate flow called Pay Advance Reversal.

Note: You can view this reversal flow with the View Flow task or in the Linked Flow section of the main payroll flow. From there, you can drill down to individual reversal actions.

Note: These actions occur only for Regular payroll runs. They don't for Expedited and Supplemental runs.

Related Topics

- [Configure Anytime Pay Run Type Usages for the US](#)
- [Overview of Anytime Pay for the US](#)
- [Prenotifications for the US](#)
- [What's the difference between rolling back and reversing a payment action?](#)

Anytime Pay Third-Party Tax Filing for the US

Depending on your requirements, you can perform tax filing for pay advances at different times.

- Upon completion of Anytime Pay processing
- With other off-cycle payroll processing
- At the end of the pay period with your regular payroll reporting

Use the Third-Party Periodic Tax Filing Extract to generate a tax file for all payroll processes, including pay advance payments.

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

- [Overview of Anytime Pay for the US](#)

Troubleshoot Anytime Pay for the US

You may encounter the following issues when running Anytime Pay.

What happened	How you can fix it
<p>Employee received a REST Action error upon opening the Request Pay Advance page</p>	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Check your Individual Compensation Plan configuration. <p>For further info, see Configure Your Anytime Pay Individual Compensation Plan for the US in the Help Center.</p> <ol style="list-style-type: none"> 3. Confirm you attached the individual compensation plan to your payroll statutory unit. <p>For further info, see Configure Your Organization for Anytime Pay for the US in the Help Center.</p>
<p>Employee received the following message upon opening the Request Pay Advance page:</p> <p>You aren't eligible for a pay advance.</p>	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Check your individual compensation plan's eligibility profile and confirm the employee is eligible to use Anytime Pay. <p>For further info, see Configure Your Anytime Pay Individual Compensation Plan for the US in the Help Center.</p>
<p>Employee received the following message upon opening the Request Pay Advance page:</p> <p>There's an error with your pay advance calculations. Contact your payroll specialist.</p>	<p>The Anytime Pay QuickPay process has ended in error.</p> <ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Confirm you exported your payroll data from your time management system. <p>The Estimated QuickPay process can only consider hours element entries that are available for payroll processing.</p> <ol style="list-style-type: none"> 3. Run a regular QuickPay to troubleshoot the problem.
<p>Employee reports their estimated net available is different than they expected</p>	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Verify you selected the correct run type usages for your elements. <p>For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.</p> <ol style="list-style-type: none"> 3. Verify all direct and indirect elements have the appropriate run type usages. <p>For further info, see Pay Advance Flow for the US in the Help Center.</p>
<p>After submitting their pay request, employee receives the following message:</p> <p>You don't have a payment method of type Direct Deposit or your bank account hasn't been validated.</p>	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Verify the employee has an EFT primary payment method (PPM). 3. Confirm the employee's EFT PPM has been verified by prenote. <p>For further info, see Prenotifications for the US in the Help Center.</p>
<p>After submitting their pay request, employee receives the following message:</p> <p>You don't have an on-demand personal payment method setup to receive a pay advance. Contact your Payroll Specialist if you have any questions.</p>	<p>The employee has multiple PPMs.</p> <ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Define a PPM specifically for Anytime Pay.
<p>Employee reports receiving less pay than requested</p>	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Verify you selected the correct run type usages for your elements. If you selected deductions for Anytime Pay gross-up calculations, the process may be automatically reducing payment. <p>For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.</p> <ol style="list-style-type: none"> 3. Check the employee's personal payment methods. They may have requested their payments be split between direct deposit and check. Anytime Pay supports only direct deposit payments.
<p>Anytime Pay runs weren't reversed during payroll processing</p>	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report.

What happened	How you can fix it
	<ol style="list-style-type: none"> 2. Confirm you didn't run a Supplemental or Expedited payroll run. Those types of run don't automatically trigger a reversal. 3. If you ran a composite flow, confirm that the Pay Advance reversal flow was generated.
Estimated QuickPay process hangs	<ol style="list-style-type: none"> 1. Raise an SR with Oracle Support.
Estimated QuickPay process always returns an Insufficient Earnings error message	<ol style="list-style-type: none"> 1. Raise an SR with Oracle Support.
Your Anytime Pay element is processed during the main payroll run	<ol style="list-style-type: none"> 1. Run the Anytime Pay Diagnostic report. 2. Verify you selected the correct run type usages for your elements. Make sure your element is excluded from the Process Separate run type. <p>For further info, see Configure Anytime Pay Run Type Usages for the US in the Help Center.</p>
During your regular payroll run, the calculate prepayment process calculated a negative net for the employee	<p>The employee doesn't have enough net pay after prepayment calculations. This is likely due to other off-cycle runs that impacted the net, such as an underpayment from a previous run.</p> <p>You have two options.</p> <ul style="list-style-type: none"> • Rollback the reversal <ul style="list-style-type: none"> This deducts the pay advance from a subsequent run. a. Rollback the prepayment. b. Rollback the reversal. c. Run prepayments again. <p>For further info, see Calculate Prepayments for the US in the Help Center.</p> <p>Note: To rollback the reversal flow, select the flow instance from View Flow. Rollback isn't available from the Linked Flow section on the main flow.</p> <p>You must perform rollback and retry actions from the flow and not by running a standalone process, such as Retry Payroll or Retroaction Calculation. These processes might result in the reversal processes not being performed correctly.</p> <ul style="list-style-type: none"> • Rollback the payroll run <ol style="list-style-type: none"> a. Roll back the prepayment. b. Roll back the payroll run. <p>This also rolls back the reversal.</p> c. Create an element entry to recover as much from the advance as possible in the current run. d. Rerun the reversal but mark it as Excluded from pay. <p>For further info, see Corrective Actions for Payments on the Help Center.</p> <ol style="list-style-type: none"> e. Perform a payroll or QuickPay run. f. Run prepayments. g. Create an element entry to recover the remainder of the pay advance in the next pay period.

Related Topics

- [Configure Anytime Pay Run Type Usages for the US](#)
- [Configure Your Anytime Pay Individual Compensation Plan for the US](#)
- [Configure Your Organization for Anytime Pay for the US](#)
- [Calculate Prepayments for the US](#)
- [Corrective Actions for Payments](#)

4 Flow

Pay Advance Flow for the US

Use the Pay Advance flow whenever you want to submit a Pay Advance on behalf of an employee.

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 **Pay Advance**.

Before You Start

1. You must have defined an Anytime Pay gross-up element and created element entry.
2. You must manually validate that the employee is eligible. This flow doesn't run the Estimated QuickPay process.

Flow Parameters

Effective Date

Supply the date earned for the current pay period.

Payroll Relationship

Select the employee requesting the pay advance.

Payroll

Select the employee's payroll.

Consolidation Group

Select the consolidation group.

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

Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as passwords or number of threads. You can select a value only if you have a predefined process configuration group.

EFT Organization Payment Method

Select the appropriate EFT organization payment method. For further info, see Organization Payment Methods for the US in the Help Center.

Flow Results

Upon submission, the flow starts a gross-up QuickPay process to calculate the pay advance.

For further info, see How the Anytime Pay Flow Processes Payments for the US in the Help Center.

Roll Back and Retry the Anytime Pay Reversal Process

If your payroll flow runs the Calculate Payroll process during a Regular payroll cycle, such as the US Simplified Flow, it performs individual reversal actions for all advances paid during the pay period. It groups those actions into a separate flow called Pay Advance Reversal.

To roll back or retry this reversal flow, select the flow instance from View Flow. These actions aren't available from the **Linked Flow** section on the main flow.

You must perform Rollback and Retry from the flow and not by running a standalone process, such as Retry Payroll or Retroaction Calculation. These processes might not perform the reversal processes correctly.

Related Topics

- [How the Anytime Pay Flow Processes Payments for the US](#)
- [Overview of Anytime Pay for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)
- [Consolidation Groups for the US](#)