Oracle Fusion Cloud Human Resources

Administering Payroll for Canada

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1 Overview

Overview of Administering Payroll

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

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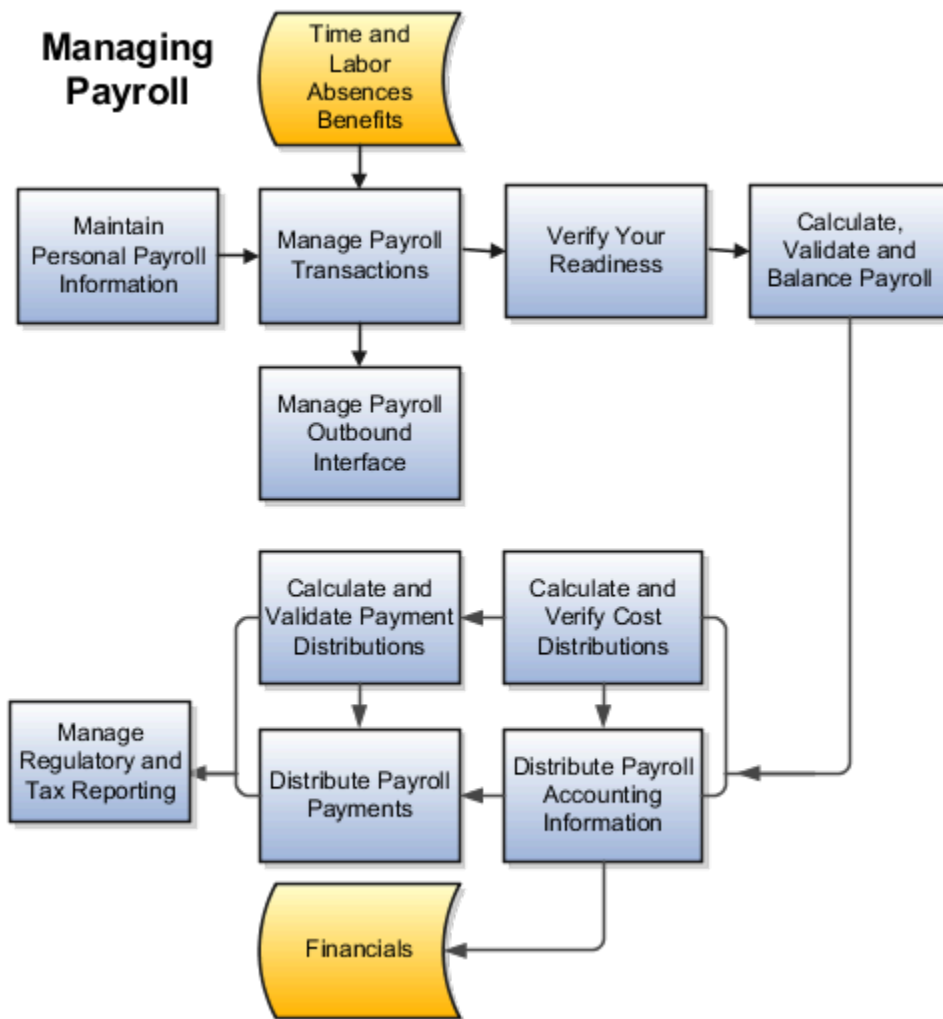
This table identifies the payroll tasks you must complete at each stage of the payroll cycle. At each stage of the run, ensure that all the payroll components are complete and the requisite information is available for you to proceed to the next stage of the payroll cycle.

Payroll Task	Tasks you must complete
Maintain Personal Payroll Information	Before you initiate payroll processing, complete and update the following information for all your employees: • Manage Payroll Relationships records • Enable time cards for eligible employees • Complete element entries • Update information required for statutory deductions • Define and complete personal calculation cards • Enter final processing dates for terminations • Update person-level details for individual or mass transfer of employees to a different payroll
Manage Payroll Transactions	Use payroll flows for many of your payroll tasks, such as load data, calculate payroll and payments, run reports, or calculate and distribute cost results. Use the Checklist page to monitor and manage each task and payroll flow.
Verify Payroll Readiness	A good payroll run depends on many accurate and completed tasks. Before you start your run, check these tasks to ensure your readiness: • Confirm completion of all the payroll prerequisite tasks. • Review the Payroll Dashboard for notifications, and take any actions requiring your attention. • Check retroactive notifications, and process any retroactive changes.
Calculate, Validate, and Balance Payroll	Once you have verified your payroll readiness, it's time to run payroll and validate the run results. • Use the predefined Calculate Payroll flow, or a flow you have configured to run payroll.. • Use the payroll calculation reports to review and validate balances and run results. • Make corrections, retry results and, if needed, remove employees from the main payroll flow to handle them separately using QuickPay at a later time. You can merge their records into the main payroll flow before calculating payments.
Calculate Payment Distributions	In a typical payroll cycle flow, the Calculate Prepayments process runs automatically when you mark the Verify Reports task as complete within the Calculate and Validate Payroll activity. • Review the distribution of payments across employee personal payment methods in the Calculate Prepayments process results. If you find issues, fix the data and retry the action or roll back the record to remove them from the run. Once you fix the data in the removed record, run the prepayments process. • Run the payroll register to validate payment distribution amounts by payment category, type, and method.
Distribute Payroll Payments	You have validated payment distribution amount and you're ready to follow these steps to distribute payments: 1. Archive the payroll results. 2. Run the payroll register. 3. Run the third-party rollup process, if required. 4. Generate the payments to your employees and third parties. 5. Generate payslips. 6. Run the payment register.

Payroll Task	Tasks you must complete
Calculate and Verify Cost Distributions	Calculate Payroll process automatically calculates the costs for the payroll run and it's important for you to review the results. If you have any of the following when you're calculating and distributing cost, run a separate processes for each: • Retroactive costs • Payments • Cost adjustments • Balance adjustments • Partial period accruals
Distribute Payroll Accounting Information	Typically you will run the Transfer to Subledger Accounting process to create journal entries for posting to the general ledger. Then submit the Create Accounting process in draft mode to create journal entries for review. Once you're satisfied with the journal entries, run in final mode to create, transfer, and post journal entries.
Manage Regulatory and Tax Reporting	Run and validate the Canada-specific periodic reports to meet regulatory requirements.

For more information, refer to these guides in the Help Center.

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

Payroll Flows

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

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

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

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

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

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

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

This workflow diagram gives you an understanding of how payroll flows work. It shows the navigation path from the pages that provide high-level flows information, such as the View Flows page, to the pages that provide detailed employee-level information, such as the Checklist and Process Results Details pages.
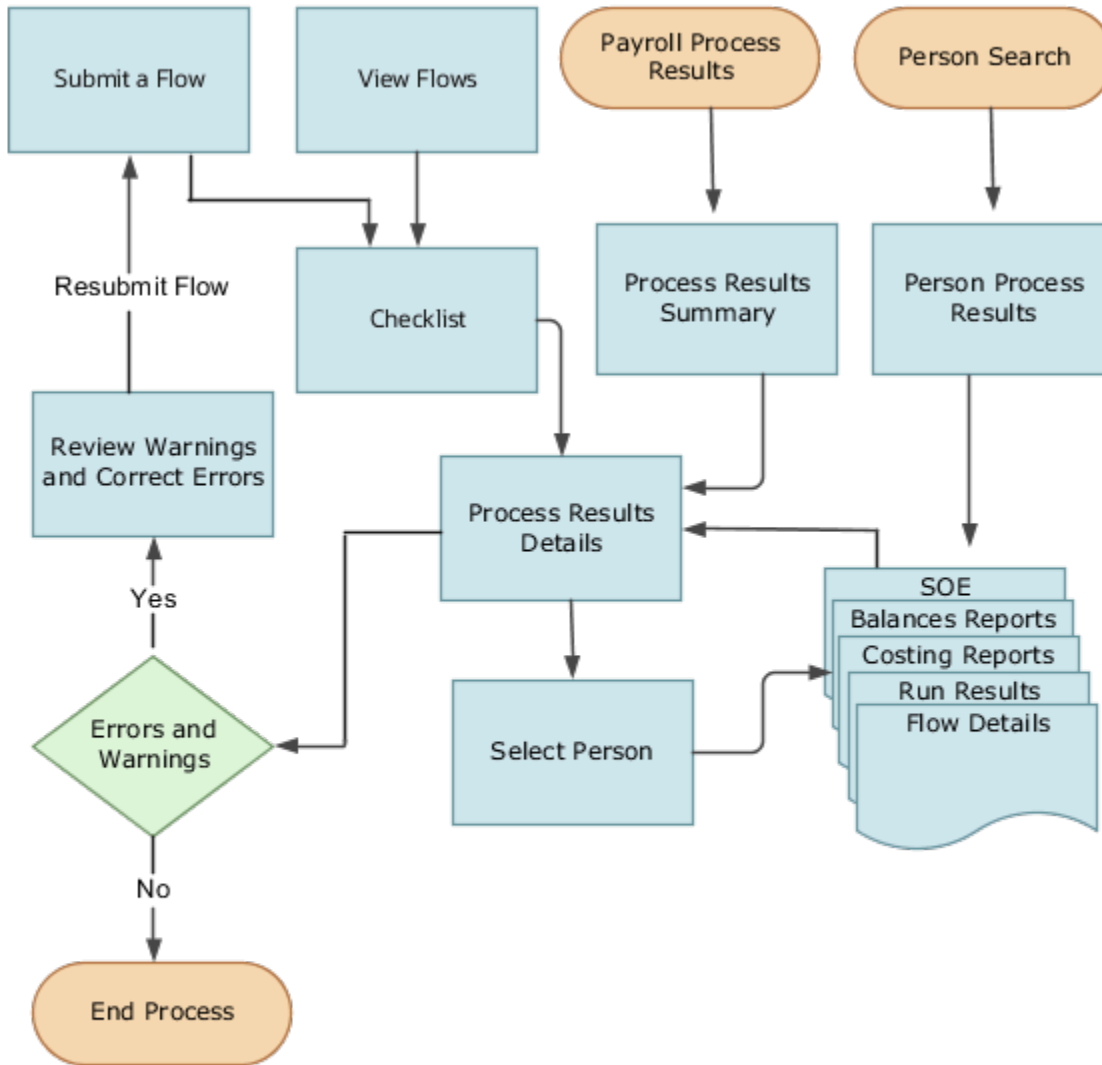
This table gives you a list of the payroll flow pages and a high-level description of the ongoing tasks you can perform to submit and monitor your flows.

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Page Name	Tasks You Can Do On the Page
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 under **Payroll** in **My Client Groups**. 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.
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. Perform actions on the Checklist page, such as roll back a task or mark a manual task as complete. To view further information for a specific task, select the task and navigate to the Process Results Details page.
Process Results Details	Use the Process Results Details page to view more detailed information for a flow task, such as errors and warning messages, report output, and log files.
Errors and Warnings	Use the Errors and Warnings page to view messages pertaining to persons or processes. You can also access this page from the Process Results Summary. Once you resolve all issues, navigate back to the Checklist page to continue processing any remaining tasks within your flow.
View Flows	Use the View Flows page to get an overall status of all submitted flows. Use the filter options on the page to identify flows that require your attention, such as a flow that includes tasks with error messages. Drill down on a flow to go to the Checklist page, to get more detailed information for the tasks within the flow. Navigate to View Flows task from Quick Actions or under **Payroll** in **My Client Groups**.

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

Related Topics
- Flow Pattern Components
- Payroll Flow Patterns

Date Effectivity

Overview

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

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

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Logical and Physical Records

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

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

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

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

Effective End Dates in Physical Records

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

Object End Dates

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

Status Values in Date-Effective Objects

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

Future-Dated Changes

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

Physical Record	Effective Start Date	Effective End Date	Grade
2	18 October, 2022		IC2

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

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

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

Date-Enabled Objects

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

Related Topics
- How You Delete Physical Records from Date-Effective Objects
- Examples of Updating Date-Effective Objects
- Examples of Correcting Date-Effective Objects
- How You Make Multiple Updates to Date-Effective Objects in One Day

How You Delete Physical Records from Date-Effective Objects

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

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

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

Intermediate Records

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

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

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

First or Only Records

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

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

Final Records

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

Responsive User Experience Setup

Deep Links

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

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

To access deep links:

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

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

Search Logic Profile Options for Client List of Values

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

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

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

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

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

Related Topics
- Search Logic Profile Options for Client List of Values in Global Human Resources

Use Transaction Design Studio to Configure Field Displays

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

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

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

Here's how you start HCM Experience Design Studio:

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

Related Topics
- Overview of Page Modification

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2 Maintain Geography Information

Geography Information

Geography Information for Canada

A geocode is a nine-digit numeric code used to identify specific legal jurisdictions accurately to all Canadian provinces and territories.

Use either GBG|Loqate, or your own geography data vendor to load geography data. GBG|Loqate is the Oracle-licensed geography vendor across all Oracle applications, but it is not mandatory. You may use any other geography vendor, but it has to be comparable in structure by using a 2-character province code.

Use the file-based import option to upload the Canadian geography data into the Oracle Payroll for Canada application. After the geography data is loaded, you must then use the **Maintain Canadian Geography** process to create the geocodes for the geographies you have loaded.

> **Note:** Geocodes are created only for the provinces.

Use the Manage Geographies task to view the information.

View and Edit Geography Information

Use the Manage Geographies task to view and edit the information.

Follow these steps to verify geographies:

1. In the Setup and Maintenance work area, go to the following:

   - Offering: Workforce Deployment
   - Functional Area: Canadian Payroll
   - Task: Manage Geographies

2. In the Country Name field, type **Canada**, and click **Search**.
3. Select **Manage Geography Hierarchy** from the Action menu. The Manage Geography table displays rows for all Canadian provinces.
4. Expand each entry to view the subordinate entries, such as the cities and postal codes.
5. Click an entry's link to view its geocode information in read-only mode.
6. Highlight an entry's row, and click **Edit** to make manual changes to its geocode information.
7. Click **Save and Close** when done.

Manage Geography Information

This topic describes how you can use the Manage Geographies task in the implementation project checklist and perform the following to manage geography information for Canada:

- Define Address Style Format Mapping
- View Geocode Information
- Add a Geography manually
- Add Missing Postal Codes

How to Define Address Style Format Mapping

Payroll implementations must update the Geography Mapping fields for the following formats:

- Canadian Postal Address Format
- Canadian Tax Address Format

To set your geography validation:

1. Select **Go to Task** for the Manage Geographies task in the implementation project checklist.
2. On the Manage Geographies page, enter CA in the **Country Code** field and click **Search** to view the predefined Canadian geography setup.
3. Select **Manage Geography Validation** from the Actions menu.
4. Select Canadian Postal Address Format in the **Address Style Format** field.
5. In the Geography Mapping and Validation section, select or deselect the **Enable List of Values** check box as appropriate for each geography type.

   > **Note:** Tax and geography validations aren't used by Oracle HCM applications, so don't use the Tax Validation and Geography Validation check boxes. You can also ignore the fields in the Geography Validation Control section.

6. Verify the information and make any necessary changes, then click **Save and Close**.

You can repeat the process for the Canadian Tax Address Format.

How to View Geocode Information

A geocode is a nine-digit numeric code used to identify specific legal jurisdictions accurately. All Canadian provinces and territories and all Canadian cities with a population of over 250 must have a valid geocode.

To view the geocode for a particular geography:

1. Select **Go to Task** for the Manage Geographies task in the implementation project checklist.
2. On the Manage Geographies page, enter CA in the **Country Code** field and click **Search** to view the predefined Canadian geography setup.
3. Select **Manage Geography Hierarchy** from the Actions menu.
4. Expand a province folder to view the details of the province.
5. Double-click the appropriate geography name to see the tax geography code.

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How to Manually Add a Geography

You may have to manually update your geography information, in rare cases where your geography data is inaccurate or outdated.

Here's how you can add the city of Calgary in the province of Alberta (AB). Similarly you can add any other geography data, for example, postal codes.

To manually update a geography:

1. Select **Go to Task** for the Manage Geographies task in the implementation project checklist.
2. On the Manage Geographies page, enter CA in the **Country Code** field and click **Search** to view the predefined Canadian geography setup.
3. Select **Manage Geography Hierarchy** from the Actions menu.
4. Expand the AB province folder to view the list of cities. You notice that Calgary isn't in the list.
5. Select the AB city row in the hierarchy, and click **Create**.
6. In the Primary and Alternative Names section of the Create City page, click **Create**.
7. Enter these details.

Field	Value
Name	Calgary
Data Provider	User entered
Language	American English

8. Click **Save**.
9. In the Primary and Alternative Codes section of the Create City page, click **Create**.
10. Enter these details.

Field	Value
Code	Enter the geocode for the city. **Note:** The geocode you provide must be unique within the province.
Data Provider	User entered
Language	American English
Code Type	Select Tax geography code

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11. Click **Save and Close**.

How to Add Missing Postal Codes

Add postal codes for employees who chose to use post office box addresses instead of a civic address.

To add a postal code:

1. Select **Go to Task** for the Manage Geographies task in the implementation project checklist.
2. On the Manage Geographies page, enter CA in the **Country Code** field and click **Search** to view the predefined Canadian geography setup.
3. Click the **Hierarchy Defined** tab.
4. Select a province and a city to add the postal code to and click **Create**.
5. Enter the postal code under the Primary and Alternate Names section.
6. Click **Save** or **Save and Close**.

The postal code is now available for selection.

Change Primary Display of Province Names

This topic describes how you can change the primary display of province name in the user interfaces where province field is displayed. You can change the primary display to the full province name instead of the two-character province abbreviation.

Use the Manage Geographies task in the implementation project checklist to display the full name of province in the following:

- Employee home address

- Employee work address

- Province of employment on the employee tax card

- Statement of Earnings

- Balance view

- Payroll run results

To change the primary display of province name:

1. Select **Go to Task** for the Manage Geographies task in the implementation project checklist.
2. On the Manage Geographies page, enter CA in the **Country Code** field and click **Search** to view the predefined Canadian geography setup.
3. Select **Manage Geography Hierarchy** from the Actions menu.
4. Select a province code row and select **Action** and then **Edit**.

   By default the Primary field is selected to display the province abbreviation.
5. In the Primary and Alternative Names section, select the row with the province name and select **Actions** and then **Set Primary**.
6. Click **Save and Close**.

Similarly, repeat the above procedure to display the full name for each province.

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Tax Information

View Payroll Tax Information

You can view the payroll tax information through the **Calculate Value Definitions** task.

Using this task, you can view the following:

- Federal Basic Personal Amount
- Provincial Basic Personal Amount
- Employment Insurance (EI) Employee Federal Contribution Rate
- EI Employee Quebec Contribution Rate
- EI Maximum Annual Insurable Earnings
- Quebec Parental Insurance Plan (QPIP) Employee Contribution Rate
- QPIP Maximum Annual Insurable Earnings
- Canada Pension Plan (CPP) Contribution Rate
- CPP Maximum Annual Pensionable Earnings
- CPP Basic Exemption
- Quebec Pension Plan (QPP) Contribution Rate
- QPP Maximum Annual Pensionable Earnings
- QPP Basic Exemption

How to View the Basic Personal Amount Information

To view the basic personal amount information:

1. From the Payroll page, start the **Calculate Value Definitions** task.
2. In the Name field, enter the name of a province, for example *Quebec*.
3. Select a Canadian legislative data group (LDG) and enter the **Effective As-of Date**.
4. Click **Search**. The federal and provincial basic exemption amounts for Quebec are displayed.
5. Click a link to view its detailed information.

How to View CPP Information

To view the CPP information:

1. From the Payroll page, start the **Calculate Value Definitions** task.
2. Enter Federal Tax. in the **Value Definition Group** field.
3. Select a Canadian LDG and enter the **Effective As-of Date**.
4. Click **Search**. The Canada Pension Plan Basic Exemption, Canada Pension Plan Maximum Annual Pensionable Earnings, and Canada Pension Plan Contribution Rate are displayed.
5. Click a link to view its detailed information.

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Follow the same procedure to view similar information for EI, QPIP, and QPP.

Troubleshoot Tax Issues for Canada

Your payroll implementation teams must run the Maintain Canadian Geography process as part of the initial setup for the implementation project.

Once the geographies are installed, all customers must run the required process, on a quaterly basis, to update their geography data.

How to Troubleshoot Tax Issues

Here's a list of likely issues of the tax information and their solutions.

Problem	Solution
Errors during payroll calculation	Confirm that a tax reporting unit (TRU) is properly associated with the employee's tax card.
Error during payroll calculation that a geography code is missing or primary work address is missing	Edit the federal tax card component on the employee's tax card. Ensure the province and primary work address are populated correctly. These fields are populated by default once the tax card association is created. If the work location is missing for the employee's assignment, these fields aren't populated by default when the tax card association is created. You must then define these fields.
Periodic Archiver doesn't archive any Canada balances	Check that the Canada Federal Tax registration exists for the TRU.
Payroll run produces inaccurate tax calculations	1. Verify the following for the affected employee: • They have a Tax Credit Information calculation card. • It is associated with a TRU. • Their tax and exempt information is correct. 2. Verify the federal and provincial wage basis rules.

3 Personal and Payroll Entries

Payroll Relationships

Payroll Relationships

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

A payroll relationship is an association between a person and a payroll statutory unit (PSU). A PSU is the legal entity responsible for employee payment.

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

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

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

Create Payroll Relationship Records

You establish a mapping between system person types and the payroll relationship types. Certain processes, such as the rehire process, use this mapping to automatically create a payroll relationship record. You must use the payroll relationship types predefined in the application. You can't create your own payroll relationship types.

This table shows the predefined payroll relationship types.

Payroll Relationship Type	Description
Standard	Person types mapped to this payroll relationship type are included in payroll runs.
Element Entry Only	Person types mapped to this payroll relationship type have only element entries created for them and are excluded from payroll processing.

Relationship mapping rules, which map system person types to payroll relationship types, can vary by country or territory. This table shows the mapping between system person types and payroll relationship types, that are applicable for Canada.

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System Person Type	Payroll Relationship Type
Contingent Worker	Element Entry Only
Employee	Standard
Nonworker Paid	Standard
Nonworker Unpaid	Element Entry Only
Retiree	Standard

For Canada, Contingent Worker type and Nonworker Unpaid type are excluded from payroll processing.

The mapping rules are predefined for legislations provided by Oracle. You can't create your own payroll relationship types and you must use the values that are predefined in the application.

A payroll relationship can't end while there are active employment assignments. When all employment assignments are ended for a payroll relationship, it could either remain active or become end dated. It depends on the legislation and the payroll relationship rules applicable for the legislation. For Canada, relationships that remain active, enable future rehire within the same payroll relationship and PSU.

Use the **Add Assignment** task to create an assignment which belongs to the same PSU. The application adds new assignment to existing payroll relationship of the employee because Canada has the Lifetime payroll relationship rule.

Related Topics

Payroll Relationship Rules

Canada supports the Lifetime Rule for payroll relationships. When you create a work assignment, the application looks for an active payroll relationship of the same payroll relationship type and payroll statutory unit.

If a payroll relationship exists, the new work assignment is attached to it; otherwise, a new payroll relationship is created.

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

Payroll Relationship and Termination Dates

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

For example, David Ellis resigned from his teaching post at Royal High School, and his line manager enters a termination date of 22-July-2020. The application will process David's last payroll payment for 31-July-2020. You can view these termination dates on the payroll relationship page for David. These dates show up at all the employment levels of David, such as assignment, associated payroll, and payroll relationship.
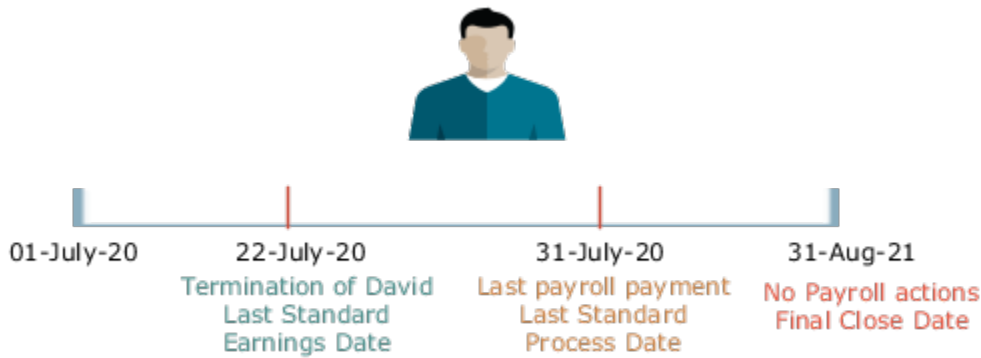
Name	Date	Application Behavior
Last Standard Earnings Date	22-JUL-2020	Sets the Last Standard Earnings Date as David's termination date.
Last Standard Process Date	31-JULY-2020	Sets the Last Standard Process Date as the process date of the payroll period in which David's termination occurred.
Final Close Date	31-AUG-2021	Enter a Final Close Date on David's assignment. This date will carry over to David's payroll and payroll relationship records. The Final Close Date ends the payroll records. You can't perform any payroll actions for David after this date, such as calculate payroll, make retro payments, or balance adjustments. The date you provide would depend on your business requirements, such as when your company makes commission payments to terminated employees. However, the best approach is to enter a Final Close date that falls after tax year-end. You can perform any balance adjustments as part of your year-end processing. **Note:** If you enter a Final Close date for a person who has other active assignments, the payroll relationship still remains active.
End Date	31-AUG-2021	This date is defaulted when you enter the Final Close Date.

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Related Topics
- How Terminations Affect Payroll Processing
- Payroll Relationship and Termination Dates

Payroll Relationship and Time Card Required

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

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

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

- If a time card isn't required for the employee, the application processes the salary basis entry in the payroll run.

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

Related Topics
- Time Card Required Option
- Define Payroll Level Information
- Use Transaction Design Studio to Configure Field Displays
- HCM Experience Design Studio

Payroll Relationship and Overtime Period

Select an overtime period to allocate the employee's earnings to the selected period, such as weekly.

For the US, the overtime period defines the starting date and length of the default workweek for nonexempt employees. Overtime is allocated to the appropriate workweek and this information is used to determine overtime calculations.

You can enter an Overtime Period on the employee's payroll relationship, payroll record, or assignment level. The Overtime Period at payroll relationship level applies to all the assignments. Use the payroll record option to control the overtime period when the person transfers to a new payroll. Alternatively, you can define the period details for a person on the assignment. Use the **HCM Experience Design Studio** task to select the option that best suits your company and hide the other fields.

Related Topics
- Define Payroll Level Information
- Use Transaction Design Studio to Configure Field Displays
- HCM Experience Design Studio

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FAQs for Payroll Relationships

How can I create a payroll relationship?

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

How can I end a payroll relationship?

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

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

Related Topics
- How to Set End Dates for Terminations

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

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

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

Related Topics
- Overview of Global Payroll Interface

Personal Payment Methods

Bank Info for Personal Payment Methods

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

Enter Bank Info for PPMs

This table summarizes approaches to create bank info for employees.

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Approach	Purpose
Manage Banks and Manage Bank Branches pages	Create, edit, and view your bank account information. **Note:** In order to manage banks and branches, you must have the Manage Bank and Manage Bank Branch privileges.
Payment Methods page	Create, edit and view employee bank account details to receive payroll payments.
HCM Data Loader	Use an integrated Excel workbook to load personal payment methods and employee bank account details.

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

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

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

Access to PPMs and Bank Info

The table shows the privileges you need to access PPMs and bank info:

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

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Related Topics

- How Bank, Branch, and Account Components Work Together

- Configure Payment Method Preferences

- Examples of Loading Banks

- Examples of Loading Bank Branches

- Example of Loading Personal Payment Methods

FAQs for Personal Payment Methods

Why can't I create a personal payment method?

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

Related Topics

- Configure Payment Method Preferences

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

You can't make date-effective changes that cause effective records for the default payment method to overlap.

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

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

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

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

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

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

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

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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

Personal Payroll Entries

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

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

Task	Instructions	Payroll Only
Elements	- Review the earnings and deduction entries to be processed in the payroll run. - You can update some entries, such as voluntary deductions. - You can manage other entries, such as salary, through other pages or in a source application. The entries are view-only on this page.	No
Legal Reporting Unit Calculation Cards	- Review rates and values for statutory deductions, involuntary deductions, and other entries held on calculation cards. - Depending on the type of entry, you can update values on the card, or in a source application, such as a time card.	No

Task	Instructions	Payroll Only
Personal Payment Methods	• Create personal payment methods, and specify the percentage or fixed amount that each method has to pay. • Enter bank account details for electronic funds transfers.	No
Third Parties	• Create third party payees to process payments to organizations and people who aren't on the payroll.	Yes
Payroll Relationships	• Transfer a person to another payroll. • Enter final processing dates for terminations.	No
Manage Batch Uploads	Use a spreadsheet to batch load these personlevel information: • Element entries • Bank details for personal payment methods • Assigned payrolls	No

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.

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Modify the Last Standard Process Date for Compensation

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

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

Frequency of Recurring Elements for Terminated Employees

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

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

Related Topics

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

How Terminations Affect Payroll Processing

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.

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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

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

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.

4 Global Transfers

Overview

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

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

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

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

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

What's Copied

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

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

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

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

Change Legal Employer Dashboard

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

Override Default Settings

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

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

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

Related Topics
- HCM Experience Design Studio
- Dashboard for Legal Employer Change
- Local and Global Transfer
- Mass Legal Employer Change
- Overview of Administering Payroll Relationships
- Payroll Relationship and Termination Dates

Payroll Details During Global Transfer

In the payroll employment model, each employee has a payroll relationship to a Payroll Statutory Unit (PSU), and one or more assignments to a payroll and other employment structures.

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If an employee has the payroll details assigned, the application copies the details during 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 source to 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.

What's Copied from Payroll Records

This table summarizes the payroll attributes for the different levels that are copied during global transfer:

Level	Attribute	Is a new record created?	Can you override the attribute?	Default value
Assigned Payroll and Assignment	Time Card Required	Yes	Yes	Autopopulated with source value.
Assigned Payroll	Payroll	Yes	Yes	Autopopulated with source value.
Assignment	Tax Reporting Unit	Yes	Yes	Autopopulated with source value when the transfer happens within the PSU.

Tip: If any of the attributes aren't visible, you can enable it using the HCM Experience Design Studio task.

Related Topics
- Payroll Relationships for Canada
- Assignments
- Overview of Loading Payroll Details
- Example of Loading Assigned Payroll Details

Element Entries

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.

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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**. 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: • Oracle Cloud Benefits • Oracle Cloud Workforce Compensation • Oracle Cloud Absences 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. > **Note:** > 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. 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. 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. > **Note:** > • This occurs regardless of what you select for **Copy element entries to the new employment record**. > • For the element entries that are copied, the process also copies the element entry costing overrides.

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.

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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.

   ○ You can use the Transfer Balances flow.

   ○ You can perform a balance adjustment manually.

What Element Entries Get Copied

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

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

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

Related Topics
- HCM Experience Design Studio
- HCM Data Loader
- Example of a Worker Transfer
- Can I use the Global Transfer action for a person with a future termination date?

Examples of Copying Element Entries

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

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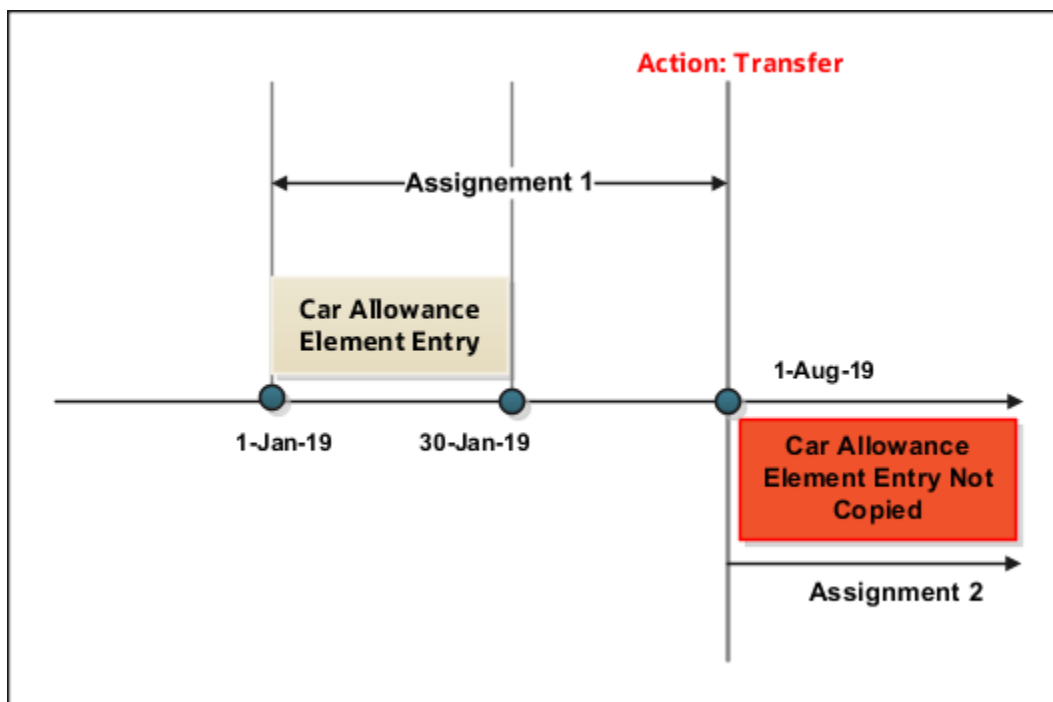
Example 2: Recurring element entry dates are after the global transfer date

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.
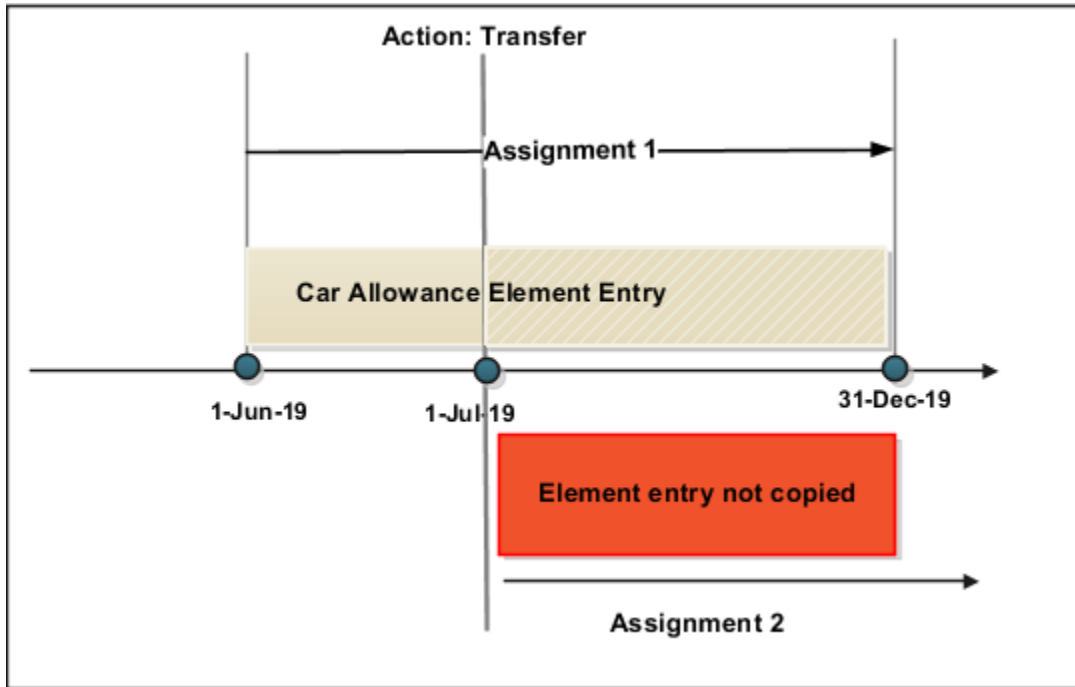
Payment Methods During Global Transfer

Payment methods indicate the method of payment, such as cheque, cash, or credit. These payment methods associate a source bank account with each such payment type.

During a transfer, the application automatically copies the payment methods from the source payroll relationship to the new payroll relationship.

Personal Payment Methods

When a global transfer results in a new payroll relationship, the application automatically copies the personal payment methods. The application copies the personal payment methods from the source to the target payroll relationship subject to a valid organization payment method at the target payroll relationship.

Personal Payment Start Date	Personal Payment End Date	Copy Status
After global transfer	NA	Copied
Before global transfer	After global transfer	Copied

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Personal Payment Start Date	Personal Payment End Date	Copy Status
NA	Before global transfer	Not Copied

> **Note:** The old personal payment methods won't be explicitly end-dated, as payment may need to continue for the old payroll relationship unless the relationship is terminated.

Considerations for Organization Payment Methods

Although the same organization payment method is used for all payroll definitions within a legislative data group. It's possible that you may have defined separate organization payment methods for each payroll. In such cases, if the global transfer involves a change of payroll, the organization payment methods on the old payroll don't apply to the new payroll.

For example, Priya Krishnan is global transferred from the payroll CA Semi-Monthly on to a new payroll CA Biweekly. Her previous payment method used the organization payment method Semi-Monthly Cash, in this case the copy logic would try to find an organization payment method of same payment type cash within the new payroll.

Condition	Source Organization Payment Method	Target Organization Payment Method	Copy Result
When the source organization payment method is valid on the target payroll	Vision Cash	• Vision Cash • Vision Cheque	Personal payment method copied as Vision Cash
When the old organization payment method isn't valid for the new payroll but just one organization payment method of the same payment type exists on the new payroll	Biweekly Cash	• Semi-Monthly Cash • Vision Direct Deposit • Vision Cheque	Copies the payment method and switches the organization payment method to Semi-Monthly Cash
When the organization payment method isn't valid for the new payroll but multiple organization payment methods of the same type exist on the new payroll	Vision Direct Deposit	• Corp Direct Deposit • Warehouse Direct Deposit • Corp Cheque • Warehouse Cheque	Not Copied
When no organization payment method exists on the target payroll for the same payment type	Vision Cash	• Vision Direct Deposit • Vision Cheque	Not Copied

Third-Party Payment Methods

You can use third party payment methods to process payments to external organizations and people. These payment methods aren't restricted to a single payroll relationship as compared to personal payment methods. However, if the third-party payee is a person, you should link the payment method to the new payroll relationship of the employee.

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You don't have to link the payment method if the third-party payee is an organization. The application links payment methods for the third-party person to the new payroll relationship if the organization payment method is valid for the new payroll.

Related Topics
- Local and Global Transfer

What Happens to Costing Overrides During Person Transfers

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

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

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

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

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

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

If process created this during the transfer	It copies overrides at these levels
Payroll relationship	• Payroll relationship • Element, with costing at the payroll relationship level
Assignment	• Assignment • 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.

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Related Topics
- Global Transfer Overview

Global Transfer of Calculation Cards

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

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

When a global transfer is initiated in a Canadian Legislative Data Group (LDG), all components, including all flexfields and value definitions, are copied from the old Legal Employer to the new Legal Employer. The application doesn't copy the taxation component, `HRX_CA_WTH_TAXATION`. Also, the Vacation Liability Plan and Vacation Service Date (which are located on the taxation component) aren't copied and are left blank. The application copies the employee's Tax Credit Information card and its components at the payroll relationship level. Cards at the Payroll Statutory Unit (PSU) and Tax Reporting Unit (TRU) level aren't copied.

The global transfer process ends the current assignment or assignments, and the work relationship of the old Legal Employer, then creates a new work relationship and assignment in the new Legal Employer.

Rules for Copy

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

1. The application copies the card or component from the source payroll relationship, if the target payroll relationship doesn't have the card or component.
2. The application creates an association for the target TRU only if it exists for the source TRU. For cards and components associated to the source TRU, the application verifies whether the target card and component is associated to the target TRU. The application creates a new association, if an existing association isn't present.
3. For cards and components having an association detail record on the source assignment, the application creates an association detail for the target assignment.
4. All components are copied except the taxation component, `HRX_CA_WTH_TAXATION`. Also, the Vacation Liability Plan and Vacation Service Date, that are located on the taxation component, aren't copied and are left blank.

Calculation Card Copy Scenarios

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

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

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

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

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

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

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

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

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

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

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

Involuntary Deductions Calculation Cards

When a global transfer is initiated in a Canadian Legislative Data Group (LDG), the application transfers the employee's Involuntary Deductions Calculation Card values at the same time.

If the Total Owed amount is already reached for the source Legal Employer, the involuntary deduction card is copied, but its card components and its corresponding data, aren't copied. You will receive a message in the dashboard informing you that the total owed amount is already reached.

If the target LE has a different payroll frequency than the source LE, you will receive a message on the dashboard. If this occurs, you must update the calculation values for the new payroll frequency.

Related Topics
- Global Transfer Overview

Copy Future Dated Changes

You can copy future dated updates and end dates for Tax Credit Information and Involuntary Deduction cards during a Global Transfer.

For example, if you perform a global transfer effective December 1st, 2022 for an employee who has already updated his Tax Credit Information card effective January 1st, 2023, both the changes effective December 1st, 2022, as well as the future-dated changes are copied to the new payroll relationship created by the global transfer process.

You can copy future dated changes on the payroll objects during a Global Transfer. There are three types of future changes:

- Future end date of record as of the global transfer date.

- Future updates to the record created as of the global transfer date.

- Future record that begins after the global transfer date.

Future changes to employment data are copied only if you choose to copy future assignment updates.

> **Note:** The Involuntary Deduction card is not copied if the Total Owed amount is already reached prior to the date of the future-dated transfer.

Use the HR profile option "Future Assignment Changes Copy Enabled" (ORA_PER_CLE_COPY_FUT_ASG) in the Local and Global Transfer flow to copy future changes on employment data.

In the Mass Legal Employer Change flow select the check box "Copy future assignment updates" to copy future changes on employment data.

For example, select this option for a global transfer due to a reorganization, merger, or acquisition, where the employees are expected to continue with the same employment data, including those scheduled for the future.

For personal data (Personal Payment Methods), future changes are copied irrespective of what's set on the HR profile option or the check box.

Mass Legal Employer Change

Change the legal employer of multiple employees in a single batch using the Mass Legal Employer Change task. The application copies the assignment and work relationship data from source to destination work relationship for all the employees as of the global transfer date.

If you update anything after the global transfer date, the application doesn't copy that data.

You can also select employees from different legal employers for transferring to the same destination legal employer. If you select employees from different LDGs, the application copies only the data for those employees transferring within the LDG. However, the global transfer and any override values apply to only those employees that you have selected for the transfer.

What's Copied

Select the data that you want to copy from the source to the target assignment and payroll relationship within the legislative data group.

- **Payroll relationship and assignment attributes** such as Payroll, Tax Reporting Unit, Overtime Period, and Time Card Required.

- **Personal payment methods**: The application copies the payment methods depending on the availability of a valid organizational payment method for the same payment type.

- **Third-party payment methods**: The application links payment methods for third-party person payees to the new payroll relationship.

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- **Person costing overrides**: By default, the application doesn't copy costing overrides. If you choose to copy, then the application copies data across four levels at which the person costing setup is held.

- **Recurring element entries**: The application copies element entries subject to eligibility. To exclude certain elements from being copied, define an element (object) group with the usage type as Global Transfer.

- **Calculation cards and components**: Canada has defined rules for the copy of the employee's tax card. When a global transfer is initiated in a Canadian LDG, all components, including all flexfields and value definitions, are copied from the old legal employer to the new legal employer. However, the taxation component, HRX_CA_WTH_TAXATION, isn't copied over. This also includes the Vacation Liability Plan and Vacation Service Date which are located on the taxation component. They aren't copied and are left blank.The application automatically creates an association with the new TRU and the association detail for the new assignment.

- **Balances**: The application copies the forward assignment and relationship level balances to the target assignment and payroll relationship respectively.

> **Note:** The Mass Legal Employer Change flow interprets a blank entry to imply the value on the source assignment and payroll relationship. Unless you override this value, the application copies the source value to the target assignment and payroll relationship for using it on the target records.

After you perform a mass legal employer change, you can view the messages of the copy process on the **Change Legal Employer Dashboard.**

Related Topics
- Global Transfer Overview
- Mass Legal Employer Change for Canada

Add and Transfer Payrolls

How You Assign and Transfer Payroll

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

⊙ **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**.

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Add a Payroll to a Person

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

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

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

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

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

Related Topics
- Overview of Payroll Definitions

Transfer a Payroll

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

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

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

Payroll Transfer Dates

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

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

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

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

- Set the effective date to 20-Feb, which is the date of payroll transfer.

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

Semimonthly Payroll

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

Weekly payroll

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

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

Define Payroll Level Information

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

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

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

- **Assignment Level:** Select this option if the attribute such as Time Card Required doesn't change when a worker transfers to a new payroll.

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

FAQs for Add and Transfer Payroll

How can I prorate elements when a person transfers payrolls?

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

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

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

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

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

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

Related Topics
- Payroll Element Eligibility

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

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

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Transfer Tax Reporting Units

Tax Reporting Units

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

You can assign a TRU to a worker using the payroll region on the new hire flow. Alternatively, you can associate a TRU on the statutory deduction calculation card of the worker.

Tax Reporting Across Multiple Assignments

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

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

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

Related Topics
- Global Transfer Overview
- What's a tax reporting unit?

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 Canadian 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.

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

Transfer TRU - New Assignment

- You start by terminating 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 semi-monthly payroll for the period ending 15-May-2020.

- The application performs two payroll calculations:

  a. Original Assignment: Earnings for the period 01-May-2020 to 09-May-2020 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 semi-monthly 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.

Retroactive Earnings

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

Taxation of Retroactive Earnings after TRU Transfers

When processing a TRU transfer for the same assignment, you have the option to tax retroactive earnings based on either the source or the target TRU. The options are:

- Y or blank: Date Earned - Retroactive earnings are taxed based on the source (or original) TRU, this is the default behavior.

- N: Date Paid - Retroactive earnings are taxed based on the target (or current) TRU.

Negative retroactive entries are processed in the target (or current) TRU after a TRU transfer occurs. These negative entries aren't ignored in the payroll process because of the association to the source (or original) TRU. For example, in the case where a TRU transfer occurs for a single assignment, and the TRU Rule for Retro Entries parameter has been set to 'N', the negative retroactive entries are processed in the target (current) TRU, and employees are not overpaid.

Changing the Default Behavior

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To change the default behavior to tax retroactive earnings based on the date paid, and use the target TRU, add the Process Configuration Group parameter **TRU Rule for Retro Entries**. By default, the action parameter TRU Rule for Retro Entries does not exist in the Action Parameter Group. If you want to override the default behavior, you must add this new parameter with a value of **N**.

Use the Payroll Process Configuration page, under My Client Groups, to add the parameter and override the value, if required.

Consider the following while using this feature:

- Once this rule is set, do not change it for each payroll run.

- You don't have to do anything unless you want to change the current behavior.

- This feature does not support multiple assignment scenarios. It only supports TRU transfers of the same assignment.

Note: After a provincial transfer, all retroactive earnings are taxed based on the current province of employment on the employee's Tax Credit Information calculation card, as per legislative guidelines. Retroactive pretax deductions are also based on the current province of employment.

Related Topics
- Global Transfer Overview
- How Payroll Statutory Units, Legal Employers, and Tax Reporting Units Work Together for Canada

Balances

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. This is required to ensure limits are respected in the new legal employer.

Canada supports Registered Retirement Savings Plan (RRSP) and tax balances.

Several payroll calculations require the knowledge of prior calculations in other payroll relationships to ensure annual limits are respected. 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 RRSP balance to the target relationship. This copy process uses a REL_ITD dimension and the application copies it into a separate balance

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called Prior Accrued. The source balance should include the balance calculated within the source relationship, and the balances received from any previous global transfers.

Select the **Copy balances to the new employment record** check box and select the relevant balance group in the **Process Information Group** field. 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. This check box is selected by default. It is displayed out of the box, but you can hide it by using HCM Experience Design Studio. 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**.

Canada has predefined these Process Information Groups that contains the balances used in the global transfer process. These groups support RRSP and annual tax balances.

- Canadian Global Transfer RRSP Group: Contains only RRSP balances

- Canadian Global Transfer Tax Group: Contains only tax balances

- Canadian Global Transfer RRSP and Tax Group: Contains both RRSP and tax balances

The global transfer process automatically submits the **Adjust Multiple Balances** process to perform the balance adjustments to transfer the balances from the old legal employer to the new one. After the process successfully completes, you can review the Adjust Multiple Balances results using Person Results.

Related Topics
- Before You Set Up the Object Group

Example to Carry Forward Total Owed Deductions

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

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

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

- The new employer can continue from where the previous legal employer left, using a new deduction entry for the same element.

- The new employer can retain the total owed as an indicator of the original loan amount, and give credit for prior contributions of 5000 through balance adjustment.

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

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

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Copy Voluntary Deduction to the Target Record

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

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

- **Target Balance**: Car Loan Repayment Accrued

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

Related Topics
- Before You Set Up the Object Group

Effective Dates for Balance Fetch and Adjustment

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

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

Balance Fetch

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

Balance Adjustment

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

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

- The date you have run the last payroll process

- The start date of the balance dimension

- First Standard Earnings Date

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

Adjust Balance Differences

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

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

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

Payroll Relationship Level Balances

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

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

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

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Global Transfer

PSU A
Carry Forward: Nil
Contribution: 1000

PSU B
Carry Forward: 1000
Balance: 1000

Payroll activity on B for 3000

Global Transfer

PSU B
Carry Forward: 1000
Contribution: 3000

PSU C
Carry Forward: 4000
Balance: 4000

Payroll activity on C for 1000

Global Transfer

PSU C
Carry Forward: 4000
Contribution: 1000

PSU A
Carry Forward: 4000
Balance: 1000+4000

Payroll activity on A for 1000

Global Transfer

PSU A
Carry Forward: 4000
Contribution: 1000 + 1000

PSU B
Carry Forward: 1000+2000
Balance: 3000+3000

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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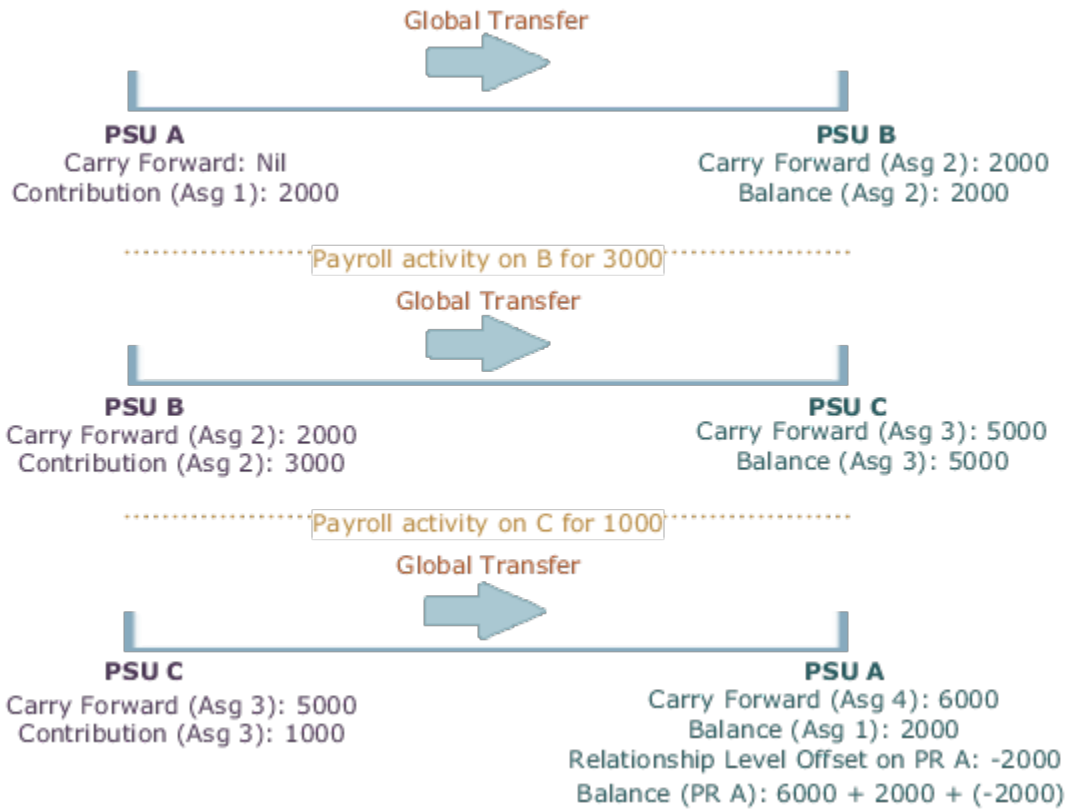
Global Transfer Example

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

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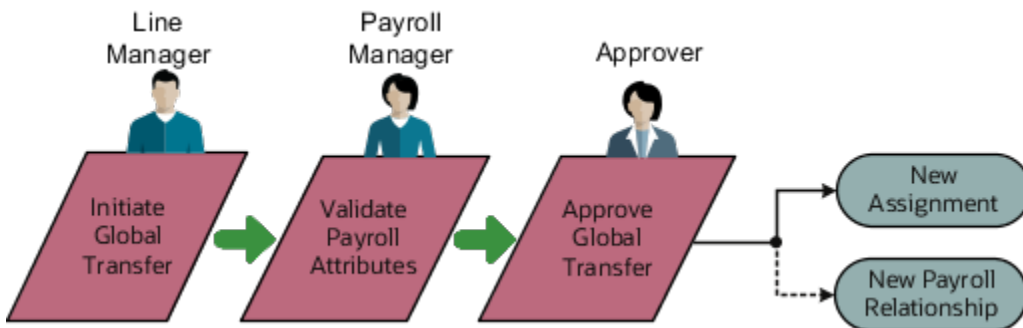
Scenario

Vision Restaurants has separate legal employers for Fast Food and Fine Dining. John Doe is a restaurant manager transferred to the fast food chain. Initiate the transfer and copy payroll attributes to the new payroll relationship. Exclude

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the copy of costing overrides as Vision Restaurants doesn't copy them by default, as there are exceptions to this based on their employees being loaned out within the same legal employer.

Prerequisites

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

Initiate the transfer

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

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

Copy Payroll Details

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

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

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

Related Topics
- Global Transfer Overview
- What Happens to Costing Overrides During Person Transfers

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

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How can I exclude element entries during employee transfers?

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

The process still creates entries for elements with automatic eligibility.

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

Related Topics
- What Happens to Element Entries During Person Transfers
- Global Transfer Overview

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

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

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

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

How the Local and Global Transfer Process Handles Copy Failures

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

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

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

   If the process encounters an error when creating these records, it logs the error in the Change Legal Employer Dashboard and stops.
2. Copies the payroll data to the target.

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

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

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

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

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

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5 Calculation Entries

Element Entries

How Elements Hold Payroll Information for Multiple Features

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

Here are some examples of how you can use elements.

Element Usage	Examples of Elements
Base Pay Management	Annual Salary Basis Monthly Salary Basis Hourly Salary Basis
Absence Management	Absence Payment Sick Pay Vacation Pay
Benefits	Awards and Prizes Group Term Life Insurance Registered Retirement Savings Plan
Time and Labour	Regular Hourly Earnings Overtime Earnings Shift Earnings
Payroll	Regular Standard Earnings Bonus Earnings Tax Deduction Involuntary Deduction

For further information, see the following sections.

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Base Pay Management

You must set up salary basis and payrolls before you hire employees. Use the Manage Salary Basis task in the Compensation work area.

Once 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 (hourly, monthly or annual) for each worker.

When a manager or compensation specialist enters a base pay amount for a worker, the payroll process writes the amount to an element entry using the element input value you associated with the worker's salary basis. Payroll processing uses the element entry to generate payment amounts.

Absence Management

You can manage worker absences and corresponding entitlements. You can:

- Create absence types based on predefined absence patterns, and associate them with absence plans.

- Associate an absence element with an absence plan to transfer the following information for payroll processing:

  - Payments for absent time, for example, during maternity or long term sickness

  - Accrual disbursement at the end of absence plan year

  - Accrual disbursement when plan enrollment ends

  - Absence liability amounts

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

For more information on Absences for Canada, refer to Configuring Oracle Fusion Absence Management for Canada (2314365.1) on My Oracle Support.

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 Labour

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 Labour, you can run processes which create dependent payroll attributes and time card fields for element input values. You can automate the routine import of time card entries to payroll using predefined flows.

Payroll

For payroll processing, you can 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.

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Maintain Elements

After you create and use an element, you're limited on the updates you can make to it. This ensures the integrity of the element for retroactive processing and the balances of the input values.

You can't remove existing input values or add new ones if you have created entries for the element. To add an input value to an element before you create any element entries, set your effective date to the element's start date.

You can make these changes to an element that has been previously processed:

- Change a required input value to be optional.

- Alter the sequence in which input values appear on the Element Entries page.

- Change the input value validation rules for minimum, maximum, lookup, or formula.

- Change your specification of which input values create database items.

- Change the reporting name. However, the database items created for the element continue to use the original name.

- Delete elements that are in **In Progress** status.

For existing elements you can now make updates to these attributes in the correction mode if the element meets the specified criteria rules for the attribute.

- Allow multiple entries in same period

- Latest Entry Date

- Output Currency

- Process once per period

Let's assume you correct the Allow multiple entries in same period attribute, all date effective records would get updated with the change.

Example:

An element has these two date-effective records:

- 01-Jan-2010 to 31-Dec-2017

- 01-Jan-2018 to 31-Dec-4712

And for that element, the value of **Allow multiple entries in same period** option is **N**. Effective 15-Jun-2018, you change the value of this option from **N** to **Y**. Then, as the figure shows, the application updates both the records with the value **Y**.

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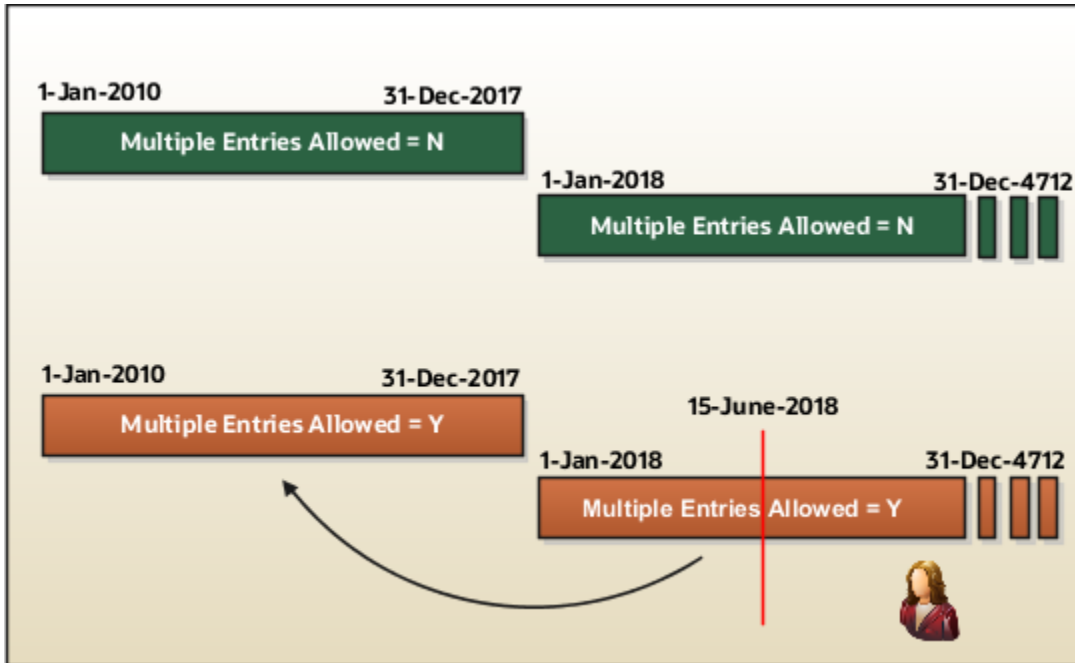
Allow Multiple Entries

Edit the **Allow multiple entries in same period** option from **N** to **Y** even if element entries and run results exist for that element.

However, you can't edit this option in these scenarios:

- If the element is target of **Stop Entry** rules.
- If the value of the **Standard Link** option is **Y**.
- If the element is a target of indirect formula result rules.

As this figure shows, you can't change the value from **Y** to **N**. This is because such an action invalidates the existing entries and possibly could impact retroactive processing.
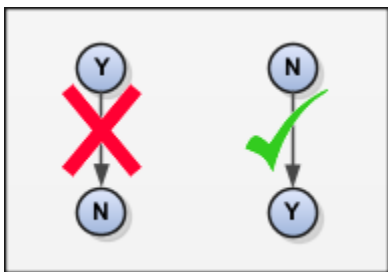
Termination Rule

You can update the termination rule of an element even if element entries or run results exists for that element. Such updates don't affect the existing element entries, but impact only new element entries.

In the **Latest Entry Date** field, you can change a lower element definition date to a higher element definition date. However, you can't change a higher element definition date to a lower element definition date.

This change isn't applicable to time definitions that you define.

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Output Currency

The output currency for an element is defaulted based on the currency defined for the legislative data group. You can update the Output Currency field to a required currency under these circumstances.

- If it's a newly created element
- There isn't element eligibility for that element
- No balances exist for this element

Note: If you calculate statutory deductions such as tax, you should not change the element output currency. All predefined tax calculations are performed using the currency of the legislative data group. All reports including payslips are also generated using the currency of the legislative data group.

Your company may have a requirement to change the element output currency for payroll calculations that don't include legislative taxes. For example, a British national who works in the USA might be paid on an expat payroll which isn't subject to US taxes.

Process Once Per Period

Use the **Process once per period** option to check if the element entry has been processed or not.

As this figure shows, modify this field both from **Y** to **N** and **N** to **Y** even if element entries or run results exists.
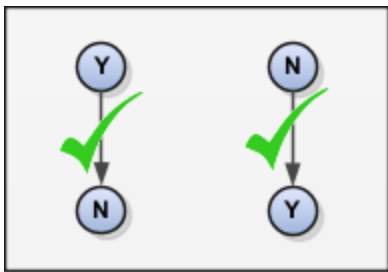
If the value of the option is **Y** and the element entry is already processed in the period, then the application doesn't process it again.

If the value of the option is **N**, then the application processes the element entry even if it's already processed in the run.

As this figure shows, depending upon the value of the option, the application processes the element entry.

ORACLE
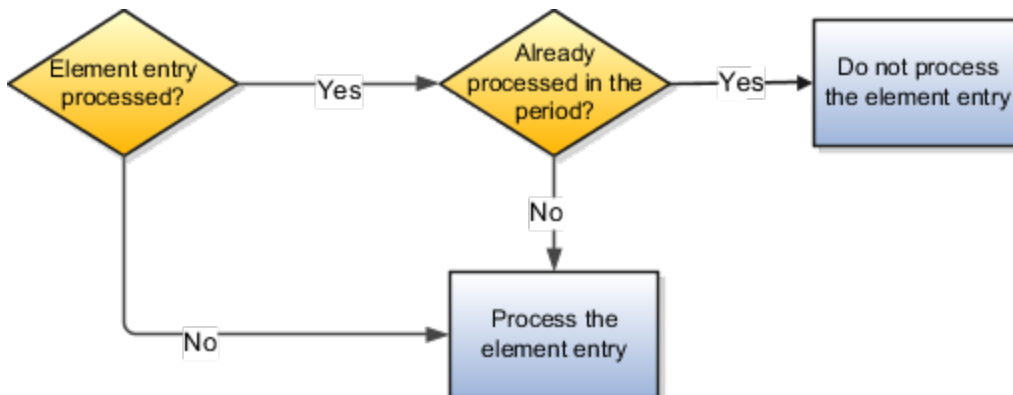
Search for Elements Using the Element Code

You can now search and view elements using the element code.

- Use the **Add Fields** option in the **Advanced Search** region to search the element using element code.

- Select **View** > **Columns** > **Element Code** to view the element code attribute with other element details.

- The element code attribute is displayed under the **Element Name** attribute in the **Element Summary** page.

Delete In Progress Status Elements

On the Element Search page, you can delete those elements that are in the **In Progress** status. However, you can delete only those elements for which the corresponding ESS element creation process has failed .

Related Topics
- Payroll Element Input Values

Element Classifications

A suite of predefined element classifications is available for you to use when defining earnings and deduction elements.

Primary classifications are defined to meet legislative requirements and hence you can't change them. Secondary classifications are subsets of the primary classifications and are used to manage wage basis rules for deductions and taxes. Subclassifications aren't applicable for Canada.

All the predefined secondary classifications for Canada have an associated Reporting Type for end-of-year reporting for earnings and deductions. The values for the reporting types are:

- T4/RL1

- T4A/RL1

- T4A/RL2

When you create a secondary classification, it's mandatory for you to associate a Reporting Type to it. This association is done manually and you have to select any of the values given above.

Primary and Secondary Classifications

This table lists the primary classifications and the associated secondary classifications that are applicable for Canada.

Primary Classifications	Secondary Classifications	Reporting Type
Balance Initialization	N/A	N/A
Information	Pension Adjustments	T4/RL1
Nonpayroll Payments	Expense Reimbursements	T4/RL1
Absence Accruals	N/A	T4/RL1

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Primary Classifications	Secondary Classifications	Reporting Type
Absences	Sickness	T4/RL1
Absences	Maternity	T4/RL1
Absences	Vacation	T4/RL1
Absences	Other	T4/RL1
Standard Earnings	Regular	T4/RL1
Standard Earnings	Overtime	T4/RL1
Standard Earnings	Shift	T4/RL1
Standard Earnings	Statutory Holiday	T4/RL1
Supplemental Earnings	Bonus	T4/RL1
Supplemental Earnings	Commission	T4/RL1
Supplemental Earnings	Pension and Annuities	T4A/RL2
Supplemental Earnings	Awards and Prizes	T4/RL1
Supplemental Earnings	Benefit Plan Credits	T4/RL1
Supplemental Earnings	Pay in Lieu of Notice	T4/RL1
Supplemental Earnings	Jury Duty Pay	T4/RL1
Supplemental Earnings	Sick Pay	T4/RL1
Supplemental Earnings	Vacation Pay	T4/RL1
Supplemental Earnings	Retiring Allowance Taxable	T4/RL1
Supplemental Earnings	Retiring Allowance Nontaxable	T4/RL1
Taxable Benefits	Group Term Life Insurance	T4/RL1
Taxable Benefits	Personal Use of Company Car	T4/RL1

Primary Classifications	Secondary Classifications	Reporting Type
Taxable Benefits	Gifts and Awards	T4/RL1
Taxable Benefits	Boarding and Lodging	T4/RL1
Taxable Benefits	Private Health Services Plan	T4/RL1
Taxable Benefits	Registered Retirement Savings Plan	T4/RL1
Taxable Benefits	Provincial Medical	T4/RL1
Taxable Benefits	Registered Retirement Savings Plan Non-insurable	T4/RL1
Employee Tax Deductions	Employee Tax Deductions	N/A
Employer Taxes	N/A	N/A
Pretax Deductions	Registered Retirement Plan	T4/RL1
Pretax Deductions	Union Dues	T4/RL1
Involuntary Deductions	Tax Levy	T4/RL1
Involuntary Deductions	Maintenance and Support	T4/RL1
Involuntary Deductions	Garnishments	T4/RL1
Voluntary Deductions	Benefits	T4/RL1
Voluntary Deductions	Employer Reimbursements	T4/RL1
Voluntary Deductions	Loans	T4/RL1
Voluntary Deductions	Registered Retirement Plan	T4/RL1
Voluntary Deductions	Professional Fees	T4/RL1
Voluntary Deductions	Union Dues	T4/RL1
Employer Liabilities	N/A	N/A

Associate a Reporting Type to a Secondary Classification

A secondary classification for Canada must have an associated reporting type for year end reporting of earnings and deductions. All predefined secondary classifications have an associated reporting type.

When you create a secondary classification, it's mandatory for you to associate a reporting type to the classification.

Use the **Element Classifications** task under **Payroll** in **My Client Groups** to create a secondary classification and associate a reporting type to the newly created secondary classification. To create a secondary classification:

1. Select *Element Classifications* task.
2. On the Element Classifications page, select a Canadian *Legislative Data Group* and click *Search*. A list of the existing primary classifications are listed in the Search Results.
3. Click the row of the primary classification to which you want to add a secondary classification.
4. Click *Edit.*
5. Click *Create* under the Secondary Classifications section to open the Create Secondary Classification window
6. Enter the required information and select an appropriate *Year End Form* from the list of values.
7. Click *OK.*
8. Click *Save.*

The new statutory reporting type context is automatically populated with the secondary classification just created.

Related Topics

Employment Level Options for Payroll Elements

Your enterprise uses an employment model. When you create elements, you select the employment level at which to attach the element. If you select a level below payroll relationship, each assignment record can have separate element entries.

Payroll Relationship Level

This level is the highest level for accumulating balances. Every payroll run processes payroll relationship elements.

Here are the typical elements to define at payroll relationship level:

- Tax deductions

- Pension

- Child support

- Medical care

- Union dues

- Benefits activity rate calculations, such as employee contributions and flex credits

Assignment Level

Use this lowest level for elements that require different entries for different assignments, or when the element applies only to specific assignments.

Here are the typical elements to define at assignment level:

- Assignment salary

- Regular hours

- Overtime

- Sales bonus

- Profit-sharing bonus

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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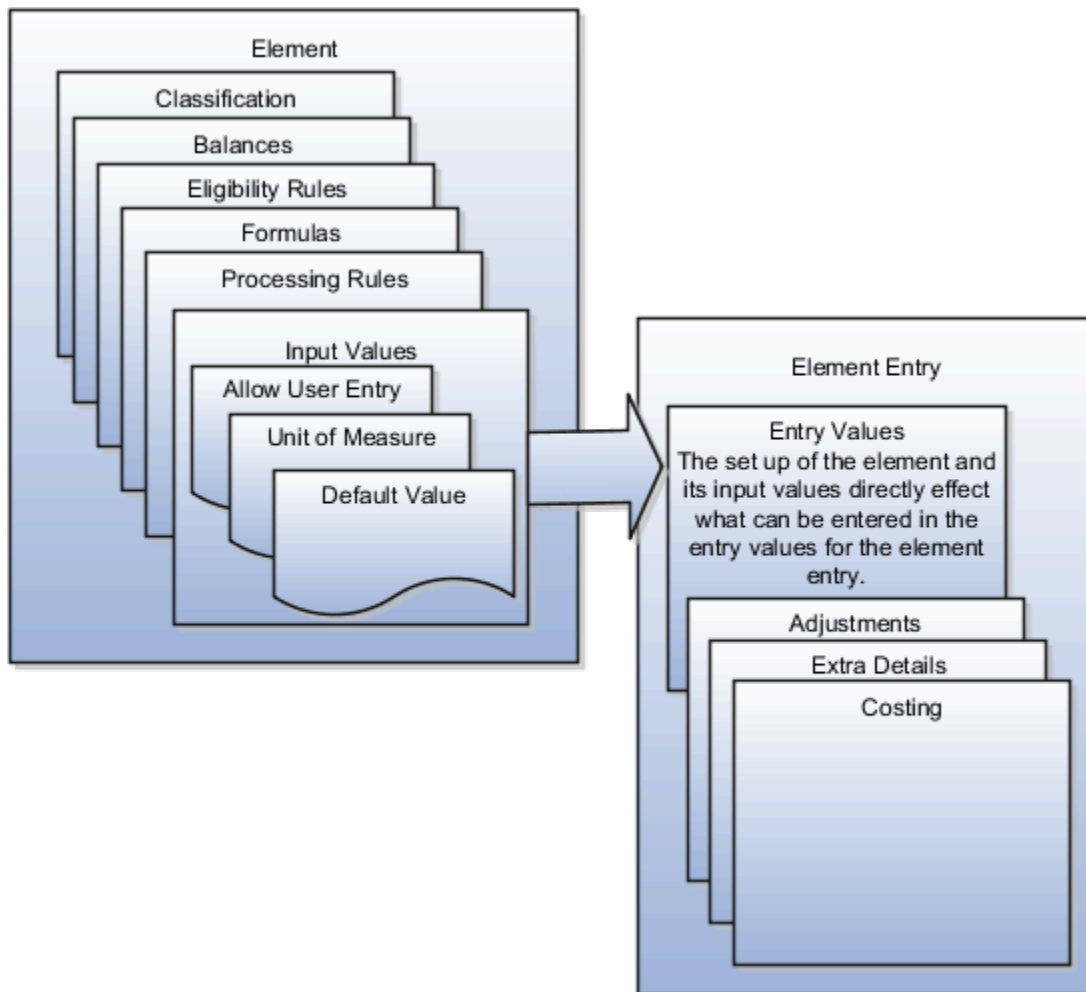
Element Setup that Affects Element Entries

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. 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. Payroll that's assigned to a person controls how the application generates the entry dates for nonrecurring element entries. The application derives the end date of a nonrecurring element entry from the end date of the payroll period. Let's consider this example. Effective on 3-Dec-2020, you assign a nonrecurring element entry to a monthly paid employee. In this case, the application automatically derives the end date as 31-Dec-2020. Alternatively, let's assume that you assign a nonrecurring element entry to a 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. This setup ensures that all eligible workers have an entry to initiate the tax calculation process. This check box is selected if you answer **Yes** to the question on the template: Should every person eligible for the element automatically receive it? **Note:** This option isn't frequently selected and you should not select it after 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. You can use this option for hourly workers that you pay biweekly but whose overtime you enter on a weekly basis. You might limit other elements, such as benefits and bonuses, to one entry per pay period.
Additional entry	This option enables you to add an occasional one-time entry for recurring elements. This additional entry can override or add to the normal entry amount.
Validation, calculation, or defaulting formulas	You can use formulas to 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.
	• Calculate the appropriate values for one or more entry values and apply the new values when you save an element entry. The formula can use the entries in this or other entry values to calculate the values.
	• Validate one or more entry values when you save an element entry.

Input Value Setup That Affects Entry Values

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

> **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. A regular default value provides an initial value when you create the element entry. Changing the default value on the element or eligibility record has no effect on existing entries. Alternatively, you can apply the default value when you run the payroll process, rather than when you create the element entry. This selection ensures 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. 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. 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. 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
- Options to Determine an Element's Latest Entry Date
- Enable Automatic, Multiple, or Additional Element Entries Options

Default Values for Element Entries

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

You can apply the default value in any of these scenarios

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

You can do these actions:

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

Define Default Values at Element Entry Creation

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

Define Default Values at Runtime

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

Use a Formula to Provide Default Values

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

Here's the order of precedence:

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

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Related Topics

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

Set Up Balances for Percentage Elements

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

Use this balance definition to define the following items:

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

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

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

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

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

FAQs for Element Entries

What happens if I manually enter a value in an element entry value that has a runtime default value?

Any subsequent changes to the default value on the element or element eligibility record won't affect the element entry. To clear your entry, you can restore the default value.

Related Topics

- Default Values for Element Entries

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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

Balances

Balance Exceptions

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

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

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

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Comparison Types

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

Some comparison values are preset and you can't change them:

- Current month, Current period, Current quarter, and Current year always have a comparison value of 0.
- Previous period and Previous month have a comparison value of 1.

This table lists each comparison type that you can select and explains how it operates as a basis of comparison.

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

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

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

Variance Operators

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

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

- Comparison type is previous month

- Balance name is monthly car allowance

- Dimension name is relationship month to date

- Previous month amount is 500

- Variance value is 100

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

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

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

Severity Level

Severity Level controls the order in which the exceptions are displayed in the balance exception report. Balance exceptions with the higher severity are displayed first (1 being the highest).

Using Formula Variance Type

You can write a fast formula using the Balance Exception formula type to return a variance value that you can use for identifying exceptions for a balance. To use this feature, select the Formula variance type on the Create Balance Exception page and then select the formula that you created from the **Formula Name** field.

Using Balance Variance Type

To reference two balances in the balance exception equation, select the **Balance** variance type on the Create Balance Exception page and then select the **Target Balance Name** and **Target Dimension Name**. This is applicable only when the Comparison Type is of type Current Month, Period, Quarter, or Year. The context values for **Target Dimension Name** are inherited from the **Dimension Name** you select on the left-hand side of the Create Balance Exception page as the first dimension. No additional contexts are set for **Target Dimension Name**.

Examples of Balance Exceptions

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

Track Increases in Commissions

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

Field	Values
Balance Exception Name	Commission Increases Over 25 Percent
Comparison Type	Average in Months
Comparison Value	3
Balance Name	Commissions
Dimension Name	Relationship Month to Date
Variance Type	Percent

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Field	Values
Variance Operator	Greater than
Variance Value	25
Severity Level	3 **Note:** 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 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.

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Severity Level for Balance Exceptions

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

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

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

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

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

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

Related Topics
- Examples of Balance Exceptions
- Severity Level for Balance Exceptions
- Balance Exceptions
- How to Create a Balance Exception Report
- Balance Exception Formula Type

Balance Exception Formula Type

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

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

These contexts are available to all formulas of this type:

- EFFECTIVE_DATE
- PERSON_ID
- HR_ASSIGNMENT_ID
- TAX_UNIT_ID
- PAYROLL_RELATIONSHIP_ID
- PAYROLL_REL_ACTION_ID
- PAYROLL_TERM_ID
- PAYROLL_ASSIGNMENT_ID
- LEGISLATIVE_DATA_GROUP_ID

- PAYROLL_ID
- CALC_BREAKDOWN_ID
- AREA_1
- AREA_2
- AREA_3
- AREA_4
- AREA_5
- AREA_6
- PAYROLL_STAT_UNIT_ID
- INSURANCE_TYPE
- PENSION_TYPE
- DEDUCTION_CARD_ID

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

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

These return values are available to formulas of this type:

Return Value	Data Type	Required	Description
REFERENCE_VALUE	Text	Y	Returns a reference value for comparing in the balance exception report.
REFERENCE_INFO	Text	Y	Returns the text that's displayed in the **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
```

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```
Results:
reference_value - Reference Value for comparison in the Balance Exception Report.
reference_info - Reference Value for reporting in the Balance Exception Report.
/*********************************************************
ytd_value = GROSS_EARNINGS_ASG_YTD
reference_value = 0.75* ytd_value
reference_info = 'Ref Info'
RETURN REFERENCE_VALUE,REFERENCE_INFO
/* End Formula Text */
```

Related Topics
- Balance Exceptions

Adjust Individual Balances

Overview of Balance Adjustments

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

- Run the Load Initial Balance task and observe discrepancies in the entries of balances processed
- Load initial balances for an employee whom you have transferred in from a third-party payroll application
- Correct balances that are loaded with these incorrect values:
  - Tax balance dimensions
  - Tax jurisdiction
  - Overstated or Understated tax limits
- Correct balances loaded incorrectly for an employee, and you have processed payroll for the employee

Before you make a balance adjustment, consider the following:

- Balances eligible for adjustments
- Process for you to perform the adjustments
- Information you require to perform the adjustments

This table describes the two methods you can use to make balance adjustments for a person. The option you use depends on the corrections required.

Adjustment Method	When to use this method	Update to Context
Adjust Individual Balances	- Adjust existing balances for elements processed in a payroll run. - Create new balance results for elements not processed in a payroll run.	Use this method if update to context is required.
Balance Adjustments within the Balance Results section of the Person Process Results page	Adjust existing balances for elements processed in a payroll run.	Use this method if update to a context isn't required and the adjustments use the default context used for the payroll run.

Adjustment Method	When to use this method	Update to Context

Prior to making the balance adjustment, use the View Person Process Results task to view the Balance Results of the specific employee and document the following details:

- Employee
- Effective date of adjustment
- Balance prior to your adjustment
- Expected balance after adjustment

Adjust Individual Balances

Use the Adjust Individual Balances task to:

- Adjust existing balances for elements processed in a payroll run
- Create new balance results for elements not processed in a payroll run
- Update contexts for an entry

Use the **Adjust Individual Balances** task under **Payroll** in **My Client Groups** and select the person for whom you want to make the adjustments. Consider these factors while making the adjustment:

- On the Adjust Individual Balances page, use the Element Name field in the Element Details section, to view the eligible elements you can adjust. Select the appropriate element for adjustment.

  To perform adjustments on any element, you must have created an eligibility link. To adjust base elements, the base element must contain an eligibility link. To adjust results elements, the results element must contain an eligibility link.

- If the element is defined at the assignment level, and if multiple assignments exist for the employee, select the appropriate assignment for adjustment.

- Enter or select the appropriate balance adjustments in the Adjustment Values section. The fields displayed depends on the element selected.

- Enter values for the required contexts so that the adjustment is performed correctly. If you leave the context values blank, the adjustment may not be associated to the correct context. For example, if the context includes a province, and you leave the province field blank, the context is undefined, and the process doesn't adjust the value.

  This table lists the attributes are necessary to adjust the balances with the correct context:

Level	Geography Context Name	Context Names
Federal	None of the geography contexts are used.	None
Provincial	Province	AREA1

- If an employee is transferred from one province to another, create a separate adjustment for each province. This is because all adjustments use the province as a context.

- If an employee is transferred from one tax reporting unit (TRU) to another within the calendar year, and you need to perform a balance adjustment for either TRU, then you must perform a separate adjustment for each, using a process date as of when the transfer took place. When defining the adjustment, you must select the Calculation Breakdown Component value. This value is the same as the TRU you're currently adjusting. There's a one-to-one relationship between the TRU and the Calculation Breakdown Component.

- Use the **Include adjustment in payment balance** check box to use the adjustment amount in the payment process to refund or deduct the payment.

- Use the **Include adjustment in costing process** check box to calculate the costing of the adjusted balance amount.

Balance Adjustments Task

Use the Balance Adjustments task when you need to adjust element entries that are already associated with a person and the contexts don't require updates.

You can search by balance group or balance name, and select the appropriate balance value on the Balance Results section of the Person Process Results page. Use the Adjust Balance action and select an element and enter the adjustment value.

Verify Adjustments

After making the adjustments, verify that the Payroll Process Results task indicate the correct adjusted values. If you have set the adjustment to be refunded in the employee's payment, the payment amount includes the adjusted amount. You can verify this in the employee's payment once a prepayment process runs for an effective date that includes the date the adjustment was made.

Roll Back Balance Adjustments

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

Elements Used for Balance Adjustments

When you make a balance adjustment, the Balance Adjustments process uses these elements to make the adjustments:

- Primary or base element
- Results element

The Results element is a secondary element created when you define the primary element. For adjustments on predefined tax elements, the process uses the primary element to adjust the balance.

Element Input Values to Adjust Balances

This table lists the element and element input values to use to adjust balances for each primary and secondary classification.

Primary Classification	Secondary Classification	Generated Element	Input Value
Standard Earnings	All secondary classifications	<User Element> Results	Earnings

Primary Classification	Secondary Classification	Generated Element	Input Value
Supplemental Earnings	All secondary classifications	<User Element> Results	Earnings
Taxable Benefits	All secondary classifications	<User Element> Results	Earnings
Nonpayroll Payment	All secondary classifications	<User Element> Results	Earnings
Pretax Deductions	All secondary classifications	<User Element> Results	Pay Value
Employee Tax Deductions	All secondary classifications	<Seeded Element>	<Tax> Withheld
Employer Liabilities	All secondary classifications	<User Element>	Pay Value
Involuntary Deductions	All secondary classifications	<User Element> Results	DeductionsCalculated
Involuntary Deductions	All secondary classifications (Fees)	<User Element> Organization Fee Results	FeeCalculated
Involuntary Deductions	All secondary classifications (Fees)	<User Element> Person Fee Results	FeeCalculated
Involuntary Deductions	All secondary classifications (Fees)	<User Element> Processing Fee Results	FeeCalculated
Voluntary Deductions	All secondary classifications	<User Element> Results	Pay Value

Before you perform a balance adjustment, consider the following:

- If a balance adjustment is required for any element other than Earnings, Pretax, Voluntary or Involuntary, you must manually create balance feeds for the following balances:

  - Net Pay
  - Gross Pay
  - Any balances associated with the primary and secondary classifications of all elements other than Earnings, Pretax, Voluntary, or Involuntary

    For example, if you are adjusting an employer liability, you must manually set up a balance feed for the net pay, gross pay, and the balances associated with the Employer Liability element. The application automatically sets up the necessary balance feeds for elements of Earnings, Pretax, Voluntary, and Involuntary classifications.

- To perform adjustments on any element, you must have created an eligibility link. To adjust base elements, the base element must contain an eligibility link. To adjust results elements, the results element must contain an eligibility link.

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How to Correct Registration Number Using Adjust Individual Balances Task

In this example, you must correct the Registration Number so that the year-end forms of the employee reflect the correct balances. The balances were incorrectly tagged to Registration Number 1234567, but you must correct it to reflect 7654321.

In this example, you have created a pretax element, ABC Pretax Element Results, for an employee. The Element Summary shows the details of the element at setup, including the Registration Number, which is incorrect. This results in incorrect balances processed for the employee.

As a Payroll Administrator, these are the corrective actions you must complete:

1. Ensure the eligibility links for the element exists.
2. View the employee balances prior to the adjustment.
3. Adjust the balances.
4. Verify the balance results after the adjustment
5. Correct the registration number on the element

Ensure Element Eligibility Link

Ensure that you have created the eligibility links for your elements. If not, the element is not available for adjustment. In this example, you are adjusting the Registration Number of a Pretax Deduction. To adjust the value, you must ensure you have established eligibility links to the ABC Pretax Element Results element.

1. After you create the element eligibility link, complete these tasks to correct the registration number.

View the Employee Balances

Prior to performing the adjustment, verify the employee's current balance values.

1. Navigate to the Person Process Results task and search for the employee.
2. Select the employee details to view their SOE.
3. Navigate to the run results from the SOE.
4. In the Run Results section, search for and select the row ABC Pretax Element Results.

   The Run Result Values displayed for ABC Pretax Element Results shows the Registration Number as 1234567, which is incorrect.

Adjust the Balances

In this example you adjust the balance by first reducing the balance by 200 and then repeating this process to change the registration number and adding 200 to the balance. Here's the list of steps to adjust the balances coded to the incorrect registration number.

1. Select the **Adjust Individual Balances** task under **Payroll** in **My Client Groups** on your Home page.
2. Enter the name of the employee in the **Name** field in the Search window.
3. Enter a date in the **Effective-As-Of** field to narrow your search. Click **Search**.
4. In the **Search Results**, select the employee name.

5. In the Adjust Individual Balances section, under Element Details Subsection, click the **Element Name** drop-down list box.

   Check that all the elements relevant for the employee is listed here. If an element is not included here, you must set up the element eligibility and ensure that the employee meets the eligibility requirements.

6. Select the **ABC Pretax Element Results** element.
7. In the Adjustment Values section, enter the appropriate balance adjustment values.
8. Reduce the **Pay Value** by 200.
9. Complete the following under the Costing and Payment Details section.

   - Select **No** for Include adjustment in payment balances so that the balances are refunded or deducted in the next payroll run.
   - Select **No** for Include adjustment in costing process so that the costing for the individual balances are done as soon as the balance adjustments are processed.

10. Click **Submit**
11. Click **OK**.

    Repeat the same process for the employee for the positive adjustment when you enter the positive Amount and the new registration number.

Verify the Run Results

To review the run results after each adjustment:

1. Navigate to the View Person Process Results task under **Payroll** in **My Client Groups** on your Home page.
2. Select Balance Adjustment and enter the additional required search criteria, and click Search.
3. Select the employee's name in the Search Results section.
4. Navigate to the run results from the SOE and confirm the adjustment value.
5. Repeat the process for the second adjustment, increasing the Pay Value by 200. Correct the element to default the correct registration number.

   A subsequent payroll run shows the correct registration number and the correct Pay Value associated with that number.

How to Adjust Employee Federal Tax Using Balance Adjustment Task

In this example, you correct the employee's Federal Tax Withheld tax that's over-taxed by $10. You adjust the employee's Federal Tax Withheld tax and refund it to the employee.

As a Payroll Administrator, these are the corrective actions you must complete:

1. Ensure the eligibility links for the element exists.
2. View the employee balances prior to the adjustment.
3. Adjust the balances.
4. Verify the balance results after the adjustment
5. Correct the registration number on the element

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Ensure Element Eligibility Link

Ensure that you have created the eligibility links for your elements. If not, the element is not available for adjustment. In this example, you are adjusting the Employee Federal Tax. To adjust the value, you must ensure you have established eligibility links to the Employee Federal Tax element.

1. After you create the element eligibility link, complete these tasks to correct the registration number.

View the Employee Balances

Prior to performing the adjustment, verify the employee's current balance values.

1. Navigate to the Person Process Results task under **Payroll** in **My Client Groups** on the Home pag and search for the employee.
2. Select the employee details to view their SOE.
3. Navigate to the run results from the SOE.
4. In the Run Results section, search for and select **Federal Income Tax** balance group and click **Search**.
5. In the search results, select the **Federal Tax Withheld** balance.

Adjust the Balances

You can adjust the balances for the employee directly from the Balance view for Federal Tax Withheld by using the Balance Adjustments task. Here's the list of steps to adjust the balance

1. Under Search Results, select the row of the Federal Tax Withheld balance to adjust and select **Adjust Balances** from the Actions menu.
2. Within the Balance Adjustments page, select the **Federal Taxes** element from the Element Name list of values.
3. Enter the appropriate balance adjustments in the Adjustment Values section.

   In this example, we are adjusting to the same Province and Reporting Type, so enter the same value for both contexts, otherwise the balance adjustment will not be linked to the province and reporting type. This will cause the adjustment to not show correctly in the application.
4. Complete the following under the Costing and Payment Details section.

   - Select **No** for Include adjustment in payment balances so that the balances are refunded or deducted in the next payroll run.
   - Select **No** for Include adjustment in costing process so that the costing for the individual balances are done as soon as the balance adjustments are processed.
5. Click **Submit**
6. Click **OK**.

Verify the Run Results

To review the run results after each adjustment:

1. Navigate to the Person Process Results task under **Payroll** in **My Client Groups** on the Home page.
2. Select **Balance Adjustment** and enter the additional required search criteria, and click **Search**.
3. Select the employee's name in the Search Results section.
4. Navigate to the run results from the SOE and select the **Federal Income Tax** balance group.
5. Click **Search** and confirm the adjustment value.

   To verify that the balance is correct and the adjustment is refunded in the employees next paymen/ submit the payroll for the next pay period and verify the run results.

FAQs for Adjust Individual Balances

How can I backdate a balance adjustment?

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

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

Can I update a balance adjustment?

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

Time

Time Card Required Option

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

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

- A salaried employee completes project time cards for billing purposes, but isn't paid based upon those time entries.

- An hourly employee is normally paid based on a predefined work schedule and only submits a time card for overtime or when absent.

Select the Time Card Required Option

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

- HR specialists can select the check box on the **Employment Information** page of the new hire flow.

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

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

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

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Time Card Required	Hours Used in Calculations

Related Topics

- Payroll Elements for Time Card Attributes
- Create Time Card Elements for Time Entries
- Generate Time Attributes and Time Card Fields for Your Elements

Process Time Entries in Payroll

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

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

Aspects of working with time card entries include:

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

Validating Time Card Entries

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

Resolving Import Errors

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

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

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

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

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

Viewing Time Card Entries

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

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

Viewing Costing Overrides

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

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

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

Correcting Time Card Entries

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

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

Method	Action
Pay the time card entries in the next payroll period as retroactive pay	Submit the Recalculate Payroll for Retroactive Changes process. 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. 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. 2. Create a payroll relationship group that includes these employees and process a payroll run for the time card entries.

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Related Topics
- Create Time Card Elements for Time Entries
- Import Time Card Entries to Payroll
- Recalculate Payroll for Retroactive Changes
- Time Element Value Definitions

FAQs for Time

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

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

- For the current payroll period, perform one of the actions:

  - Process the entries as an additional payroll run.

  - Mark the process for retry.

  - Submit QuickPay calculations to calculate and pay the time worked.

- For the next payroll period, process the entries as retroactive pay.

  The application creates element entries for the adjusted entries, which are included as retroactive pay in the next payroll run.

Related Topics
- Process Time Entries in Payroll

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

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

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

- Entries for elements beyond the termination date

- Entries for elements that are end-dated

- Entries where the element eligibility criteria no longer applies

Related Topics
- How Terminations Affect Payroll Processing

Can I correct a time entry in payroll?

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

Related Topics
- What happens if a time card is transferred after the payroll run starts?

Calculation Cards

How Province of Employment Works with Calculation Cards

The province in which an employee works affects their tax calculations. For example, if an employee lives in Ontario and works in Quebec, their payroll calculations are based on the Quebec taxation laws, and not of Ontario.

The new hire flow creates a calculation card as part of the flow. The province of employment is automatically set to the province from the location address of the assignment, if it's available. However you can override the work location of the assignment. Use the Calculation Cards task under Payroll to manually set the province of employment on the Tax Credit Information calculation card.

You must manually set the province of employment when configuring calculation cards in these instances:

- End dating the assignment associated with the default province of employment.
- If there are multiple assignments with different location addresses (of different provinces).
- If the location address isn't specified during the new hire flow.

Provincial Transfers

The province of employment is initially derived from the work location on the assignment. When an employee transfers provinces, the employee's work location and the province of employment on the tax card must reflect the new location.

Once the new location is updated on the assignment, the province of employment on the tax card is updated automatically by default.

When a change is made to the employee's work location, the province of employment on the employee's tax card is updated automatically, unless it's disabled. Once the province of employment on the tax card is changed, the tax calculation uses the new location to determine where the employee is taxed.

> **Note:** After a provincial transfer, all retroactive earnings are taxed based on the current province of employment on the employee's Tax Credit Information calculation card, as per legislative guidelines. Retroactive pretax deductions are also based on the current province of employment.

Province of Employment Outside of Canada

The employee's province of employment can be in the US or in any other country, designated as ZZ in the application. The payroll application supports the following features for employees whose province of employment is outside of Canada.

- *Data Capture*

  The province of employment on the employee's calculation card captures the province used for payroll and tax processing and is reported at year-end. The values in the province list of values in the calculation card are as given in this table.

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Country	Province Code
United States	US
Any Other Country	ZZ

- *Tax Processing*

  The US and ZZ province codes use the taxation formula 'Outside Canada and in Canada beyond the limits of any province or territory' for processing tax.

- *Overrides for Workers' Compensation, Provincial Medical Liability, and Vacation Liability*

  If an employee's tax card has a US or ZZ province code and their earnings be included in Workers' Compensation, Provincial Medical, or Vacation Liability calculations, override the province using the Payroll Relationship UI.

  - Select the province or the account, or both, to use for the Workers' Compensation or Provincial Medical liability calculations at the payroll relationship level.
  - Override the province for Vacation Liability calculations at the payroll relationship level.

- *End-of-Year Reporting*

  The province codes for US and ZZ are reported to the Canada Revenue Agency in Box 10 of the T4 (Statement of Pension, Retirement, Annuity, and Other Income) slip.

  > **Note:** You can use the province codes in the Province parameter in the Run End-of-Year tasks to isolate them when you run the year-end processes.

  If these codes aren't available for selection, you must run the Maintain Canadian Geography task to create the new province records for these provinces.

Location Synchronization

The work province is used to calculate tax. To determine the work province, the province of employment on the tax card is derived from the province of the employee's work location.

The application uses the province of employment to determine where the employee is taxed.

When an employee transfers provinces, the employee's work location and the province of employment on the tax card must reflect the change. Use the **Calculation Card Options** profile option parameter to enable or disable the automatic update of the province of employment on the tax card.

The province of employment on the employee's tax card is updated automatically by default. Set the value of the parameter to **CA_HRSYNC**, to automatically update the province of employment on the employee's tax card.

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How to Disable Automatic Update of Province of Employment

However, you can disable automatic update of the employee's province of employment on their tax card, as given here.

1. Search for and select the **Payroll Process Configuration** task under Payroll on the Home page.
2. Select the **Default Group** tab.
3. Select the **Calculation Card Options** parameter.

   > **Note:** If the Calculation Card Options parameter isn't available for selection, click **Create**, add the parameter and its Default Value. You may find other values for other processes. Ensure the value **HR_SYNC_OFF** exists. If you need to enter other values here, enter them with a blank value to separate each value.

4. Click **Edit** and enter **HR_SYNC_OFF**.
5. Click **Save and Close** and then click **Done**.

How Personal Calculation Card Entries Fit Together

Personal payroll calculation cards capture information specific to a particular payroll relationship. Payroll runs use this information to calculate earnings and deductions. Actions such as hiring a person or loading data may create some cards automatically. Otherwise, you can create the card manually.

You can also add components to cards and enter calculation values, which may override default values. Additionally, you can associate the card with a tax reporting unit (TRU).

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

Consider the following when working with personal calculation cards:

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

Card Types

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

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

Card Name	What it Does
Absences	Identifies absence data and categories, such as: • Vacation • Maternity • Sickness • Other Also used to track accrual balances, qualifications, or no entitlement.

Card Name	What it Does
Benefits and Pensions	Identifies: • Contribution amounts • Limits • Payees • Additional contributions
Tax Credit Information	Identifies: • Federal and Provincial Deductions • Tax Exemption Information • Commission Information • Associations
Involuntary Deductions	Identifies involuntary deductions for both employee and nonworker (retirees) person types. Each card can support multiple deduction types and configurations. One card per payroll relationship.
Reporting Information	Captures Record of Employment information for an employee.
Time Cards	Depending on how they're configured, time cards capture: • Hours and dates worked • Categories of time, such as regular time, overtime, absence, vacation, and holiday
Organization	Organization configuration cards at the following levels: • Legal Entity Calculation Card at the payroll statutory unit (PSU) level • Legal Reporting Unit Calculation Card at the TRU level

Card Creation

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

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

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

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Calculation Components and Component Groups

The Effective As-of Date at the top of the page drives the date of the information displayed.

The Calculation Card Overview pane shows an hierarchy of calculation components within component groups. For example, federal and provincial tax components are calculation components in the Canadian Tax Credit Information calculation card.

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

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

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

Enterable Calculation Values

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

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

Tax Reporting Unit Associations

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

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

Rules about what you can enter here vary by country:

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

End Date Calculation Cards

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

All other calculation cards are end dated upon employee termination.

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End Date or Delete Association Records

End date or delete association detail records on the Tax Credit Information card. Use the **Delete** button in the Association Details section to select one of these options:

- **Delete Record Permanently** to delete the association detail record permanently.

- **Delete Date-Effective Record** to delete the association detail record as of the entered effective date.

- **End Date** to end date the association detail record (defaults to the effective date).

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

Indian Exempt Status

Under certain conditions, an employee with an Indian Exempt Status may be eligible for federal and provincial tax exemptions. In this case, capture their exempt status to stop the tax calculations. However, payroll tax is still deducted for Nunavut and Northwest Territories.

Capture the Indian Exempt Status of the employee during the new hire process. You can capture this information using the check box in the Additional Information section under Payment Details of the Hire an Employee - Employment Information page. You can also update this information using the Payroll Relationships task. To exempt the employee from federal and provincial taxes, use the check box in the Additional Information section of Payment Details under Assignment.

If an employee has multiple assignments and at least one assignment has a status of Indian Exempt Status, the Indian Exempt Status displays as *Yes*. The status is displayed on the personal calculation card of the employee. The employee is then exempted from federal and provincial tax. You can't update this status on the personal calculation card because it's only a display field.

Enterable Values on the Personal Calculation Card

Use the predefined Tax Credit Information personal calculation card to define components to calculate, process, and report taxes for Canada. Aspects of the card include:

- Component Groups and Calculation Components

- Associations

- Calculation Card Overrides

Some values entered on a calculation card override values defined in a calculation value definition. For example, you can override an employee's exemption rules for protected pay for a legislative data group on their Involuntary Deduction card.

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

- Federal

- Regional

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Statutory calculations are based on the taxability rules and tax deduction rates at both the federal and provincial levels. For all provinces except Quebec, the federal and provincial taxes are collected as a single component: federal tax. For Quebec, they're separated into two components: federal tax and provincial tax. In addition, you also have applicable provincial and payroll taxes depending on your province of employment.

Component groups appear in the Calculation Card Overview section of the Calculation Cards page. Each component group supports a set of calculation components that capture data used to process the calculation.

Federal Component Group

The federal calculation group has these three calculation components:

- Federal Tax
- Employment Insurance (EI)
- Canada Pension Plan (CPP)

You can enter information in these three sections of the tax card:

- Federal Tax Information
- Tax Exempt Information
- Commission Information

Federal Tax Information

The Federal tax calculation is applicable in all provinces. The values you can enter for Federal Tax Information include:

- *Total Claim Amount* value represents the federal basic personal amount. This amount is displayed on the calculation card. Each year the basic amount is updated. If an employee has only the basic personal amount, they need not enter anything in the Total Claim Amount field.

  If the employee has a total claim amount different than the basic amount, enter that amount here. This override isn't reset to the basic amount or updated at the beginning of the year. It remains the same until modified by you. In this case, enter 0 for the total claim amount.

  If an employee states that their total expected income from all sources is less than the total claim amount, the employee is exempt from tax deductions. This includes federal, provincial, or territorial taxes.

- *Annual Deduction* value represents a tax reduction relating to child care and alimony expenses that's authorized by a tax services office, government, or court. It applies to federal tax calculations.

- *Federal Tax Rate* overrides the federal tax calculations.

- *Prescribed Zone Deduction*: An employee living in a prescribed zone is eligible for additional tax exemptions. Enter the deductions in the Prescribed Zone Deduction field on the employee's personal card. For Quebec, enter the deduction in the Designated Remote Area Deduction field.

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- *Federal Tax Amount* is an override to the federal tax calculations.
  The Federal Tax Amount does the following:
    - In a payroll that only processes elements with regular taxation, the Federal Tax Amount replaces the tax calculation.
    - In a payroll where only elements with nonperiodic taxation are processed, the Federal Tax Amount replaces the tax calculation.
    - In a payroll run that processes elements with regular and nonperiodic taxation, the Federal Tax Amount replaces the tax calculation for elements with regular taxation. The application calculates tax on the elements with nonperiodic taxation independently.
    - In a payroll run that processes elements with lump sum taxation, the Federal Tax Amount is ignored.

  If there is an Additional Tax value for the employee, the application deducts Additional Tax in addition to the Federal Tax Amount.

To exempt an employee from paying federal tax:

- Select the Federal Tax Exempt check box on the calculation card.

- If the employee is Status Indian, select the Indian Exempt Status check box in the Payment Details: Additional Information section of the Hire an Employee - Employment Information page. Selecting the check box stops the tax from calculating.

- *Other Tax Credits*: This is an amount specified by the government to reduce income tax amount. Enter the other tax credits amount on the tax card.

- Commission Information: The values you can enter for Commission Information at the federal level include the following:
    - Annual Income Including Commission: The expected income of a commissioned employee in the calendar year. Derive this value from the employee's TD1X form and enter this value on the tax card.
    - Commission Expenses: The expected expenses of a commissioned employee in the calendar year. Derive this value from the employee's TD1X form and enter it on the tax card.

- Estimated Annual RRSP: The estimated amount of RRSP an employee is expected to contribute in the calendar year.

Tax Exempt Information
The values you can enter in this region are:

- *CPP Exempt*: Use this check box to indicate if the employee is exempt from CPP tax calculations.

- *CPP Revocation Date*: This date is applicable to those who have elected in a previous year to stop contributing to CPP and want to revoke that election. CPP contributions will begin after this date. If the date isn't the first of the month, CPP contributions will begin from the month following this date.

- *CPP Election Date*: This date is applicable to those who are currently receiving a CPP or Quebec Pension Plan (QPP) retirement pension and want to stop the contributions.
  The above two date fields become enterable if the person is between 65 and 70 years of age.

- CPT30 Election Date: If you pay an employee after the CPP Election Date on their tax calculation card, the application prorates the CPP Withheld and CPP Taxable annual maximum limits. The prorated amounts are based on the number of months they were subject to CPP in the year. If the employee contributions are over this limit, the CPP Withheld is refunded. The application adjusts the CPP Taxable amount to bring the year-to-date values in line with the prorated limits.

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Include in the CPP Excess balance, payments that are subject to CPP and are paid to the employee after the CPP Election Date.

- *EI Exempt: Use this check box to indicate if the employee is exempt from EI tax calculations.*

- *Indian Exempt Status*: Use this check box to indicate if the employee has an Indian status.

  Capture this information at the assignment level. If the employee has multiple assignments and if one of them has Indian Exempt Status, the employee is exempt from federal and provincial tax deductions.

- *Federal Tax Exempt*: Use this check box to indicate if the employee is exempt from federal tax calculations.

Regional Component Group

Calculation Components under the Regional group are: Provincial Tax, Payroll Tax, and Quebec Taxes. The values displayed in the card depend on the province of employment.

- *Payroll Tax*: Payroll tax is applicable only in Nunavut and Northwest Territories. Select the Payroll Tax Exempt check box to exempt an employee from this tax.

- *Provincial Tax*: Provincial tax is an income tax applicable only for Quebec. Select the Provincial Tax Exempt check box to exempt the provincial tax deductions for this employee. You can override the tax calculation with a flat amount or rate.

- *Quebec Taxes*: For all provinces other than Quebec, collect the federal and provincial taxes as a single component: federal tax. For Quebec, separate them into two components: federal tax and provincial tax.

  Quebec Pension Plan (QPP) is similar to CPP and is applicable only in the province of Quebec.

- Quebec Parental Insurance Plan (QPIP) contribution is for parental leaves in Quebec.

  You can select the relevant check box to exempt the employee from both or either QPP or QPIP tax calculations.

- *Ontario Tax Credits*: Employees in the province of Ontario are eligible for an additional reduction in their taxes depending on the following:

  - Number of the employee's dependents under the age of 19
  - Number of disabled dependents the employee supports

- Commission Information: The values you can enter for Commission Information for Quebec include the following:

  - *Annual Commission Income*: The expected commission income of a commissioned employee in the calendar year. Derive this value from the employee's TP1015R form and enter this value on the tax card.
  - *Commission Expenses*: The expected expenses of a commissioned employee in the calendar year. Derive this value from the employee's TP1015R forms and enter it on the tax card.

- *Labour Fund Contributions*: A tax calculation reduction applicable only when the employee has deductions related to labour-sponsored funds. Enter the annual value of the contribution on the tax card. This is

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applicable to British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Quebec, Saskatchewan, and Yukon.

> **Note:** For Quebec, there is a 15 percent tax credit on the value entered.

- *Additional Tax*: This value represents the amount an employee elects to have deducted as extra tax, in addition to the tax calculation. Enter the amount in Canadian Dollars only and it applies to Quebec only. Derive this value from the forms and enter it on the tax card.

- *QPP Exempt*: Use this check box to indicate if the employee is exempt from QPP tax calculations.

- *QPP Revocation Date*: This date is applicable to those who have elected in a previous year to stop contributing to QPP and want to revoke that election. QPP contributions will begin after this date. If the date isn't the first of the month, QPP contributions will begin from the month following this date.

- *QPP Election Date*: This date is applicable to those who are currently receiving a Quebec Pension Plan (QPP) or a Canada Pension Plan (CPP) retirement pension and want to stop the contributions.

    - The above date fields become enterable if the person is between 65 and 72 years of age.

Associations

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

Association details link calculation components with terms or assignments. Each component must be associated with one or more assignments in a 2-tier model.

Change TRU for an Assignment

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

- Delete Record Permanently to delete the association detail record entirely.

- Delete Date-Effective Record to delete the association detail record as of the entered effective date.

- End Date to end date the association detail record (defaults to the effective date).

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

Consider the following when end dating an association:

- You can only delete or end date the association detail records.

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

To transfer an assignment from one TRU to another:

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

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Calculation Card Overrides and Lump Sum Rate Overrides

Calculation cards at different levels capture different information. The information defined at a lower-level overrides value defined at higher levels. An entry defined on the personal calculation card overrides the values defined at the TRU or payroll statutory unit level.

Lump Sum Overrides

Use these fields on the employee's tax card to enter overrides to the federal or provincial lump sum rates:

- Federal Lump Sum Rate
- Provincial Lump Sum Rate (Quebec only)

Enter a value to override the prescribed rates used for calculation of taxes for lump sum payments. The lump sum payments are spread across multiple pay periods. If you don't override the rate, the deduction calculation uses the prescribed rate.

Sales Tax

Some specific benefits have sales tax calculations performed on them if you have configured them as such to process sales tax. Sales tax calculations apply to these element classifications:

- Taxable benefits
- Employer liabilities
- Voluntary deductions

These sections describe the factors that influence sales tax calculations.

Sales Tax Calculations

This table shows the calculated sales tax and whether they belong to Federal or Provincial calculations.

Level	Sales Tax
Federal and Provincial	Harmonized Sales Tax (HST) • A combination of Goods and Services Tax (GST) and Provincial Sales Tax (PST).
Federal	GST
Provincial	• Provincial Premium Tax (PPT) • PST and Quebec Sales Tax • Retail Sales Tax (RST) on Insurance

Configure Elements for Sales Tax Calculations

The element template contains questions if sales tax applies to the element created. The default answer for each sales tax is *No*. The sales tax types that apply are:

- GST
- HST
- PPT
- PST
- RST

Your answer to the template question 'Should the tax be reported separately?', determine how the sales tax amounts are displayed on the Statement of Earnings and the employee's payslip, as given below:

- If Yes, then the individual sales tax amounts are reported as separate line items on the Statement of Earnings and the employee's payslip.
- If No, then the values for each sales tax for that element are combined with the element's base amount, and reported as one line item.

The default for the Report Sales Tax Separately option is *Yes*.

The following new input values exist on the base element related to sales tax:

- GST
- HST
- PPT
- PST
- RST
- Report Sales Tax Separately

Additionally, the application creates shadow elements for the main elements and the retroactive elements you create, to process sales tax. The shadow elements are:

- \<Base Element Name> Sales Tax Calculator
- \<Base Element Name> GST
- \<Base Element Name> HST
- \<Base Element Name> PPT
- \<Base Element Name> PST
- \<Base Element Name> RST Result

Balances

These are the balance types for the individual tax amounts:

- \<element name> GST
- \<element name> HST

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- <element name> PPT

- <element name> PST

- <element name> RST

Retail Sales Tax Calculations

The Retail Sales Tax on Insurance tax calculation considers the province of employment on the tax card, as well as the province of residence of the employee. If you configure both PPT and Retail Sales Tax for an element, the Retail Sales Tax calculates on the base amount plus the PPT.

The details of the sales tax calculations for Retail Sales Tax and exceptions if the province of employment is in Ontario, Quebec, or Saskatchewan are given below for the province of Manitoba. Employer-paid premiums relate to taxable benefits and employer liability elements, while employee-paid premiums relate only to voluntary deduction elements.

Province of Residence	Province of Employment	Employer-Paid Premiums	Employee-Paid Premiums
Manitoba	Manitoba	Subject to Manitoba Tax	Subject to Manitoba Tax
Outside Manitoba	Manitoba	Exempt from Manitoba Tax	Exempt from Manitoba Tax
Manitoba	Outside Manitoba	Subject to Manitoba Tax	Subject to Manitoba Tax
Outside Manitoba	Outside Manitoba	Exempt from Manitoba Tax	Exempt from Manitoba Tax
Manitoba	Ontario	Exempt from Manitoba Tax	Subject to Manitoba Tax
Manitoba	Quebec	Exempt from Manitoba Tax Subject to Quebec Tax	Subject to Manitoba Tax
Manitoba	Saskatchewan	Exempt from Manitoba Tax Subject to Saskatchewan Tax	Subject to Manitoba Tax
Ontario	Ontario	Subject to Ontario Tax	Subject to Ontario Tax
Outside Ontario	Ontario	Subject to Ontario Tax	Exempt from Ontario Tax
Ontario	Outside Ontario	Exempt from Ontario Tax	Exempt from Ontario Tax
Outside Ontario	Outside Ontario	Exempt from Ontario Tax	Exempt from Ontario Tax
Quebec	Quebec	Subject to Quebec Tax	Subject to Quebec Tax
Outside Quebec	Quebec	Subject to Quebec Tax	Exempt from Quebec Tax
Quebec	Outside Quebec	Exempt from Quebec Tax	Subject to Quebec Tax

Province of Residence	Province of Employment	Employer-Paid Premiums	Employee-Paid Premiums
Outside Quebec	Outside Quebec	Exempt from Quebec Tax	Exempt from Quebec Tax

Workers' Compensation and Provincial Medical Liability

For taxable benefits, the workers' compensation and provincial medical calculations are processed on the combination of the taxable benefit and sales tax amounts, if applicable.

Automatic Calculation Card Creation

If your Payroll Product Usage is set to Oracle Fusion Payroll or Payroll Interface, then a statutory calculation card is created automatically as part of the new hire process.

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

- Calculation Groups and Components
- Associations and Association Details
- Province of Employment
- Canadian Taxation Element
- Automatically Created Calculation Card

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

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

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

Calculation Groups and Components

The automatically created card contains these calculation groups and components:

Calculation Groups	Components
Federal	Federal Tax
Federal	Canada Pension Plan
Federal	Employment Insurance
Federal	Canadian Taxation
Regional	Provincial Tax

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Calculation Groups	Components
Regional	Payroll Taxes
Association	Tax Reporting Unit
Association	Assignment or Employment Terms

Associations and Association Details

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

A person with multiple assignments can have one TRU for each assignment or employment terms. You can't associate more than one TRU to an assignment or employment terms.

During the new hire flow, if no TRU is selected, the process creates a calculation card with the components described above, but the card contains no TRU association or association details. Associating a TRU with a calculation card enables the payroll process to apply rules and rates defined for that TRU when aggregating the calculations. You must create an association on the card before the employee can be processed in a payroll.

The TRU association process not only links the card to the assignment or employment term, but it also creates the Canadian Taxation element entry.

Province of Employment

The province of employment is determined by the work location of the employee, if defined during the hiring process. For any subsequent changes to the employee work location, you must edit the card manually to update the province of employment.

Canadian Taxation Element

When the TRU association is created, the Canadian Taxation element entry is created to enable tax calculations for the employee. The element entry is created if the eligibility is defined and the employee meets the eligibility criteria.

Automatically Created Calculation Card

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

- Enter the Total Claim Amount
- Exempt the employee from federal or provincial tax
- Enter an override
- Change the province of employment if it differs from the default value

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Examples of Creating Calculation Cards Manually

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

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

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

Additional Assignment for a Different TRU

If an employee with an existing assignment and associated calculation card gets an additional assignment that reports to a different tax reporting unit (TRU,) you must:

- Associate the new TRU to the existing tax card

- Associate the new assignment to the card

Note: The employee receives two different payslips, one for each assignment.

Upgrade from HR to Payroll

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

Transfer of Employees to a New TRU

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

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

Create a Legal Entity Calculation Card

This topic demonstrates how you can create a calculation card at the legal entity level. The calculation card captures information like the tax calculation rules and methods for the organization at the legislative level.

Use the Manage Legal Entity Deduction records task to create the card. Define one Calculation Card for each PSU and TRU you have defined.

You can override the information you define on the legal entity card at the TRU-level.

Perform these tasks to create a legal entity calculation card for Canada:

- Create the Calculation Card

- Define the Federal Tax Calculation Components

- Define the Canada Pension Plan Calculation Components

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- Define the Employment Insurance Calculation Components

- Define the Provincial Tax Calculation Components

- Define the Quebec Pension Plan Calculation Components

- Define the Quebec Parental Insurance Plan Calculation Components

How to Create the Calculation Card

1. In the Setup and Maintenance work area, do the following:

   - Offering: Workforce Deployment

   - Functional Area: Enterprise Structures

   - Task: Define Legal Entities for Human Capital Management

   Expand the entry to display a list of related tasks.
2. Click the *Select Scope* link for the Define Legal Entities for Human Capital Management task.
3. On the Select Scope window, select *Select and Add.*
4. Click *Apply and Go to Task*.
5. On the Select and Add: Legal Entity page, search for and select the legal entity and click *Save and Close.*
6. Click *Go to Task* for the Manage Legal Entity Calculation Cards task.
7. Click *Create.*
8. Enter the *Effective-As-of-date* and select *Calculation Rules for Tax Reporting and Payroll Statutory Unit* as the card name.
9. Click *Continue.*

How to Define the Federal Tax Calculation Components

The **Federal Tax** card component is used to capture information that impacts Federal Tax calculations for employees.

1. Select *Federal* from the Components Groups in the Calculation Card Overview section.
2. Select *Federal Tax* as the Calculation Component.
3. Select *Edit-Correct* in the Federal Tax: Details section.
4. In the Calculation Component Details tab:

   - Select *Option 1- General Tax Formula* in the Federal Regular Tax Method

   - Select one of these options in the Federal Nonperiodic Tax Method to configure the nonperiodic tax method:

     - Regular Bonus Calculation
     - Year-to-Date Bonus Calculation
5. Click *Save.*

How to Define the Canada Pension Plan Calculation Components

The **Canada Pension Plan** card component is used to capture information that impacts CPP calculations for employees.

1. Select *Canada Pension Plan* as the Calculation Component.
2. Select *Edit-Correct* in the Canada Pension Plan: Details section.
3. In the Calculation Component Details tab, select one of these self-adjust options for the *CPP Self Adjust Method:*

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- o Self Adjust - adjusts the deduction based on the pensionable earnings every payroll
- o Self Adjust at Maximum - adjusts the deduction based on the pensionable earnings when the maximum annual pensionable earnings are reached
4. Click *Save.*

How to Define the Employment Insurance Calculation Components

The **Employment Insurance** card component is used to capture information that impacts EI calculations for employees.

1. Select *Employment Insurance* as the Calculation Component.
2. Select *Edit-Correct* in the Employment Insurance: Details section.
3. In the Calculation Component Details tab, select one of these self-adjust options for the EI Self-Adjust Method:

- o Self-Adjust - adjusts the deduction based on the insurable earnings every payroll

- o Self-Adjust at Maximum - adjusts the deduction based on the insurable earnings when the maximum annual insurable earnings are reached

4. In the Enterable Calculation Values on Calculation Cards tab:

- o Click *Plus.*

- o Select *Employer EI Rate* in the Name field and click *OK.*

- o Enter the rate value. Enter the rate to three decimals (for example 1.267).

- o Click *OK*.

5. Click *Save and Close.*

How to Define the Provincial Tax Calculation Components

The **Provincial Tax** card component is used to capture information that impacts Provincial Tax calculations for employees. This component is only applicable to Quebec.

1. Select *Regional* from the Component Groups in the Calculation Card Overview section.
2. Click *QC (or Quebec)* under Regional.
3. Select *Provincial Tax* as the Calculation Component.
4. Click *Plus* in the Provincial Tax: Details section.
5. Select *Provincial Tax* in the Calculation Component Details field and click *OK*.

- o Select *Regular Payments* as the Provincial Regular Tax Method.

- o Select *Bonus, Retroactive Pay or Lump Sum Payments - Method 1* as the Provincial Nonperiodic Tax Method.

6. Click *Save.*

How to Define the Quebec Pension Plan Calculation Components

The **Quebec Pension Plan** card component is used to capture information that impacts QPP calculations for employees. This component is only applicable to Quebec.

1. Select *Quebec Pension Plan* as the Calculation Component.
2. Click *Plus* in the Quebec Pension Plan: Details section.
3. Select *Quebec Pension Plan* in the Calculation Component Details field and click *OK*.
4. In the Calculation Component Details tab, select one of these self-adjust options for the QPP Self-Adjust Method:

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     o Self-Adjust - adjusts the deduction based on the pensionable earnings every payroll

     o Self-Adjust at Maximum - adjusts the deduction based on the pensionable earnings when the maximum annual pensionable earnings are reached

5. Click *Save*.

How to Define the Quebec Parental Insurance Plan Calculation Components

The **Quebec Parental Insurance Plan** card component is used to capture information that impacts QPIP calculations for employees.

1. Select *Quebec Parental Insurance Plan* as the Calculation Component.
2. Click *Plus* in the Quebec Parental Insurance Plan: Details section.
3. Select *Quebec Parental Insurance Plan* in the Calculation Component Details field and click *OK*.
4. In the Calculation Component Details tab, select one of these self-adjust options for the QPIP Self-Adjust Method:

     o Self-Adjust - adjusts the deduction based on the insurable earnings every payroll

     o Self-Adjust at Maximum - adjusts the deduction based on the insurable earnings when the maximum annual insurable earnings are reached

5. Click *Save and Close.*

Create a Statutory Deductions Calculation Card Manually

This example demonstrates how you can create the Tax Credit Information Calculation Card calculation card at the payroll relationship level and add the federal and provincial tax deductions. The calculation card captures the employee's tax filing information as given in the TD1 form.

Before You Begin

Before you start creating the card, confirm the following:

1. The new hire process for the employee is completed and the employee has a valid payroll relationship with a Canadian payroll statutory unit. The employee has at least one valid assignment under the payroll relationship.
2. The employee is assigned to a payroll.

Create the Calculation Card

1. Search and select the **Calculation Cards** task under **Payroll** in **My Client Groups** on the Home page..
2. Complete these fields in the Search section, as shown in this table.

Field	Value
Name	Adams, Kay
Legislative Data Group	InFusion, Canada
Effective As-of Date	01/01/2013

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Field	Value

3. Click **Search** to display a list of matching payroll relationships.

> **Note:** A person can have multiple payroll relationships. In this example, only one payroll relationship exists for the person.

4. Click the row for *Adams, Kay* to open the Person Details page. Any available calculation cards appear in the Search Results.
5. Click **Create** to open the Create Calculation Card window.
6. In the Name field, select **Tax Credit Information Calculation Card** as the calculation card type.
7. Click **Continue** to display the Calculation Cards page.

   In the Calculation Card Overview pane, you can view the calculation groups associated with this calculation card. In this example, you can see the Federal and Regional calculation groups. You can also see Ontario under the Regional group.

How to Add Calculation Components for Federal Deductions

To enter the federal deduction components:

1. In the Calculation Card Overview pane, select **Federal**.

   > **Note:** The three calculation components under the Federal group are: Federal Tax Information, Tax Exempt Information, and Commission Information.

2. Enter **15,500** as the Total Claim Amount.

   > **Note:** You enter a claim amount only if the employee has an amount that's different than the basic amount. If you don't enter an amount the basic amount is used.

3. Enter **500** as the Additional Tax amount.
4. Select the **CPP Exempt** check box to exempt the employee from CPP deductions.
5. Enter the **CPP Election Date** if you want CPP proration.

   > **Note:** You can't select the CPP Exempt check box and also enter the CPP Election Date. You can enter only either of them and not both.

6. Select the **EI Exempt** check box to exempt the employee from EI deductions.

How to Add Calculation Components for Regional Deductions

To add provincial tax details for a province, for example Ontario: The employee has two dependents under the age of 19 and one disabled dependent.

1. In the Calculation Card Overview section, select **ON** under the Regional group. ON is the two-digit province code for Ontario.

   Calculation Components under the Regional group are: Provincial Tax, Payroll Tax and Quebec Taxes. The values displayed in the card depend on the province of employment. In this example, you can see the components for Provincial Tax for Ontario.

2. Enter the **Total Claim Amount** to override the provincial tax deductions.
3. Select the **Provincial Tax Exempt** check box if you want to exempt the employee from Provincial Tax.

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4. For the province of Ontario, specify **2** as the Number of Dependents Under Age 19 and **1** as the Number of Disabled Dependents.
5. Click **Save and Close**.

How to Create an Association

You must associate the calculation card with a tax reporting unit (TRU). You must also associate the card to each employment assignment or term. A person with multiple assignments can have one TRU for each assignment, or each TRU can have one assignment or term. You can't enter multiple TRU's to an assignment or term.

1. In the Calculation Card Overview pane, click **Associations**.
2. Click **Create** in the Associations section.
3. In the Create Association window, select **InFusion 1**, the TRU responsible for reporting deductions for this employee.
4. Click **Save t**o save the association.

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

How to Create Association Details

You must associate calculation components with employment assignments or terms.

1. In the Association Details section, click **Create**.
2. On the Create Association Details window, select **E300100008926055** in the Assignment Number field.
3. Repeat steps 1 and 2 for each assignment.
4. Click **Save and Close**.

Edit the Tax Credit Information Calculation Card

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

For example the province of employment of the employee, Adams, Kay, at the time of hiring is Ontario. Subsequently, the employee has taken a new assignment with a different tax reporting unit (TRU).

Before You Begin

Before you begin confirm the following:

- The new hire process forAdams, Kay is completed and a TRU was selected on the Hire an Employee: Employment Information page.

- The employee has a payroll relationship and is assigned to a payroll.

- A calculation card definition that includes the federal and regional tax calculation exists at the legislative level.

- The employee takes on a new assignment in Quebec with a different TRU, InFusion2.

How to Open the Calculation Card

1. Select *Calculation Cards* from **Payroll** in **My Client Groups**.
2. On the Person Search page, complete the following fields:

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Field	Value
Name	Adams, Kay
Legislative Data Group	InFusion, Canada
Effective As-of-Date	01/01/2013

3. Click *Search* to display a list of matching payroll relationships.

   A person can have multiple payroll relationships. In this example, only one payroll relationship exists for the person.

4. Click the row for *Adams, Kay* to open the Manage Person Details page. Any available calculation cards appear in the Search Results.

5. Click the *Tax Credit Information* calculation card that was automatically created for this payroll relationship.

   In the Calculation Card Overview pane, you can view the calculation groups associated with this calculation card. In this example, you can see the Federal and Regional calculation groups. You can also see ON under the Regional group. The province of employment is shown as a two-character code.

6. Click *ON* to view the Payroll Tax Information details applicable for the employee in Ontario.

Effective As-of-Date

The Effective As-of Date at the top of the page drives the date of the information displayed.

Show or Hide Records

When you update the components for future dates, date-tracked records are created. Once new records are created, the Hide or Show Prior Records option is displayed on the page. By default these new prior records are hidden, so you display them by selecting Show Prior Records. The current record is displayed first with all subsequent ones displayed after, in order of latest effective date.

Payroll Relationship Information

The Payroll Relationship component is completely collapsed by default. Expand it to view the details.

This component contains certain tax-related attributes that are associated with the employee's payroll relationship. These attributes directly affect taxation and are displayed on the tax card. The information is read-only and you can't edit it here.

This information is captured on the employee's assignment when you hire the employee. You can update the details after new hire by using the payroll relationship page.

How to Edit the Federal Components

The Federal component contains the employee's federal tax deduction details that are populated into the employee's TD1 or TD1X forms. Links are available for these forms and you can view the values in the actual government PDFs of these forms. These forms are not editable.

1. In the Calculation Card Overview pane, select *Federal.* The information you can edit includes:

- ○ Province of Employment
- ○ Federal Tax Information
- ○ Tax Exempt Information
- ○ Commission Information

2. Select *Edit - Correct.*
3. Enter the *Total Claim Amount* in the Federal Tax Information section.
4. Select the *EI Exempt* check box to exempt the employee from EI calculations.
5. Click *Save.*

How to Create a Tax Reporting Unit Association

The Associations component contains the TRU associations, assignments, as well as some other details that are associated with the TRU like, province of employment and vacation liability plan details. The associations components has these three sections:

- Basic Information: Contains the start date and the TRU association

- Canadian Taxation: Contains the component details, province of employment, and the vacation liability information.

- Association Details: Contains the assignments associated to the TRU. You can add additional assignments in this component.

The employee has taken a new assignment with a different TRU, and you must associate the new TRU with the existing tax card.

1. In the Calculation Card Overview section, click *Associations.*
2. Click *Create* in the Associations section.
3. On the Create Association window, select *InFusion 2* in the Tax Reporting Unit field.
4. Click *Save.*

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

How to Create Association Details

You must associate calculation components with employment assignments or terms.

1. In the Association Details section, click *Create.*
2. On the Create Association Details window, select *E300100008926055* in the Assignment Number field.
3. Click *Save and Close.*

End Dating and Deleting Association Details

The **Delete** button in the Association Details section provides you the options to:
- Delete Record Permanently: Deletes the association detail record entirely.

- Delete Date-Effective Record: Deletes the association detail record as of the effective date entered. If no date-effective record exists, it's the same as the "Delete Record Permanently" option.

- End Date: End dates the association detail record.

Note the following when ending or deleting association details:
- You can only delete or end date the association detail records.

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- You can't delete or end date association records if it is processed in a payroll.

How to Change the Province of Employment

1. Select *Quebec* as the Province of Employment.
2. Click *Save and Close.*

   When you open the card again, you see the codes for Ontario and Quebec under the Regional groups.

How to Edit the Regional Component

The Regional component contains the employee's provincial tax deduction details. You can access the provincial TD1 form from here and view the information government PDF.

At the time of new hire, a provincial card was created automatically because the employee's province of employment was Ontario. Since you have changed the province of employment to Quebec, you can now view the Quebec provincial card. You can view and edit the provincial tax information for Quebec as required.

1. In the Calculation Card Overview section, select *Regional.*
2. Select *Quebec* under the Regional group.
3. Select *Edit - Correct.* The fields you can edit include:

   - Provincial Tax Information
   - Tax Exempt Information
   - Commission Information

4. Complete the fields as required. Click *Save and Close.*

Review and Update Calculation Value Definitions for the Deduction

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

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

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

Related Topics

- Considerations to Enter Calculation Values for Pensions

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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.

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?

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Protected Pay

Overview of Protected Pay

For each province and type of involuntary deduction, a portion of the earnings paid to an employee is exempt from involuntary deductions. These earnings are referred to as protected pay. The remainder of the earnings is considered disposable income.

Regardless of multiple assignments or multiple runs in a pay period, protected pay is applied.

Use the Enterable Calculation Values on Calculation Cards tab on the Calculation Cards page, to create individual entries and define the rules. The payroll process calculates the protected pay amount based on the rules you configure on the involuntary deduction card for the employee.

You can configure protected pay rules for each involuntary deduction type as a protected pay amount, protected pay percentage, or a combination of both. You can have different methods of calculating protected pay as given below.

Multiple Deductions of the same Deduction Type

If an employee has multiple deductions of the same deduction type, the highest value derived for protected pay is determined within each deduction type. The process applies that value to all other deductions of that same deduction type.

For example, consider a case where multiple Garnishments are configured with different rules, one with a protected pay percentage of 40, and the other with a percentage of 50. The higher percentage of 50 is applied as the protected pay percentage for both Garnishments for the employee. In the same way, you can have one Garnishment with a protected pay amount of 300 and a protected pay percentage of 50. In this case, both protected pay entries are used to calculate the highest value of the two. This value is compared to other Garnishment entries to come up with a final protected pay value for Garnishments.

Multiple Deductions of Different Deduction Types

If the deduction types are different, the highest protected pay doesn't apply across deduction types. Each deduction type determines its own protected pay value.

The order in which the elements are processed is determined by the subprocessing order. If a Maintenance and Support deduction is processed first, that deduction impacts how much of the disposable income is available for subsequent deductions processed.

For example, consider a case where a Maintenance and Support deduction is configured with a protected pay percentage of 50 and a subprocessing order of 1. In addition a Garnishment deduction is configured with a protected pay percentage of 80 and a subprocessing order of 2. The disposable income remaining for the Garnishment is affected by the first calculation of protected pay of the Maintenance and Support deduction. There may not be enough disposable income left to guarantee the 80 percent protected pay rule, so there is no Garnishment deduction.

Protected Pay Rules

Configure provincial protected pay rules for each individual deduction on the involuntary deduction card for the employee. The protected pay amount is calculated based on the rules configured on the involuntary deduction card for the employee.

Use the Enterable Calculation Values on Calculation Cards tab on the Calculation Cards page, to create individual entries and define the rules.

The following rules are predefined in the application. You can use a combination of these rules to meet the requirements defined on the court order.

Protected Pay Amount

The Protected Pay Amount rule is available to configure a flat amount. By defining this value, you define an amount of the employee's pay that is exempt from this deduction. Only pay that exceeds this amount is available for the deduction.

Protected Pay Percentage

The Protected Pay Percentage rule is available to configure a percentage, in addition to an amount. By defining this value, the formula creates a Percent of Protected Pay for the deduction, as given here:

- If the Disposable Income Calculation Rule is defined as Percentage of Gross Pay, the protected pay is a percentage of the employee's gross wages.

- If the Disposable Income Calculation Rule is defined as Percentage of Net Pay, the protected pay is a percentage of the employee's net pay.

- If the Disposable Income Calculation Rule is defined as Percentage of Net Pay Less Specific Deductions, the protected pay is a percentage of the employee's net pay less specific deductions.

   Note: The rate is entered as a percent, for example, .50 for 50%.

Apply Protected Pay Percentage to Income Above Protected Pay Amount Rule

The Apply Protected Pay Percentage to Income Above Protected Pay Amount rule applies the protected pay percentage on the non-exempted portion of the wages to calculate the protected pay amount. The result of the percentage calculation is added to the base amount to calculate the total protected pay. For example, use this rule, if the court order specifies a protected pay exemption amount, plus a percentage of the wages above that exemption.

This is a Yes or No option that specifies how the protected pay calculation applies the percentage.

- If your selection is *Yes*, the protected pay percentage is calculated on the disposable income over the protected pay amount, and then added to the protected pay amount, as follows:

  ```
  Protected Pay =(Disposable Income - Protected Pay Amount)x Protected Pay% + Protected Pay Amount
  ```

- If your selection is *No*, the protected pay is the maximum of the protected pay percentage or the protected pay amount. This is the default behavior.

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Exemption Rule

The Exemption rule is an exemption amount used to reduce the gross or net wages, prior to applying the deduction percentage in the calculation.

Maximum Protected Pay Amount Per Month

The Maximum Protected Pay Amount Per Month Rule specifies a maximum value for the protected pay amount for each deduction in a month. If there are multiple deductions of the same type, for example two garnishments, this value serves as the maximum for all deductions of the same deduction type. This applies only to the specific deduction you set up.

Maximum Withholding Amount Per Month

The Maximum Withholding Amount Per Month Rule specifies a maximum withholding value for the deduction in a month.

British Columbia FMEP

The British Columbia Family Maintenance Enforcement Program (FMEP) has a prescribed rate for protected pay based on the amount of wages paid per period. This is only for maintenance and support deductions and is addressed by configuring the following rule. This is a Yes or No option that specifies whether the protected pay calculation for British Columbia FMEP is enabled.

The requirements for British Columbia FMEP are preconfigured by Oracle.

- If your selection is *Yes*, the British Columbia FMEP protected pay calculations are applied.

- If your selection is *No*, the British Columbia FMEP protected pay calculations aren't applied. This is the default behavior.

If other protected pay rules are configured, the British Columbia FMEP protected pay calculations are overridden and the other protected pay rules are used in the calculations.

If multiple Involuntary Deduction components exist, each with a differing Protected Pay Percentage entered, the formula uses the highest percent defined.

Select the rule from the list of values in the Edit Calculation Values within the Involuntary Deductions Calculation Card for the employee. The protected pay amount calculated for the deduction, as well as additional details, are displayed in the run results for the Results and element's shadow elements. Any amounts in arrears observe the protected pay limits.

Wage Basis Rules

Overview of Wage Basis Rules

Wage basis rules introduce a way to identify the federal and provincial factors that determine the calculation of balances.

The calculation of balances is based on the references (contexts) selected at the deduction level. Each wage basis rule is associated with a secondary element classification.

Wage basis rules are predefined for all the available secondary classifications. In case you create a new classification, you must create the wage basis rules for the new classification. Wage basis rules are either at the regional level or at the federal level.

Use the Component Group Rules task in the Payroll area to view the predefined rules or create rules. The rules are based on the deduction types. The wage basis rules are date effective.

Contexts for Wage Basis Rules

You can associate a wage basis rule with up to four references that define the context for the rule. Each reference has a number that determines the sequence in which it's evaluated for processing relative to other references.

Contexts or references are defined for each deduction type and each context has a context usage defined. The context usages defined for Canada include:

- Statutory reporting types or combinations of year end forms
- The primary and secondary classification of the elements
- The province associated to the deduction type. This is only applicable to regional component wage basis rules.

Deduction Types and Classifications

The wage basis rules are based on the deduction types.

Oracle Fusion Human Capital Management for Canada delivers the current wage basis rules for federal and provincial levels for a number of secondary classifications. These wage basis rules define if a particular classification of earning is subject to the following:

- Federal and Provincial Tax
- Payroll Tax
- Canada Pension Plan or Quebec Pension Plan
- Employment Insurance
- Quebec Parental Insurance Plan
- Provincial Medical
- Workers' Compensation
- Vacation

The wage basis rules also define how earnings contribute to the disposable income for the different involuntary deduction types. For Earnings, a check mark indicates that the earning is subject to that tax.

Regular and overtime earnings are always subject to Federal and Provincial taxes. However, Pretax Deductions, Supplemental Earnings and Taxable Benefits, may be subject to different types of taxes and tax withholding at the federal and provincial levels.

For Pretax Deductions, a check mark indicates that the deduction doesn't reduce the subject wages. If no check mark is present, the deduction reduces the subject wages.

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Statutory Reporting Types

You must associate the secondary classification to a reporting type. This enables the element template and the wage basis rules to automatically create the required feeds and contexts so that the correct tax processing occurs. The values for the reporting types are:

- T4/RL1
- T4A/RL1
- T4A/RL2

Examples of Wage Basis Rules

The following examples illustrate how wage basis rules affect a tax calculation and pay.

Province of Employment

The province in which you carry out work controls your payroll deductions. So, if I live in Ontario but work in Quebec, my deductions are based on the Quebec deduction guidelines, and not those of Ontario.

Each province has two levels of Income Tax, Federal Tax and Provincial Tax. In all provinces except Quebec, this tax is calculated separately but deducted as one tax called Federal Tax. Each employee paid in Quebec receives both a Federal Tax and Quebec Tax (provincial tax) deduction.

Quebec Parental Insurance Plan (QPIP) provides wage loss replacement to those who take time off from work for parental, maternity, or adoption leave. This tax is deducted only in Quebec.

Similarly, the Northwest Territories and Nunavut territories each have a Payroll Tax based upon the total wages paid to an employee.

For example, a person working in:

- Ontario is subject only to Federal Tax deductions, Canada Pension Plan (CPP), and Employment Insurance (EI)..
- Quebec is subject to the Federal Tax, Provincial Income tax and , Quebec Pension Plan, QPIP, EI.
- Northwest Territories is subject to the Federal Tax deductions, CPP, EI, and the territorial taxes.

This table shows how wage basis rules for tax calculation vary for three different provinces:

Region (Reference Value)	Federal Deductions	Provincial Income Tax Deductions	Territorial Taxes	Parental Insurance Plan
Ontario	Yes	Included in Federal Tax Deductions	No	No
Quebec	Yes	Yes	No	Yes
Northwest Territories	Yes	Included in Federal Tax Deductions	Yes	No

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Wage Basis Rules for Involuntary Deductions

The processing rules for Canadian involuntary deductions vary for each province and for each type of involuntary deduction.

The application provides the provincial rules for all predefined primary and secondary classifications. Wage basis rules define how earnings contribute to the subject wages for the different involuntary deduction types.

Use the Component Group Rules task in the Payroll area to create and view wage basis rules.

The calculation of an involuntary deduction can be based on one of these factors:

- *Gross pay*: Includes all earnings (excluding Nonpayroll payments).

- *Net pay*: Includes Gross pay minus the following statutory deductions:

  - Canada Pension Plan
  - Quebec Pension Plan
  - Employment Insurance
  - Quebec Parental Pension Plan
  - Federal Tax
  - Provincial Tax
  - Payroll Tax

- *Net pay less specific deductions*: Includes Gross pay minus the following statutory and specific deductions:

  - Canada Pension Plan
  - Quebec Pension Plan
  - Employment Insurance
  - Quebec Parental Pension Plan
  - Federal Tax
  - Provincial Tax
  - Payroll Tax
  - Specific pretax deductions

How to View Predefined Wage Basis Rules

To view the wage basis rules predefined at the provincial and federal level:

1. From the area in My Client Groups, select the **Component Group Rules** task.
2. On the Component Group Rules page, select a Canadian **Legislative Data Group** and click **Search**.
3. In the tree structure, expand the **Involuntary Deductions** node. You can resize the Calculation Component Group Overview pane to view the tree.
4. Expand the **Wage Basis Rules** node.
5. Expand the **Related Deductions** node. You can see the three secondary classifications of Garnishments, Maintenance and Support, and Tax Levy.

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6. Select the appropriate classification and select a Province node to view province-specific rules.

A table of all wage basis rules display, organized by province and deduction type.

The deductions column has different meanings for earnings and deductions:

- For earnings, they identify the classifications that contribute to the disposable income for that deduction type.
- For deductions, they identify the classifications that are subject to disposable income and don't reduce the disposable income for calculations of the indicated involuntary deductions.

The following applies to the wage basis rules:

- A check mark indicates that the earning contributes to the disposable income for the involuntary deduction calculation.
- Absence of a check mark indicates that the earning does not contribute to the disposable income for that involuntary deduction calculation.
- For Pretax Deductions primary classifications, a check mark indicates that the deduction does not impact the disposable income.
- For Pretax Deductions primary classifications, absence of a check mark indicates the disposable income is reduced by the pretax deduction amount prior to the involuntary deduction being calculated.

While Garnishments and Maintenance and Support have rules defined by province, Tax Levies apply to all provinces and therefore have no province context.

Province Override

By default, the employee's home address determines the province used by the wage basis rules. However, you may override the default province in the employee's involuntary deduction calculation card.

How to Create Wage Basis Rules

When you create a new secondary classification, earnings or deduction, you can also define wage basis rules for it:

1. From the Payroll area, select the **Component Group Rules** task.
2. On the Component Group Rules page, select a Canadian **Legislative Data Group** and click **Search**.
3. Select the Component Group **Involuntary Deductions**.
4. Under the Component Group Rules pane, navigate in the tree structure to the **Related Deductions** node for the appropriate deduction type.
5. Select the **Wage Basis Rules** node. A table of all wage basis rules displays, organized by province and deduction type.
6. Select **Actions** and click **Create**. The Create Wage Basis Rule page appears.
7. Enter the information required for new wage basis rule as listed in this table.

Field	Comments
Effective Start Date	It's recommended to use either the implementation date or the earliest date a pay period exists.
Year End Forms	Select the year end form for reporting this deduction or earning.
Province	Select the Province for which you're defining the wage basis rules, example, Ontario.

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Field	Comments
	Note: Although the UI doesn't denote this field as required, this information is necessary for creating the provincial tax rules.
Primary Classification	Select the Primary Classification as Involuntary Deductions.

8. Click **Submit**.

Create a Wage Basis Rule

Wage basis rules are predefined for all the delivered secondary classifications. You can't change the predefined rules; you can only create date-effective rules. When you create a new secondary classification, create the wage basis rules for the new classification.

Use the Component Group Rules task from the Payroll area to create a wage basis rule.

To create a wage basis rule:

1. From the Payroll area, select the *Component Group Rules* task.
2. On the Component Group Rules page, select a Canadian *Legislative Data Group* and click *Search*.
3. Select the *Regional* node, to define wage basis rules at the provincial level. For example, Workers Compensation rules for Ontario.

   The earnings considered to determine the amount used to calculate the Workers' Compensation liability amount is dependent on the rules defined for the province.
4. Under the Component Group Rules pane, navigate in the tree structure to *Related Deductions > Workers Compensation > Wage Basis Rules*.
5. Select *Actions > Create.* to open the Create Wage Basis Rule page.
6. Enter these details:

Field	Requirement	Comments
Effective Start Date	Required	It's recommended to use either the implementation date or the earliest date a pay period exists.
Year End Forms	Optional	Select the year end form for reporting this deduction or earning.
Province	Optional	Select the Province for which you're defining the wage basis rules, example, Ontario.

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Field	Requirement	Comments
		Note: Although the UI doesn't denote this field as required, this information is necessary for creating the provincial tax rules.
Primary Classification	Required	Select the Primary Classification. The Primary Classification for Workers' Compensation is Employer Liabilities.

7. Select *Yes* or *No* in the *Select all secondary classifications* option. Select *Yes* if all secondary classifications under the primary classification should be defined the same way. For the purpose of this example, select *No*.
8. Select a *Secondary Classification*.
9. Select either *Yes* or *No*, to determine if the selected secondary classification is *subject to wage basis rule*.
10. Click *Submit*.

To view the data you just created, search by the province on the Component Group Rules page. In the field directly above Province, enter the abbreviation of the province, for this example it's ON. This filters the data in the UI for Ontario. If a blank field isn't available for entry above Province, select the filter icon (Query by Example).

These rules that you have created are linked to a Legislative Data Group. They can't be overwritten by the rules predefined by Oracle Fusion Human Capital Management for Canada.

View Wage Basis Rules

Use the Component Group Rules task from the Payroll area to view the wage basis rules for the federal and regional components.

You can view the wage basis rules information:

1. From the Payroll area, select the *Component Group Rules* task.
2. On the Component Group Rules page, select a Canadian *Legislative Data Group* and click *Search*.

View the Federal Components

To view the federal components:

1. Select the Component Group *Federal*.
2. For example, to view the wage basis rules for the Standard Earnings, under the Component Group Rules pane, navigate in the tree structure to *Related Deductions > Standard Earnings > Wage Basis Rules*.
3. View the wage basis rules for Supplemental Earnings, Pretax Deductions, and Standard Earnings as they relate to each federal-level tax.

- For Earnings, a check mark indicates the earning is subject to that tax. If no check mark is present, then the earning isn't subject to tax. The absence of an entire row is the same as no check mark.

- For Pretax Deductions, a check mark indicates that the deduction is subject to taxation and it doesn't reduce the subject wages. If no check mark is present, then the deduction isn't subject to taxation and it reduces the subject wages. The absence of an entire row is the same as no check mark.

View the Regional Components

To view the regional components:

1. Select the *Regional* node.
2. For example, to view the wage basis rules for Workers Compensation, under the Component Group Rules pane, navigate in the tree structure to *Related Deductions > Workers Compensation > Wage Basis Rules > Year End Forms; Province*.
3. View the wage basis rules for Provincial Tax, Quebec Pension Plan, Quebec Parental Insurance Plan, Payroll Tax, Provincial Medical, Workers Compensation, and Vacation Liability.

Due to the large volume of data, you may have to filter the data to view details for a particular province. Use the field above the Province column to enter the abbreviation of the province whose details you want to view. You can also sort the province in ascending or descending order to view the details.

Record of Employment

Overview of Record of Employment

A Record of Employment (ROE) is given to an employee when there is an interruption in their earnings due to termination or leave of absence. The ROE is only issued to employees who work insurable hours and receive insurable earnings.

The ROE information helps Service Canada officials determine if an employee qualifies for Employment Insurance (EI) benefits when not working.

Before you generate the ROE file, consider the following:

- Legal reporting unit (LRU) contacts
- Occupation Reporting
- Reason Code Mapping
- Insurable earnings
- Reporting Information calculation card
- Configure Employee Level Information
- Archiving ROE information
- Generating the ROE file
- ROE Amendments

For more information, refer to Record of Employment Processing (2333848.1) at My Oracle Support.

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Insurable Earnings

Insurable earnings are subject to EI premiums and are designated as such in the wage basis rules defined for the secondary classification. Use the Elements task to specify whether the insurable earnings are allocated by date earned or date paid when defining the element. You can also specify if there are insurable hours associated with the element.

Use the Component Group Rules task to view the earnings that are subject to Employment Insurance.

Use the View Person Process Results task to open and view the Statement of Earnings (SOE). You can view insurable earnings and insurable hours calculated for an element within the Run Results section of the SOE. You can also verify the insurable earnings and insurable hours that would be recorded in the ROE process for a pay period.

To exempt an employee from EI premiums, select the EI Exempt check box on the employee's federal tax card. An employee exempted from EI premiums isn't issued an ROE.

Reporting Information Calculation Card

Use the Reporting Information calculation card to capture the following ROE details pertaining to an employee:

- ROE Comments
- ROE Other Monies
- ROE Special Payments
- ROE Statutory Holiday Pay
- ROE Vacation Pay
- ROE Data

To generate a ROE for an active employee, create the Reporting Information calculation card with an effective start date that's on or before the effective date used to run the ROE Archive process. Then, run the ROE archive process by selecting either the Person or Payroll Relationship Group report parameter using the employee's final pay period end date as the effective date. If selecting a Payroll Relationship Group, all employees within the Payroll Relationship Group must share the same final pay period ending date.

> **Note:** The Reporting Information card must be created with an effective date within the employee's final pay period or termination date.

After you create an ROE calculation component, create the associated calculation component details and capture the attributes of the component. You must also specify the payroll in which the employee is paid. Multiple ROE calculation components can be created for the same component if multiple payments are being reported.

When adding some calculation components, you must specify the reference code. The reference code is a unique identifier for the payment.

The calculation card must have an association with a tax reporting unit (TRU).

If the employee subsequently has an interruption of earnings, regenerate the Reporting Information card. The First Day Worked reported on a subsequent ROE is the first work day following the Final Pay Period ending date on the previous ROE.

Employees with Multiple Assignments

A single ROE is generated to report insurable hours and earnings from multiple assignments in the same TRU and payroll. The primary assignment is used to report the employee's First Day Worked and the Employee Occupation.

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TRU and Payroll Transfers

Generate an ROE when an employee is transferred to a different TRU or to a different payroll. This table details the type of transfers and how the ROE is generated in each case.

Type of Transfer	Description
Different TRU	When there is a TRU change for an employee, use the last day paid in the original TRU as the effective date when processing the ROE archive. If the employee is subsequently terminated, the new ROE will only consider payments from the date of TRU transfer to the termination date. The First Day Worked on a subsequent ROE defaults to the effective date of the TRU transfer. Update the TRU association of the Reporting Information card to reflect the new TRU.
Different payroll even when the payrolls have the same frequency	When there is a payroll change for an employee, use the last date paid in the original payroll as the effective date when processing the ROE archive. If the employee is subsequently terminated, then the new ROE will only consider payments from the date of the payroll transfer to the termination date. The First Day Worked on a subsequent ROE defaults to the effective date of the payroll transfer.
From one payroll frequency to another	When an employee transfers from one payroll frequency to another, the First Day Worked on a subsequent ROE defaults to the effective date of the payroll relationship change, which is the first day on the new payroll.

Archive the ROE Information

Run the Run Record of Employment Archive process for an individual employee or a group of employees. The output of the process is an archive of the ROE information and a Record of Employment Worksheet.

Use the Person Process Results task in the Payroll area to open and view the ROE archive results. Access the Record of Employment Worksheet from the Regulatory and Tax Reporting work area after the archive is run. You can view the ROE Worksheet by searching for the ROE archive payroll flow name within the Regulatory and Tax Reporting work area.

Generate the ROE File

The Run Record of Employment Interface task uses the archived information to generate the ROE file. You can submit the generated file to Service Canada through ROE Web.

ROE Amendments

Generate an amended ROE when you must change, correct, or update the information you entered on an ROE you previously issued. The amended ROE must include the original data, the updated data, and the serial number of the original ROE. Use the following two processes to issue an amended ROE:

1. Import Record of Employment Data
2. Run Record of Employment Amendment Archive

Service Canada ROE Web assigns the serial numbers, and you must import them into the Oracle Cloud Payroll application in order to report them on the amended ROEs. The ROE Web provides an interface to extract the serial numbers in XML format. The XML file also contains information to identify the employee.

Related Topics

- How to View the Statement of Earnings
- Define Legal Reporting Unit Contacts for Canada

Configure Employer and Employee Information for ROE Processing

Prior to processing the Record of Employment (ROE), complete the configurations required for ROE processing. The configurations are done at both the employer level and the employee level.

Define Employer Level Information

This table lists the tasks for defining the employer level information for ROE processing.

- Define employer name and address
- Define ROE contact
- Define ROE occupation default

Task	Description
Define Employer Information	Define the employer's name and address, while defining the LRU. The Alternate Name is reported, if populated.
Define ROE Contact	Define the ROE contacts while defining the LRU. The ROE contact name and telephone number are mandatory for ROE Interface processing. The contact information is reported in Block 16 of the ROE. Define the ROE contacts on the Contacts page opened from the Manage Legal Reporting Unit page, while defining the LRU. You must set up the primary contact with phone details and attach the Legal Role of *Record of employment contact*. You can define additional contacts; however, designate the contact you want reported on the ROE as the primary contact. For more information, refer Define Legal Reporting Unit Contacts topic in the Help Center.
Define ROE Occupation	Select Job Name or Position Name from the list of values for the Record of Employment Occupation in the Payroll Statutory Unit Details region while configuring the Legal Entity HCM Information. If you don't make a selection, the Job Name is reported by default as the employee's occupation on the ROE. Access the Payroll Statutory Unit Details region using the Manage Legal Entity HCM Information task located in the Setup and Maintenance work area.
Define ROE Reason Defaults	Define ROE Reason defaults for absences and termination. Use the Manage Legal Entity HCM Information task in the Setup and Maintenance work area to configure the ROE Reason defaults at the PSU level. Create the mappings in the Payroll Statutory Unit Details region under the Record of Employment Mappings sections as given below: • Termination Actions -> Record of Employment Reason • Absences Secondary Classification -> Record of Employment Reason Once these mappings are configured, they're used by the ROE archive process to derive the Record of Employment Reason. Don't create the Reporting Information calculation card, if you don't want to override the default ROE Reason configured for the PSU. If no calculation card is created, the ROE Reason for the PSU is reported on the ROE.

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Task	Description
Review Wage Basis Rules	The wage basis rules determine if an element is insurable. View the wage basis rules for the Federal Component Group and confirm that the earnings are subject to EI. Secondary classifications that are defined as subject to EI are automatically included in Blocks 15 A, B and C on the ROE. Classifications that aren't subject to EI, but are fed to a Block 17A or 17C balance or entered on the reporting information card, are also reported. Wage basis rules are predefined for all delivered secondary classifications. If you add a new secondary classification you must configure the wage basis yourself.
Define Earnings or Absence Elements for ROE Insurable Hours/Earnings	Specify whether the insurable earnings are allocated by Date Earned or Date Paid. Also, specify if there are insurable hours associated with the element.
Define Absence Elements for Event Creation	Define the Absence elements and specify if the absence element should create the ROE Notification event.
Define ROE Balances for Blocks 17A and 17C Reporting	Define balance feeds for Vacation Pay and Other Monies paid in the final pay period. For more information, refer Define ROE Balances for Blocks 17A and 17C Reporting topic in the Help Center.
ROE Notification Events	For an employee to be automatically included for ROE processing when an absence record is entered for a leave, the element associated with the absence plan must be defined to create an event notification.

For more information, refer Configure Earnings and Absence Elements for ROE Reporting topic in the Help Center.

Define Employee Level Information

This table lists the tasks for defining the employee level information for ROE processing.

Task	Description
Exempting an employee from EI premiums	You can exempt an employee from EI premiums by selecting the **EI Exempt** check box on the employee's federal tax card.
Setting the employee's correspondence language	The employee's language preference, Correspondence Language, is sent in the ROE Interface file to Service Canada so that they can generate the Record of Employment in the employee's preferred language. Select **Canadian French** as the employee's Correspondence Language in the Biological Information section of the Person page of the employee.

Create the Reporting Information Calculation Card

This example demonstrates how to create the Reporting Information calculation card. You must capture the Record of Employment (ROE) details pertaining to an employee on the Reporting Information calculation card.

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While processing the ROE card details, the application takes into account employee assignments, terms, and payrolls within the same payroll relationship. Create the card within the employee's final pay period.

Use the Calculation Cards task in the Payroll area to create the Reporting Information calculation card for an employee.

Creating the Reporting Information card involves:

- Creating the calculation card
- Defining ROE Information for ROE Blocks 14 and 16 - ROE Data
- Defining ROE Information for ROE Block 17A - Vacation Pay
- Defining ROE Information for ROE Block 17B - Statutory Holiday Pay
- Defining ROE Information for ROE Block 17C - Other Monies
- Defining ROE Block 18 - Comments
- Defining ROE Information for ROE Block 19 - Special Payments
- Creating an association for the Reporting Information card

Before You Begin

Before you create the card, ensure that:

1. The new hire process for the employee is complete.
2. The employee has a payroll relationship and is assigned to a payroll.

How to Create the Reporting Information Calculation Card

To create the Reporting Information card:

1. Select **Calculation Cards** from the Payroll area in My Client Groups on the Home page.
2. On the Person Search page, enter these details.

Field	Value
Name	The name of the employee for whom you're defining the ROE details.
Legislative Data Group	The Legislative Data Group of the employee.
Effective As-of Date	The effective date of the card.

Create the Reporting Information card with an effective date prior to the day the payroll is processed.
3. Click **Search** to display a list of matching payroll relationships.
4. Select the row for the person you entered in the Search section. This opens the Person Details page. Any available calculation cards appear in the Search Results.
5. Click **Create** to open the Create Calculation Card window.
6. In the Name field, select **Reporting Information** as the calculation card name.
7. Click **Continue** to display the Calculation Cards page.

Create appropriate components as required. The various blocks on the ROE display the data captured within the application.

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Define Block 16 Information - ROE Data

To define the ROE Data:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Data**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Click **OK**

   The component details are enabled by default for the related calculation component.
6. Click **Expand** in the ROE Data Calculation Component Details row.
7. Enter the following details in the ROE Data: Details window:

   a. Select the **Reason for Issuing ROE**. This is a required field. These values are defined by Service Canada and can't be revised.

   b. Select the **Expected Recall Code**. The options are:

   - Not returning
   - Unknown (default)
   - Expected date of recall

   c. Enter the **Expected Recall Date**, if applicable. This field is mandatory if the Expected Recall Code is Yes. The Expected Recall Date is the expected date of return to work, if the date is known.
8. Enter the **Override First Day Worked**, if applicable. This date is reported as the first day worked instead of the derived date.
9. Enter the **Override Last Day for Which Paid**, if applicable. This date is reported as the last day for which paid instead of the derived date.
10. Click **Save**.

Define Block 17A Information - Vacation Pay

To define the vacation pay details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Vacation Pay**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Click **OK**.

   The component details are enabled by default for the related calculation component.
6. Click **Expand** in the ROE Data Calculation Component Details row.
7. Enter the following details in the ROE Vacation Pay: Details window:

   a. Select the **Pay Type**. The default is Balance. If 'Amount' is selected, all ROE Vacation Pay balances are ignored.

   If multiple codes are paid on the final pay period, 'Paid because no longer working' is reported.

   b. Select one of the following **Pay Codes**:

   - Included with each pay
   - Paid because no longer working

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- - Paid for a vacation leave period
  - - Anniversary paid on a specific date each year
  - **c.** Enter the **Start Date** and the **End Date**, if applicable.

    These dates pertain to Vacation Pay dates being reported if applicable.
8. Enter the vacation pay amount in the **Amount** field. An entry is mandatory if the Pay Type is Amount. This field is left blank if the Pay Code is 'Included with each pay' or if the Pay Type is 'Balance'.
9. Click **Save**.

Define Block 17B Information – Statutory Holiday Pay

To define the Statutory Holiday Pay:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select **ROE Statutory Holiday Pay**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Select the **Reference Code**. The Reference Code is used as a unique description for the payment. This code is not reported on the ROE.
6. Click **OK**.

   The component details are enabled by default for the related calculation component.
7. Click **Expand** in the ROE Data Calculation Component Details row.
8. Enter the following details in the ROE Statutory Holiday Pay: Details window:

   a. Enter the **Date**.

   b. Enter the statutory holiday pay amount in the **Amount** field.
9. Click **Save**.

   If multiple statutory holidays are to be reported, a new component must be created for each entry.

Define ROE Block 17C Information – Other Monies

To define the Other Monies details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Other Monies**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Select the **Reference Code**. The Reference Code is used as a unique description for the payment. This code is not reported on the ROE.
6. Click **OK**.

   The component details are enabled by default for the related calculation component.
7. Click **Expand** in the ROE Data Calculation Component Details row.
8. Enter the following details in the ROE Other Monies: Details window:

   a. Select the **Pay Type**. The default is Balance. If 'Amount' is selected, any ROE Other Monies balance that matches the Pay Code is ignored.

   b. Select the **Pay Code**. These values are defined by Service Canada and can't be updated.

   c. Enter the **Start Date** and the **End Date**, if applicable.

   d. Enter the Other Monies amount in the **Amount** field. An entry is mandatory if the Pay Type is 'Amount'. This field is left blank if the Pay Type is 'Balance'.

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e. Select **Yes** or **No** for the question, "Report the amount in the final pay period?". The default is **Yes**.

If the earnings represent insurable earnings, select **Yes**. This means that Block 17C reports the amount, and Blocks 15B and 15C pay period 1 are adjusted.

If the earnings represent non-insurable earnings, select No. This means that Block 17C reports the amount, but Blocks 15B and 15C pay period 1 are not adjusted.

9. Click **Save**.

If multiple 'Other Monies' are to be reported, a new component must be created for each entry.

You can report up to three Other Monies balances in the Other Monies section of the worksheet and interface. If there are more than three entries for Other Monies, report them in the Comments section. If data has been entered in Comments, details of the Other Monies are appended to this data up to 150 characters. It is displayed as `code:amount`. For example, `B11:445.90,B06:654.25`.

Define Block 18 Information - Comments

To define the ROE Comments details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Comments**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Click **OK**.
   The component details are enabled by default for the related calculation component.
6. Click **Expand** in the ROE Data Calculation Component Details row.
7. Enter the free-form comments in the ROE Comments: Details window. The field length is limited to 150 characters.
8. Click **Save**.

Define ROE Block 19 Information - Special Payments

To define the ROE Special Payments details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Special Payments**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Select the **Reference Code**. The Reference Code is used as a unique description for the payment. This code is not reported on the ROE.
6. Click **OK**.
   The component details are enabled by default for the related calculation component.
7. Click **Expand** in the ROE Data Calculation Component Details row.
8. Enter the following details in the ROE Special Payments: Details window:
   a. Select from one of the following **Pay Codes**:
      - Paid Maternity, Parental, Compassionate Care, Ill Children
      - Paid sick leave
      - Not EI insurable wage loss indemnity
      - ROE insurable wage loss indemnity

   b. Enter the **Start Date** and the **End Date**.

   c. Enter the ROE special payments amount in the **Amount** field.

   d. Select a **Period**, Per Day or Per Week.

9. Click **Save**.

Define ROE Balances for Blocks 17A and 17C Reporting

When you define the earnings element, set up a feed to the appropriate ROE specific balance as given here. Vacation pay and other monies paid out in the employee's final pay period must be fed to ROE balances.

Vacation pay and other monies are reported in Blocks 17A (Vacation Pay) and 17C (Other Monies) on the ROE. Blocks 17A and 17C can be automatically populated by defining balance feeds for the elements that are reported in these blocks. When defining the earnings element, set up a feed to the appropriate ROE specific balance.

- For insurable earnings, feed the Insurable Earnings input value.

- For non-insurable earnings, feed the Earnings input value.

- For retroactive payments, feed the Retroactive Results element.

- Define balance feeds for the ROE balances so that Vacation Pay and Other Monies paid out in the employee's final pay period are reported automatically in Blocks 17A and 17C on the ROE.

This table lists the predefined ROE-specific balances.

ROE Block	Balances
ROE Vacation Pay (Block 17A)	ROE Vacation Pay - Anniversary Paid on a Specific Date Each Year
	ROE Vacation Pay - Paid Because No Longer Working
	ROE Vacation Pay - Paid for a Vacation Leave Period
ROE Other Monies (Block 17C)	ROE Other Monies - Closure Bonus
	ROE Other Monies - Event Bonus
	ROE Other Monies - Gratuities
	ROE Other Monies - Holiday Bonus
	ROE Other Monies - Honorariums
	ROE Other Monies - Other
	ROE Other Monies - Other Bonus
	ROE Other Monies - Pay in Lieu of Notice

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ROE Block	Balances
	ROE Other Monies - Payout of Banked Overtime
	ROE Other Monies - Production or Incentive Bonus
	ROE Other Monies - Profit Sharing
	ROE Other Monies - Retiring Allowance, Retirement Leave credits
	ROE Other Monies - Retroactive Pay Adjustment
	ROE Other Monies - Separation or Retirement Bonus
	ROE Other Monies - Settlement Pay
	ROE Other Monies - Severance Pay
	ROE Other Monies - Sick Leave Credits
	ROE Other Monies - Staying, Contract Complete or End of Season Bonus
	ROE Other Monies - SUB Illness
	ROE Other Monies - SUB Layoff
	ROE Other Monies - SUB Maternity, Parental, Compassionate Care, Family Caregiver
	ROE Other Monies - SUB Training

Set the **Pay Type** field in the ROE Vacation Pay and ROE Other Monies calculation component details on the Reporting Information calculation card to **Balance** in order for the balances of these elements to be reported in these blocks.
If dates aren't required for the balances reported, it isn't necessary to generate the Calculation Component for ROE Vacation Pay or ROE Other Monies.

Configure the Balance Feed to Report Vacation Liability Payouts in Block 17A

To report a vacation liability payout in Block 17A, configure the balance feed for the Insurable Earnings input value using the Vacation Payout Calculator (not the Vacation Payout Results) element.

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Configure Earnings and Absence Elements for ROE Reporting

When defining earnings or absence elements, there are specific questions on the element template related to ROE reporting. The questions determine whether:

- If the insurable earnings are allocated by Date Earned or Date Paid.
- If there are insurable hours associated with the element.
- If the absence element should create the ROE Notification event.

The element template has these three questions for ROE reporting:

- If this element is insurable, how are the earnings allocated?

  The options available for this question are **Date Paid** or **Date Earned**.

- Are there insurable hours associated with this element?

  The options available for this question are **Yes** or **No**.

- Should this element create a ROE event notification?

  The options available for this question are **Yes** or **No**.

> **Note:** If the earnings aren't insurable as defined in the wage basis rules, the answers to these questions have no impact.

Insurable Earnings Allocation

As defined by Service Canada, different types of earnings are either insurable in the pay period in which they're earned (for example, regular salary and wages, overtime, and so on) or in the pay period in which they're paid (for example, bonus, shift premiums, and so on). Set up each insurable element with either a Date Paid or a Date Earned value.

Payrolls where the pay date is the same as the period ending date report 'Date Paid' earnings differently than payrolls where the pay period ending date is prior to the pay date. For payrolls where the pay date and pay period ending date are the same date, date paid and date earned elements are reported together in the same pay period.

For payrolls where there is a hold back, for example, when the pay period ending date is prior to the pay date, the date earned elements are reported in the current pay period. Date paid elements are reported in the following pay period when there is a hold back, as the pay date falls in the next period.

Insurable Hours

Insurable hours associated with the element are reported in Block 15A, Total Insurable Hours, on the ROE. Elements that are used to pay insurable retroactive payments are also included. If the base element is enabled for retroactive processing, the Retroactive Result element is also insurable for hours.

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Insurable hours are captured as of the effective date entered when processing the ROE archive and two pay periods following that date. For example, if an employee terminates or goes on a leave of absence and is paid their final pay in pay period 10, any hours subsequently paid with a pay date that falls between the pay period begin and pay period end dates of pay period 11 or 12, are included in the ROE.

ROE Event Notifications

A ROE Notification event is created automatically when an employee:

- Goes on a leave of absence and the element associated with the absence plan is defined to create a ROE event notification.

- Gets terminated and a termination date is entered in the Work Relationship UI of the employee.

In both of these situations, the employee must have at least one day of insurable earnings in the 365 days prior to their termination date or to the absence.

> **Note:** If the absence record is entered for a paid leave, the associated element must be defined not to create an event notification. An ROE should not be generated if there is no interruption of earnings.

Use the Event Notifications task under **Payroll** in My Client Groups on the Home page to view event notifications for employees. Select the **Legislative Data Group** and enter Event Report Type of **Record of Employment Notification** to view employees by the event Process Date.

ROEs are generated for unprocessed events that exist on or before the Effective Date parameter of the ROE Archive process. This table lists the event notification statuses.

ROE Event Notification Status	Description
Awaiting Processing	The ROE archive isn't been processed for the employee.
Deferred	Not supported for ROE events.
Processing	Not supported for ROE events.
Completed	The ROE archive was processed successfully for the employee.

The ROE Archive captures ROE information for employees included in the ROE Notification. Once the ROE Archive has been processed, the event is locked and can't be removed without first rolling back the ROE Archive process.

Terminated Employees

An ROE is generated if the termination date of the employee is on or before the Effective Date entered while processing the ROE archive. Earnings that are paid in the pay period of the termination and the two subsequent pay periods are reported on the ROE. If the payroll has a hold back, the pay date falls after the period end date, any payments made for elements that are allocated based on date paid must have a pay date that falls within the pay period begin and end dates of the two pay periods following termination.

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If a termination is reversed and if the ROE archive hasn't been processed, the ROE notification record is deleted. If the termination date of an employee changes and the ROE archive hasn't been processed, the event process date is updated to reflect the new date.

Rehired Employees

When an employee is rehired and subsequently has an interruption of earnings, regenerate the Reporting Information card for each of the ROE Components and Component details by updating the effective date of each component. The ROE archive process ignores all pre-existing ROE Components and Component Details from prior ROE archives.

If the employee is hired into a different TRU, update the TRU association of the Reporting Information card for the new employment period.

Employees on Leave of Absence

An ROE is generated if the leave of absence start date in the employee's absence record is on or before the date entered in the Effective Date parameter when processing the ROE archive.

The ROE Archive uses the absence record start and end dates to derive the last date for which paid and the expected recall dates from the employee's work schedule. The last day for which paid is the last scheduled working day prior to the leave start and the expected recall date is the first scheduled working day following the absence record end date. For leaves that don't have an end date, the expected date of recall is set to 'Unknown'.

You can override the last day for which paid, first day worked, and expected recall dates if necessary using the Reporting Information card within the ROE Data Component. Create the Reporting Information card with the effective date of the first day of the leave. Following a leave of absence, the first day worked on subsequent ROEs is derived from the first scheduled work day following the last absence record end date.

If you delete the absence record and the ROE archive isn't processed, the ROE event notification record is deleted. If the start date is modified and the ROE archive hasn't been processed, the event is updated to reflect the new date.

Earnings that are paid in the pay period in which the absence record starts, as well as the two subsequent pay periods, are reported on the ROE. If the payroll has a hold back, the pay date falls after the period end date, any payments made in elements that are allocated based on date paid must have a pay date that falls within the begin and end dates of the two pay periods following the start of the leave.

If you create the absence record for a combination of paid and unpaid leave, the employee is added to the ROE event as of the start date of the leave. You can manually remove the employee from the ROE event and enter an override date for Last Day for Which Paid in the Reporting Information card, which would represent the start of the unpaid portion of the leave.

The expected date of recall defaults to the next working day following the actual end date of an absence. The work schedule is used to determine the next working day after the actual end date. If the employee is on an open-ended leave of absence the 'Unknown' code is reported.

Record of Employment Amendments

Generate an amended Record of Employment (ROE) when you must change, correct, or update the information you entered on an ROE you previously issued. Use these two processes to issue an amended ROE:

1. Import Record of Employment Data
2. Run Record of Employment Amendment Archive

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Import Record of Employment Data

The amended ROE must include the original data, the updated data, and the serial number of the original ROE. Service Canada ROE Web assigns a serial number when you submit the original ROE file. Import this serial number into the Oracle Cloud Payroll application in order to report them on the amended ROEs. The ROE Web provides an interface to extract the serial numbers in XML format. The XML file also contains information to identify the employee.

Use the Import Record of Employment Data from the Data Exchange work area to import the ROE data. The ROE Web provides an interface to extract the serial numbers in XML format. The XML file also contains information to identify the employee. The application uses this imported information to generate the amended ROE.

Run Record of Employment Amendment Archive

Use the Run Record of Employment Amendment Archive in the Regulatory and Tax Reporting work area to archive the amended ROE. You can generate an amended ROE for an employee or employees within a payroll relationship group. You can only run the process for those employees for whom the ROE interface was processed and a serial number was updated in the application.

Once the Record of Employment Amendment Archive is complete, you can process the ROE interface to generate the new files with the corrected data, as well as the serial number.

Process Provincial Medical Liability

Overview of Provincial Medical Liability Processing

The provincial medical liability processing that Oracle Fusion Human Capital Management for Canada supports include these provinces that have provincial medical coverage funded by the employer:

- British Columbia
- Manitoba
- Newfoundland and Labrador
- Ontario
- Quebec Health Services Fund

Each province has different rules for processing the provincial medical liability.

Employer premiums are calculated as a percentage of the provincial subject wages less any exemptions for the period. The wage basis rules define the subject wages for each province.

The liability is calculated differently for the different provinces as given here:

- Quebec - Only through the payroll process
- Newfoundland and Labrador - Only through the Provincial Medical Report
- British Columbia, Manitoba, Ontario - Through either the payroll process or the Provincial Medical Report

Quebec is the only province where the liability is calculated directly through the payroll process. All other liabilities are calculated through the Provincial Medical report. For employees outside of Quebec, the subject wages are accumulated by account per payroll run. Employer premiums are calculated within the report by multiplying the provincial subject wages for the period by the rate defined for the account.

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The account number and name isn't captured for Quebec because the Quebec Identification Number (QIN) is used as the account number.

The provinces and the corresponding agency that administers the provincial medical are predefined in the application. Use the Manage Legal Entity HCM Information task in the Setup and Maintenance work area to define the provincial medical account and the related information at the payroll statutory unit (PSU) level.

The details you define at the PSU level are valid for all the tax reporting units associated with the PSU.

An employee's province of employment determines which provincial medical account is associated to their term or assignment. The default account is used to calculate the provincial medical liability. You can override the Provincial Medical Account Number at the employee's assignment or term, the department or location.

Related Topics

Options for Provincial Medical Liability Processing

Here are a few things you must look at to understand Provincial medical liability processing for Canada.

Rate Retrieval

You can use one of these rates for processing provincial medical liability:

- The rate associated with the default Provincial Medical Account Number for employee's province of employment.

- The rate associated with the Provincial Medical Account Number Override you enter at the Location, or Department levels.

- The rate associated with Provincial Medical Account Number Override on the assignment.

> **Note:**
> 1. If no rates are defined at the payroll statutory unit (PSU) level, then no provincial medical liability is calculated.
> 2. When defining overrides, you must specify the PSU and province first, as this presents the account specific to that province.

Calculation of Liability

The employer liability is calculated as a percentage of the provincial medical subject wages for a period, less the exemption amount, if applicable. The liability is calculated in the report, except for Quebec, which is calculated within the payroll run. The period is specified by the Starting Payment Date and Ending Payment Date. The liability is based on the rates and the thresholds defined by you at the PSU level. The thresholds are dependent on the annual provincial medical subject wages year-to-date.

British Columbia Employer Health Tax (EHT)

EHT is a British Columbia Health Tax payable by employers whose annual remuneration exceeds a predetermined exemption threshold. Employers are required to pay EHT on the annual subject wages paid to British Columbia employees. The exemption may be shared across associated groups of employers.

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The amount of EHT payable is calculated by multiplying the British Columbia Provincial Medical subject balance by the rates entered on the PSU. The rate varies based on the total annual subject wages for the current year.

The Liability for EHT is calculated as either one of the following:

- In the Provincial Medical Report. This is the default option.

- In the payroll run

To calculate the provincial medical employer liability for British Columbia in the payroll run select the **Calculate liability in payroll run** option for each province while configuring the PSU.

To continue to calculate the liability in the Provincial Medical Report, leave the option deselected. This is the default.

Note: You can only configure this option if there is no exemption for the account. Each account must contain only one rate or you will receive an error if you attempt to select this option. You can configure different rates for different effective dates.

If you select the option to calculate the liability in the payroll run, the following applies:

- Related balances are available in the Statement of Earnings, balance view, element entries, and so on.

- The Provincial Medical Liability results element will include provincial medical account information.

- The element is available for costing.

- The employer liability will appear on global reports.

- The Provincial Medical report doesn't produce any output.

- As the calculation is processed for each employee, there may be rounding differences when compared with the liability calculated using total wages for the province, as processed in the Provincial Medical Report.

Manitoba Health and Post Secondary Education Tax

Health and Post Secondary Education Tax (HAPSET) is a Manitoba tax payable by employers whose annual remuneration exceeds a predetermined exemption threshold. Employers are required to pay HAPSET on the annual subject wages paid to Manitoba employees.

The amount of HAPSET payable is calculated by multiplying the Manitoba Provincial Medical subject balance by the rates entered on the PSU. The liability is calculated in the Provincial Medical Report.

The Liability for HAPSET is calculated as either one of the following:

- In the Provincial Medical Report. This is the default option.

- In the payroll run

To calculate the provincial medical employer liability for Manitoba in the payroll run select the **Calculate liability in payroll run** option for each province while configuring the PSU.

To continue to calculate the liability in the Provincial Medical Report, leave the option deselected. This is the default.

Note: You can only configure this option if there is no exemption for the account. Each account must contain only one rate or you will receive an error if you attempt to select this option. You can configure different rates for different effective dates.

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If you select the option to calculate the liability in the payroll run, the following applies:

- Related balances are available in the Statement of Earnings, balance view, element entries, and so on.

- The Provincial Medical Liability results element will include provincial medical account information.

- The element is available for costing.

- The employer liability will appear on global reports.

- The Provincial Medical report doesn't produce any output.

- As the calculation is processed for each employee, there may be rounding differences when compared with the liability calculated using total wages for the province, as processed in the Provincial Medical Report.

Ontario Employer Health Tax

Employer Health Tax (EHT) is an Ontario payroll tax for health insurance premiums that's paid by the employer. Employers are required to pay EHT on the annual subject wages paid to Ontario employees less the annual exemption, if applicable. The amount of EHT payable is calculated by multiplying the Ontario Provincial Medical subject balance by the provincial medical rates entered on the PSU. By default, the liability is calculated in the Provincial Medical Report.

You can optionally generate the Ontario EHT as an employer liability in the payroll run by configuring the option for the payroll statutory unit. Employers who don't qualify for the EHT exemption and therefore have only one rate set up, may choose to calculate the EHT liability in the payroll run.

Use the Manage Legal Entity HCM Information task in the Setup and Maintenance work area to define the provincial medical account and the related information at the PSU level. To calculate the liability in the payroll run, select the **Calculate liability in payroll run** check box for the PSU for Ontario.

- You can only configure this option if there is no exemption for the account. Each account must contain only one rate or you will receive an error if you attempt to select this option.

- You can configure different rates for different effective dates.

By default the check box is left deselected and the liability is calculated in the Provincial Medical Report.

Selecting the option to calculate liability in the payroll run, triggers these actions:

- Related balances are available in the SOE, balance view, element entries, and so on.

- The Provincial Medical Liability results element will now include Ontario EHT account information.

- The element is available for costing.

- The employer liability is displayed in the relevant reports.

- The account is excluded from the Provincial Medical Report.

- Since the calculation is now processed for each employee, there may be rounding differences when compared with the liability calculated using total wages for the province, as processed in the Provincial Medical Report.

Quebec Health Services Fund Rate

The Quebec Health Services Fund Rate is assigned by Revenu Quèbec. Employers are required to pay the Quebec Health Services Fund amount on the annual subject wages paid to their employees.

The amount of Quebec Health Services Fund payable is calculated by multiplying the Quebec Provincial Medical subject balance by the rates entered on the PSU. The liability for the Quebec Health Services fund is calculated during the payroll run. It's calculated as a straight percentage of earnings without any exemptions or thresholds.

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Newfoundland and Labrador HAPSET Rate

Employers are required to pay Newfoundland and Labrador HAPSET on the annual subject wages paid to employees in that province. The exemption is shared across associated groups of employers.

The amount of HAPSET payable is calculated by multiplying the Newfoundland and Labrador Provincial Medical subject balance by the rates entered on the PSU. The liability is calculated in the Provincial Medical Report.

Wage Basis Rules

These balances are created and tracked for provincial medical:

- Provincial Medical Gross that represents the gross earnings paid to employees in the province.

- Provincial Medical Subject that represents:

  o The earnings taken into consideration when determining the amount used to calculate the provincial medical liability.
  o Provincial Medical Gross minus the Provincial Medical Exempt balances.

- Provincial Medical Exempt represents wages that are exempt from the wage basis rules, or wages that have been exempted from provincial medical at the assignment.

Note: The exemption for the province isn't included in this balance as it's considered part of the Provincial Medical Subject balance.

Related Topics

Provincial Medical Liability Processing Overrides

You can override the default provincial medical account number at three levels:

- Assignment or term
- Location
- Department

Assignment-level Overrides

The employee's province of employment is used to determine the Provincial Medical Account Number for the assignment, unless any overrides exist.

For a new person, enter the provincial medical overrides on the Employment Information page, while defining the employment and person information for the employee. For existing employees, use the Payroll Relationships task to override default Provincial Medical Account Number.

Location-level Overrides

Use the Manage Locations task in the Setup and Maintenance work area to enter the Provincial Medical Account Number Override value. Enter the value in the Canada Legislative Information section of the Create Location page. The override account you enter here, is used to process the provincial medical premiums for the entire location.

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Department-level Overrides

Use the Manage Departments task in the Setup and Maintenance work area to override the Provincial Medical Account Number value. Enter the value in the Department Legislative Information section of the Create Department: Department Details page. The override account you enter here, is used to process the provincial medical premiums for the entire department.

Related Topics

Examples of Exempting an Employee from Provincial Medical Premiums

Provincial Medical Exempt represents wages that are exempt from the wage basis rules, or wages that have been exempted from provincial medical at the assignment. This topic illustrates two scenarios when you can exempt an employee from provincial medical premiums.

Scenario

While defining the employee's Person and Employment information during the new hire process. Use the Hire an Employee task under New Person in the Workforce Management work area. Select the Provincial Medical Exempt check box in the Assignment section of the Hire an Employee: Employment Information page of the employee, to indicate if the assignment of the employee should be exempt from the provincial medical employer liability calculations.

Scenario

Certain employees may be exempt from provincial medical premiums. Provincial medical calculations aren't processed for the exempted employees. Use the Payroll Relationships task in the Payroll Calculation work area to exempt the employee after the hire process. Select the Provincial Medical Exempt check box at the assignment level while updating the assignment record on the Manage Person Details page.

If an employer is exempt from provincial medical liability, you need not set up the provincial medical account information for the PSU. Provincial Medical balance accumulation and calculation of liability occurs only when the account setup is completed and the default account is set up.

Related Topics

Provincial Medical Report

The Provincial Medical Report details the provincial medical premiums employers in these provinces must remit to the Provincial Medical Carrier.

- British Columbia
- Manitoba
- Ontario
- Newfoundland and Labrador

Employer premiums are calculated within the report by multiplying the provincial subject wages for the period by the rate defined for the account, less any exemptions if applicable. This report helps Canadian employers file their provincial medical premium remittances. The time frame to remit payments depends on the province and the size of the employer.

Payroll Managers and Payroll Administrators can use the Run Provincial Medical Report task from the Regulatory and Tax Reporting work area to generate the report.

The Quebec provincial medical liability (Quebec Health Services Fund) calculated during the payroll process is reported on the Statutory Deduction Register. Since the liability is calculated during the payroll run, Quebec isn't included in this report.

Before You Run the Report

Complete these tasks before you run this report:

1. Set up the requisite provincial medical data at the payroll statutory unit (PSU) level.
2. Run the Payroll Calculation and Payroll Archive processes.

Report Parameters

Payroll Flow

It is the name of the payroll flow and is required.

Payroll Statutory Unit

This is an optional field and if left blank, the report is generated for all the PSUs.

Province

This is an optional field and if left blank, the report is generated for all three provinces of British Columbia, Ontario, Manitoba and Newfoundland and Labrador.

Account

This is an optional field and if left blank, the report is generated for all the valid accounts associated with the province setup at the PSU level.

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 **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

Starting Payment Date

This is a required field.

Ending Payment Date

This is a required field.

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Report Type

Select an option to decide on the level of detail you want to include in the report. The options are Detail or Summary mode. The default is Summary mode.

Report Results

The report includes gross wages, taxable wages, exemptions used, rates, calculated levies, gross wages (YTD), and levy (YTD).

The report is generated for each PSU and each account within the province, sorted by account number with a page break between accounts. The account number is displayed in the header.

If the province is left blank, the report is generated for all the provinces, with a page-break after each account.

If an account number is specified, the report is generated for the specific account.

If a specific PSU is entered, the report is generated for all the accounts under the specific PSU.

Provincial Medical Report in Summary Mode

In the Summary mode, the report headings display Subject Wages instead of Gross Wages, for both the specified period as well as the year-to-date balances. The reported balances remain unchanged.

Provincial Medical Report in Detail Mode

In the Detail mode, the report generates a spreadsheet reporting employee-level provincial medical wages, for both the specified period as well as the year-to-date balances. This helps you to reconcile the balance reported in the summary level report and provides the ability to analyze the data in greater detail.

FAQ for Process Provincial Medical Liability

How can I exempt an employee from Provincial Medical Liability processing?

You can exempt an employee from Provincial Medical Liability calculations while defining the person and employment information of the employee during the new hire process.

Use the Hire an Employee task under New Person in the Workforce Management work area. Select the Provincial Medical Exempt check box in the Assignment section of the Hire an Employee: Employment Information page of the employee.

Process Workers' Compensation

Overview of Workers' Compensation

Workers' Compensation programs protect employees from financial hardships associated with work-related injuries and occupational diseases.

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Workers' Compensation Boards administer workers' compensation in each province. Each board publishes a list of classification units for various types of work being performed. The board also assigns a rate for each classification unit.

The provinces and the corresponding workers' compensation board are predefined in the application. Use the Manage Legal Entity HCM Information task in the Setup and Maintenance work area to define the workers' compensation classification unit and account information at the payroll statutory unit (PSU) level. Here are a few things to consider while defining the workers' compensation information:

- Since an employer can have multiple accounts within a province, you must designate one account as the default for the province.

- Since multiple classification units can apply to each account and each classification unit has an associated rate, you must designate one classification unit as the default for an account. There's a 1:1 relationship between the classification units and its associated rate.

The details you define at the PSU level are valid for all the tax reporting units associated with the PSU.

The province of employment determines which workers' compensation board is associated to the term or assignment of the employee. The rate associated with the default account is used to calculate the workers' compensation liability, unless you override the details. You can define overrides for workers' compensation processing for a person at the assignment or term level, job, location, or department. Certain assignments of employees may be exempt from workers' compensation premiums. Set this exemption at the assignment level.

The employer liability is calculated as a rate multiplied by the assessable wages, up to a maximum assessable wage defined for the province.

Related Topics

Options for Workers' Compensation Liability Processing

Consider these factors while processing Workers' Compensation liability:

- Rate Retrieval
- Calculation of Liability
- Provincial Factors
- Wage Basis Rules
- Annual Maximum Assessable Wages for a Province

Rate Retrieval

Here's the list of rates that are used to calculate Workers' Compensation liability:

- Rate associated with the default Workers' Compensation Account of the payroll statutory unit (PSU).

- Rate associated with the Workers' Compensation Classification Unit Override and the Workers' Compensation Province Override you enter at the Location, Job, or Department levels.

- Rate associated with the default rate of the default Workers' Compensation Account for the Workers' Compensation Province Override on the assignment.

- Rate associated with the default rate of the Workers' Compensation Account Override on the assignment.

- Rate associated with the Workers' Compensation Classification Unit Override entered on the assignment.

If any of these overrides are defined, that information is used to capture the appropriate rate set up at the PSU level.

> **Note:** If no rates are defined at the PSU level, then no Workers' Compensation liability is calculated.

Calculation of Liability

The employer liability is calculated as a rate multiplied by the assessable wages up to the maximum assessable wage defined for the province. The rate is defined as an assessed amount per 100 Canadian dollars.

Provincial Factors

The province of employment determines which Workers' Compensation Board is associated to the term or assignment of the employee. The rate associated with the default account is used to calculate the Workers' Compensation liability, unless you override the details.

If an employee moves to another province, the assessable wages and liability aren't carried forward to the new province.

Wage Basis Rules

These balances are created and tracked for Workers' Compensation:

- Workers' Compensation Gross represents the gross earnings.

- Workers' Compensation Subject represents the earnings used to calculate the Workers' Compensation liability amount. This also includes amounts above the maximum set for each province. It is the result of Workers' Compensation Gross - Workers' Compensation Exempt - Workers' Compensation Exempt Employee.

- Workers' Compensation Taxable (also known as Assessable) represents the earnings used to calculate the Workers' Compensation liability amount. This is the amount below (or equal to) the maximum set for each province.

- Workers' Compensation Exempt Employee represents the earnings that are exempt as a result of defining the employee as exempt from Workers' Compensation in the assignment or the tax card.

- Workers' Compensation Exempt represents earnings that doesn't have wage basis rules setup.

- Workers' Compensation Excess is the earnings over the maximum assessable amount that isn't used in Workers' Compensation liability calculations.

- Workers' Compensation Liability represents the calculated Workers' Compensation amount due by the employer

Annual Maximum Assessable Wages for a Province

Annual maximum assessable wages are delivered for each province. They are held in the Calculation Information Repository of each province and Oracle updates them on an annual basis.

Use the Calculate Value Definitions task in the Payroll area to view the annual maximum assessable wages values for each province and update them.

Related Topics

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Workers' Compensation Overrides

You can define overrides for Workers' Compensation processing for a person at the assignment or term level, job, location, or department.

Assignment - Level Overrides

Use the Hire an Employee task under New Person in the Workforce Management work area to enter these overrides for a person at the Assignment section of the Employment Information page:

- *Workers' Compensation Province*: You can override the province of employment. The default account for that province is used unless overrides exist.

- *Workers' Compensation Account*: You can select any valid account defined for the Payroll Statutory Unit (PSU) as the override. This uses the default classification unit and rate for this account unless lower-level overrides exist.

- *Workers' Compensation Classification Unit*: You can use any valid classification unit defined for the Workers' Compensation Account as the override. This override is used to determine the rate for calculating Workers' Compensation liability.

Job - Level Overrides

Use the Manage Jobs task in the Setup and Maintenance work area and under Define Workforce Structures to enter these override values in the Canada Job Information section of the Create Job: Job Details page:

- Workers' Compensation Classification Unit Override
- Workers' Compensation Province

Location - Level Overrides

Use the Manage Locations task in the Setup and Maintenance work area and under Define Workforce Structures to enter this override value in the Canada Legislative Information section of the Create Location page:

- Workers' Compensation Classification Unit Override

Department - Level Overrides

Use the Manage Departments task in the Setup and Maintenance work area and under Define Workforce Structures to enter these override values in the Department Legislative Information section of the Create Department: Department Details page:

- Workers' Compensation Classification Unit Override
- Workers' Compensation Province

When defining overrides at the job or department-level, you must specify the province first, as this presents classification units specific to that province.

Related Topics

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Workers Compensation Assessable Wages Report

The Workers Compensation Assessable Wages Report displays details of the Workers Compensation calculations and balances generated in the payroll process. It enables employers to review and reconcile workers compensation amounts and provides data to file their workers compensation remittances and year end statements.

Before you run this report:

- Set up the requisite workers compensation data at the Payroll Statutory Unit (PSU) level.

- Run the Calculate Payroll, Prepayments and Archive Periodic Payroll Results processes.

The report includes gross, assessable and excess wages, liability and other information such as rates, maximum assessable wages, and number of employees. Run the report to generate employee detail or summary information only.

Frequently Asked Questions

This table lists frequently asked questions about this report.

Question	Answer
How do I find this report?	In the Regulatory and Tax Reporting work area, select **Submit a Process or Report**. Specify a Canadian legislative data group, and select **Run Workers Compensation Assessable Wages Report**.
Who uses this report?	• Payroll Administrator • Payroll Manager
When do I use this report?	As required for statutory purposes.
What prompts can I use to narrow the results of this report?	• Use the Payroll Statutory Unit field to generate the report for all the accounts under a specific PSU. • Use the Province field to run this report for a specific province. • Use the Account field to generate this report for a specific workers compensation account. • Use the Location field to generate the report for a specific location. • Use the Department field to generate the report for a specific department. • Use the Payroll Relationship Group field to run this report for a group of employees. • Use the Report Type field to generate a detailed report or a summary report.
How do I share this report?	• Add to briefing book • Schedule an agent to run the report
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

Related Topics

FAQ for Process Workers' Compensation

How can I exempt an employee from Workers' Compensation calculations?

Use the Hire an Employee task under New Person in the Workforce Management work area. Select the Workers' Compensation Exempt check box in the Assignment section of the Hire an Employee: Employment Information page of the employee.

You exempt an employee from Workers' Compensation calculations while defining the person and employment information of the employee during the new hire process.

Related Topics

Vacation Liability

Overview of Vacation Liability Processing

Vacation liability is the minimum amount of vacation pay an employee is legislated to receive in a given year according to the provincial statutory requirements.

You may compare actual vacation paid in a given year to this minimum and pay the difference at the end of the vacation year.

Calculate the vacation pay as a percentage of the vacationable earnings. You can define percentages by length of service for each province within a vacation absence plan.

Policies for vacation are often enhanced from the minimum legislated rates by the employer or by union contracts. One of the more common enhancements is an accelerated accrual of vacation time and pay. Progression is usually based on the length of service of the employee.

Vacation is accrued based on a reference year. This may be a calendar, fiscal year, or other 12 month period. Employers may require the employee to earn the time in one reference year and take it in the following reference year or alternatively, earn and take vacation in the same year.

The components of vacation liability processing are:

- Vacation Plan
- Vacation Term
- Vacation Payout
- Employee Absences

High-Level Steps

The setup steps for the processing of vacation liability are in the Absences and the Payroll areas. Absence Management and Payroll Calculations are integrated. This table outlines the high-level list of all the absence and payroll steps to configure and process Vacation liability.

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Procedure	Setup Task	Action
Create Absence Elements	Elements	Create an absence element with a secondary classification of Vacation to transfer absence payment information from Absence Management to Payroll for payroll processing.
Create Absence Plans	Absence Plans	Create an absence plan, and enroll the employee in the absence plan. To calculate the vacation liability, under Payroll Integration, select these options: • Select the **Transfer absence payment information for payroll processing** check box. • Select the element for the plan in the **Element** field to link it to the absence plan.
Create Absence Types	Absence Types	Create absence types, and associate them to the absence plans. Select **Canada Vacation** in the Legislative Grouping Code. Add the absence plans to the absence type.
Configure Vacation Liability Rates	Rate Definitions	Create vacation liability rates based on absence plan, province (optional), and length of service.
Configure Wage Basis Rules	Component Group Rules	Create vacation wage basis rules for user-defined secondary classifications. **Note:** The wage basis rules for the predefined secondary classifications are delivered by Oracle.
Creating Earnings Element	Elements	Create a vacation payout element.

Defining Employee Information

To configure and process vacation liability in Canada, define the following employee information.

Procedure	Task	Action
Enroll Employees in Absence Plans	Absence Records task in Person Management area	Enroll employees in the absence plan, if explicitly required.
Assign a Vacation Liability Plan	Calculation Cards	Select a vacation liability plan on the employee's tax card.
Enter a Vacation Service Date, if applicable	Calculation Cards	Enter a Vacation Service Date on the employee's calculation card to override the hire

Procedure	Task	Action
		or rehire date for vacation liability calculations, if applicable.
Assigning a Vacation Payout Element	Element Entries task in Person Management area	Assign a vacation payout element to the employee to pay the liability balance.
Create Employee Absence Records	Absence Plans	Record an absence for the employee. Approve the absence and select the option to transfer absence information to payroll, so that the absence information is transferred to payroll for absence processing.

Vacation Plan

Absence plans determine how entitlements are provided to an employee including eligibility and rates. Use the Absence Management application to configure an Absence Plan for processing vacation liability. Set up the plan based on a calendar year or anniversary date.

Vacation Term

A vacation term refers to the time period, or vacation period, for which the liability is calculated. It is represented as a year (YYYY) and it may represent a calendar term (January – December) or an anniversary date (for example, June – May). One vacation plan can contain multiple vacation terms. For example:

- Vacation Plan = Oracle Vacation Plan
    - Vacation Term = 2018
    - Vacation Term = 2019
    - Vacation Term = 2020

If the term is not based on a calendar year, the year represents the start of the time period. For example, if the term is June 2018 – May 2019, the term for this period is 2018.

Vacation Payout

Vacation payout earnings reduce the vacation liability. Create a vacation payout element and assign it to the employee.

> **Note:** The vacation payout reduces vacation liability balances, and not the accrued vacation balances in the Absences application.

Partial payouts and payout amounts in excess of an employee's current vacation liability balance are supported.

Employee Absences

Employee vacation absences reduce the vacation liability balances.

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Considerations for Processing Vacation Liability

Consider these factors to ensure proper processing of vacation liability payments.

Enroll Employees in Absence Plans

Use the Absence Records task in the Person Management work area to enroll employees in a vacation absence plan.

Create Employee Absence Records

Employee vacation absences reduce the vacation liability balances. When you record a vacation absence for an employee, by default, the current vacation period's accrued vacation liability amount is reduced by the paid absence.

To reduce the vacation liability in a prior term, use the Vacation Accrual Reduction Date on the absence UI. This reduction date is only used in special scenarios and specifies the vacation period (or term) to reduce the accrued vacation liability balance by the vacation payment.

If both earnings and vacation absences are processed in the same run, the earnings add to the liability first, before the vacation absence reduces it. Depending on how the wage basis rules are defined, a vacation absence element can also contribute to the liability.

Assign Vacation Liability Plans to Employees

In order for vacation liability to calculate, the employee must be enrolled in a vacation plan and be assigned a Vacation Liability plan.

Select the vacation liability plan for the employee in the **Associations** section of the Tax Credit Information Calculation Card. The Vacation Liability Plan lists all vacation plans associated with the employee. Select one plan for each tax reporting unit.

> **Note:** In order for the vacation plan to display in the list of values, you must attach the vacation absence element to the vacation absence plan. If there is no vacation liability plan on the employee's calculation card, the liability isn't calculated for the employee.

View Wage Basis Rules for Vacationable Earnings

The wage basis rules determine if an element is included in vacation liability calculations. A check mark in the **Use in Wage Basis** column for the component **Vacation** indicates the earning is included. The rules create a vacation earnings balance.

Wage basis rules are predefined for all delivered secondary classifications but you must create them for user-defined secondary classifications.

Use the Component Group Rules task in the Payroll area to view the vacation earnings rules for each province.

Use these steps to create wage basis rules for vacationable earnings:

1. Navigate to the Payroll area and select the **Component Group Rules** task.
2. Select a **Legislative Data Group** and click **Search**.
3. Select the **Regional** node and navigate in the tree structure to **Regional > Wage Basis Rules > Vacation**.
4. View the vacationable earnings rules for each province.

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Configure Earnings Elements

Create a vacation payout element and assign it to the employee. While creating a supplemental earnings element with any secondary classification, answer **Yes** to this question to payout a vacation liability balance to an employee. Use the Supplemental Earnings Elements template, and view this question under the Additional Details section.

- Is this a vacation payout element?

If you select **Yes**, the processing priority of the element is set to 4000 to ensure that the payout occurs after all other vacation liability contributing element entries are processed.

Note: Use this option only to pay out vacation liability plan balances, not normal supplemental vacation pay earnings in which no vacation liability is processed. The liability balance is normally paid out when the employee terminates, goes on a leave of absence, or when reconciling at the end of the vacation year. The supplemental earnings payout base element input values include:

- Vacation Payout defined by the Vacation Payout rule value selected during element creation.

- Vacation Accrual Reduction Date you enter, that determines the vacation term balance that's reduced.

Override Length of Service

The employee's hire date determines how the length of service of the employee is calculated. If the employee's hire or rehire date isn't the date that should be used to calculate the length of service for vacation pay purposes, use the Vacation Service Date on the employee's calculation card to specify a different date. If the Vacation Service Date is entered, it's used to calculate the employee's length of service.

Override Vacation Liability Province

The Province of Employment on the employee's calculation card captures the province used for vacation liability calculations. If an employee has a US or ZZ province code and their earnings should be included in Vacation Liability calculations, you can override the province. To override the province for the employee, populate the Vacation Liability Province Override using the Payroll Relationships task under Payroll.

Pay Vacation Liability in Every Payroll

Employees not entitled to vacation time off, for example, part time or casual employees may have the vacation liability paid to them every pay period. You can enable this by introducing a recurring payout element that's processed every pay period. The payout element pays the vacation liability amount accrued in same pay period in which the element is processed.

Assign a Payout Element

Vacation payout earnings reduce the vacation liability. When the vacation liability balance is to be paid to an employee, assign the payout element to them.

Use the Element Entries task in the Person Management work area to assign the element to the employee.

If the payout is for the current vacation term, the Vacation Accrual Reduction Date isn't required. This is the default behavior. If no date is provided, all accumulated liabilities in prior terms are paid out.

If you have to payout the vacation liability for a specific previous term, use the Vacation Accrual Reduction Date on the Entry Values of the Element Entries page. This reduction date is only used in special scenarios and specifies the vacation period (or term) to payout the vacation liability balance.

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To process the payout for multiple assignments, assign the payout element to each assignment.

Vacation Liability Reporting

Report the relevant balances generated in the payroll run for vacation liability.

The relevant balances generated in the payroll run for vacation liability are:

- Vacationable Earnings are earnings that are subject to the vacation liability calculations and are determined by the wage basis rules for earnings and absence elements.

- Vacation Liability is calculated by applying the rate to the vacationable earnings (Vacation Liability = Vacationable Earnings * Percentage). This balance is reduced by vacation absence earnings and payments made by the vacation payout. This balance may be costed and is calculated in retroactive processing. Balance adjustments may also be made to this balance.

- Unprocessed Vacationable Earnings are total earnings subject to the vacation liability calculation according to the wage basis rules but are not included in the calculation. This can occur when there is no active vacation plan on the employee's tax card.

- Vacation Payout are earnings amount paid to the employee from the accrued vacation liability. The values paid in the payout element don't contribute to vacation liability and instead, reduces the liability balance. You can set up tax processing for the payout element similar to other earnings elements.

Vacation Liability and Vacationable Earnings run results are populated with a reference code to designate the vacation plan and term as shown here:

- VA_<Absence Plan Name>_YYYY_<AbsencePlanId>
  YYYY refers to the vacation term year for which the vacation liability is processed. The plan term reference year is based on the process or pay date. Employers may accrue liability in one year and allow employees to take vacation in the following year. Alternatively, they may accrue and allow vacation to be taken in the current year.

Unprocessed vacationable earnings are populated with a reference code of VA_UNDEFINED.

> **Note:** If there is a mismatch between the Absence Plan enrollment and the Vacation Liability plan on the tax card, and payrolls are processed after a termination, the run results for Vacation Liability and Vacation Payout are populated with a reference code of VA_UNDEFINED.

Include Vacation Liability Balances in Reports

The balance is generated in the payroll run and the vacation liability balance is added to the payroll archive to support reporting of the balances in the **Employer Liabilities** section of these reports:

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

Statement of Earnings

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The Statement of Earnings (SOE) reports the vacation liability balances in the employer contributions area.

Employee Active Payroll Balance Report

You can reconcile the vacation liability balances using the Employee Active Payroll Balance Report, which provides employee balance information for vacationable earnings and vacation liability.

Vacation Liability Balance Report

Use the **Vacation Liability Balance Report** to view the balances associated with vacation liability. You can run this report to display all the vacation liability balances, rather than gather them using multiple reports. This allows employees to help reconcile vacation liability balances, as well as gather data using this one report for required vacation liability reporting. The balances reported are:

- Vacationable Earnings
- Accrued Vacation Liability
- Vacation Absences
- Vacation Payouts
- Vacation Liability
- Vacation Liability (ITD)

Use the following parameters to run the report:

- Payroll Statutory Unit
- Tax Reporting Unit
- Vacation Plan
- Payroll Relationship Group
- Start Date (mandatory)
- End Date (mandatory)
- Report Type (mandatory)
- Summary (default)
- Detail

In summary mode, the report displays vacation liability balances for the period determined by report start and end dates, for each vacation plan for all employees.

In detail mode, the report displays vacation liability balances for the period determined by report start and end dates, for all employees enrolled in a vacation plan. Balances are reported by vacation plan. Additionally, use the Vacation Plan parameter to filter those employees assigned to a specific vacation absence plan.

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Note: Important points for the Vacation Liability Balance Report:
- The vacation liability is calculated, and related balances are generated in the payroll run, not in this report.

- This report is based on the data from the payroll archive.

- Use the Vacation Plan parameter to filter employee data based on the vacation absence plan defined on the employee's calculation card.

- When you select Detail mode, the report displays both summary and detail information.

- The Vacation Absences balance value includes recorded absences for Entitlement, Discretionary and Final Disbursements.

- The Vacation Liability (ITD) value reports the accumulated vacation liability balance from each payroll run from inception, for the vacation plan.

-

Vacation Liability Payments for Multiple Terms

Vacation liability is the minimum amount of vacation pay an employee is legislated to receive in a given year according to the provincial statutory requirements.

When an employee is terminated or goes on a leave of absence and there are positive balances across multiple vacation plan years, you can pay the vacation liability amount owed to the employee across multiple vacation plan years or terms with a single payment.

The vacation payout can be across multiple terms or for a specific term. To process a vacation payout of the liability to an employee for multiple terms, note these important points:

- Create a vacation payout element and assign it to the employee.

- If you leave the Vacation Accrual Reduction Date field in the Element Entries section of the element blank, the payout includes the accrued balance for all available vacation terms with positive balances.

- If you enter a value in the Vacation Accrual Reduction Date field, the payout includes the accrued vacation liability balance for a specific vacation term in which the reduction date falls.

- To make a partial accrued balance amount for a specific vacation term, enter a value in the Vacation Accrual Reduction Date field and the Amount field.

- If only an Amount is entered with no Vacation Accrual Reduction Date, the amount is reduced starting from the first available term until the partial amount is processed.

- Negative balances are ignored and not processed.

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Employee absences reduce the vacation liability balances accumulated across multiple terms starting from the earliest vacation term, with a positive balance, to the current term. These factors reduce the accrued vacation liability balances:

- If you enter a Vacation Accrual Reduction date in the absence, then the accrued balance is reduced for the vacation term in which the reduction date falls

- If you don't enter a Vacation Accrual Reduction date in the absence, then the accrued balance is reduced from the earliest vacation term, with a positive balance, to the most current term.

- If any accrued balance remains after going through prior terms, then the accrued balance reduces the current term's accrued balance.

- If the accrued balance is negative for a prior term, it's ignored and the accrued balance isn't reduced.

- If the accrued balance is negative for the current term, the accrued balance is reduced.

Recording Absences for Multiple Terms

Employee absences reduce the vacation liability balances accumulated across multiple terms starting from the earliest vacation term, with a positive balance, to the current term. These factors reduce the accrued vacation liability balances:

- If you enter a Vacation Accrual Reduction Date in the absence, then the accrued balance is reduced for the vacation term in which the reduction date falls.

- If you don't enter a Vacation Accrual Reduction Date in the absence, then the accrued vacation liability balance is reduced from the earliest vacation term, with a positive balance, to the most current term.

- If the accrued vacation liability balance is less than the absence balance, then negative liability is processed for the vacation term.

- If the accrued balance is negative, the liability is processed based on the validity of the reduction date as given here:
  - If the reduction date is valid, the negative liability for the term is increased.
  - If the reduction date is invalid (outside of the current plan dates), the liability is processed starting from the first vacation term and continues through the current term, or until the absence amount is consumed.

Partial and Advance Payments for Vacation Liability

The liability balance is normally paid out when the employee terminates, goes on a leave of absence, or when reconciling at the end of the vacation year.

You can make partial or advance payments as explained here.

Partial Payments

Use the **Amount** input value on the Element Entries page to make a partial payment less than the accumulated vacation liability of the employee, as given here:

- If the amount entered is positive, it's paid out.

- If the amount entered is negative, the amount is ignored.

- Amounts are paid out regardless of the accrued vacation liability. If the amount is in excess of the accrued vacation liability balance, the employee's resulting vacation liability balance becomes negative.

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Advance Payments

You can also pay employees vacation liability in advance of them earning it. You pay employees an amount that is in excess of their current vacation liability balance.

Use the **Amount** field to process an amount greater than the current liability balance, as given here:

- The vacation payout amount isn't capped at the actual accrued vacation liability amount.

- When the payout amount is in excess of the current vacation liability balance, the employee's resulting vacation liability balance becomes negative.

- If the vacation liability balance is already negative, a payout can still be processed. This simply increases the negative liability.

- If you process vacation payout amounts that create a negative liability balance, it's up to you to recover the advance payout amounts if required.

Vacation Liability Plans and TRU Transfers

Wwhen an employee transfers from one tax reporting unit (TRU) to another TRU, and possibly a new vacation plan, the employee can have vacation liability balances across multiple TRUs and vacation plans.

To process a vacation payout of the liability for an employee who is transferred from one vacation plan and TRU to another, note these important points:

- If you leave the Vacation Accrual Reduction Date field in the Element Entries section of the element blank, the accrued vacation liability balances are reduced from all plans.

- If you enter a value in the Vacation Accrual Reduction Date field, the accrued vacation liability balance is reduced from the current vacation plan term in which the reduction date falls.

- If the Vacation Accrual Reduction Date is outside of the current plan dates, for example, the reduction date is not within the active plan, the vacation liability balance is reduced starting with the first vacation plan.

Multiple Assignments

To process a vacation payout of the liability for an employee with multiple assignments, each reporting to a different vacation liability plan and TRU, note these important points:

- If you leave the Vacation Accrual Reduction Date field blank, the vacation liability balance for all assignments and plans are reduced. The payout amount is processed and paid out in one assignment.

- If you enter a value in the Vacation Accrual Reduction Date field, the vacation liability balance for all assignments and plans are reduced based on the date in which the reduction date falls. The payout amount is processed and paid out in each assignment accordingly.

Note: To process the payout for multiple assignments, you must assign the payout element to each assignment using the Element Entries task.

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Recording Absences for TRU Transfers

Employee vacation absences reduce the vacation liability balances. Consider Note these points for reducing accrued vacation liability balances for employees who transfer from one vacation plan and TRU to another:

- If you leave the Vacation Accrual Reduction Date field in the Element Entries section of the element blank, the accrued vacation liability balance is reduced starting from the earliest vacation plan to the most current plan.

- If you enter a value in the Vacation Accrual Reduction Date field, the accrued vacation liability balance is reduced from the current vacation plan term in which the reduction date falls.

- If the Vacation Accrual Reduction Date is outside of the current plan dates, for example, the reduction date isn't within the active plan, the vacation liability balance is reduced starting with the first vacation plan.

6 Payroll Processing

How the Payroll Process Works

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

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.

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.

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Parameter	Use To
Element Group	Restrict processing to the elements in the group, which you can define by selecting element classifications and including or excluding specific elements.
Run Types	Determine which payroll calculations to perform and how to pay the results. The application processes an element in all the run types, unless you set up the element in these ways: • To process separately • 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:

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 • To include in the payroll run • 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

Payroll Run

How Element Processing Sequence is Determined

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

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

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

How Net-to-Gross Earnings are Calculated

The Calculate Gross Earnings process calculates gross compensation values based on payroll frequency and the element entries attached to an employee. Calculations apply to the gross value of regular and supplemental earnings element classifications.

Run results don't include any results for taxable benefits, statutory information, absences, or voluntary or involuntary deductions. You can verify the results by viewing the statement of earnings, run results, and predefined payroll reports.

The process reports these deductions at the payroll relationship level:

- Flat amounts for the primary assignment only

- Percentage amounts aggregated for each assignment or terms record

Settings That Affect the Calculation

You can enter these parameters when running the process to calculate gross earnings.

Parameter	Purpose
Payroll Flow	Name that you assign when you submit the process. After running the process, you can use this name to search and monitor its status.
Payroll	Name of the payroll definition that determines the payroll period, calendar, and frequency.
Payroll Period	Payroll period for the payroll you're calculating, which determines other dates for processing.
Process Date	Optional. First date range on which to retrieve effective data for calculation, typically the process dates of the specified payroll definition.
Date Earned	Optional. Date of element entries to include in the calculation run. Overrides the default value determined by calendar of the specified payroll definition.
Consolidation Group	Optional. Name of the grouping of payroll runs for the specified payroll definition. Overrides the default consolidation group for post-run processing.
Run Type	Name of the run type that determines which payroll calculations to perform.
Payroll Relationship Group	Optional. Name of a group of payroll relationships to limit the people that are included in the run.
Payroll Configuration Group	Optional. Name of a group that determines performance parameters such as logging, chunk size, and number of threads. Overrides the default process configuration group.

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Parameter	Purpose
Element Group	Optional. Name of a group of regular or supplemental earnings elements included in the run. You create element groups on the Object Groups page.

How Results Are Calculated

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

The main steps of the calculation process are as follows:

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

Example 1: Calculation Based on Annual Salary Basis

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

The formula attached to the annual salary calculates the periodic value and feeds the value to a run result during the payroll run. You can extract the run result value using a payroll interface report.

Example 2: Calculation Based on an Element Group

To avoid processing all the regular and supplemental earnings in a calculation process, the process considers only the earnings elements that you associate with an element group. Specify the value of the element group as a parameter while you submit the Calculate Gross Earnings process.

FAQs for Payroll Run

How can I remove someone from the payroll run?

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

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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 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.

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.

Payroll Calculation

Consolidation Groups

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

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

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

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

To create a consolidation group:

1. Select the **Consolidation Groups** quick action under Payroll in **My Client Groups** on your Home page.
2. On the Consolidation Groups page, click **Add Row**.
3. Enter a **Name** for the consolidation group. The application assigns the same value for the consolidation group **Code**.

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4. Select a **Legislative Data Group**. Adding the Description is optional, but it's useful to provide
5. Click **Save**.

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

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

Related Topics

- Examples of Using Consolidation Groups
- Overview of Combining Payroll Flows

Examples of Using Consolidation Groups

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

Post-Run Processing

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

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

Separate Costing and Payment

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

To process employees separately:

1. Create payroll relationship groups that restrict the employees.

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

Purposes of Reporting

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

To process the report for a subset of payrolls:

1. Create a consolidation group to specify the payrolls for which you want to run the report.

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2. Run the Periodic Payroll Activity Report, specifying the new consolidation group.

Related Topics
- Consolidation Groups

Period-to-Date Aggregation

Period-to-date aggregation provides the functionality to tax multiple payments of regular earnings in the same pay period, with the resulting taxes as if the payments were combined as one.

Within a pay period, the new tax engine aggregates regular earnings (including previous payments in the current period) and calculates the full pay period taxes on the aggregated earnings. From the resulting tax amount, it subtracts the taxes previously deducted for regular earnings in the current period.

The benefit is that multiple payments of regular salary, in the same pay period, are taxed as if they were paid in a single payment, thereby not under deducting taxes.

Note: Both Federal and Quebec taxes are impacted by PTD aggregation.

Example:

A semi-monthly paid employee in Ontario receives $3,000 per pay. As a result of that single payment, the employee pays $561.83 in Federal/Provincial taxes.

Without Period To Date aggregation, if that same employee receives two payments of $1,500.00 regular salary in the same pay period, each of those payments have approximately $171.55 in Federal/Provincial taxes deducted for a total pay period tax contribution of $343.11.

The reason for the under deduction of taxes is that the individual tax calculations of $1,500.00 income 'expect' an annual salary of $36,000.00 ($1,500.00 * 24), which is in a lower tax bracket than an annual salary of $72,000.00 ($3,000.00 * 24).

With Period To Date aggregation, the first payment of $1,500.00 results in a tax deduction of $171.55, however the second payment deducts $390.28 ($561.83 – $171.55) thereby treating the aggregation of the two payments as if they were a single payment.

Note: The CRA PDOC tool assumes each payment is the only one in the pay period, so PDOC results will not match the new tax engine results in this case.

Enabling and Disabling Period-to-Date (PTD) Aggregation

By default, the PTD aggregation is disabled. You may choose to keep the feature disabled. If PTD aggregation is enabled, and the employee exceeds earnings limits, they are taxed more. Even though this is more accurate, it may not be desirable in all cases.

You can configure the feature at the payroll statutory unit (PSU) or tax reporting unit (TRU) levels, on the organization calculation card. If you set PTD aggregation at the PSU level, it applies to all TRUs associated with the PSU. You may also set the feature at the TRU level to override the setting at the PSU and have different settings for different TRUs.

Follow these steps to enable or disable PTD aggregation at the PSU level:

1. Navigate to **Legal Entity Calculation Cards** and enter the Effective As-of Date.

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2. Select the **Calculation Rules for Tax Reporting and Payroll Statutory Unit** calculation card.
3. Select the **Federal** component group and select the **Federal Tax** calculation component
4. In the **Federal Tax > Calculation Component Details**, click Actions > Edit > Update
5. In the **Enable Period to Date Tax Calculation** field, select **Yes** or **No**.

Follow these steps to enable or disable PTD aggregation at the TRU level:

1. Navigate to **Legal Reporting Unit Calculation Cards** and enter the Effective As-of Date.
2. Select the **Calculation Rules for Tax Reporting and Payroll Statutory Unit** calculation card.
3. Select the **Federal** component group and select the **Federal Tax** calculation component.
4. In the **Federal Tax > Calculation Component Details**, click Actions > Edit > Update
5. In the **Enable Period to Date Tax Calculation** field, select **Yes** or **No**.

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.

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.

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Element Group	What It Does

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.

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

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Expedited Processing

How Expedited Processing Works

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

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

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

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

Settings that Affect Expedited Processing

Here are the settings that affect expedited payments:

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

How Expedited Payments Are Calculated

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

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

These values of time card and absence elements determine which element entries are eligible for expedited processing and payments.

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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. If you leave this value blank or set to No, the regular payroll run picks up the payroll entries. 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. 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

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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.

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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. 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: • Calculate QuickPay • Calculate QuickPay Prepayments • View Statement of Earning	Process all QuickPay actions and prepayments from a single page using a single flow.
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. **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.

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After you submit the QuickPay successfully, you can view the employee's Statement of Earnings.

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

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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

How to Run QuickPay Flows

Create a QuickPay flow to include additional tasks as per your requirement. For example, create a QuickPay to Payslip flow to process QuickPay and prepayments, and then generate the payslip to make payments.

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Use the Payroll Flow Patterns quick action under Payroll from My Client Groups on your Home page, to create a flow and add the requisite tasks to the flow as per your requirement.

Flow Pattern Type

When you create your own QuickPay flow, use the **Flow Pattern Type** field on the flow setup page to set the flow as either of these:

- QuickPay
- QuickPay with Parameters

> **Note:** These options are available only for user-defined flows you set up at the enterprise level. You don't select an LDG for the flow at the time of creation of the flow.

Select the QuickPay with Parameters option if you include tasks that have additional parameters other than those available on the delivered QuickPay Submission page.

The parameters available to you is dependent on the tasks you include in the QuickPay flow. For example, you must include the payment-related tasks of prepayments, check payments, or EFT payments for the QuickPay Submission page to display payment-related parameters of payment methods, payment source, and so on.

Actions Menu

When you select QuickPay or QuickPay with Parameters option as the Flow Pattern Type for a flow, the flow is available for you to set as the default flow.

The Calculate QuickPay task defaults to the QuickPay Simplified flow. Use the **Actions** menu on the QuickPay Submission page to select and submit an alternate QuickPay flow to the one defaulted by the Calculate QuickPay task. Select a flow that you want to submit without navigating away from the QuickPay Submission page.

> **Note:** For a flow to list within the Actions menu, you must tag the flow as a QuickPay or QuickPay with Parameter flow on the flow setup page.

Parameter Input Page

If any of the added tasks in your QuickPay flow have additional parameters other than that included on the QuickPay Submission page, select the **QuickPay with Parameters** option on the flow setup page.

When you set this user-defined flow as your default flow and submit the flow, the application automatically displays the Parameter Input page first for you to define the additional task parameters. The QuickPay Submission page displays subsequently.

> **Note:** If you don't select the **QuickPay with Parameters** option on the flow setup page, the Parameter Input page doesn't display when you submit the flow.

Key Parameters

When you set up a user-defined flow as a QuickPay flow, set these two parameters as the key parameters for the flow:

- Effective Date

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- 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.

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

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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

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**

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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.

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.

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Use a QuickPay flow that has these tasks:

1. Calculate QuickPay
2. Verify Payroll Results
3. Calculate QuickPay Prepayments
4. View Prepayments Results
5. Make External Payments
6. Verify Payments

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

- Roll back the employee's payroll run results.

- Submit a QuickPay process.

- Calculate and verify payroll run results.

- Calculate and verify prepayments.

- Make an external payment and verify the payment results.

Roll Back and Correct Data

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

Submit the QuickPay Flow

1. Select the **Calculate QuickPay** task on the Payroll page.
2. On the Person page, search for and select the employee.
3. On the QuickPay Submission page, optionally, override the payroll flow name with a more meaningful one. Verify the remaining information.

   The Element Entries section refreshes to display all element entries that the QuickPay flow processes. Ensure that the process includes all element entries.
4. Click **Submit.**
5. Click **Refresh** until the Calculate QuickPay task is complete.
6. Click the **Verify Payroll Results** task in the checklist.
7. On the View Person Process Results page, click the person's name in the Search Results.
8. In the Statement of Earnings section, verify the information in each of the Quick Reference Summary tabs.
9. Click **Done** to return to the QuickPay process.
10. Click **Mark as Complete**.

Calculate and Verify Prepayments

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

9. Click **Mark as Complete**.

Make External Payment and Verify Payment Results

1. Click the **Make External Payment** task from the checklist.
2. In the External Payments section, select the payment and then select **Make Payment** from the Action menu.
3. Enter a check number and the reason you are generating the check externally. Click **OK**.

   The application marks the payment as Paid. This status prevents a payment process that would normally pick up this payment from processing it again.
4. Click **Mark as Complete**.
5. Click the **Verify Payment** task in the checklist.
6. On the View Person Process Results page, click the person's name in the Search Results.
7. Verify the payment results. Click **Done** to return to the checklist.

   The payment results shown here should match the prepayment results you verified earlier.
8. Click **Mark as Complete**.

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.

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.

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> **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: - If you have set up the user-defined QuickPay flow as the default. - If you have access to the QuickPay flow. - 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: - If you have selected either **QuickPay** or **QuickPay with Parameters** option in the Flow Pattern Type field on the flow setup page. - The flow isn't inactive or hidden. - The flow is an LDG-level flow. 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. - 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. - Set the QuickPay flow as the default flow.

Payments

Overview

Calculate the distribution of payments and verify the prepayment calculations before you distribute payroll payments.

This figure shows you the flow of the calculate payment distribution tasks.
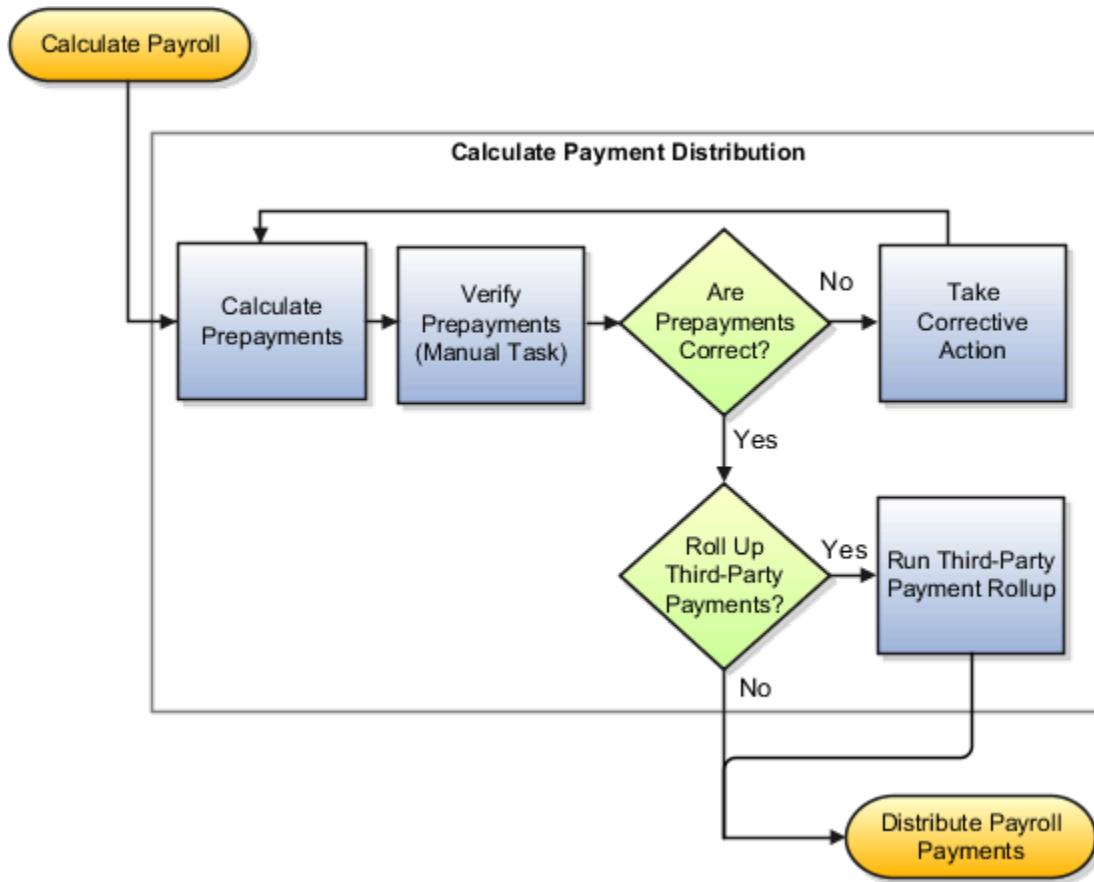
Calculate Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' payment methods and uses the payroll run results to calculate the gross-to-net payment. The Calculate Prepayment process locks the payroll run results to prevent changes and ensures data integrity.

> **Tip:** To roll back run results, first roll back the Calculate Prepayments task.

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The Calculate Prepayments task is an automatic task included in the payroll cycle flow. You can also run it as a standalone process in the Submit a Flow task with these submission parameters:

- Payroll name that determines the payroll relationships to calculate

- Process start date and process end date for the range of records to return

- Optional consolidation group name to limit the scope of the process

- Optional payment source name to override the default payment method

- Optional process configuration group name for processing rules, such as logging

- Optional default payment setting override to issue a check/cheque instead of an electronic funds transfer

Verify Prepayments

Use the Verify Prepayments manual task to review and verify prepayment results before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, and payment and deduction amounts are accurate.

Take Corrective Action

If you find problems, correct the underlying data and process the correction with one of these:

- Retry the Calculate Prepayments process if it didn't complete successfully.

- Roll back the prepayment results to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if there were no payments.

- Void the prepayments results to void the payment and then use the Make Payment action to reissue another payment.

Roll Up Third-Party Payments

Use the Run Third-Party Payment Rollup task to consolidate payments from individual contributions into a single payment for each third-party organization payee. Run this optional process after calculating and verifying prepayments.

Related Topics
- Payroll Payments Distribution
- Verify and Troubleshoot Payments
- Status of Flow Tasks

Split Up Payroll Payments

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

Use Fixed Amount Payments

Barbara wants 100 USD deposited in her savings account each payroll period and the remainder paid through check/cheque. Barbara first creates a check/cheque payment method so it's processed last. Then she creates an electronic

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funds transfer (EFT) payment method for her savings account and sets the amount to 100. When Barbara decides to stop the transfers to her savings account, she deletes that payment method.

Use Percentage Payments

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

Use a Combination of Payments

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

- 900 USD transferred to his checking account for his wife's household expenses in Texas

- A percentage transferred to his children's college fund

- The remainder paid to him by check/cheque for his expenses in Arizona

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

Payroll Payments Distribution

The Distribute Payroll Payments activity performs several tasks. It creates payments, archives the results and runs payroll register, generates reports, to include payslips, and runs payment register.

Payroll payments are typically a part of the payroll cycle flow or a QuickPay flow, or as a standalone process using the Submit a Flow task. You can view the task results on the Person Process Results or Process Results Summary page.

> **Note:** The Make External Payments process isn't a typical payroll cycle task. You submit this process as part of the QuickPay flow or as a standalone process.

Sequence of Tasks

This shows the sequence of payment distribution tasks for a typical payroll cycle. Your flow could include additional or fewer tasks.

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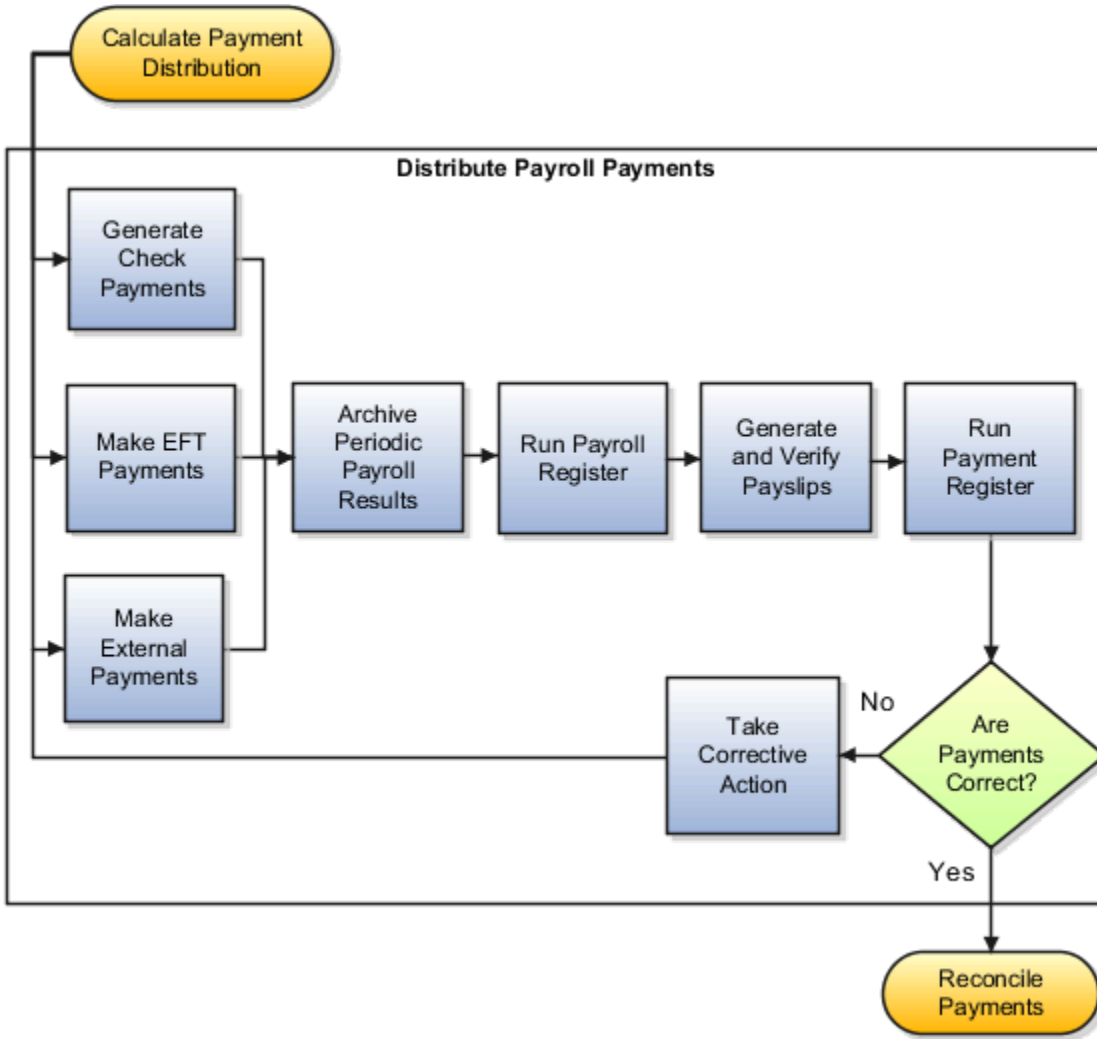
Note: The Archive Payroll Results runs before Run Payroll Register and Generate Payslips.

Overview of the Payment Distribution Tasks

This table describes the payment distribution tasks.

Task	Description
Generate Check Payments	Generates check/cheque payments for all payees including third-party payees, using a predefined format.
Make EFT Payments	Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT. Include intermediary bank account details in the EFT file to facilitate an intercountry payment. For example, intermediary bank accounts are used to route payments when an employer's US bank doesn't have relationships with banks in the developing world. The payments are sent from your company bank account to the intermediary bank account, and onto the employee's bank account. **Note:**

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Task	Description
	Use the Financials SOAP service to load intermediary bank account details for your employees. When using the Financial SOAP service, the intermediary bank accounts must be attached separately for each employee bank account.
Make External Payments	Addresses special situations where you don't want to use the normal payment process. Examples include: • Replace a lost check/cheque that you voided • Create a final payroll check/cheque for a terminated employee • Pay using a different payment type or payment source than specified in the normal payment process
Archive Periodic Payroll Results	Makes the data available for reports, such as the payroll register and payslips.
Run Payroll Register	Verifies and provides an audit trail of a payroll run including hours, earnings, and deductions by PSU and TRU. In detail mode, shows the complete details for each employee.
Generate and Verify Payslips	Generates a payslip for all paid payments matching your criteria except: • Voided payments • Reversed payroll calculations • Data not archived • Previously generated payslips
Run Payment Register	Verifies and provides an audit trail of payments generated by all payment processes, including total amounts paid by payment category, type, status, and method. In detail mode, shows payments for each employee.

Related Topics
- View Payments
- Verify and Troubleshoot Payments
- View and Edit Archive Results
- Corrective Actions for Payments
- Calculate Payroll Payment Distribution

View Payments

View Payment data to verify payee, amount and payment status information from different areas for accuracy.

Work Area

This table shows you the advantages of viewing payment information from the different payroll work areas. Depending on where you're in the process, you may want to view the process results directly from the person record or the process

results. Use Person Process Results to view the process results for a person or use Process Results Summary to locate the process and view all results.

Payroll Phase	Work Area Starting Point	Available Tasks
Working on the current payroll or QuickPay run	Payroll Checklist	On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses. Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back. 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. Use Process Results Summary to search for a payment process. You can also use the Person Process Results navigate to the payment results and take corrective action.

Type of Payment Information

Use this table to decide which type of payment information you want to view.

Method	Process Results	Person Results
User Interface	Query the payroll flow from the Overview page of the Payroll Checklist and go to the task you want to view.	Use the Person Process Results task.
Report	Use the Payroll Register to view summary-level payment information for a payroll run.	Use the Payroll Register to view detailed, person-level payment information

Related Topics

- Payroll Payments Distribution
- Corrective Actions for Payments

Verify and Troubleshoot Payments

Verify each payroll task before continuing with the next one to minimize the effort involved in correcting problems. For example, be sure to check/cheque payroll run results and prepayment results before generating payments.

Review and verify payment information in this sequence and take corrective action before proceeding to the next task:

Verify Payroll Run Results

Follow these steps:

1. Use these payroll reports to verify run results:

   o Gross-to-Net Report
   o Balance Exception Report
   o Element Result Register
   o Payroll Balance Report
   o Payroll Activity Report
   o Any additional country-specific or user-defined reports

2. Use the View Person Process Results page for the Payroll Calculation process to verify information. This table helps you with an approach to verifying:

Information to Verify	Approach
Balances, including gross pay, deductions, and net payment	Use the Gross to Net tab of the Statement of Earnings.
Accruals	Use the Paid Time Off tab of the Statement of Earnings.
Deduction details	Use the Deduction Card tab of the Statement of Earnings.
Costing results	Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.
Balance results	Review balance results to confirm that the payroll run completed successfully, to check/cheque that a worker has the correct pay and amount of tax deducted, and to check/cheque a balance before and after adjusting it.
Run results	Review run results for all elements processed.
Messages	View messages generated by payroll processes, if any.

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Information to Verify	Approach

3. If you find errors you can correct, correct the underlying data and use the Retry and Mark for Retry task actions.

4. If you find an error in a person's record that requires additional information or research before you can correct it, roll back the record to remove the person from the payroll run and continue processing the payroll.

> **Note:** Correct the problem and process the person's payroll in a QuickPay run.

5. If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all the necessary corrections.

Verify Prepayments

Review the results on the View Payroll Process Results page when you run the Calculate Prepayments task as a standalone process. If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

Troubleshoot Payments Issues

You can find the resources in this table to help you through the troubleshooting process.

Resource	Description
Payment Results section of the View Person Process Results page	Check/cheque that the payment results match the prepayment results that you reviewed earlier.
Payroll Register	Verify total payment amounts per balance category and compare payment values to previous periods.
Payment Register summary	Verify the total amounts paid by payment category, type, status, and method.
Payment Register detail	Validate payments for each employee, including the payment amount, bank, and check/cheque information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.
Log file	Review the log file to obtain detailed information about the results of the submitted process.

If you discover an error after generating payments, you can't simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem, as shown in the following table.

Scenario	Corrective Action
The check/cheque is correct, but was lost, stolen, or destroyed.	Do one of the following: • Void the original payment and reissue using the normal payment process.

Scenario	Corrective Action
	• Void the original payment and make an external payment to replace it.

Related Topics

- Corrective Actions for Payments
- Examples of Correcting Payments
- Payroll Payment and Cost Distribution Reports
- How can I access a log file for a payroll flow, extract, or report?

Corrective Actions for Payments

Once you determine the cause of the error and status of the process, you can choose the best corrective action to take.

Void a Payment

Void a payment simply updates the payment status of the record to Void and doesn't reverse or delete any payment calculation information.

The most common reasons you would void a payment would be:

- A check/cheque payment that was lost, stolen, or destroyed.

  Tip: Unless the check/cheque is in your possession, contact the bank that holds the source account to stop payment on the check/cheque.

- An electronic funds transfer (EFT) payment was sent to a bank account that's now closed.

To void and reissue a payment:

1. Select the **Void Payment** action from the drop down on Person Process Results or Person Results page for the payment.
2. Reissue the payment in the next payment run.

   Once you have voided a payment, the application reissues it automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment.

Reverse Payroll Calculations

You can reverse a payroll calculation after generating a payment. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. The reversal doesn't affect the payment itself, only the payroll run results and costing results. This is different from the Roll Back action performed when a payment wasn't issued.

The most common reason to reverse a payroll calculation is to adjust a payroll overpayment. For example, your payroll department isn't notified that an employee is leaving the company and continues making payments after their termination date.

You can 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.

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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. 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. The employee contacts the payroll department, informs the payroll manager of the overpayment, and returns the check/cheque.	Employee's April payroll run using the same process date for the reversal as you did for the payroll run.	Exclude from Pay.	Next prepayments run that includes the reversal date doesn't reduce the employee's payment.	A payslip will be generated for the original payroll run only.

Error Prevents Process from Completing

When an error prevents the payroll calculation or payment generation process 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.

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Incorrect Results

When a process completes successfully but the results are incorrect, use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action.

Note: Once the process issues a payment, you can't roll it back.

Corrective Actions in Reports

Some reports, such as the Periodic Payroll Activity and Payroll Register, include a submission parameter for Balances Reported. This parameter determines whether the report includes payment and nonpayment balances for reversals and balance adjustments. For example, you might process a reversal and include the negative net payment in the next prepayments process. You submit the Payroll Register report and select the option to include payment balances only. Use this report to review payroll results and compare balances with other reports you have run.

Note: For some tasks that generate files, such as reports, checks/cheques, and EFT payments, you can retry or roll back the entire task but not individual results.

Related Topics

- Examples of Correcting Payments
- Mark for Retry, Retry, and Roll Back Payroll Results
- Report Payment and Nonpayment Balances
- Create a Flow Pattern to Reissue a Check

Examples of Correcting Payments

These scenarios require corrective actions for payments and provide you the steps to take to resolve.

Employee's Check/Cheque is Lost

Scenario:

An employee's check/cheque is lost, stolen, or destroyed.

Corrective Action:

1. Void payment using one of these tasks:

   o Select the **Void Payment** action from Person Process Results page.

   o Select the **Void Payment** action from Process Results Summary page.

2. Reissue payment in one of the following ways:

   o Make an external payment.

      Note: This process prevents the check/cheque from being included in the next payments run. You can record the check/cheque number for the replacement check/cheque and the reason why you're making the payment externally.

   o Allow the normal payment process to issue the payment.

      Note: The Void status includes it automatically in the payments process for the date of the voided payment, unless you prevent its reissue. The replacement check/cheque retains the original payment date.

3. Unless the check/cheque is in your possession, contact the bank for the source account to stop payment on the check/cheque.

Checks/cheques Require Reprinting Due to a Printer Problem

Scenario:

Your printer jams while printing a batch of checks/cheques. The printer destroys one check/cheque and generates a blank check/cheque, which causes a mismatch between the check/cheque number displayed on the person's record and the number on the printed check/cheque.

Corrective Action:

1. Because you didn't reissue the checks/cheque you can roll back the batch check/cheque payment process and then rerun the checks/cheque.
2. If the printing problem results in missing check/cheque numbers, void the checks/cheques to create an audit trail.
3. Adjust your starting and ending check/cheque numbers as needed when you resubmit the payment process.

   Note: As a best practice, roll back all the check/cheque payments to create a range of check/cheque numbers for printing. Printing individual checks/cheque means the check/cheque numbers aren't continuous, which can create problems when printing on preprinted stationery.

Employee Requests to be Paid in a Different Currency

Scenario:

An employee works and pays taxes in the UK, but wants to receive payments to a bank account in her home country of China. You set up payment methods so that the payment process converts the net pay amount from sterling to yuan.

Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency
2. Define a personal payment method for the Chinese bank account.
3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.
4. Make an EFT payment to the Chinese bank account.

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EFT Payment is Made to a Closed Bank Account

Scenario:

An employee changes banks without notifying the payroll department, and the payment process sends an EFT payment to a closed account.

Corrective Action:

Void the EFT payment. Once voided, you can either process the payment in the next payroll run or make an external payment.

Payroll Check/cheque Expires Before It's Cashed

Scenario:

Your payroll checks/cheque expire after 90 days, and you receive a notification that an employee never cashed a check/cheque that you issued four months ago.

Corrective Action:

Void the original check/cheque. Run the Generate Check Payments process and set the new payment date in the Overriding Payment Date.

Related Topics
- Verify and Troubleshoot Payments
- Examples of the QuickPay Process
- Submit a QuickPay Flow to Correct a Payroll Calculation Error

How does the Hours * Rate calculation rule work for elements?

If you leave the input value for hours blank for the employee, the payroll process calculates the number of hours based on the employee's work schedule.

On the Element Entries task, if you enter 0 for the input value, then it calculates no hours and the pay value is 0.

FAQ for Payments

How can I view the PDF Checks after I generate check payments?

After you generate the checks, you can view the PDF Checks from the Output and Log Files section of the Process Results Details page.

Submit a flow to generate the check payments, and navigate to the Checklist or View Flows page in the Flow Submission and Results section of the Payroll page. Search for the submitted flow name and click on the name of the flow. Expand the Output and Log Files section of the Process Results Details page to view the PDF output of the process.

Why does the payslip display payments for a later payroll period?

These reports include the payslip and Payroll Register Report. The payroll period with the latest date earned is used in reports to display the combined payment results. This means you submitted a prepayments process that includes payroll calculations where the date earned of a calculation falls in a different payroll period.

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

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

What's the International Transfer payment type?

This payment type supports payment methods for electronic funds transfer (EFT) payments in a different country from the originating payment source.

As a Payroll Manager, you can create EFT payment methods for employees to transfer funds to foreign banks if an International Transfer organization payment method exists for their legislative data group.

Can I roll back a payment after generating it?

No, you can't roll back the payment process after you generate a payment. You can void and reissue a check/cheque payment.

An exception would be if something had damaged all of the checks/cheques in a payment run. In this case, because the application generated but didn't issue payments, you could roll back and rerun the entire payment process.

How do I generate payments to third-party payees?

The payment process generates third-party payments for all deduction elements included in the process using the flow submission parameters you specify. Payment methods for all third-party payees must already exist.

You can run the check/cheque or EFT payment process as part of the payroll cycle flow or as a standalone process using the Submit a Flow task.

What's the difference between rolling back and reversing a payment action?

The Roll Back action deletes the process and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.

The Reverse action reverses the payroll calculation, generates a negative run result to offset the original run result, and leaves an audit trail. For example, you might reverse the calculation for a payment that you made in error and didn't issue.

Related Topics

- Corrective Actions for Payments

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Third-Party Payments

Third-Party Payment Methods

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

Typical payments to third parties include:

- Involuntary deductions, such as court-ordered garnishment.

- Voluntary deductions, such as pension plan or union membership payments.

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

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

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

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

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

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

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

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

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

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

1. Select the Third-Party Organization Payment Methods task.
2. Click the Create icon.
3. Select a Legislative Data Group.
4. Select the Third-Party Name from the list.
5. Select the Organization Payment Method from the list.

   | **Note:** Payment Type and Currency populate based on chosen Organization Payment Method.

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

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

1. Select the Third-Party Person Payment Methods task.
2. Search and select an employee.
3. Click the Create icon.
4. Select a Legislative Data Group.
5. Select the Third-Party Name from the list.
6. Select the Organization Payment Method from the list.

   | **Note:** Payment Type and Currency are based on chosen Organization Payment Method.

7. Select Effective Start Date.

8. If you're creating a direct deposit to a third party, perform these additional steps in the Bank Account region to create the associated bank account.

   o Click the Create icon.

   o At a minimum, fill in the required fields identified by an asterisk.

     - *Account Number
     - *Account Type
     - Check Digit
     - Account Holder
     - Secondary Account Reference
     - *Bank
     - *Bank Branch
     - *Routing Number

   o Click the Save and Done button.

     Note: Depending on your localization, these may differ.

9. Click Save.
10. Click Done.

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

Related Topics

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

Third Parties Overview

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

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

This shows you the decision steps to create third parties.

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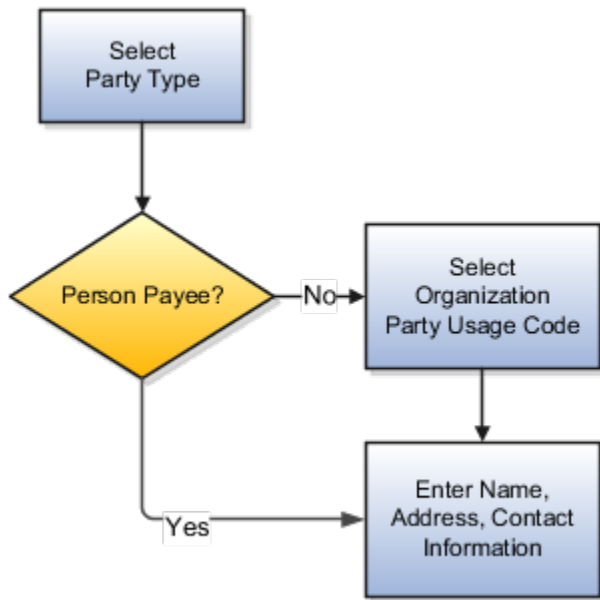
Party Usage Codes

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

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

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

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

Related Topics

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

Examples of Third-Party Payments

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

Child Support to a Former Spouse

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

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

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

Organization Processing Fee to a County Sheriff's Office

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

Related Topics

- Third Parties Overview
- Third-Party Payment Methods
- How do I generate payments to third-party payees?
- Third-Party Payment Methods Overview

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Third-Party Rollup Payments

A third-party payment is a payment you make to organizations. The organization could be a court, labour union, or a pension provider, or persons not on the payroll.

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

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

The Run Third-Party Payments Rollup process is optional. Use the Run Third-Party Payment Register process to consolidate multiple payments made to a third party and generate a single payment.

Understand Third-Party Rollup Payments

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

Rather than make individual payments for each individual employee deduction, you can roll up the multiple payments into a single payment. Use the Third-Party Payments Rollup process to combine the individual employee deductions and pay the union through a single payment instrument. Additionally, you can generate the third-party payments register and provide the third-party payee employee and deduction details.

Exclude Third-Party Payment Methods

You may want to exclude specific third parties from the Third-Party Rollup process because they may want an individual cheque per payment. For example, the UK requires that deduction from earnings orders, such as child maintenance payments, be sent as separate transactions.

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

Generate the third-party payments register to view the individual payments made.

Report Third-Party Rollup Payments

Here's what you can generate and view after you run the Third-Party Payments Register process:

- List of individual third-party payments and the corresponding employee deduction information

- List of all rollup payments and deduction information of employees who share the same rollup payments

- Consolidated total of each rollup payment

- Payments made to each individual payee

- Consolidated total of multiple deduction payments of each employee

- Component name and component reference of involuntary deductions stored on the calculation cards

- Element name of voluntary deductions

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Employee and Third-Party Cheque Payments

Use the Generate Employee and Third-Party Cheque Payments task to generate cheque payments for employees and third parties who:

- Are processed in the prepayments process for a given payroll

- Have a payment method of cheque

Third-party payments are available for all classifications of involuntary deductions:

- Garnishments

- Maintenance and Support

- Tax Levy

Before you generate the cheque payments, consider these factors:

- An employer can have multiple employee deductions made to the same third-party payee, such as multiple child support orders. Rather than make individual payments for each employee deduction, use the Third-Party Payments Rollup process to combine individual employee deductions and make a single payment.

- Create an involuntary deductions element for the process to use the balances required to process the payments.

- Run this process to generate your cheques for employees and then run the process again to generate cheques for your third parties. Use the *Payee* field while running this process to select the appropriate payee.

- You may want to exclude specific third parties from the Third-Party Rollup process because they may want an individual cheque per payment. Select the *Exclude from Third-Party Rollup Process* check box on the Third-Party Payment Methods page to exclude a third-party payee from the Third-Party Rollup process.

  Run the Third-Party Rollup process before running the Generate Employee and Third-Party Cheque Payments task. This ensures that you exclude each third-party payment marked for exclusion rollup and you pay them separately.

- A third-party payee may want the payments on a date that's different from the employee payment date. For example, you may want to make employee payroll payments on the last day of the month, whereas, make third-party payments 5 days later. Use the Time Definitions task and create a time definition to define a time span of 5 days. Select this time definition in the *Time Definition* field on the Third-Party Payment Methods UI. Enter the relevant process dates, and run the prepayments process, for example, with a process date of 30, June. This stamps the effective employee payments date as 30, June and the third-party payments date as 05, July. The payments process runs twice:

  ○ Once for the employees with a process end date of 30, June

  ○ Once for the third parties with a process end date of 05 July and an overriding payment date of 05 July

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

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Process Output

The Generate Employee and Third-Party Cheque Payments task generates these two outputs:

- Third-Party Cheque Payment

  The third-party cheque payment displays the payment details on the cheque stub, along with the physical cheque payable to the third party. The maximum number of payment detail lines included on the cheque stub is 17. If more than 17 detail lines are present in the payment, the cheque stub displays a message to refer to the audit report for details. The cheque stub displays no detail lines.

  Rollup provides the ability to combine multiple payments of different employees to one payee, or multiple separate payments of one employee to one payee. For payments aren't rolled up, the process creates individual cheques for each employee payment or each third-party payee.

- Third-Party Cheque Payments Audit Report

  The cheque payment audit report displays the employee payment details of each third-party cheque generated. The application produces this report automatically as part of the process.

Generate Employee and Third-Party Cheque Payments

Run the Generate Employee and Third-Party Cheque Payments task to generate cheques for your employees and third parties. The process selects employees and third parties who:

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

Before You Begin

Before you use the Generate Employee and Third-Party Cheque Payments task, complete these tasks:

- Create the third-party payee, either person or organization, and the third party payment method, and associate a deduction from the employee to pay the third party.
- Add an organization payment method (OPM) of type Third-Party Cheque, including a payment source (the bank details should already be set up).
- Add a payroll definition, including a default payment method of Cheque, and all valid payment methods.
- Attach a payroll to the employee.
- Attach element entries to the employee.
- Calculate payroll.
- Run the Prepayments process to calculate the distribution of net pay.
- Run the Archive Periodic Payroll Results process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on.
- Run the Third-Party Payment Rollup process if applicable.

How to Generate the Employee and Third-Party Payments

Here's the steps for generating employee and third-party cheque payments:

1. Use the **Submit a Flow** from **Payroll** in **My Client Groups** on your Home page.
2. Select the required legislative data group.
3. Select the **Generate Employee and Third-Party Cheque Payments** task, and click **Next**.
4. Enter a unique payroll flow name.

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

5. Specify the required payroll name.
6. Select the payee type for which the cheque payment process is run. The available options are *Employee* or *Third Party*. You can generate the cheque payments for either employees or third parties.
7. Enter a Process Start Date to define the date range of this process.
8. Enter a Process End Date to define the date range of this process.
9. Select the required consolidation group to view the payments for all payrolls that are included in this consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. This isn't a mandatory field. If you don't select a value, the process uses the default consolidation group assigned to the payroll.
10. Select the OPM you want to use for this process. The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.
11. Select the payment source to process for the above payment method. This parameter is optional. If you have defined attributes, such as a payment file limit or report category, at the payment source level, you should enter the payment source. When you enter the payment source, the defined attributes are applied.

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

    To accommodate this requirement, you must first create a report category for each separate bank and cheque template. Attach the created report category to the appropriate bank's payment source so that the correct cheque template is used to generate the cheque payments.
12. Optionally, specify an **Overriding Payment Date** on which a payment is due to be made to the payee.
13. Specify the **Start Cheque Number** in the sequence of cheques used for payroll processing.
14. Specify the **End Cheque Number** in the sequence of cheques used for payroll processing.
15. Select a **Process Configuration Group** if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group, the process uses the parameters in the default group.
16. Click **Next**.
17. Click **Submit**.

You can view the results in the Process Results Summary page. The process generates these outputs:

- Third-Party Cheque Payment
- Third-Party Cheque Payments Audit Report

Third-Party Payment Date Options

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

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

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

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

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

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

Related Topics

- Third-Party Payment Methods
- Third-Party Payment Rollup
- Employee and Third-Party Check Payments Overview
- Third-Party Payment Methods Overview
- Time Definitions

Direct Deposits

Direct Deposit Configuration

Direct deposit refers to the electronic transfer of an employee's net pay directly into the accounts designated by the employee. For employees who have requested direct deposit payments, the application generates a direct deposit file for Canada.

The direct deposit file contains the details of the net pay distribution for each employee deposit. Financial institutions use the details in the file for processing and distributing the payments.

The CPA Standard 005 electronic file format is the format that's used for direct deposit transactions.

Before you generate the direct deposit file, complete these tasks:

- Set up the financial institutions
- Set up employer account information and organization payment methods
- Set up employee account information

Direct Deposit Encoding Option

Generate the direct deposit interface file using one of these encoding formats. This allows the customer to select the encoding format for the generated file as required by the bank.

- UTF-8 (Default value)
- ANSI

The ANSI format is required to correctly convert names containing accents. If you don't have employee names created with accents, use the default format of UTF-8. This encoding isn't required for international payment transfers.e

You can generate the direct deposit interface file using a custom delivery option where you can define your own report category and delivery option. For example, use this option if you want to send the direct deposit interface file directly to the bank using SFTP (Secure File Transmission Protocol).

Complete these tasks to create a new custom delivery option:

- Add a Custom Report Category
- Create Custom Folder and Templatee
- Add Report Category to the Parameter Lookup

To Add a Custom Report Category

1. Search and select the **Extract Definitions** task under **Data Exchange** in **My Client Groups** on the Home page.
2. Click **Show Filters**.
3. Enter the following to search:
   a. Name: Paymemts
   b. Legislative Data Group: Enter a Canadian LDG.
4. Click **Search**.
5. Click **Advanced Edit**.

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6. In the Hierarchy section, select **Extract Delivery Options**.
7. Under Extract Delivery Options, click **Add**.
8. Enter a **Delivery Option Name**, Report, select **Output Type**, (for example /Custom/Human Capital Management/Payroll/Payment Distribution/EFT Report), **Template Name**, **Output Name**, and **Delivery Type**.
9. Click **Save**.
10. Under the **Report Categories** section, click **Add**.
11. Enter the **Short Name** and **Category Name**.
12. Click **Save**.
13. Under the Additional Details section, click **Add**.
14. Search for and select the newly created custom **Extract Delivery Mode**.
15. Click **Save and Close**.

Create Custom Folder and Template

To override the seeded template, you must create a custom folder and template. In the BI Catalog, do the following:

1. Create a new folder in this location, **/Custom/Human Capital Management/Payroll/Payment Distribution/ EFT Report**, with the same **Short Name** you defined in the step above.
2. Add a new template under **/Custom/Human Capital Management/Payroll/Payment Distribution/EFT Report.xdo**.
3. Under the folder, **/Custom/Human Capital Management/Payroll/Payment Distribution/**, select **EFT Report**.
4. Click **Edit>Add New Layout>Upload or Generate Layout>Upload**.

> **Note:** The layout name should be the newly created template and noted in extract definitions.

Add Report Category to the Parameter Lookup

To add the report category to the **Encoding Format** parameter for the **Generate Direct Deposit Payments** process:

1. Navigate to Setup and Maintenance.
2. Search for and access Manage Common Lookups.
3. Search for Lookup Type, **ORA_HRX_CA_DIRECT_DEPOSIT_RC**.
4. Under the Lookup Codes section, click **Add**.
5. Add the lookup code.

> **Note:** The lookup code should be the newly added report category in previous step (for example, RLH_STD_EFT). The meaning entered here is displayed in the Encoding Format parameter.

6. Click **Save and Close**.

> **Note:** At this point, when you run the **Generate Direct Deposit Payments** process, select the **Encoding Format** parameter to generate the direct deposit interface file using the new custom delivery option with the custom report category and delivery option.

Setting Up Financial Institutions

Use the Manage Banks task in FSM to set up the financial institutions, branches, and account information for the organization. Before you enter the employees direct deposit account information, you must set up the financial institutions and branches that your employees use.

When defining the bank account information, Oracle recommends that you enter the transit number in the Account Name field. The transit number is required for recalls and it appears on the Core Payment Register Report.

Set Up Employer Account Information and Organization Payment Method

Use the Organization Payment Methods task to set up employer account information and organization payment methods. On the Create Organization Payment Method page, enter this information pertaining to your financial institution.

Field	Description
Payment Type	Select Direct Deposit, the name for electronic transfer of funds directly into employee designated accounts.
Financial Institution	Name of financial institution sending or receiving the direct deposit orders.
Destination Data Centre Code	A unique six-digit code issued by the financial institution for identifying the destination data institution to which the file is delivered.
Originator ID	Ten-digit code issued by the financial institution. It identifies the originator of the transaction.
Originator Long Name	The long name of the originator of the transaction. It is a name agreed upon with your financial institution.
Originator Sundry Information	Used by the originator to further identify the transaction to the payee or payer.
Originator Short Name	Short name of the originator of the transaction. It is a name agreed upon with your financial institution.
Balancing entries	If you select *Yes*, the balance debits offset the credits in the direct deposit.
Transaction Limit	Maximum amount of money allowed on a single direct deposit transaction.
Payment Limit	Maximum amount of money allowed on a single direct deposit file.
Transaction Type	Used by the originator to identify the type of payment, and it enables the processing Direct Clearer to further identify the payment to the customer. The CPA value defaults to '200', which identifies the transaction as a payroll deposit as outlined in the CPA Standard 005 direct deposit specifications. However, you can override this value at runtime by entering a different value in the **Override Transaction Type** parameter of the Generate Direct Deposit flow.
Return Institution ID	Routing information of the institution branch or office to which items are returned. It is a nine-digit number agreed upon with your financial institution. The format is N NNN NNNNN (without spaces): first position is constant *0*, second position is return institution number and the third position is return branch routing number.
Return Account Number	Account number for returns.

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Set Up Employee Account Information

You must create a payroll definition that uses the Direct Deposit payment method and assign all employees to this payroll. Set up the direct deposit account information for each participating employee:

- If you haven't enabled employee self-service, use the Personal Payment Methods task in Person Management area to enter employee's direct deposit information.

- If you have enabled employee self-service, individual employees can provide their direct deposit account information using the Personal Payment Methods task.

The first account you enter should be the default account. If you define a second personal payment method account, you can specify the deposit amount as percent of the total amount or a flat amount.

After you have set up the employer's account information and the employee's personal payment methods, the processing of direct deposits can occur. Prior to running the direct deposit process, you must complete the following three tasks:

- Calculate Payroll

- Calculate Prepayments

- Archive Periodic Payroll Results

International Payments

When you run the Generate Direct Deposit Payment process for an international payment transfer, an XML file is automatically generated that contains the account and payment details of the international transfer. Customers can access the XML file on the BI server and use the XML to create an user-defined interface to pay Canadian employees to a bank outside of Canada. The employees are paid in a currency other than Canadian Dollars. The Generate Direct Deposit Payment process doesn't create any other output for this type of payment method.

The International Transfer payment type enables you to create an organization payment method for an international transfer and configure personal payment methods for bank accounts outside of Canada.

The following contain international transfer payment details:

- Payment archive

- Statement of Earnings (SOE)

- Prepayments

- Payslip

- Payment Register

Direct Deposit Verification Report

Generate a Direct Deposit Verification Report to audit the contents of the Direct Deposit Payments interface file. The new report is automatically generated when the direct deposit interface file is generated.

The verification report is in Excel format, it reports the details of the direct deposit file, and allows for reconciliation of the direct deposit file.

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Use the Generate Direct Deposit Payments task to generate both these files:

- Direct Deposit Payments interface file
- Direct Deposit Verification Report

The Excel spreadsheet contains the following tabs of data:

- Parameters
  - Displays the parameters for the Generate Direct Deposit Payments task
- Summary
  - Displays the source bank information of the direct deposit
- Detail
  - Displays the details of the net pay distribution for each employee

Related Topics

Payroll Dashboard

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.

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.

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7 Payroll Results

Payroll Run Results

How Payroll Run Results Are Calculated

The calculation of payroll run results begins with identifying the payroll relationships and element entries to process. A series of gross-to-net calculations based on legislative requirements create run results and balances.

You can verify these results by viewing the statement of earnings and payroll reports. If you implement costing, the process also calculates the cost distributions.

Parameters That Affect Processing

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

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

How Results Are Calculated

Before submitting the Calculate Payroll flow, you submit the Recalculate Payroll for Retroactive Changes flow to process separately elements enabled for retroactive pay. Payroll calculation and recalculation occur at the payroll relationship level. They involve these actions.

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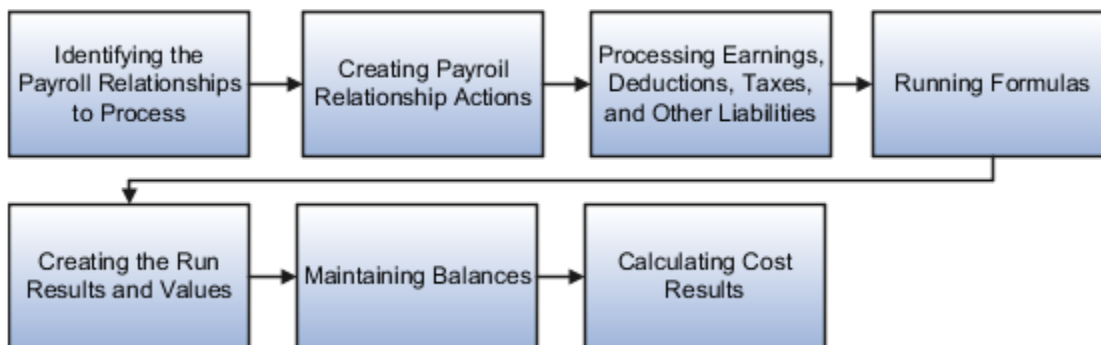
The main steps of the payroll run processing:

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
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.

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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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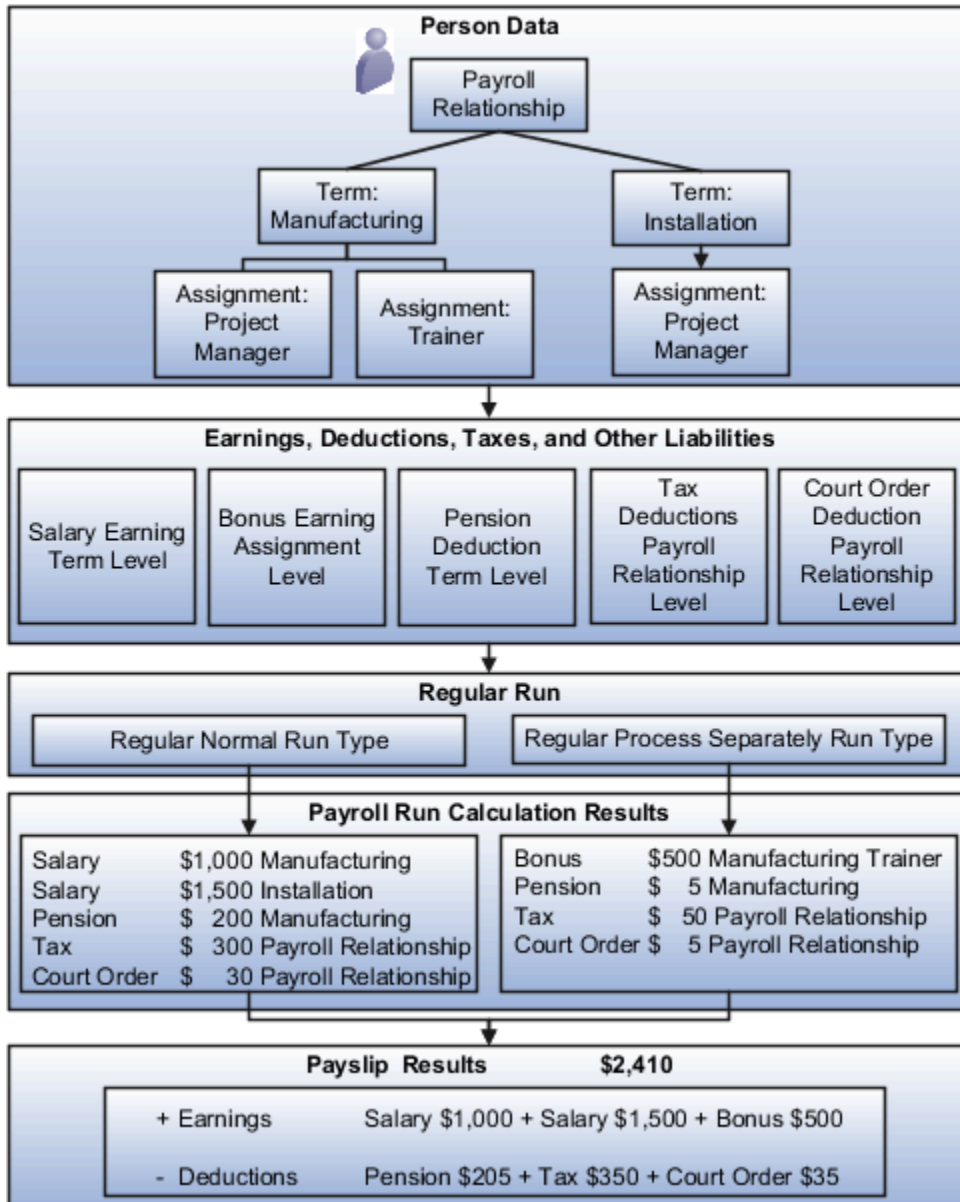
Related Topics

- 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

View and Verify Payroll Run Results

View and Verify payroll calculations for the payroll run or a QuickPay flow ensures the accuracy of your results.

▶ **Watch video**

Check your results as you complete payroll tasks and processes to minimize number of problems and reduce effort required to fix them. You can review results for the entire process or one person.

| **Note:** An error in the run results typically means an error in your payments.

Use the **Process Results Summary** task to locate the payroll process and view all the results processed. Drill down to view a person's payroll run results on the **View Person Process Results** page by choosing **Run Results** from the **Action** list. This table helps you decide your starting point.

Access Run Results	Purpose
Person Process Results page Use the Process Results Summary task Select the process	View the payroll relationship records processed by the flow and view details for individual records.
Person Results page Use the Person Results task, Select the process	View a list of payrolls processed for a person. Use to research results for a person over several payroll periods. For example, you need to research an outstanding balance on a loan deduction where the employee's payments were made over a series of payroll periods.
Use the Person Process Results task	Query the person and view the run results.

You can export an employee's payroll run results into a file, such as a Microsoft Excel Workbook File. When you're viewing the run results, click the **Export** button on the page to export to a file and save.

Use the payroll run reports to view results before calculating prepayments. Reports offer different ways of showing the run results, such as by aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.

Review the log file for a process, report, or extract flow you submitted. The log includes detailed information about the payroll run results, such as information about an error raised while processing a task.

Related Topics

- Payroll Calculation and Balancing Reports
- How to View the Statement of Earnings
- Troubleshoot Missing Elements in Payroll Run Results
- Mark for Retry, Retry, and Roll Back Payroll Results
- How can I access a log file for a payroll flow, extract, or report?

How to View the Statement of Earnings

⏵ **Watch video**

Use the Statement of Earnings (SOE) section to view all the relevant information of an employee's payroll run in a single place so that you can view and verify the run results easily. For example, as a payroll manager of an employee who's transferred to another state or province, you can view the employee's Statement of Earnings to verify their withholding is paid to the correct state or province.

You can open an employee's Statement of Earnings using either of these tasks:

- Use the **Person Results** task to directly search for an employee and view their Statement of Earnings.
- Use the **Process Results Summary** task to search and select the flow you've submitted and view individual records processed by the flow. Use the **Actions** menu on an individual record to open the Statement of Earnings of the employee.

You can find the **Person Results** and the **Process Results Summary** tasks in the **Payroll** section under **My Client Groups** on the Home page.

Details of the Statement of Earnings

The SOE section shows you the processing details and the breakdown of the payroll calculations by balance groups.

The SOE section displays at the top of the page, summary amounts of the calculations for the payroll run. You can view at a glance the total amounts of all the balance groups. Scroll down the page to view the calculation details for each of the amounts displayed.

For example, you can expand the Gross Pay or Employee Tax Deductions to view more details of the calculations.

The tabs and sections available to view depends on your country's implementation. The tabs at the top of the SOE section display the following:

- Net Payment
- Earnings
- Employee Tax Deductions
- Employer Contributions

The page display amounts for the payroll run and the year-to-date period.

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Use the **Actions** menu at the page-level to select other results to review on the View Person Process Results page. This table lists the sections you can view in place of the Statement of Earnings.

Sections	Details
Costing Results	Costing details for elements processed in the payroll run that have costing information defined for them.
Balance Results	Balance results that confirm the payroll run has completed successfully. • Verify that an employee has the correct pay and amount of tax deducted • 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 each element processed in the payroll run. Use the filter options to narrow your search. For example, filter on state or province to view if the employee's balance calculation reflects values for the new state or province.
Calculation Card	For example, open the transferred employee's calculation card to verify if the work address reflects the new state or province.

Here's an example that shows how the SOE section displays time information.

1. Consider a scenario where an employee creates this time card for the week ending 12-April-24:
   ○ 08-April-24: 8 hours
   ○ 09-April-24: 8 hours
   ○ 10-April-24: 8 hours
   ○ 11-April-24: 8 hours
   ○ 12-April-24: 8 hours
2. The time card details are passed to Payroll, and the employee is paid 40 hours.
3. The employee later updates this time card to reduce the time worked on 09-April-24 to 6 hours:
   ○ 08-April-24: 8 hours
   ○ 09-April-24: 6 hours
   ○ 10-April-24: 8 hours
   ○ 11-April-24: 8 hours
   ○ 12-April-24: 8 hours
4. The updated time for 09-April-24 is passed to Payroll. Retropay is processed, and the 2 hours overpayment is deducted from the next payroll run.

The information displayed on the SOE section varies slightly, based on whether the time is passed to Payroll from the Time and Labor or Absence application, or from a third party product using HCM Data Loader (HDL).

- When time is passed from the Time and Labor or Absence applications, the SOE section displays two entries for 09-April-24: **8 hours** and **6 hours**.
- When time is passed to Payroll using HDL, the SOE section displays **-2 hours** for 09-April-24.

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However, in both instances, the employee is deducted 2 hours for the overpayment.

Control the Details to View in the Statement of Earnings

The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. Use one of these options to control which details display in the detailed and summary sections of the Statement of Earnings.

- Use the **Process** field to view the Statement of Earnings of the employee for a previous payroll period. Also view the child processes included in the master process, such as the processes included in a QuickPay or the run types if the payroll run included more than one run type.

- If the employee has multiple assignments, use the **Assignment** field to view the appropriate earnings at the assignment level.

- Use the **Process Details** tab to view details of the process used for the calculations.

- Use the **Balance Results** tab on the page to view the balance results values for the run.

- Use the **Download to Excel** option to export the calculation details into an MS Excel worksheet.

- Click on a **Pay Run** amount to view the Reference details and the balance feeds that contribute to the balance calculations.

Troubleshoot Missing Elements in Payroll Run Results

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

Troubleshooting Tips

Confirm from the Statement of Earnings section of the Person Process Results page or the Element Results Register whether the payroll calculation included the element. If you don't find it, you can try these steps:

1. Review the submission parameter on the Payroll Flow page to check whether they include a payroll relationship group or element group.

   If it's included, then query these groups on the Object Groups page to confirm that the payroll relationship group includes the person, and that the element group includes the element.
2. Review the element entries for eligibility on the Element Entries page.

   If the element isn't listed then the employee may not be eligible to receive the element. For involuntary and statutory deductions, review the calculation card to ensure the details are up-to-date.
3. Review the employee's assigned payrolls and element duration dates to ensure the element entry falls within the duration dates.

   If you recently hired, terminated, or transferred the person to a new payroll, query the person on the Payroll Relationships page to verify dates.
4. Review the run type on the Run Types page for the payroll run matches the elements you expect.

   If the run type of the expected element isn't in the payroll run, modify to include.

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Related Topics

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: 1. Roll back the person's record to remove it from the payroll run. 2. Correct the error. 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: 1. Mark the record for retry. 2. Update the element entry data. 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:

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Action	When to Use	Examples
		1. Correct the formula and recompile it.
		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.
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.

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What's the difference between retrying a payroll process and retrying a payroll calculation?

Use the Retry Payroll Process flow to reprocess the results of any payroll process, with two exceptions: the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Use the Retry Payroll or Retroactive Calculation flow to reprocess the results of the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Related Topics
- Mark for Retry, Retry, and Roll Back Payroll Results
- Recalculate Payroll for Retroactive Changes

When does a balance display on the Statement of Earnings?

You can view balances on the Statement of Earnings section of the Person Process Results page after you calculate the payroll, a QuickPay, or gross earnings.

You may find some balances empty if you have configured your own legislative data for a country that doesn't have a predefined country extension. Balances for the information balance group and the Gross-to-Net balance group must be loaded before you can view the results in the Statement of Earnings.

How can I access a log file for a payroll flow, extract, or report?

Locate and open the flow you submitted that includes the process, report, or extract. On the flow's Process and Reports tab, click the Process link, which is listed below the task.

On the Oracle Enterprise Scheduler Output page, click the ViewLog button for the process. In the log window, select an option to view or save the log.

Related Topics
- Status of Flow Tasks

Why is the same person listed multiple times in search results?

For some tasks, such as Element Entries and Payroll Relationships, the person search results can include multiple rows for a person when that person has more than one assignment.

You can click any of the rows for that person to perform the task on the payroll relationship record for the person.

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8 Auditing and Reporting

Reports

Payroll Reports and Analytics

Global Payroll provides various reports and extracts to meet all of your reporting requirements. As a Payroll Manager, review and validate the payroll information before you run any payroll process or reports.

You must also review and verify the payroll run results before generating the payments or initiating any other related downstream processing.

A flow pattern exists for each extract or report process. Flow patterns for extracts and reports typically contain a single flow task and they define the submission parameters. The predefined flow tasks are automatically available for you to use. You can either run them as a standalone task or include them in a flow pattern.

Payroll reports can be broadly classified under these categories.

- Payroll Calculation and Balancing, such as the Gross-to-Net Report, used to review and verify payroll calculations and payroll run results.
- Payroll Payment and Cost Distribution, such as the Payment Register, used to review and verify payment calculations and payment and cost distributions.
- Data Validation and Audit, such as the Payroll Data Validation Report, used to verify payroll information prior to running payroll processes and statutory reports.

You also have country-specific reports to meet specific legislative and statutory reporting requirements.

You can access these reports from the **Submit a Flow** page. To open this page, navigate to **Payroll** in **My Client Groups** on the Home page and click **Submit a Flow** under the Flow Submission and Results section.

Related Topics
- Payroll Activity Reports
- Statutory Deduction Register Reports
- Gross-to-Net Report
- Payroll Balance Report

Dynamic Payroll Relationship Group for Reports

Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** Use the **Objects Group** task under Payroll in **My Client Groups** on the Home page to define the payroll relationship group before you can select it in reports and processes.

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While defining the payroll relationship group, select any of these options:

- Include: To only include the payroll relationship numbers defined in the object group.

- Exclude: To exclude the payroll relationship numbers defined in the object group.

You can make the payroll relationship group dynamic by configuring a formula that dynamically builds the list of employees, based on defined criteria. For example, you may configure a formula to build a group of terminated employees, union employees, or employees that are on leave. You may then attach those employees to a payroll relationship group.

Payroll Calculation and Balancing Reports

Summary of Payroll Calculation and Balancing Reports

As a payroll manager, you can use these reports to identify and verify payroll calculations and payroll run results.

Report	Purpose	When to Run	Example of Usage
Deduction Report	View details of payroll deduction amounts processed every pay period.	Run every pay period.	Validate the deduction amounts processed.
Element Results Register	View a list of elements and their primary output values for processes that generate run results.	Usually run every pay period after running the Payroll Activity Report.	Review run results for payroll processes. Create a pivot table to obtain totals. During implementation, reconcile run results with the results produced by your legacy payroll.
Payroll Register Report	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee to balance and reconcile payroll and to compare the payment values to previous periods. The report lists the current and year-to-date hours worked for each person included in the report.
Payroll Register Report for the Latest Process	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.

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Report	Purpose	When to Run	Example of Usage
Periodic Payroll Register Report	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use this report to extract the periodic payroll balances for large volumes of data.
Statutory Deduction Register	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Review and validate Period-to-Date and Year-to-Date information of deductions listed against each employee categorized by PSU, TRU and element classification.
Statutory Deduction Register for the Latest Process	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Statutory Deduction Register	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Use this report to extract the periodic payroll balances for large volumes of data.
Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run. Control which results to view by specifying a date range that includes the process dates of the 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.
Payroll Activity Report	View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.	Run the report before processing prepayments.	Verify, validate, and audit run results before processing payments.
Payroll Activity Report for the Latest Process		Run the report before processing prepayments.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Payroll Activity Report		Run the report before processing prepayments.	Use this report to extract the periodic payroll balances for large volumes of data.
Payroll Balance Report	View balance results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance information for a specific employee over a defined period of time.	Run as needed for diagnostic purposes.	Verify the values of other reports. You can use this report to pinpoint a problem discovered by another report.
Employee Active Payroll Balance	View the current values for any given list of employee balances. Compare this data against the archived data to assist in	Run the report after successful completion of any payroll action, such as a payroll run, QuickPay,	View live payroll balances for matching employees, filtered by parameters and time-frames.

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Report	Purpose	When to Run	Example of Usage
	reconciling your periodic payrolls and quarterly and year-end balances. This report also helps you to determine if you have any tax balances over the statutory limits, such as Social Security.	reversal, balance adjustment, or balance initialization.	
Payroll Messages Report	View details of error, warning, and information messages from payroll processes.	Run the report as needed for diagnostic purposes.	View and analyze the errors and warnings generated for a specific flow or for all processes within a specific period. HCM Extract and/or Fusion Analytic Warehouse (FAW) are the only supported tools for payroll balance reporting.

> **Note:** HCM Extract and/or Fusion Analytic Warehouse (FAW) are the only supported tools for payroll balance reporting.

Element Results Register

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

To generate the report, submit the **Run Element Results Register** flow on the Submit a Flow page. Use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Report Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

Select the required payroll name. Leave blank to run against all payrolls.

Consolidation Group

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Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, specify it here. Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Leave blank to run against all TRUs.

Location

Use this field to view the elements results for employees who have at least one assignment for the selected location.

Element Group

Use this field to run this report against all elements in the selected element group. Leave blank to run against all elements.

Element

Use this field to run this report against a specific element. Leave blank to run against all elements.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the elements of an individual employee. If left blank, the report is generated for all active employees.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Calculate Gross Earning

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Totals by Element and Person

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

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **PivotTable** from the Insert menu.
4. In the Create Pivot Table dialog, select **New Worksheet**. Click **OK**.
5. Click these fields from the Pivot Table Field List:

   - Person Name
   - Payroll Statutory Unit
   - Tax Reporting Unit
   - Payroll
   - Run Type
   - Element Name
   - Value

6. Drag the fields to these areas:

Area	Fields
Report Filter	Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll
Column Labels	Element Name
Row Labels	Person Name
Values	Sum of Value

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

Related Topics
- Payroll Calculation and Balancing Reports

Gross-to-Net Report

Submit the Gross-to-Net Report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments. View summary or detail listings of the total results calculated in the payroll run.

The report displays the balances for the specified payroll period. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis.

Before you begin, ensure that the payroll or QuickPay is run for the period for which you're running the report. Run after each payroll run or, at a minimum, on a quarterly basis.

Use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page, and submit the **Run Gross-to-Net Report** task to run the report.

Report Parameters

The parameter values determine which records to include in the report. These parameters have special meaning in the context of this report.

Payroll

The name of the payroll you use to run this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For payroll runs, this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The results of the report depend on the number of payroll calculations completed for the payroll within the date range.

Here's an example of how you can generate a report that combines results from two payroll periods.

1. Calculate the payroll for semimonthly payrolls. Offset the process date of the first payroll run to the second payroll period. This table displays the balances for each payroll run.

Payroll Period	Process Date	Balance	Total
January 1 to 15	January 17	Standard Earnings	3200.00
		Employee Tax Deductions	1106.66
		Employer Liabilities	468.80
January 16 to 31	January 31	Standard Earnings	3200.00
		Employee Tax Deductions	1391.73
		Employer Liabilities	468.80

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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	Totals
Standard Earnings	6400.00
Total Gross Pay	6400.00
Employee Tax Deductions	2498.39
Total Deductions	2498.39
Total Net	3901.61
Employer Liabilities	937.60
Total Liabilities	937.60
Total Cost	7337.70

Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Provides a more detailed breakdown for different sets of process dates.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For more information, refer to Delivery Options for Extract-Based Payroll Reports topic in the Help Center.

Process Configuration Group

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

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Run Mode

Use this parameter to decide if the extract-based report must retain or discard the transient data created during the report execution. The default value is **Normal**, the temporary transient data produced during report execution is discarded.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support to do so.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Details

Run the Gross-to-Net report in summary or detail mode.

Summary Report

The Summary mode displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date. In addition to the gross-to-net balances, the report also displays employer liabilities and hours balances.

The PDF output has these summary sections with sub-totals in each section as given here:

- Balance Categories Summary

- Balances Summary section displays balances with sub-totals for each balance category.

- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.

- Balances by Payroll section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll.
    - a. Balance Categories Summary
    - b. Balances Summary

Detail Report

Run the report in the Detail mode for a more detailed breakdown of the balances by the process date range. This breakdown is required only if you notice a discrepancy in the Gross-to-Net balances in summary mode.

For example, if you run the Gross-to-Net report for the period 01, January 2018 to 31, March 2018 for a monthly payroll. The summary version of the report displays the overall gross-to-net balances for all the processes within the three month period. The detail version of the report displays three different sections, each showing the gross to net balances for all payroll processes for that month.

In addition to the summary sections shown by the Summary report, the detail report also shows the following:

- Balance Categories Summary

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- Balances Summary section displays balances with sub-totals for each balance category.

- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.

- Balances by Payroll and Process Date Range section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll process date range.

    a. Balance Categories Summary
    b. Balances Summary

Deduction Report

You can run the Deduction Report to view and validate the deduction amounts processed every pay period. The report lists payroll deduction details, such as the actual deductions and the amounts not taken or put into arrears.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on your Home page.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll or Quick-Pay runs to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll or Quick-Pay runs to include in the report. For payroll runs, this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

Deduction Category

Use this field to include values for a specific balance category of deduction type. Leave this field blank to include deduction balances for all the balance categories.

Deductions

Use this field to run this report for a specific deduction. Leave this field blank to run the report for all the deduction balances you define.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

Person

Use this field to verify deduction balances for a single person.

Report Results

The report provides details of payroll deductions processed for the specified period.

Report Fields

Report results include the following key fields:

Report Field	Description
Process Date	The report includes multiple payroll processes depending on the process date range you specify when you run the report.
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

Statutory Deduction Report for Canada

The Statutory Deduction Report lists the different deductions that are considered as statutory and is used to assist employers in remitting their payroll statutory tax remittances to the various government or statutory agencies. It is used in conjunction with the SOE, Balance Views and various payroll reports for diagnostic purposes, in order to verify the amounts deducted and submitted for each PSU.

The Statutory Deduction Register identifies the wages and taxes paid by both the employee and employer. It has both a summary and detail mode.

To generate the report, submit the **Run Statutory Deduction Report** on the Submit a Flow page. Use Submit a Flow under Payroll in My Client Groups on your Home page.

Run this report after completing the Calculate Payroll or any other task that impacts payroll balances.

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.

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Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start Date and End Date

Select the range of dates that capture the desired reporting period.

Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific payroll statutory unit (PSU). If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific tax reporting unit (TRU). If you leave the field blank, the report runs for all the 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

If you leave the field blank, the report runs for all of the above 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. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

Hide Records with Zero Values

Select **Yes** to skip records with null or 0 values.

Location

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Use this field to view the deduction results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It's also dependent on the dimensions and the other associated contexts.

If you leave the field blank, the report runs for all the locations.

Latest Process YTD Total Only

If you select **No**, the report lists current (run) balances based on the value selected for the Balances Reported parameter against every process that's included by the report parameters. For example, if there are three payroll calculations run between the start and end dates of the report, the report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run prior to the specified end date, such as the last process run for each TRU or PSU. However, it's recommended to run the Statutory Deduction Register for the Latest Process instead.

Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both, as given here.

- Payment Only: Includes balances included in the payments process.

- Nonpayment Only: Includes balances that aren't included in the payments process.

If you leave the field blank, the report includes all balances.

Process Configuration Groups

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

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution. The default value is Normal, the temporary transient data produced during report execution is discarded.

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.

Summary

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The summary report provides a list of deductions by:

- Balance Category
- PSU and TRU
- Balance Name
- References

For each combination of the above, the report shows the balance for the base amount and the deduction amount. The base balance is the basis on which the statutory deduction is calculated. The summary report doesn't breakdown the balances by employee.

The PDF output has these summary sections with sub-totals in each section as given here:

- Balances and Balance Categories Summary with sub-totals for each balance category.
- Balances and Balance Categories by PSU and TRU Summary with sub-totals for each balance category within each PSU and TRU.
- Balances by Payroll and Process Type Summary with sub-totals for each balance category within each PSU and TRU for each payroll process.

The Excel output displays the current base amount and the deduction amount for each balance, but it has no sub-totals or higher level summary sections. You can download the Excel and add Pivot tables to create your own groupings and sub-totals as required. For example, you can find the balance amounts for each balance category within each PSU by payroll process.

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also breaks down the balances by person.

The PDF output has these summary sections with sub-totals in each section as given here:

- Balances and Balance Categories Summary with sub-totals for each balance category.
- Balances and Balance Categories by PSU and TRU Summary with sub-totals for each balance category within each PSU and TRU.
- Balances by Person Summary.
- Balance Details for a Person with sub-totals for each balance and balance category within each payroll process. This section also includes year-to-date amounts for base and deduction balances.

The Excel output displays the current and year-to-date amounts for the base and the deduction balances, but it has no sub-totals or higher level summary sections. You can download the Excel and add Pivot tables to create your own groupings and sub-totals as required.

Generating the Statutory Deduction Report for Additional Dimensions

In addition to showing Year-to-Date balances, you can generate the Statutory Deduction Report for the Latest Process to show payroll balances for Month-to-Date (MTD), Period-to-Date (PTD), and Inception-to-Date (ITD or Lifetime) balances.

To extend this report for MTD, PTD, and ITD or Lifetime balances, first determine which of the additional balance dimension types (PTD, MTD, and ITD) you want reported, and for which balances.

Use the Balance Group Usages task from Payroll in My Client Groups on the Home page the to add the additional balance dimensions to the report.

Follow these steps to extend this report for Month-to-Date (MTD), Period-to-Date (PTD), and Inception-to-Date (ITD or Lifetime) balances.

1. Search and select the **Balance Group Usages** task.
2. Select **Global Statutory Deductions Report** in the Report Type field.
3. Select the **Legislative Data Group**.
4. Enter **Base Balances for Statutory Deductions** in the Name field and click **Search**.

   The search result displays all the applicable balance group usages for the Global Statutory Deductions Report.
5. Select the Base Balances for Statutory Deductions row and click **Edit**.
6. Select **Matrix Items** on the left panel and click **Add** to add a new matrix item.
7. In the Matrix Item section, select the **Balance Dimension** matrix type.

   For the Base Balances for Statutory Deductions report balance group usage, determine the appropriate balance dimension name that has the relevant contexts. Use the existing balance group usage item for YTD as a reference. For example, if the balance dimension name used for YTD is Relationship Tax Unit Year to Date, you should use Relationship Tax Unit Period to Date for PTD.
8. Select the name of the wanted Balance Dimension and enter a position value.
9. Click **Save** and then click **Submit**.

The list of balance group usage item dimensions delivered to support this report include:

- Relationship Tax Unit Period to Date
- Relationship Tax Unit Inception to Date
- Relationship Tax Unit Month to Date
- Relationship Tax Unit,Province Period to Date
- Relationship Tax Unit,Province Month to Date
- Relationship Tax Unit,Province Inception to Date

The list of existing balances available to display on the report are:

- CPP Employee Reduced Subject
- CPP Employer Reduced Subject
- EI Employee Reduced Subject
- EI Employer Reduced Subject
- Federal Tax Reduced Subject
- QPIP Employee Reduced Subject
- QPIP Employer Reduced Subject
- QPP Employee Reduced Subject
- QPP Employer Reduced Subject
- Provincial Medical Subject
- Provincial Tax Reduced Subject
- Payroll Tax Reduced Subject
- Workers Compensation Subject

Only the Text (CSV) and Excel formats of the report include the PTD, MTD and ITD values. The PDF format is not impacted.

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Payroll Register Reports

Use the Payroll Register Report, Payroll Register Report for the Latest Process, or the Periodic Payroll Register Report to review the reported earnings, taxes, deductions, and employer liabilities archived in the periodic archive process.

The report has both a summary and detail mode.

Verify total payment amounts per balance category and compare payment values to previous periods.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Use any of these tasks to run the Payroll Register Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Register Report	Use this task to run the legacy report.
Run Payroll Register Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Payroll Register Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Before You Begin

Run this report after you run the payroll archive process.

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 in the Help Center.

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.

Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start and End Date

Select the range of dates that capture the reporting period.

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Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific payroll statutory unit (PSU). If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific tax reporting unit (TRU). If you leave the field blank, the report runs for all the TRUs.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

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. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person Page Break

Select **Yes** to display the report output in a separate page for each person. This field isn't available for the Summary report.

Process Configuration Group

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

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Latest Process YTD Total Only

If you select **No**, the report lists current (run) balances based on the **Balances Reported** value against every process the report parameters include. For example, assume there are three payroll calculations run between the start and end dates of the report. The report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the specified end date, such as the last process run for each TRU or PSU. However, it's recommended to run the Statutory Deduction Register for the latest process instead.

Balances Reported

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Use this field to run this report for payment balances, nonpayment balances, or both, as given here.

- Payment Only: Includes balances included in the payments process.

- Nonpayment Only: Includes balances that aren't included in the payments process.

If you leave the field blank, the report includes all balances.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution. If the default value is **Normal**, the temporary transient data produced during report execution is discarded.

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.

Summary

Use the summary report to verify total payment amounts per balance category for a payroll period for a PSU or TRU. The summary report provides a list of balances by:

- Balance Category

- PSU and TRU

- Balance Name

- References

- Current Amount

The PDF output has these summary sections with subtotals in each section as given here:

- Balance Categories Summary

- Balances Summary with subtotals for each balance category

- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also includes the following employee-level deductions info:

- Balance Category

- Balance Name

- Total Deduction Amount

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The PDF output has these summary sections with subtotals in each section as given here:

- Balances and Balance Categories Summary with subtotals for each balance category.

- Balances Summary for each balance category.

- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU.

- Balance Details for a Person with subtotals for each balance and balance category. This section also includes:

  - Payroll relationship number
  - Run type
  - Payroll period
  - Calculation breakdown ID
  - Year-to-date deduction amount

The detail report is sorted in the order of PSU, TRU, person name, payroll, pay period, balance category, and balance.

Related Topics
- Delivery Options for Extract-Based Payroll Reports
- Display All Hours in Payroll Reports
- Report Payment and Nonpayment Balances
- Latest Process Year-to-Date and Periodic Balances Reporting
- Archive Periodic Payroll Results

Payroll Activity Reports

Run the Payroll Activity Report, Payroll Activity Report for the Latest Process, or Periodic Payroll Activity Report for payroll verification, validation, and auditing purposes.

Run the Payroll Activity Report at any time to view and reconcile the payroll balances information with the data archived by the periodic payroll archive process.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

The Payroll Activity Report provides a high-level summary of all relationship-level balances across various balance categories, payroll statutory units (PSUs), and tax reporting units (TRUs). Use the Payroll Activity report to list for a given time:

- Balance adjustments for all employees

- Gross earning calculations

- Reversals

- Balance initialization for a selected employee or all employees

- Payroll or QuickPay runs

Use any of these tasks to run the Payroll Activity Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Activity Report	Use this task to run the legacy report.

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Report Task Name	Purpose
Run Payroll Activity Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Payroll Activity Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Provides a summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity.
Detail	Provides the detail of each payroll relationship level balance for every worker in every payroll activity.

Payroll

Select the required payroll name.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Balance Initialization
- Calculate Gross Earning

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Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

Person Page Break

The options are Yes and No. If you select **Yes**, the report is generated with details per person per page. The default value is No and this field is disabled for the summary report.

Hide Records with Zero Value

The options are Yes and No. If you select **Yes**, balances with zero values aren't displayed in the report.

Latest Process YTD Total Only

The options are Yes and No. If you select **Yes**, the summary report includes year-to-date total from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Balances Reported

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Use this field to run this report for Payment Balances, Nonpayment Balances, or both, as given in the table below.

Balances Reported Value	Description
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Field is left blank	Includes all balances.

This field is disabled if Latest Process YTD Total Only is set to Yes and all balances are included in the report.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you select while running the report.

Summary Report

The summary report has these sections:

- Summary for Balance Categories
- Summary for Balances
- Summary for Balances by PSU and TRU
- Balances by Payroll and Process Type Summary

Balances by Payroll and Process Type Summary is displayed when Latest Process YTD Total Only is set to No or left blank.

The summary report displays either payment balances data or nonpayment balances data or both payment and nonpayment balances data together, depending on the Balances Reported parameter.

Detail Report

The detail report includes the above three sections followed by a fourth section that has employee level balances information displayed separately for payment and nonpayment balances. The balances are reported separately for unpaid Balance Adjustments when 'Include adjustment in payment balance' is set as No during balance adjustments, and unpaid Reversals.

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Related Topics

Payroll Messages Report

Run the Payroll Messages Report to view error, warning, and information messages from payroll processes. Generate the report for a specific flow or for all processes within a specific period.

For example, run the payroll messages report toview errors and warnings for all QuickPay runs for the last month.

The report can be run by a Payroll Administrator or Manager who has security access to the payroll flow pattern for which the report is generated.

Report Parameters

The parameter values determine which records to include in the report. The following parameters have special meaning in the context of this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

Task Name

Select a task, such as Payroll Activity Report, to view the messages generated for a specific task.

Process Type

Select a specific process type such as Payroll Run to limit your report for a specific process type.

Source Flow Name

Select the name of the flow for which you want to generate the messages report.

Payroll

The name of the payroll flow you use to run this report.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons included in this report.

Person

Select the name of the person for whom you want to generate the messages report.

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Include Information Messages

Select **Yes** to include information messages. Since the volume of information messages is high, it's recommended that if you want to view information messages, you generate the report for a specific person or process. The default value for this field is **No**.

Person Process Status

Select a value to include only those persons with a specific processing status, such as persons **In Error**, or persons **Marked for Retry**.

Process Configuration Group

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

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Run Mode

Use this parameter to decide if the extract-based report must retain or discard the transient data created during the report execution. The default value is **Normal**, the temporary transient data produced during report execution is discarded.

Report Results

The report is generated in Excel format with separate worksheets for these two types of messages:

- Person level messages, such as error messages generated when reporting or processing a person.
- Process level messages, such as messages generated for process failures or execution errors.

After addressing the root causes, you can rerun the payroll process and regenerate the report to ensure all issues are resolved.

As a good practice, it's recommended that you use the Sort By (Z to A) option on the Messages page to sort and quickly view at a glance specific messages as per your requirement.

Sort the report using the Line Sequence field to view the order in which the messages are generated. This helps you to track when in the process the message was generated. You can then investigate and resolve issues effectively.

Similarly, use the Filters option to filter and view messages as per your requirement.

Each message has a message name and message text. Samples of messages are:

- Error Message: Formula Salary can't be executed because the formula isn't compiled.
- Warning Message: Net pay exceeds 10, 000.

The report for person level messages also includes the payroll relationship number and assignment number of the person for whom the report is generated.

- A person can have multiple payroll relationships, but each payroll process is associated with a single payroll relationship and hence the messages for a payroll process is identified with the specific payroll relationship number.

- Some messages can be specific to an assignment such as a formula issue for a salary element entry and hence is identified by the assignment number.

Tax Overrides Report

When you run the Tax Overrides Report, these two tasks are executed sequentially:

1. Report Tax Overrides
2. Remove Tax Overrides

The Report Tax Overrides task reports the overrides for the selected employees. The Remove Tax Overrides task removes the override values, for the selected data type, if overrides exist.

> **Note:** Roll back isn't supported for the Tax Overrides Report.

Use the **Run Tax Overrides Report** task from the **Regulatory and Tax Reporting** area under **Payroll** on your Home page to run the report..

Parameters

Flow Pattern

Select **Run Tax Overrides Report**.

Payroll Flow

Enter a payroll flow name.

Effective Date

Enter an effective date. This is required. The report removes or reports records as of the effective date you enter.

> **Note:** If future-dated records exist, the overrides aren't removed.

Payroll Statutory Unit

Select a payroll statutory unit (PSU), if you want to run the report by a PSU.

Tax Reporting Unit

Select a tax reporting unit (TRU), if you want to run the report by a TRU.

Payroll

Select a payroll, if you want to run the report by a payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

> **Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

Data Type

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Select the data type. This is required. Valid values are:

- Total claim amount
- Annual deduction
- Other tax credits
- RRSP limit
- Lump sum rate
- All

Note: It's important to note that report doesn't remove all the overrides when you select All as the Data Type parameter. It removes only the Total Claim Amount, Annual Deduction, Other Tax Credit, RRSP Limit, and Lump Sum Rate overrides. Also, if you select All as the Data Type parameter, the report displays all value definitions regardless of the parameters selected. For example, there's no province filtering.

Reporting Mode

Select the reporting mode. This is mandatory. Valid values are:

- Report Overrides (default)
- Report and Remove Overrides

Process Configuration Group

Select the process configuration group name, if you have defined any. This field is used for logging and reporting purposes.

Note: Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

Report Results

The Report Tax Overrides task reports the overrides for the selected employees in an Excel format. The data isn't sorted, but you can sort easily in the spreadsheet according to your needs.

The Remove Tax Overrides task removes the override values, for the selected data type, if overrides exist.

The Data Type and Mode parameter work together. This table displays the relationship for each parameter selection and the override that's reported, or reported and removed.

Data Type Parameter	Mode Parameter	Overrides used for Reporting or Reporting and Removal
Total Claim Amount	Report Overrides, Report and Remove Overrides	Total Claim Amount
Annual Deduction	Report Overrides, Report and Remove Overrides	Annual Deduction
Other Tax Credits	Report Overrides, Report and Remove Overrides	Other Tax Credits

Data Type Parameter	Mode Parameter	Overrides used for Reporting or Reporting and Removal
RRSP Limit	Report Overrides, Report and Remove Overrides	RRSP Limit
Lump Sum Rate	Report Overrides, Report and Remove Overrides	Lump Sum Rate
All	Report Overrides	Total Claim Amount
		Annual Deduction
		Other Tax Credits
		Additional Tax
		Annual Income Including Commission (Federal)
		Annual Commission Income (Quebec)
		Commission Expenses
		Labour Fund Contribution
		Tax Rate
		Tax Amount
		Prescribed Zone Deduction
		RRSP Limit
		Lump Sum Rate
All	Report and Remove Overrides	Total Claim Amount
		Annual Deduction
		Other Tax Credits
		RRSP Limit
		Lump Sum Rate

Tax Calculation Report

Run this report as a troubleshooting mechanism to get a detailed statement of how the tax was calculated for an employee.

The Tax Calculation Report provides a detailed breakdown of the calculations used in the Oracle Payroll Tax Engine for a payroll or Quickpay. This report is provided as a tool to understand what factors were used in the calculations, as well as a detailed description of the calculation steps that produced the taxes.

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The report is generated manually after the payroll process completes. It is a separate process called the Canadian Tax Calculation Report. The report can be generated for a payroll or a Quickpay process, that has a minimum logging parameter of 'F'.

Report Requirements

- The minimum logging level must be set to F.
- The submitting user must have the following role assigned to them (most users probably already have this role to access information from the UCM server):
    - Role Name: Attachments Administrator
    - Role Code : AttachmentsAdmin

How to Use

To generate the output follow these steps:

1. Navigate to **My Client Groups > Payroll > Submit a Payroll Flow**.
2. Select a Canadian LDG.
3. Search and select the flow **Canadian Tax Calculation Report**.
4. Select a payroll flow name.
5. Select the **Canadian Tax Calculation.pdf**.

Note:
- To remain performant, the report will only provide output for a maximum of 20 people.
- If the logging level is set at a more granular level (>F), the report will only provide output for one person.

Payroll Balance Report

Configure Information Balances in the Payroll Balance Report

This topic demonstrates how you can configure a predefined balance group usage item to include information balances in the Payroll Balance Report.

Use the Balance Group Usages task from **Payroll** in **My Client Groups** on the Home page to add matrix items to the predefined Global Information Balances for Payroll Balance Report balance group. You can add matrix items to the group and associate them with existing balance groups for use in reports.

To configure the balance group usage:

1. Search and select the **Balance Group Usages** task.
2. Select **Global Payroll Run Result Report** (Payroll Balance Report) in the Report Type field.
3. Select the Legislative Data Group.
4. Click **Search**. The search result displays all the applicable balance group usages for the Payroll Balance Report.
5. Select the Global Information Balances for Payroll Balance Report row and click **Edit**.
6. Select **Matrix Items** on the left panel of the Global Information Balances for Payroll Balance Report page.
7. Click **Add** to create a new matrix item.

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8. In the Matrix Item section, select the **Balance Dimension** matrix type.
9. Select the name of the wanted Balance Dimension and enter a position value.
10. Click **Save**.
11. Click **Submit**.

Related Topics

- Balance Groups
- Examples of Balance Group Usages
- Rules for Editing Balance Groups and Their Usages
- Payroll Balance Report

Payroll Balance Report

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

Person

Use this field to verify balance results for a single person.

Display All Hours

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Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

Related Topics
- Payroll Calculation and Balancing Reports
- Configure Information Balances in the Payroll Balance Report

Running the Employee Active Payroll Balance Report

Generate the Employee Active Payroll Balance report to review the output and correct any balance discrepancies prior to year-end reporting.

Payroll Managers and administrators can use the **Run Employee Active Payroll Balance Report** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the report. You can also run this report using the **Submit a Flow** task under **Payroll** in **My Client Groups** on the Home page.

Prerequisites

The only prerequisite to running this report is that a valid payroll action must exist, like a payroll run, QuickPay, or balance initialization. Processing the payroll archive isn't required prior to running this report.

Parameters

Enter these parameters to run the Employee Active Payroll Balance Report.

Flow Pattern

Select **Run Employee Active Payroll Balance Report**.

Payroll Flow

Enter a payroll flow name.

> **Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you must rollback any process.

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Start Date

Enter a start date to retrieve balances. This is a required parameter.

End Date

Enter an end date to retrieve balances. This is a required parameter.

Payroll

Select a payroll, to run the report for a specific payroll.

Consolidation Group

Select the consolidation group name, if you have defined one.

> **Note:** Use the **Consolidation Groups** task under **Payroll** in **My Client Groups** on the Home page to define the consolidation group before you can select it here.

Tax Reporting Unit

Select a tax reporting unit (TRU), to run the report for a specific TRU.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

> **Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

Employee Name

Select the name of an employee, to run this report for a specific employee.

Balance Dimension

Select the balance dimension used to report balances. This is a required parameter.

Valid Values are:

- Run
- Month
- Quarter
- Year
- Quarter and Year
- Inception to Date

If you select **Quarter** or **Quarter and Year** in the **Balance Dimension** parameter, the values presented to you in the Quarter parameter is dependent on the Start Date and End Date parameters. The Quarter Number you can select is within the date range you select. For example, if the Start Date is 1/1/21 and the End Date is 12/31/21, you will be presented with all four quarters to select. You can select any of the quarters or select All to include all the quarters.

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The amounts are displayed on the report for each quarter selected. If Quarter and Year was selected, the balances are also reported for the year, which is a sum of the quarters reported, as given here.

- Balance Dimension = Quarter and Year
- Quarter = Quarter 1,2
- Balance Group Usage = Canadian Employer Liabilities Quarter and Year Balance Group Usage

Balance Group Usage

Select the balance group usage to report balances. The balance group usage displays all balances defined for that group. The list of values is dynamically determined based on the Balance Dimension parameter value selected. This is a required parameter.

The Balance Group Usage parameter is a defined group of balances used for reporting. Six groups of balances are predefined in the application:

- Canadian T4 Balance Group
- Canadian T4A Balance Group
- Canadian RL-1 Balance Group
- Canadian RL-2 Balance Group
- Canadian Tax Remittance Balance Group
- Canadian Employer Liabilities Balance Group
- Canadian Employer Liabilities Quarter and Year Balance Group

If you select Quarter or Quarter and Year in the Balance Dimension parameter, only the applicable quarter-to-date dimension values are presented for selection in the Balance Group Usages parameter.

If these balance groups don't meet your specific requirements, create additional balance group usages to use for reporting. For additional details, refer to the Appendix III: Creating User-Defined Balance Group Usages.

For a list of the individual balances included within each predefined balance group, refer to the Appendix II: Balances Defined for Predefined Balance Groups.

Display Person National Identifier

Select the display option for the person's Social Insurance Number. Valid values are:

- Do not display ID – the column is not present in the report (this is the default value)
- Display masked ID – displays the Social Insurance Number, partially masked, as XXX-XXX-### (for example XXX-XXX-555)
- Display full ID – displays the full Social Insurance Number (for example, 555-555-555)

Note: Out-of-the-box, the **National Identifier** column is not displayed on the report, and this parameter is not visible in the **Run Employee Active Payroll Balance Report** flow. To enable and use the new parameter in the flow, you must copy the seeded flow and create a copy, then enable the **Display Person National Identifier** parameter for that flow. This feature offers the ability to configure various versions of the report, offering flexibility to display the national identifier or not, and in what format. This feature can make it easier to reconcile balances with third-party tax providers that may require the employee's Social Insurance Number.

Process Configuration Group

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Select the process configuration group name, if you have defined any. This parameter is used for logging and reporting purposes.

> **Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

Results

Report Output

Generate the **Employee Active Payroll Balance Report** in Excel using the **Report Category** parameter. These values are displayed using the new parameter during report submission:

- Employee Payroll Balance Report in Text

- Employee Payroll Balance Report in Excel

You can convert the text output file into an Excel spreadsheet for further totaling and manipulation to meet your specific requirements. For additional details, refer to the link given in the Related Links section and search for the Text Import Wizard on the portal.

Typically the report will contain one line for each employee. However, for Canada, there are certain contexts associated with some Canadian balances that may report multiple lines for a single employee balance, if there is a change in context value. Some Canadian balances may have province, statutory reporting type, or reference code contexts associated with them that result in reporting multiple lines for one employee. Not all balances have contexts.

The statutory reporting type context is the year-end form that the balances are associated with. The statutory reporting type is associated with an element's secondary classification. It determines how the element is used in the payroll calculation, and how the element is reported at the end of the year.

The reference code context is for Workers' Compensation and Provincial Medical balances and contain the relevant account information.

The output of this report is purely a balance-based record of an employee's live balances. If an employee has any of the balances defined in the balance group usage selected as a parameter, within the date range specified, they're included in this report. These balances are defined in the balance group usage and as noted, certain balances require certain contexts, (province, statutory report type, reference code), and are stored that way in the application. As a consequence of this, the report may display multiple lines for each balance for each dimension and context for that employee. A row with a blank context value may also appear as a total. Restrict the output of the data by selecting specific report parameters so as to generate the report for relevant employees for each balance group usage. For example, to restrict the output for employees who receive an RL-2, create a group that contains only those RL-2 employees and select that group while generating the report.

If the predefined balance groups don't meet your specific reporting needs, you can create additional balance group usages to use for reporting. For additional details, refer to the Appendix III: Creating User-Defined Balance Group Usages. For a list of the individual balances included within each predefined balance group, refer to the Appendix II: Balances Defined in the Predefined Balance Groups.

Displaying the Social Insurance Number on the Employee Active Payroll Balance Report

You have the option to display the person's national identifier (Social Insurance Number) on the **Employee Active Payroll Balance Report**. This feature offers various display options, using a hidden parameter. The valid values for the **Display Person National Identifier** parameter are:

- Do not display ID – the column is not present in the report (this is the default value)

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- Display masked ID – displays the Social Insurance Number, partially masked, as XXX-XXX-### (for example XXX-XXX-555)e

- Display full ID – displays the full Social Insurance Number (for example, 555-555-555)

This feature supports the ability to configure various versions of the report, offering flexibility to display the national identifier or not, and in what format. This feature can make it easier to reconcile balances with third-party tax providers that may require the employee's Social Insurance Number.

Note these important considerations for this feature:

- You do not have to use the new feature if you do not want to display the national identifier. You can simply use the seeded flow as is, or if you create a custom flow, do not enable the parameter.

- The employee's designated primary national identifier is displayed. This is held in the National Identifiers section for the person. If you only added one identifier, it is automatically set as the primary identifier.

- You can create different versions of the flow pattern with different parameter settings for different users, depending on their security requirements. For example, one user could use the existing seeded report with no changes so the new parameter hidden and the National Identifier column is not displayed at all. Another user could use a version of the report where the parameter is set to display the full identifier, and the National Identifier column is displayed with the person's primary identifier that is fully displayed.

Enabling the Display Person National Identifier Parameter

Out-of-the-box, the **National Identifier** column is not displayed on the report, and the parameter is not visible in the **Run Employee Active Payroll Balance Report** flow. If you choose to use this feature and enable the **Display Person National Identifier** parameter, you must copy the seeded **Run Employee Active Payroll Balance Report** flow. This will create a custom flow and allow you to enable the new parameter. Use the **Payroll Flow Patterns** task to copy the existing flow, then enable the **Display Person National Identifier** parameter by changing **Display** to **Yes**. Once the changes are submitted, the **Display Person National Identifier** parameter is enabled for the custom flow.

Additional References for Payroll Reconciliation

For complete instructions on balance reconciliation refer to the Oracle Fusion Human Capital Management for Canada: Payroll Reconciliation document on My Oracle Support.

For more information about how to adjust balances detected by this process, refer to the Oracle Fusion Human Capital Management for Canada: Balance Adjustments document on My Oracle Support.

For more information about performing mass balance adjustments, refer to the Oracle Fusion Human Capital Management for Canada: Batch Balance Adjustments document on My Oracle Support.

You can view these documents from the Canada Information Center (Document ID 2102586.2).

Payroll Payment and Cost Distribution Reports

Summary of Payroll Payment and Cost Distribution Reports

Use these reports to verify payment calculations, and payment and cost distributions.

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Report	Purpose	When to Run	Example of Usage
Payment Register	Verification and audit of payment distributions	After calculating prepayments, running the payment process, and generating payslips	Use the summary report to verify the total amounts paid by payment category, type, status, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.
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. Payroll managers and administrators can view payslips from the Person Management work area. Employees can view or print their payslips from the Portrait page.
Payslip Reprinting Report	Includes payslips for an employee or a specific group of employees spanning across multiple pay periods.	After successful completion of the Generate Payslips process.	The report provides a single output file and also includes employees who haven't opted for a printed payslip.
Third-Party Payment Register	Provides details of all payments made to a third-party person or organization, including involuntary and voluntary deductions.	After generating payments	Use the summary report to view a list of payments by payroll statutory unit. Use the detail report to view the breakdown and roll-up of payments.
Payroll Costing Results Report	View details of the costing results from payroll calculations. View details after submitting corrective actions, such as cost adjustments and retroactive costing, or costing balance adjustments.	Run the report before transferring costing results to subledger accounting or to general ledger.	Verify results after you submit a process that generates costing results.

After submitting a report that uses archived data, you can resubmit the process from the Payroll Checklist page to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

Third-Party Payment Register

Use the Run Third-Party Payment Register task to report on roll up payments and multi-deduction payments. You can view a summary or detail listing of all third-party payments.

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Use Submit a Flow task under **Payroll** in **My Client Groups** on the Home page, and submit the **Run Third-Party Payment Register Report** flow to run the report.

Before you begin, run the report after calculating and verifying prepayments and generating the payments.

Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

You control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Provides a list of payments by payee.
Detail	Provides details of employee and deduction information for third-party payments.

Payroll

Select the required payroll name. The report is generated for the selected payroll run.

Process Start Date

Enter a start date to define the date range of this process.

Process End Date

Enter an end date to define the date range of this process.

Consolidation Group

Select a consolidation group to view the payments for all payrolls that are included in this consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

Select a payroll statutory unit (PSU) to view the payments for a specific PSU.

Tax Reporting Unit

Select a tax reporting unit (TRU) to view the payments for a specific TRU.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

Person

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Select the person number to validate payments for each employee, including the payment amount, bank, and check information, as reported in the detailed report.

Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

> **Note:** Use the Object Groups task to define the payroll relationship group or the process configuration group, before you can select it here.

Payee

Select the payee for which the check payment process is run, to view the payment details of individual and rollup payments made for each payee.

Use the following parameters to view a list of individual payments, including total amounts paid by payment category, type, status, and method:

- Payment Category
- Payment Method
- Payment Process
- Payment Type
- Payment Status

Report Results

The results of the report depend on the scope value you select while running the report, as given below. Both the formats have a page break after every payee, so you can provide the payment details separately to each payee.

Summary Report

The Summary report displays the payments made to each payee by the payment source, payment status, and payment category. The report doesn't show PSU, TRU, and employee and deduction information. This is because the rollup payments include employees across PSUs and TRUs.

Detail Report

The Detail report has a multiple-tier layout that includes:

- Payment details of individual and rollup payments made for each payee. Within each payee report, the payments are further segregated into:

  - Employee deduction information for individual payments, including single deductions and multiple deductions
  - Employee deduction information for rollup payments

- Consolidated totals of each multiple deduction payment and rollup payment

- Deduction reference details for involuntary deductions stored on the calculation card

  It displays a blank deduction reference if the details are not available.

- Element name of voluntary deductions

Support for Spreadsheet Tabular Layout

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You can create your own template for a tabular output of data in Microsoft Excel file format for both the summary and detail reports.

Related Topics
- Third-Party Payment Rollup
- Employee and Third-Party Check Payments Overview

Payment Statuses

Payroll managers use the Payment Register to verify the total amounts paid by payment category, type, method, and status.

This table shows you the payment statuses that you might see on the Payment Register. Payment statuses are configurable values in the PAY_STATUS lookup.

Lookup Code	Value	Description
C	Canceled and can't be reissued	The payment was marked as Void, the prepayment process was rolled back, and the calculation of the payroll run results reversed.
MR	Paid externally	The payment was processed, but generated externally. Examples include a hand-written check/cheque for a terminated employee.
P	Paid	The payment was processed and issued without error.
U	Unpaid	The payment was processed, but was incomplete or errors occurred during payment.
V	Void	The payment was marked as Void but is eligible for reissue. Examples include replacing a lost payroll check/cheque.

Related Topics
- Payroll Payment and Cost Distribution Reports

Payroll Costing Results Report

Use the Payroll Costing Results Report to view and verify the costing results for a costing process or the costing entries of a payroll run.

This report uses the extracts-based architecture to handle large volumes of data.

The report uses delivered user entities and database items so you can write to your own extracts to query the costing results.

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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.
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: • Review individual entries, such as the results of distributed or allocated costing. • Analyze entries to an invalid account number.

Process Start Date and Process End Date

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report. The Process End Date specifies the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You 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.

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To report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. These processes use the process date as the effective date:

- Cost adjustments
- Costing of balance adjustments
- Partial period accruals
- Payroll calculations
- Retroactive pay calculations
- QuickPay calculations, voids, and reversals

All other processes that generate costing results use the process end date as the effective date.

Process

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. Select a single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to the general ledger.

Process Configuration Group

Select the process configuration group, if you have defined one. A process configuration group is used to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group, the application uses the parameters in the default group.

Consolidation Group

Select the consolidation group specified for a payroll definition. Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you can review the results of cost adjustments before transferring their results to general ledger.

Location

Select a single work location, or all work locations. The report output lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** Use the Object Groups to define a process configuration group, consolidation group, or payroll relationship group, before you can select it here.

Person Name

Select a person name to view the costing results for a specific person. This parameter is only available for detailed reports.

Results Reported

Use this parameter to filter and view the report results for smaller volumes of data, thereby enhancing the report performance. Here are the values you can select.

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Value	Description
Payroll process costing results	The report includes the costing results of payroll processes, such as calculate payroll, QuickPay, and reversals.
Payment process cost results	The report includes the costing results of payment processes, such as costing of payments.
Payroll and payment process cost results	The report includes the costing results of both payroll and payment processes.

Report Category

Use this parameter to generate the report output in the Excel or text format.

Report Results

The report separates the displayed values using a pipe delimiter when:

- A person has multiple assignments, and
- The costing result for an element at the payroll relationship level includes more than one value for a parameter.

For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction. The report also shows the department names separated using a pipe delimiter.

Related Topics
- Best Practices for Viewing User Entity Details
- Payroll Processes that Generate Costing Results

Payslips

Generate Payslips for Canada

Generate a payslip for each payment made to an employee for a given pay period. The payslip includes information such as employee details, payroll information, earnings, and payment methods.

Use the Generate Payslips task to generate the Payslip Report for Canada.

Before you begin

Before generating the payslip:

- Complete the Archive Periodic Payroll Results process.
- Complete the Generate Cheque Payments or Direct Deposits process.

Parameters
Legislative Data Group

Specify the name of the legislative data group.

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Payroll Flow

Enter a name to identify the process being executed.

Process Start Date

Enter the start date of the payroll period for which the payroll is run.

Payroll

Enter the payroll definition name.

Process End Date

Enter the end date of the payroll period for which the payroll is run.

Report Results

The payslip consists of the following regions.

Employee and Employer Details

The Employee and Employer Details region displays these predefined personal details of the employee.

- Employee Name
- Employee Address
- Person Number
- Job Title
- Position
- Salary Basis
- Employer Name
- Employer Address
- Payroll

Payroll Details

The Payroll Details region displays these predefined details of the payroll processed for the employee.

- Period Type
- Period Start Date
- Period End Date
- Payment Date
- Base Salary

Summary of Payments

The Summary of Payments region displays these predefined payment summary details derived from the payroll run.

- Gross Pay
- Taxable Benefits
- Pretax Deductions

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- Tax Deductions

- Voluntary Deductions

- Nonpayroll Payments

- Net Pay

Net Pay Distribution

The Net Pay Distribution region displays these predefined details about the payment method and bank details of the employee to whom the payment is made.

- Cheque or Deposit Number

- Bank

- Branch Number

- Account Number

- Currency

- Payment Amount

Earnings

The Earnings region contains element details of the payments made to the employee. Elements having these primary classifications are included:

- Standard Earnings

- Direct Payments

- Supplemental Earnings

For each element, whose calculation value isn't zero, the payslip includes the amount and description. Any element, that's created in the implementation phase, and having the above primary classifications are included in this region.

Retroactive Earnings

The Retroactive Earnings region displays the start and end dates of the retroactive earnings period. It includes a summary balance for the element, regardless of whether multiple periods are reported.

In order to take advantage of displaying of the start and end dates for retroactive earnings, you must either create a new element, or update your existing elements, if they were created prior to release 22C.

Taxable Benefits

The Taxable Benefits region contains all the benefits paid to the employee.

Tax Deductions

The Tax Deductions region contains all the employee deductions. Elements having these primary classifications are included:

- Involuntary Deductions

- Voluntary Deductions

For each element, whose calculation value isn't zero, the payslip includes the amount and description. Any element, created at implementation phase, and having the above primary classifications is included in this region.

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Other Deductions

The Other Deductions region contains other employee deductions like voluntary, involuntary, and pretax deductions.

Examples of Input Values for Payslip and Cheque Text for Canada

Create element input values to store information, such as congratulatory messages and detailed earnings information, that you want displayed on cheques or payslips. These examples illustrate how you can archive payroll information for this purpose.

Display Earnings by Earned Weekly Period

For example, you want to display earnings details on payslips, such as overtime pay per week within a semimonthly pay period. In this example, before modifying your payslip template, you create an element using the Information element classification. You create these input values in your element and add them to the payroll information to archive:

- Description
- Start Date
- End Date
- Hours
- Rate
- Multiple
- Amount

Display a Message on a Cheque

You want to display a birthday congratulations message on a cheque. In this example, before modifying your cheque template, create an element using the Information element classification with these input values:

- Message Title
- Message Description

View Payslip for Canada

After you have run the payroll and verified that it has run to success, you can view the output. The following scenarios illustrate how you can view the payslip.

Document Records Work Area

To view the payslip from the Document Records work area:

1. Navigate to the Document Records work area.
2. On the Manage Document Records page, select **Person Name** and **Payslip** as Type. Click **Search**.
3. Click **Payslip** and view the details.

Person Management Work Area

To view the payslip from the Person Management work area:

1. Navigate to the Person Management work area.
2. Search for the employee whose payslip you want to review.

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3. Select the **Documents** tab on the Manage Person page. You can access the employee's payslip in the Documents of Record section.

My Portrait

To view the payslip from My Portrait in the Navigator:

1. Navigate to My Portrait in the Navigator.
2. On the Person Gallery page, select **View Payslip**.

Related Topics

Cheque Advice Report for Canada

The Cheque Advice Report generates the Canadian Cheque Advice based on the balances, personal, and other information archived by the Payroll Archive process. The generated Cheque Advice report includes the employee cheque at the bottom of the report.

The Cheque Advice process selects employees who are processed in the Payroll Archive for a given payroll and pay period, and who have a payment method of cheque.

Payroll Managers and Payroll Administrators can run this report using the Generate Cheque Payments task.

Before You Begin

Before you start the Generate Cheque Payments task, complete these tasks.

1. Add an organization payment method including a payment source (the bank details should already be set up).
2. Add payroll definition including a default payment method of Cheque, and all valid payment methods.
3. Attach a payroll to the employee.
4. Attach element entries to the employee.
5. Calculate payroll.
6. Run the Prepayments process to calculate the distribution of Net Pay.
7. Run the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on.
8. Run Generate Cheque Payments Process.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while these have special meaning in the context of this report.

Parameter	Requirement	Comments
Payroll Flow	Required	Enter a unique name.
Payroll	Required	Specify the payroll name.
Process Start Date	Required	Enter a start date to define the date range of this process.

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Parameter	Requirement	Comments
Process End Date	Required	Enter an end date to define the date range of this process.
Consolidation Group	Optional	Specify this parameter to view the payments for all payrolls that are included in this consolidation group.
Organization Payment Method	Required	Specify the Organization Payment Method valid for this payroll.
Payment Source	Optional	Specify the payment source defined for the above payment method.
Overriding Payment Date	Optional	Specify a value to override the payment date set at the payroll definition.
Start Cheque Number	Required	The Cheque Number of the first cheque to be issued during this process.
End Cheque Number	Optional	The Cheque Number of the last cheque to be issued during this process.
Process Configuration Group	Optional	Specify a value if available. If you don't select a process configuration group, the application uses the parameters in the default group.

Report Results

The Cheque Advice has these sections:

- Employee and Employer sections
- Summary section: Displays summary balances
- Earnings section: Includes all earnings except Taxable Benefits and Nonpayroll payments
- Taxable Benefits section
- Nonpayroll Payments section
- Tax Deductions - All the nonzero tax deductions appear in the tax deductions table in the following base balance name order:
  - CPP Employee Withheld
  - QPP Employee Withheld
  - EI Employee Withheld
  - QPIP Employee Withheld
  - Federal Tax Withheld
  - Provincial Tax Withheld

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- o Payroll Tax Withheld

- Other Deductions: All the nonzero other deductions appear in Other Deductions table in the following order:

  - o Pretax deductions
  - o Voluntary deductions
  - o Involuntary deductions

  In case of multiple deductions of same type, the balances are sorted in the ascending order of balance reporting name.

Multiple Tax Reporting Units

If the payroll relationship of the employee has multiple tax reporting units (TRUs) that are processed in the same payroll run, separate cheque advice is generated for each TRU. The separate advice is contained within one PDF document.

Hours and Rate

The hours, rate, and earnings are displayed in the Earnings section, for an hourly or a salaried employee. If the employee is salaried, the standard hours are displayed.

Generate Payslips in the Worker's Correspondence Language

Run the Generate Payslips process just once and generate individual payslips in the worker's correspondence language of choice. Generate the payslips in different languages depending on what's set as the worker's correspondence language.

For example, if you have workers who have set their language of correspondence as Spanish, you can now generate their payslips in Spanish.

Here are the tasks you must perform to generate the payslips in the worker's correspondence language of choice.

1. Identify and group workers for payslip translation

   Identify the workers whose Correspondence Language on the Manage Person page, under Biographical Information is given as Spanish. Create a Payroll Relationship Group for these workers, and use this group when you run the Generate Payslips task.

2. Enable payslip translation

   Set the process configuration parameter, **Enable Payslip Translation**, to '**Y**', before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

   Run the Archive Periodic Payroll Results process after the payroll calculation is complete.

   If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation** parameter to '**Y**', and rerun the Payroll Archive process.

3. Install the worker's correspondence language

   Although the worker sets their correspondence language to one of several languages, the application supports only the installed languages for translation. Hence, to generate the payslip, you must install every preferred correspondence language on the environment. If the correspondence language is not one of the installed languages, the Payslip is produced in the base language.

   For this example, ensure that Spanish is an installed language on the environment.

4. Add bursting for paper delivery of the payslip

   As only one language can be applied to all the labels on a payslip, payslips for different languages must be in their own PDF. Add the Bursting configuration onto the Print delivery option within the Payslip extract definition.

   For more details on how to add the Bursting option, refer to 'Adding Bursting to Print Delivery Option: Procedure' on the Oracle Help Center.

5. Set the Locale property and correspondence language

   For translation of the payslip labels, set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to "Correspondence Language". If you do not want translation of the payslip labels, leave the Locale property blank or set it to the base language, for example, `en-us` for US English.

   For more details on how to set the set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to "Correspondence Language", refer to 'Adding Bursting to Print Delivery Option: Procedure' on the Oracle Help Center.

   For setting the Locale property of Document of Records within the payslip extract definition, follow steps 6 to 8 in the above referred topic. Select the Online Payslip Delivery Option Name row in the Extract Delivery Options section in step 7.

6. Enable translation of modified text on the payslip

   For the payslip data that is not delivered by Oracle (transactional data and user configurations), in addition to the base language text, enter the translated text in the application. For example, if the name of a user-created element and its associated balance definition must be translated, the translated value (for each of the installed languages that needs translation support) must be entered in the application.

   For more information about how you can add translations of modified text, refer to 'Adding Translations of Modified Text: Overview' and 'Translating Existing Strings at Runtime: Worked Example' on the Oracle Help Center.

   After you have completed the above mentioned settings, run the Generate Payslips task to generate the payslips. Select the Payroll Relationship Group you have created, so that the payslips are generated in Spanish for the workers you have identified.

Related Topics
- Multilanguage Support for Payslips
- Add Bursting to Print Delivery Option

View My Payslip and Bank Details

▶ **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.
2. Click **Pay** to open the Payroll page.
3. Click **My Payslips** to access and view your payslips.

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At any given time you can view 25 payslips listed by date order. Payslips with the latest available date are displayed at the top of the page.

- Select a payslip to view the details.

- Select multiple payslips and view details of the payslip you selected last.

- Select a payslip and view within the Summary region of the payslip page the following tabs:
  - Earnings
  - Deductions
  - Net Pay Distribution
  - Payroll Preview

- Click on the **Earnings** tab to view a summary of the amounts paid on the payslip.

- Click on the **Deductions** tab to view a summary of the amounts deducted on the payslip.

  These two tabs also include an analytics region that break down the payslip amounts in a pie chart and provide a bar chart to compare payslips.

  > **Note:** A pie-chart can't display negative values such as a salary or absence deduction. Therefore, the information displayed on the pie chart may not match the earnings and deductions listed in the earnings and deduction regions.

- By default, the bar chart displays history details for four payslips. You can use the chart to compare the details across the payslips.

- Select the **Net Pay Distribution** tab to view the net pay distribution information such as the bank account details.

- Select the **Payroll Preview** tab to view the payslip, held in the Document of Records, and embedded within the Payslips page. You can also download the document from this page.

- Select the check boxes against the payslips and use the Export option at the top of the page to export one or more payslip documents.

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.

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3. Click **Save**.

Create your personal payment method to be paid to your checking account

1. In the **My Payment Methods** section, on the Payment Methods page, click Add.
2. Enter a name for your payment method, such as 'My Checking Account'.
3. In the **Payment Type** field, select **Direct Deposit**.
4. Select your **Checking** account from the bank account list of values.
5. Click **Save**.

Create your personal payment method to be paid to your checking account:

1. In the **My Payment Methods** section, on the Payment Methods page, click Add.
2. Enter a name for your payment method, such as **My Savings Account**.
3. In the **Payment Type** field, select **Direct Deposit**.
4. In the **Payment Amount** field, select percentage and enter a value, such as 10 for 10%.
5. Select your **Savings** account from the bank account list of values.
6. Click **Save**.

Payslip Reprinting Report

Use the Payslip Reprinting Report to generate a report to include payslips for an employee or a specific group of employees spanning across multiple pay periods.

For example, generate the report for:

- Employees who generally view their payslips online and are on long-term leave of absence, for instance on maternity leave, and hence can't view their payslips online.

- Employees who are terminated and can no longer view their payslips online and are paid severance payments after they have left the organization.

- Your legal department, who has requested for an employee's payslips for a specific financial year.

You can run this report for:

- Multiple employees
- Multiple pay periods
- Any date range
- Any number of times

To run this report, use the **Run Payslip Reprinting Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

Before You Begin

Run this report after successful completion of the Generate Payslips process. The report retrieves the payslips that are already generated by the Generate Payslips task and stored in the Document of Records. Run the Generate Payslips task for the pay periods, employees, and date range for which you want to run this report.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

The report excludes pay slips with a payment date that's earlier than the date specified.

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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

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Data Validation and Audit Reports

Summary of Data Validation and Audit Reports

As a payroll manager, you can use the reports listed in this table to perform these tasks.

- Identify and correct missing statutory data, and validate payroll setup data

- Identify potentially incorrect payments or amounts withheld using balance exceptions

- Review and verify retroactive entries and values

Report	Purpose	When to Run	Example of Usage
Payroll Data Validation Report	View a listing of noncompliant or missing statutory information for a person by payroll statutory unit.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as tax reporting unit.
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.	Run after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports.	View to identify potentially incorrect payments or amounts withheld.
Retroactive Entries Report	View details of retroactive element entries created by the Recalculate Payroll for Retroactive Changes process, and compare the original result to the recalculated result.	Run every pay period.	Review the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.
Retroactive Notification Report	View retroactive notifications for events that are awaiting processing, deferred, or both.	Run before you submit the Recalculate Payroll for Retroactive Changes process	Use this report to review: unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.
Worker Validation Report	View a listing of the missing statutory information for workers under a legal employer.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as document ID.

Payroll Data Validation Report

Run the Payroll Data Validation Report to report exceptions for missing or invalid HR and payroll data that is required for payroll processing and reporting in Canada.

The report includes validations on this data:

- Payroll is not setup for the employee

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- Tax card is not created for the employee

- TRU association is not created on the tax card

- Province of employment is not set on the tax card

- Home address is not set for the employee

- Person has multiple active home addresses at the same time

- Temporary SIN is expiring in N days

- Date of birth is missing for the pending worker

- Work location is missing for the pending worker

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory and are similar to the parameters you submit to run the Calculate Payroll process. The parameters mentioned here have special meaning in the context of this report:

Number of Days to Validate Temporary SIN:Use this parameter to allow the user to enter the number of days value. The report will validate X number of days from the effective date parameter entered. If the temporary SIN expires within the days specified, a message is reported.

Retroactive Entries Report

Run the Retroactive Entries Report to view the:

- Element entries created by the Recalculate Payroll for Retroactive Changes process

- Original calculations,

- Retroactive entries generated by comparing the original result to the recalculated result

The report displays the number of payroll relationships and total retroactive result value by each element classification and by each element. The report also displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Submit the **Run Retroactive Entries Report** task from the Payroll Checklist or Submit a Flow page. You can also use the delivered Retroactive Payroll flow to automatically run the Retroactive Notification report, Recalculate Payroll for Retroactive Changes process, and the Retroactive Entries Report in that order.

Prerequisites

Run this report after you run the Recalculate Payroll for Retroactive Changes process.

Parameters
The parameter values determine which records to include in the report. Many parameters are self-explanatory and are similar to the parameters you submit to run the Calculate Payroll process. The parameters mentioned here have special meaning in the context of this report.

Payroll

Enter the payroll flow name. This value should be the same as the flow you use to run the Calculate Payroll process.

Payroll Period

Enter the same value you used to run the Calculate Payroll process.

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Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons processed for payroll and reporting.

Element Group

Select the element group name, if you have defined one. The element group limits data to only those retroactive elements that are members of this group.

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

Report Results

The PDF output of the report has the following sections.

Parameters Section

The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Original Process Date, Original Flow Name, Original Process Type, Original Run Type, Person Name, Payroll Relationship Number, Element Classification, Original Result Element Name, Retroactive Entry Type, Assignment Number, and Retroactive Entry Creation Date.

Element Classifications Summary

This section displays the number of payroll relationships and total retroactive result value by each element classification.

Elements Summary

This section displays the number of payroll relationships and total retroactive result value by each element.

Elements by Original Process Summary

This section displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Element Details for a Person

This section displays the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.

Retroactive Notification Report

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original payroll calculation is run.

Here are some examples of prior period adjustments:

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

For example, after evaluating employee performances for the previous calendar year through a three-month review cycle, an employer may backdate the pay awards to 01, January. When such entries are made in April, it triggers retroactive events for employees receiving such pay awards. These employees have already been processed by payroll for the last three months.

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

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

Use the report to view:

- Unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.

- Event dates that can be used to identify which payroll periods are recalculated by the retroactive process for each employee.

- Payroll relationships that are previously deferred so that you can make some or all of them available for the next retroactive payroll process.

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

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

Submit the **Run Retroactive Notification Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

Parameters

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

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

Process Date

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

Payroll

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

Retroactive Notification Status

This table lists the values you can select to determine the type of events to include in the report.

Status	Description
Deferred	Includes events for payroll relationships whose retroactive pay processing is deferred.
Unprocessed	Includes events that are either awaiting processing or processing.
Both Deferred and Unprocessed	Includes events that are either awaiting processing or processing, or deferred. This is the default value and is a combination of the other two options.

Person

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

Process Configuration Group

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

Payroll Relationship Group

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

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

Report Results

This table shows the sections of the PDF output of the report.

Section Name	Description
Parameters Section	The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Notification Status, Retroactive Process Date, Person Name, Payroll Relationship Number, Entity, Batch Name, Attribute, Update Type, Assignment Number, Element Name, Change Effective Date, Actual Change Date and Changed By.
Notification Status Summary	This section shows the total payroll relationships and total events by each type of retroactive notification status. Each payroll relationship may have multiple payroll retroactive events such as assignment updates, element entry updates, and so on. The counts reflect the number of such events that require payroll to be recalculated from a different process date.
Retroactive Process Date Summary	This section shows the different reprocessing dates for the employees and payroll relationships, and the total count of workers and events for each reprocess date. This section gives a quick snapshot of how far back the retroactive reprocessing begins and for how many workers. These totals are also broken down for each retroactive notification status.
Event Type Summary	This section shows the details of the type and number of events that cause recalculation of payroll for a particular reprocess date. You can view the number of payroll relationships and employees, and events by entity and attribute for a particular reprocess date.
Event Details by Retroactive Process Date	This detail section shows the different workers and their event details for the same type of event, reprocess date and notification status, as follows: • If the entity is related to elements, the element name is shown as part of the event details. The batch used to make the change, if any, is displayed in the header. • If the event is related to assignment, the assignment number is shown. • The old value is shown for Update, Delete and Correction events while the new value is shown for Update, Insert and Correction events.
Event Details for a Person	This section sorts and lists all events by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event. • The assignment number is shown only for those events that are specific to an assignment.

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

Related Topics
- How Retroactive Pay Is Calculated
- Overview of Payroll Event Groups

View Originating Pay Periods for Retroactive Earnings

View originating period dates for all retroactive earnings, including absences and supplemental earnings, on your payslip.

For example, when bonus earnings in January are retroactively paid in February, the payslip for February shows the retroactive earnings paid, alongside the dates for the January pay period.

The payslip in February shows the amount earned, time worked, rate of pay, the factor or multiple, and the pay period dates in January the bonus was earned.

Balance Exception Reports

How to Create a Balance Exception Report

In this example, you create a balance exception and run the Balance Exception Report to compare the total payments made to your employees for the current payroll period with the payments you made in the previous payroll period.

Before you create and run the Balance Exception Report, you must create a balance exception for this example.

Create a Balance Exception

Let's look at the steps to create a balance exception to compare the net pay amounts for the current and the previous period.

1. On the Home page, click the **Balance Exceptions** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select a legislative data group and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Balance Exception Name	Compare Net Payment Amounts to the Previous Period
Comparison Type	Previous period

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Field	Value
Comparison Value	1 For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only.
Balance Name	Net Payment
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.

5. Click **Submit**.

Create a Balance Exception Report

1. On the Home page, click the **Balance Exceptions and Reports** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select the same legislative data group you selected in the previous task and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Exception Report Name	Compare Net Payment Amounts to the Previous Period
Consolidation Group	Select a value to restrict this exception report to a specific consolidation group. Leave blank to not restrict the output or to decide at the time of report submission.
Payroll	Select a value to restrict this exception report to a specific payroll. Leave blank to decide at the time of report submission, where payroll is a required parameter.

5. Click **Add**.
6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.
7. Click **Submit**.

Run the Balance Exception Report

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the same legislative data group as in the previous tasks.
3. Select the **Run Balance Exception Report** flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

Field	Value
Payroll Flow	Enter an appropriate name for this instance of the report.
Process End Date	Enter a value.
Balance Exception Report	Compare Net Payment Amounts to the Previous Period
Payroll	Select a value to restrict this exception report to a specific payroll. Enter the same name as in the previous task, if one was specified.

5. Click **Next**.
   When you enter information on the Linked Flow section of the Submit a Flow page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.
6. Click **Next**.
7. Click **Submit**.
   When you submit a flow, it creates an instance of the flow, the application generates a checklist by default.
8. Click **OK and View Checklist**.
9. In the task list click the **Run Balance Exception Report**. View and monitor the status of the flow on this page.
10. Click on the on the task to go to the Process Results Details page.
11. You can view the output from the Output and Log files section.

Related Topics

- Examples of Balance Exceptions
- Balance Exceptions
- Balance Exception Report
- Balance Exception Formula Type

Balance Exception Report

Use the Balance Exception Report to identify potentially incorrect payments or amounts withheld. The report identifies values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.

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Use the **Submit a Payroll Flow** quick action under the **My Client Groups** tab to run this report.

Before you run this report:

- Use the Balance Exceptions task to create a balance exception.

- Use the Balance Exceptions and Reports task to create a balance exception report that groups together one or more balance exceptions.

- Create an Exception Report Name that you can use to run the Balance Exception Report. For instance, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month, to determine the monthly car allowance paid to employees in excess of 600 more than the previous month.

Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Payroll Flow

The name of the payroll flow you use to run this report. The selected flow uniquely identifies a specific instance of the report execution.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Balance Exception Report

The name of the Balance Exception Report you use to run this report.

Payroll

Select the required payroll name.

Process Configuration Group

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

> **Note:** Use the **Payroll Process Configuration** task to define a Process Configuration Group, before you can use it here.

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Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you specified a value when defining the exception report, select the same value or leave it blank.

The value chosen while submission takes precedence over the one used while defining the report. If you leave the field blank, the report runs for all consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific PSU. If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific TRU. If you leave the field blank, the report runs for all the TRUs.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Payroll Relationship Group

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the **Object Groups** task to define a process configuration group, a consolidation group, or a payroll relationship group, before you can use it here.

After you have entered the above details, in the Linked Flows section, select the payroll flow as the Current Flow and the Run Balance Exception Report as the task. This ensures that the report uses the payroll balances for the current payroll flow.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the defined exception criteria, specified time frame and the selected parameters. The output report includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Person Number
- Person Name
- Payroll Relationship Number
- Employment Level
- Current Balance
- Variance Value

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The report output additionally displays the Previous Balance, Difference, and Difference % columns when the Comparison Type is Previous Period or Previous Month.

Related Topics

- Balance Exceptions
- Examples of Balance Exceptions
- Balance Exception Formula Type

Statutory Reports

Report on Hirings

The Report on Hirings (ROH) task is used to generate details of employees hired or recalled during a specific reporting period. This information helps Service Canada officials detect and prevent Employment Insurance (EI) abuse, and ensure that only eligible employees get EI benefits.

The generated information is transferred electronically through Data Gateway, which is a file transfer mechanism for Service Canada programs.

- The ROH report can be run from the Manage Regulatory and Tax Reporting work area.
- The report can be viewed from the Workforce Management flow in the Navigator menu and the Reports and Analytics link. The BI Catalog opens a new window and the generated file is automatically displayed in this window.

To participate, you must have a valid Employer Account Number or tax reporting unit (TRU) Registration Number that's designated as the ROH information provider.

You can submit this report:

- Under one employer account number on behalf of all the business units of the organization. This employer account number is designated as the ROH Information Provider.
- Use multiple employer account numbers on behalf of the organization's individual business units.
- The organization's individual business units report their own details of employees hired or recalled directly to Service Canada as ROH Information Providers. However they should be registered with Service Canada, and they must generate a separate file for each employer account number.

Report Parameters

Starting Employment Date

The first date in the range to report the first day of employment for newly hired or recalled employees and is a required parameter.

Ending Employment Date

The last date in the range to report the first day of employment for newly hired or recalled employees and is a required parameter.

Payroll Statutory Unit

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An optional parameter and if selected, generates a separate output file for each TRU or employer account number within this payroll statutory unit (PSU).

Tax Reporting Unit

An optional parameter and if selected, identifies the Employer Account Number to be reported. It generates an output for the selected TRU only. This parameter is disabled if a PSU is selected.

Report Results

The report output is a .txt file and the file name must contain the employer account number of the organization, for example: 197531320RP0001.txt. Each record contains the Social Insurance Number (SIN), the starting employment date and the employee number.

> **Note:**
>
> If neither a PSU nor TRU is specified, a separate output is generated for each TRU or Employer Account Number.

Employment Equity Interface Report for Canada

All employers covered by the Employment Equity Act must submit the Employment Equity Report to the Minister of Labour on or before June 1st of each year.

The Employment Equity Act designates these four groups as the beneficiaries of employment equity:

- Women
- People with disabilities
- Aboriginal people
- Visible minorities

The Run Employment Equity Interface task is used to run the report on or before June 1st of every year to create the following three Text Tab Delimited import files. These files contain employee information pertaining to the preceding calendar year (January to December):

- employee.txt
- term.txt
- promo.txt

You can view this report from the Navigator menu and the Reports and Analytics link. The BI Catalog opens a new window and the generated files are automatically displayed in this window.

You can upload these files into the Workplace Equity Information Management System (WEIMS) database of the government.

Employment Equity Reporting Eligibility

Use the **Employment Equity Eligible** field on the Jobs page to indicate if a job is eligible for employment equity reporting. By default, the **Employment Equity Eligible** field is blank. If the field is left blank and not updated, employees assigned to that job continue to appear in the report. To stop employees assigned to a particular job from appearing in the report, you must update the field to **No**.

An employee is included in the report as per the eligibility you have defined for the job assigned to the employee.

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Report Parameters

The report is generated for these two parameters:

Year

Captures information for the reporting year.

North American Industry Classification System Code (NAICS) Code

This is an optional parameter and if used, generates files for a specific code.

Report Output

The report output should meet these criteria:

1. Since they're uploaded individually, they should be created individually.
2. All columns must exist, even if they don't contain any data and the column headings and titles are optional.
3. All rows must contain data and row labels must be removed. Tabs are used as the delimiter between data.

- *Employee.txt file*

  The employee.txt file contains one record for each employee and provides this employee information:

  - Group membership
  - Biological information
  - Salary and employment information
  - Organization and location-related information

  NAICS codes exist for each assignment and employees can have multiple assignments. The employee data pertaining to the NAICS code of the primary assignment is captured. The report captures only the first four digits of the 6-digit NAICS code. It also indicates if the employee is a woman, is an aboriginal, is a member of visual minorities (V.M.) or is a person with disabilities (P.W.D.).

  The salary displayed in the employee.txt file has to be manually verified, if required, and altered after the file is uploaded into the WEIMS database.

Some special scenarios and the reporting details are explained in more detail in the below table:

Scenario	Number of Rows Reported	Reporting Details
Multiple assignments, same legal employer	1	Primary assignment details are reported. Reports all salaries from all assignments.
Multiple assignments, different legal employers (multiple employments)	1	Primary assignment/employment details are reported. Hire date reported is earliest across assignments and legal employers.

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Scenario	Number of Rows Reported	Reporting Details
		Reports all salaries from all assignments and from all legal employers. The NOC reported is from the highest level of assignment.
Termination and rehire in same year, same legal employer	2	Salary reported separately for each record (not summed together).One row for terminated, one row for rehired
Termination and rehire in same year, different legal employers (multiple employments)	2	Hire date reported is earliest across legal employers. Salary reported separately for each record (not summed together).One row for terminated, one row for rehired **Note:** In the case of multiple terminated employments in the same reporting year, the hire date reported is earliest hire date from all the terminated employments. In the case of multiple active employments in the same reporting year, the hire date reported is earliest hire date from all the active employments.

- *Term.txt file*

  The term.txt file contains one record for each contract term of a temporary employee and specifies information related to the contract. If there are multiple terms for an employee during the reporting period, they are listed chronologically. This file is not generated if there are no temporary or casual employees employed during the reporting period. The assignment category determines the status of the employee, casual, full-time, and so on.

- *Promo.txt file*

  The promo.txt file contains one record for each employee promotion. If an employee is promoted multiple times during the reporting period, multiple rows, one for each promotion, are created. Only employees that received promotions during the reporting period are included in this file. This file is not generated if there are no promotions during the reporting period.

Employment Equity Reporting Balances

Some fields reported in the employee.txt file represent balances and may require manual feeds. This table details the source of data for these fields of the employee.txt:

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Column in WEIMS	Column Name	Oracle Cloud Source of Data	Requires Manual Feed?
I	Salary paid	Balance = **Employment Equity Salary** Feed this balance with earnings considered as salary, but do not include bonus or overtime. **Note:** If this balance is not fed, the employee's base salary is used.	Yes
J	Special salary – Commission only	Derived: Y: **Employment Equity Salary** balance = **Employment Equity Commission** balance N: **Employment Equity Salary** balance not = **Employment Equity Commission** balance Feed the **Employment Equity Commission** balance with commission earnings. This balance will be compared to the **Employment Equity Salary** balance to derive the value written to this field. The comparison is used to determine if the earnings are all commission or not. **Note:** : Leaving this field blank will cause an upload error to WEIMS.	Yes
K	Special salary – Other	Constant = N	No
L	Number of hours	Balance = **Employment Equity Regular Hours** Feed this balance with hours worked that corresponds to the salary paid.	Yes
M	Number of weeks	Balance = **Employment Equity Number of Weeks** Currently, the field defaults to 52. **Note:** • Adjust the Employment Equity Number of Weeks balance if you require a value other than 52. • A future enhancement will automatically populate this value.	No
N	Special salary hourly pay rate	Blank	No
O	Bonus pay	Balance = **Employment Equity Bonus Pay** Feed this balance with earnings considered as bonus or additional pay outside of regular salary. This value should represent the annual amount.	Yes

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Column in WEIMS	Column Name	Oracle Cloud Source of Data	Requires Manual Feed?
P	Overtime pay	Balance = **Employment Equity Overtime Pay** Feed this balance with overtime earnings in excess of the standard hours of work. This value should represent the annual amount.	Yes
Q	Overtime hours	Balance = **Employment Equity Overtime Hours** Feed this balance with hours worked that corresponds to the overtime paid. **Note:** This should not include overtime hours which was compensated with time off.	Yes

Note: See the **Configuring Balance Feeds for Employment Equity Balances** section for steps to manually configure the balance feeds.

Configuring Balance Feeds for Employment Equity Balances

Manually configure balance feeds for these balances, as per the requirements noted in the **Employee.txt File** section:

- Employment Equity Salary
- Employment Equity Regular Hours
- Employment Equity Commission
- Employment Equity Bonus Pay
- Employment Equity Overtime Pay
- Employment Equity Overtime Hours

You must first determine what elements contribute to each of these balances. Once identified, you can begin the process to create the balance feeds.

Use the **Balance Definitions** task to manually configure the balance feeds to report the required balances. For example, to create the feeds for the **Employment Equity Salary** balance:

1. From the Home page, navigate to **My Client Groups**>**Payroll**>**Balance Definitions**.

1. In the Balance Definitions search section, enter the balance name in the **Name** field. In this example, the balance name is **Employment Equity Salary**.
2. Select a Canadian Legislative Data Group.
3. Click **Search**.
4. Select the balance name to navigate to the **Balance Definitions** page.
5. Enter the **Effective-As-of Date** in the header.
6. Select the **Balance Feeds** link in the left pane.
7. In the Balance Feeds by Elements section, select **Actions-Create**.
8. Select the earnings element used to feed the balance.

Note: You must use the **Results** element, not the base element, to feed the balance.

1. Select **Earnings**.

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2. Select **Add**.
3. Continue steps 8-11 for each element required to the feed the balance.

Click **Submit**

> **Note:** For information on the security setup for the Canadian Designated Groups information used for employment equity reporting, see the Designated Groups technical brief (2202776.1) on the Canada Information Center on My Oracle Support at *https://support.oracle.com*

Workers Compensation Assessable Wages Report

The Workers Compensation Assessable Wages Report displays details of the Workers Compensation calculations and balances generated in the payroll process. It enables employers to review and reconcile workers compensation amounts and provides data to file their workers compensation remittances and year end statements.

Before you run this report:

- Set up the requisite workers compensation data at the Payroll Statutory Unit (PSU) level.
- Run the Calculate Payroll, Prepayments and Archive Periodic Payroll Results processes.

The report includes gross, assessable and excess wages, liability and other information such as rates, maximum assessable wages, and number of employees. Run the report to generate employee detail or summary information only.

Frequently Asked Questions

This table lists frequently asked questions about this report.

Question	Answer
How do I find this report?	In the Regulatory and Tax Reporting work area, select **Submit a Process or Report**. Specify a Canadian legislative data group, and select **Run Workers Compensation Assessable Wages Report**.
Who uses this report?	- Payroll Administrator - Payroll Manager
When do I use this report?	As required for statutory purposes.
What prompts can I use to narrow the results of this report?	- Use the Payroll Statutory Unit field to generate the report for all the accounts under a specific PSU. - Use the Province field to run this report for a specific province. - Use the Account field to generate this report for a specific workers compensation account. - Use the Location field to generate the report for a specific location. - Use the Department field to generate the report for a specific department. - Use the Payroll Relationship Group field to run this report for a group of employees. - Use the Report Type field to generate a detailed report or a summary report.
How do I share this report?	- Add to briefing book - Schedule an agent to run the report
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

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Question	Answer

Related Topics

Provincial Medical Report

The Provincial Medical Report details the provincial medical premiums employers in these provinces must remit to the Provincial Medical Carrier.

- British Columbia
- Manitoba
- Ontario
- Newfoundland and Labrador

Employer premiums are calculated within the report by multiplying the provincial subject wages for the period by the rate defined for the account, less any exemptions if applicable. This report helps Canadian employers file their provincial medical premium remittances. The time frame to remit payments depends on the province and the size of the employer.

Payroll Managers and Payroll Administrators can use the Run Provincial Medical Report task from the Regulatory and Tax Reporting work area to generate the report.

The Quebec provincial medical liability (Quebec Health Services Fund) calculated during the payroll process is reported on the Statutory Deduction Register. Since the liability is calculated during the payroll run, Quebec isn't included in this report.

Before You Run the Report

Complete these tasks before you run this report:

1. Set up the requisite provincial medical data at the payroll statutory unit (PSU) level.
2. Run the Payroll Calculation and Payroll Archive processes.

Report Parameters

Payroll Flow

It is the name of the payroll flow and is required.

Payroll Statutory Unit

This is an optional field and if left blank, the report is generated for all the PSUs.

Province

This is an optional field and if left blank, the report is generated for all three provinces of British Columbia, Ontario, Manitoba and Newfoundland and Labrador.

Account

This is an optional field and if left blank, the report is generated for all the valid accounts associated with the province setup at the PSU level.

Payroll Relationship Group

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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 **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

Starting Payment Date

This is a required field.

Ending Payment Date

This is a required field.

Report Type

Select an option to decide on the level of detail you want to include in the report. The options are Detail or Summary mode. The default is Summary mode.

Report Results

The report includes gross wages, taxable wages, exemptions used, rates, calculated levies, gross wages (YTD), and levy (YTD).

The report is generated for each PSU and each account within the province, sorted by account number with a page break between accounts. The account number is displayed in the header.

If the province is left blank, the report is generated for all the provinces, with a page-break after each account.

If an account number is specified, the report is generated for the specific account.

If a specific PSU is entered, the report is generated for all the accounts under the specific PSU.

Provincial Medical Report in Summary Mode

In the Summary mode, the report headings display Subject Wages instead of Gross Wages, for both the specified period as well as the year-to-date balances. The reported balances remain unchanged.

Provincial Medical Report in Detail Mode

In the Detail mode, the report generates a spreadsheet reporting employee-level provincial medical wages, for both the specified period as well as the year-to-date balances. This helps you to reconcile the balance reported in the summary level report and provides the ability to analyze the data in greater detail.

Record of Employment Reports

Record of Employment Exception Report

The Record of Employment (ROE) Exception report helps identify missing data that's required for the ROE interface. This report is automatically generated when you run the ROE Archive process.

If the required data is missing, the upload of the ROE interface file to Service Canada fails. Correct the exceptions before running the ROE interface process. If there are no exceptions to report, then the report displays only the flow name and effective date, but no exception data.

Here's the list of required fields for the ROE interface.. These attributes are checked by the archive process and if missing, causes an exception to be written to the report. The report only provides exception messages for these user-enterable data:

- Block 8: Employee Social Insurance Number
- Block 9: Employee First Name, Address Line 1, City and Postal Code
- Block 14: Expected Recall Code
- Block 15A: Total Insurable Hours
- Block 16: ROE Reason
- Block 16: ROE Contact Name First Name, Last Name, Phone Area Code, and Phone Number

> **Note:** Any data that's derived by the Oracle Fusion Human Capital Management for Canada application isn't mentioned in the report.

Parameters

Flow Name

Enter a name to identify the process being run.

Effective Date

Enter the effective date of the ROE Archive process.

Report Results

Here's the list of exception messages the report produces, if any of the required attributes are missing:

- Employee First Name is missing
- Social Insurance Number is missing
- Employee Address is missing
- ROE Reason is missing
- Expected Recall Code is missing
- ROE Contact First Name is missing
- ROE Contact Last Name is missing
- ROE Contact Phone Area Code is missing
- ROE Contact Phone Number is missing
- No insurable earnings are there for this employee

The report is sorted by the tax reporting unit and the last and first name of the employee. These are the attributes that are displayed to help isolate the errors:

- Person Name
- Person Number

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- Payroll Name
- Error Messages

Record of Employment Archive

Use the Run Record of Employment Archive task to archive the Record of Employment (ROE) information.

Payroll managers and payroll administrators can use the Run Record of Employment Archive task from the Regulatory and Tax Reporting work area. A rollback is required if the Record of Employment archive must be processed again.

Prerequisites

Before you run this process, use the Manage Elements task to define the element and specify whether the insurable earnings are allocated by date earned or date paid. Also indicate whether there are insurable hours associated with the element. You can't generate an ROE for an employee exempted from EI premiums.

The ROE should be generated when one of these conditions occur:

- Employee is terminated.
- Employee goes on leave of absence and has or is anticipated to have seven consecutive calendar days with no work and no insurable earnings from the employer.
- The earnings of the employee fall below 60 percent of their normal weekly earnings. If the work week of the employee is Monday to Friday, the first day of interruption is the Sunday of the week in which the drop occurred. Also, the last day for which paid is the Friday prior to the Sunday.
- An employee requests an ROE.
- Service Canada requests an ROE.
- A change in pay period type.

Parameters
Effective Date

Date when the final pay of the employee is processed and it's a required parameter.

Type

This is a required parameter, and you can select either of the following:

- Select Person if you're generating the ROE for a single person. It captures the name of the person and Payroll Relationship Number for whom the ROE is generated.
- Select Payroll Relationship Group if you're generating the ROE for a group of people, all of whom have the same Final Pay Period End Date.

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

> **Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

Report Results

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The output of the process is an archive of the relevant data and a Record of Employment Worksheet. Use the View Person Process Results task in the Payroll Calculation work area to open and view the report.

This archived information is used to generate the ROE Web file for submission to Service Canada.

Translation

The ROE worksheet is generated in the language preference selected by you at the time the report is run. If you have signed-in and selected Canadian French as the preferred language, the ROE worksheet is generated in Canadian French.

The language preference (Correspondence Language) of the employee is sent in the ROE Interface file to Service Canada. They can generate the file in the preferred language of the employee.

Related Topics

View the Record of Employment Archive Results

The Run Record of Employment Archive task archives the ROE information. Payroll Managers and Payroll Administrators can run this process from the Regulatory and Tax Reporting work area.

The output of the process is an archive of the relevant Record of employment (ROE) data and a Record of Employment Worksheet.

After you run the Run Record of Employment Archive process, you can:

- View the archive results
- View the ROE worksheet

View the Archive Results

To view the archive results after the process is submitted:

1. Navigate to View Payroll Process Results task in the Payroll Calculation work area.
2. Select **Archive Record of Employment** task.
3. Enter the required information in the Search window.
4. Click **Details**.
5. In the Payroll Process Results page, click **Archive Results** (in the drop-down list at the far right of the results).
6. Click **View** and **Expand All**.
7. Click on each archive record to view the details.
8. Scroll down to see the details of each record.

View the Worksheet

To view the ROE worksheet when the process is submitted:

1. From the Confirmation page, click **OK** and **View Checklist**.
2. Click **Go To Task**.
3. Click the **Processes and Reports** tab.
4. Click **View Results**.
5. Click the **Record of Employment Worksheet.pdf** file name.
6. Select **Open with Adobe Acrobat Reader**.
7. Click **OK**.

To view the worksheet after the process is submitted:

1. Navigate to the Regulatory and Tax Reporting work area.

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2. In the Overview page, select the Flow Pattern **Run Record of Employment Archive**.
3. Enter the required information in the Search window.
4. Click the relevant **Payroll Process Flow Name**.
5. Click **Processes and Reports** tab.
6. Click **View Results**.
7. Click the **Record of Employment Worksheet.pdf** file name.
8. Select **Open with Adobe Acrobat Reader**.
9. Click **OK**.

Related Topics

Quebec Labour Standards Report

Configure Quebec Labour Standards

Employers with employees working in Quebec are subject to the employer liability for Quebec Labour Standards levy.

The levy applies to all employers, unless specifically exempted. Use the Quebec Labour Standards report to fill out the "Calculation of the Contribution Related to Labour Standards" government LE-39.0.2-V form.

Complete these tasks to calculate the employer liability for Quebec Labour Standards levy and report it to the Quebec government:

1. Configure the Quebec Labour Standards
2. Calculate the employer liability
3. Run the Quebec Labour Standards Report

Configure the Quebec Labour Standards

Complete these tasks to configure the Quebec Labour Standards:

The configuration of the Quebec Identification Number is mandatory to process this report. This is part of the Quebec Provincial Tax Jurisdiction Registration process, and can be configured at the payroll statutory unit or the tax reporting unit level.

For more information, refer '*Define Quebec Legal Reporting Unit Registration Code*' topic in the Help Center.

1. Enable the Quebec Labour Standards Calculation at the payroll statutory unit (PSU) level
2. Create the Reporting Information card to capture the Parity Committee name
3. Create the Quebec Labour Standards Contribution calculation component
4. Create balance feeds for reporting

Enable the Quebec Labour Standards Calculation

To enable the Quebec Labour Standards calculation, select the **Enable Quebec Labour Standards Calculation** check box at the PSU level, under the Quebec Labour Standards section. Employees within the PSU that don't have the option selected, are excluded from the calculation and report.

Complete these steps to enable the calculations.

1. Navigate to the **Setup and Maintenance** area on the Home page.
2. Search and select the **Manage Legal Entity HCM Information** task.
3. Enter the Legal Entity Name and click **Search**.

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4. Select the Legal Entity Name.
5. Click the **Payroll Statutory Unit** tab.
6. Click **Quebec**.
7. Select the **Enable Quebec Labour Standards Calculation** check box.
8. Click **Submit**.

It is very important to set this at the start of the tax year. If it isn't set prior to the first payroll of the tax year, the calculations aren't correct and balance adjustments are required for correct reporting. Once this option is enabled, it remains selected and you don't have to reset it every tax year.

Create the Reporting Information Card and Capture Parity Committee Details

If you have a Parity Committee, create a Reporting Information card to capture the Parity Committee name. Before you create the Reporting Information card, you must create a Parity Committee Name lookup to capture the lookup values.

Complete these steps to create the Parity Committee Name lookup values.

1. Search and select **Lookups** under My Client Groups on the Home page.
2. Search for the Lookup Type **ORA_HRX_CA_PARITY_COMMITTEE**.
3. Click **Add** and enter these details.

Field	Value
Lookup Code	Enter a value to identify the Parity Committee Name, for example, QC_PARITY1
Start Date	Enter a date.
Meaning	Enter a value, for example, Quebec Parity Committee One.

4. Click **Save and Close**.

Create the Quebec Labour Standards Contribution Calculation Component

Create the Quebec Labour Standards Contribution calculation component on the card as given here.

1. Select **Calculation Cards** under My Client Groups on the Home page.
2. Search for a person and open the Reporting Information card.
3. Click **Actions Create**, enter an **Effective As-of Date**, and **Reporting Information** in the Name field. Click **Continue**.
4. Click **Reporting Information** under Component Groups in the left pane.
5. Click **Actions-Create** under Calculation Components.
6. Select the Calculation Component **Quebec Labour Standards Contribution** and click **OK**.
7. In the Quebec Labour Standards Contribution: Details section, select the **Parity Committee Name**.
8. Click **Save and Close**.

Create Balance Feeds for Reporting

Some columns on the Quebec Labour Standards Report require balance feeds for the balances to appear on the report.

The existing balances that require feeds are given here.

- RL-1 Box A Adjustment

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- RL-1 Box R Employment Income Adjustment

- Indemnities in lieu of notice

- Indemnities for damages

- RL-1 Deferred Salary or Wages

- RL-1 Employee Benefit Plan

- RL-1 Employee Trust

These are the new balances that require feeds.

- Benefit from Amount Paid for Shares

- CCQ Employee Wages

- Commission or Committee Member Fees

- Directors Fees

- Heavy Equipment Operator Wages

- Indemnities for Damages

- Indemnities in Lieu of Notice

- Parity Committee Employee Wages

- Other Labour Standards Exempt Remuneration (feed this balance only if you're exempting the employee from Quebec Labour Standards calculations)

If enabled, the employer liability is calculated in the payroll run. The Quebec Labour Standards Results element is used to maintain these new balances calculated in the payroll. Balances correspond to the specific lines in the Quebec Labour Standards Report.

- Quebec Labour Standards Gross

- Quebec Labour Standards Subject

- Quebec Labour Standards Excess

- Quebec Labour Standards Taxable

- Quebec Labour Standards Liability

- Quebec Labour Standards Exempt

Overriding the Default Quebec Labour Standard Rate

The application uses a default rate of .06% to calculate the employer liability for the Quebec Labour Standard contribution. If required, you can override the default rate by adding a Calculation Value Definition record for the Quebec Labour Standards Rate.

1. Select the Calculation Value Definitions task under Payroll in My Client Groups on your Home page.
2. Enter Quebec Labour Standards Rate as the name of the value definition.
3. Select a Canadian LDG.
4. Select Quebec Labour Standards Rate.
5. Under Calculation Values, click **Add Row**.
6. Add the override rate. If the rate is 0.06%, enter a value of 0.0006.
7. Click Submit.

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Calculate the Employer Liability

If enabled, the liability is calculated in the payroll run. The **Quebec Labour Standards Results** element is used to maintain the following balances calculated in the payroll. These balances correspond to the specific lines in the Quebec Labour Standards Report, with the exception of the Quebec Labour Standards Exempt balance.

- Quebec Labour Standards Gross – Line 7
- Quebec Labour Standards Subject – Line 27
- Quebec Labour Standards Excess – Line 32
- Quebec Labour Standards Taxable – Line 33
- Quebec Labour Standards Liability – Line 35
- Quebec Labour Standards Exempt

Run the Quebec Labour Standards Report

Use the Run Quebec Labour Standards Report flow to calculate and report employer liability for Quebec Labour Standards.

Before you run the report, ensure that you complete these requirements.

- The configuration of the Quebec Identification Number is mandatory to process this report. This is part of the Quebec Provincial Tax Jurisdiction Registration process, and can be configured at the payroll statutory unit or the tax reporting unit level.
- Run this report only after you complete the End-of-Year Archive processing.
- Include all the new balances mentioned in the previous section in the year-end archive process.

The report is generated in Excel spreadsheet format with two separate tabs.

- The Summary tab includes the summary information and reports one row for each Quebec Identification Number.
- The Detail tab includes detail information and reports one row for each employee. Most amount columns displayed as output in the spreadsheet are balances that map to lines on the government form. Calculated values aren't displayed on the report.

Common Report Features

Delivery Options for Extract-Based Payroll Reports

Use the Report Category to define multiple delivery options for the following extract-based payroll reports.

- Payroll Activity Report
- Gross-to-Net Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report

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- Payment Register
- Third-Party Payment Register
- Payroll Register
- Balance Exception Report

A report category is a set of delivery options grouped together.

A delivery option defines where and how the report output is delivered, including the output file format, choice of template and optionally a destination such as an FTP server.

You can also define your own delivery option and include it in the report category. For example, you can define a delivery option to use a combination of both PDF and Excel outputs for a single submission of the report.

The new optional Report Category parameter is added to the payroll report flow task to show the list of delivery options defined for the report's extract definition. If left blank, the existing PDF delivery option is used.

Here are the steps required to add Delivery Options for the Payment Register:

1. Select the **Extract Definitions** task in the Data Exchange area on the Home page.
2. In the Search window, enter **Payment Register** in the **Name** field.
3. Select **Archive Retrieval** in the Type field.
4. Select a legislative data group (LDG) and click **Search**.
5. Click **Payment Register** in the Search Results region.
6. Click the **Deliver** tab in the HCM Extract Definitions: Payment Register page.
7. Select the **Extract Delivery Options** tab under the Hierarchy panel on the left, and complete the following:
   - Click **Add** to add a row for the delivery option you're about to create.
   - Enter these details.

Field	Description
Delivery Option Name	Enter a value, example Excel Register.
Output Type	Select a value, for example, Excel.
Report	Enter the location of the report output.
Template Name	Enter the name of the report template for this output type.
Output Name	Enter Name of the report output, for example, Excel Register.
Delivery Type	Select the mode of delivery of the report, for example, Documents of Record.
Required	Select this check box if this delivery option is a required option.

   - Click **Save**. The newly created delivery option is saved and you can select it when you create the Report Category.

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8. Click **Add** in the Report Category Section.
9. Enter **Short Name**, **Report Category**, and **Description** of the new Report Category.
10. Click **Add** in the Additional Details section.
11. Select the name of the Delivery Option you have created.

    Similarly, create additional delivery options and select it here. For example, create a delivery option to create a PDF of the register and have it delivered by email. Enter the email details in the Additional Details section.

12. Click **Save and Close**.

When you run the register, select the newly created report category to deliver the register in Excel in the Documents of Record.

Related Topics
- Guidelines for Delivering Extracts

Display All Hours in Payroll Reports

Use the parameter Display All Hours to report hours from Supplemental Earnings and other element classifications on the following payroll reports.

- Gross-to-Net Report

- Periodic Payroll Activity Report

- Payroll Balance Report

- Payroll Register Report

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are included in the report to match with the standard working hours.

Report Days and Units in Payroll Reports

You can view the days and units information for Days X Rate and Other Units elements in the following payroll reports.

- Periodic Payroll Activity Report

- Payroll Balance Report

- Payroll Register

- Payslips

You can view the rate information in the rate section of the payslip. The reported units can be hours, days, or other units. For example, an employee is paid an allowance, in addition to the regular pay, on a per unit basis. If the unit is other than time, it could be wages made on a per shift basis or payments per unit produced. In such cases, the additional allowance is captured as supplemental earnings. Enter the value on the time card or the application calculates it indirectly using an element of type 'Other Units'. A rate definition is linked to the element. The rate is defined as amount per shift or amount per unit, as the case may be.

The reports display the Other Units balances separately in various sections, just as the Hours and Days balances.

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Support for Days X Rate and Units X Rate Elements in the Payslip

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

For example, if your company pays a meal allowance of 10.00 USD per day and an employee is paid meal allowance payments for one week. This table displays the meal allowance payment details on the payslip.

Field	Value
Quantity	5
Type	Days
Rate	10.00
Multiple	1
Amount	50.00

Multiple element entries for the same rate, multiple value, and elements are grouped together and shown as a single entry in the rates section. For instance, in the above example, if payments are made to the employee at:

- 1.5 times the agreed rate on Mondays when the employee comes in early to work, and
- 2 times the agreed rate on Fridays for working extra hours to meet targets

The payslip displays three different meal allowance entries for the three different multiple values and the corresponding amounts, as shown in this table.

Meal Allowance	Quantity	Type	Rate	Multiple	Amount
Entry 1	3	Days	10.00	1	30.00
Entry 2 (for Monday)	1	Days	10.00	1.5	15.00
Entry 3 (for Friday)	1	Days	10.00	2	20.00

Note: The number of decimal places for the rates displayed on the payslip is dependent on the precision value you set.

Related Topics
- Rate Precision in Payslips
- Payroll Balance Report

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Year-to-Date Balances in Reports

Some payroll reports like Periodic Payroll Activity, Payroll Register, and Statutory Deduction Register include the Report YTD Summary parameter for viewing year-to-date balance values.

When you submit the reports, you specify a value for this parameter that controls which balances are included in the total, as shown in this table.

Parameter Value	Report Displays
Yes	Year-to-date total from the last process run for a person in a specific PSU and TRU within a specified date range
No	Each separate transaction included in the report displays the current total, and the year-to-date total is displayed for all the processes run for a person within the date range

Related Topics
- Report Payment and Nonpayment Balances

Examples of Viewing YTD Balances in Reports

Use the Report YTD Summary parameter to view year-to-date balance values in payroll reports. The reports include the Periodic Payroll Activity, Periodic Payroll Register, and Periodic Statutory Deduction Register. The parameter also controls which balances are included in the report.

Report Results for Transfer

These scenarios illustrate how the YTD balances are reported when the Report YTD Summary Parameter value is **Yes**. Suppose you transfer Susan Smith from PSU1 /TRU1 to PSU2/TRU2, effective April 01. A new payroll relationship is created with the new tax reporting unit. You submit the Periodic Payroll Activity Report with a Process Start Date of January 1 and a Process End Date of December 31. This table shows what totals the report includes.

Scenarios	Year-to-Date Totals Displayed for PSU1/TRU1 From	Last Action Displayed for PSU2/TRU2
Susan continues working in PSU2/TRU2.	March 31	Last action processed in December
Susan continues working in PSU2/TRU2. You pay her an off-cycle commission on June 30 for the previous payroll relationship (PSU1/ TRU1).	June 30	Last action processed in December
You terminate Susan's employment August 30.	March 31	Last action processed as of August 30

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Scenarios	Year-to-Date Totals Displayed for PSU1/TRU1 From	Last Action Displayed for PSU2/TRU2

If instead of terminating Susan on August 30, you transfer her from PSU2/TRU2 back to PSU1/TRU1 on October 1, the previous payroll relationship for PSU1/TRU1 is reused with a new assignment ID. This table shows the results the report includes.

Scenarios	Report Results PSU2/TRU2 Display as of	Last Action for PSU1/TRU1
You transfer Susan from PSU2/TRU2 to PSU1/TRU1.	September 30	Last action processed in December

Report Payment and Nonpayment Balances

When you process a reversal or balance adjustment, you decide whether to include or exclude the balances from the payment. When you submit a report that includes the Balances Reported parameter, your selection determines which balances to display.

Select Nonpayment Only or Payment Only options, or leave the parameter blank to display both payment and nonpayment balances. The Payroll Activity, Payroll Register, and Statutory Deduction Register include the Balances Reported parameter.

When you submit the report, you can optionally specify the Scope and Report YTD Summary parameters. These parameters determine how the balances are reported and whether you can select a value for the Balances Reported parameter, as shown in this table.

Report Parameter	Parameter Value	Report Results
Scope	Summary	Total includes payment and nonpayment balances
Scope	Detail	Include in Payment report section lists payment and nonpayment balance details
Report YTD Summary	No or blank value	Balances are based on the value selected for the Balances Reported parameter
Report YTD Summary	Yes	Report lists payment and nonpayment balance information Balances reported parameter values aren't available for selection

Latest Process Year-to-Date and Periodic Balances Reporting

This topic explains the separate tasks you can use for reporting latest process year-to-date and periodic balances for these three payroll reports:

- Payroll Activity Report
- Statutory Deduction Register
- Payroll Register Report

Latest Process Year-to-Date Reporting

Run these three reports to extract the year-to-date (YTD) payroll balances for large volumes of data.

- Payroll Activity Report for the Latest Process
- Statutory Deduction Register for the Latest Process
- Payroll Register Report for the Latest Process

For large volumes of data, the enhanced report runs much faster

and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Periodic Balances Reporting

Run these three reports to extract the periodic payroll balances for large volumes of data:

- Periodic Payroll Activity Report
- Periodic Statutory Register
- Periodic Payroll Register Report

For large volumes of data, the enhanced report runs much faster.

In addition to reporting YTD balances, you can also configure the report to extract payroll balances for these balance dimension types:

- Month-to-Date (MTD)
- Period-to-Date (PTD)
- Quarter-to-Date (QTD)
- Inception-to-Date (ITD)

Before you run the report for the above balance dimension types, complete the following:

1. Determine which of the four balance dimension types you want to include in the report and for which balances. Determine the balance group for each balance by looking up the balance groups for the relevant Global Archive report type under the Balance Group Usages page. The report types for the new reports are the same as those of the existing reports. .
2. For each balance group usage, determine the appropriate balance dimension name that has the relevant contexts. Use the existing balance group usage item for YTD as a reference. For example, if the balance dimension name used for YTD is Relationship Tax Unit Year to Date, you should use Relationship Tax Unit Period to Date for PTD.
3. Ensure that the defined balances exist. Use the Balance Definitions page to ensure the balance is associated with the required balance dimensions.
4. On the Balance Groups page, ensure that the defined balance is part of the determined balance group.

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5. Add Balance Group Usage Items for the dimension within each Legislative Data Group and the determined balance group usage.

These reports use a much lighter report template with enhanced performance and scalability capabilities to handle high volumes of data. The reports run much faster for large volumes of data. You can now run the reports to produce CSV/text output that you can easily import into the Excel format. This is in addition to the PDF and Excel outputs we already support.

For very large data sets, it's preferable to run the report for the text output and then converting it to the Excel format. It is much faster than generating the report output directly in the Excel format.

If you have configured changes to your existing extract definition, including but not limited to delivery options, report templates, and so on, then those must be reapplied to these reports, if required.

Related Topics
- XML Data Chunking

XML Data Chunking

Use the XML Data Chunking feature of BI Publisher while running these reports for large volumes of data.

- Payroll Activity Report for the Latest Process
- Statutory Deduction Register for the Latest Process
- Payroll Register Report for the Latest Process
- Costing Results (Extract-based) Report

Large volumes of report output data are split into smaller, manageable chunks to enable parallel processing. These chunks are later merged into a single report output.

XML data chunking reduces time and the memory used for processing large volumes of data.

Create a payroll process configuration group to enable the BI Publisher to split high volume XML extract output into multiple, smaller chunks. Use this configuration group to run the report.

Excel is the preferred output layout. Although the output for each chunk is merged into a single Excel workbook, the output for each chunk is in a separate worksheet in that workbook.

Note: You can't use this functionality for PDF and text output of the report.

It is recommended that you use this functionality only for report size larger than 1 GB.

Related Topics
- Latest Process Year-to-Date and Periodic Balances Reporting

Employer Taxes in Payroll Reports

Capture and report on balances of 'Employer Taxes' category in all payroll reports that normally report Employer Charges or Liabilities.

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These are the reports that support Employer Taxes:

- Payroll Activity Report
- Gross-to-Net Summary Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report
- Payroll Register

For Employer Tax elements delivered by Oracle, no steps are necessary to enable this feature. For elements that you have defined, the reports automatically display the balances for specific balance dimensions. If those balance dimensions aren't attached to your balance or aren't the ones you want to report on, use the **Balance Groups** and **Balance Group Usages** tasks under **Payroll** in **My Client Groups** to enable your preferred balance dimensions within each report.

Account Number Masking in Payroll Reports

How Account Number Masking in Payroll Reports Work

To prevent display of sensitive bank account information, you can use the option of masking or encrypting bank account information in these reports:

- Payslips
- Payment Register
- Third-Party Payment Register

Masking involves displaying only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can't see them on the reports. For example, a customer may want to display only the last 4 characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports and UIs that support masked account numbers.

Encryption requires a secure key for decoding the encrypted account number and IBAN number through an API. The application displays the truncated account or IBAN number when the encryption is turned on and the full, clear number when the encryption is turned off.

Settings that Affect Account Number Masking

The application stores the bank account number and IBAN number information in these columns of the database tables:

- Original column that stores the visible unmasked portion of the numbers.
- Masked column that stores the masked numbers. When masking isn't enabled, these columns store the full numbers.
- Secured column that stores the encrypted numbers and requires a secure key to retrieve the data.

This table shows how the bank account numbers are stored in the tables depending on how you configure masking and encryption.

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Actual Account Number	Configuration - Masking	Configuration - Encryption	Original Column	Masked Column	Secured Column
ABC123456	No	No	ABC123456	ABC123456	ABC123456
ABC123456	Yes	No	ABC123456	XXXXX3456	ABC123456
ABC123456	Yes	Yes	3456	XXXXX3456	ABC123456

> **Note:** The above table assumes that the masking setup displays only the last four characters of the bank account number.

- The first row in the table shows the default settings where both masking and encryption is turned off. The original full number is stored in all the three columns.

- The second row in the table depicts a scenario where masking is turned on but encryption is turned off. In this case the masked column displays only the last four characters of the account number.

- The third row depicts a scenario where both masking and encryption is turned on. In this case the original column contains the truncated four-digit account number. You need the secure key to retrieve the full account number from the secured column.

When you turn on encryption, the unsecured account number and IBAN columns only shows the visible characters as defined by masking. This means that to turn on encryption, you must turn on masking. However, you can turn on masking without turning on encryption.

How Account Number Masking Works

Use the new **Extract Unmasked Bank Information** (ORA_PAY_UNMASKED_ACCOUNT_INFO) process configuration parameter to display either the masked or full numbers in the reports. This new parameter ensures:

- Consistency across the three reports
- Control how you display the numbers on the reports

The following figure shows how account number masking happens for the three reports.
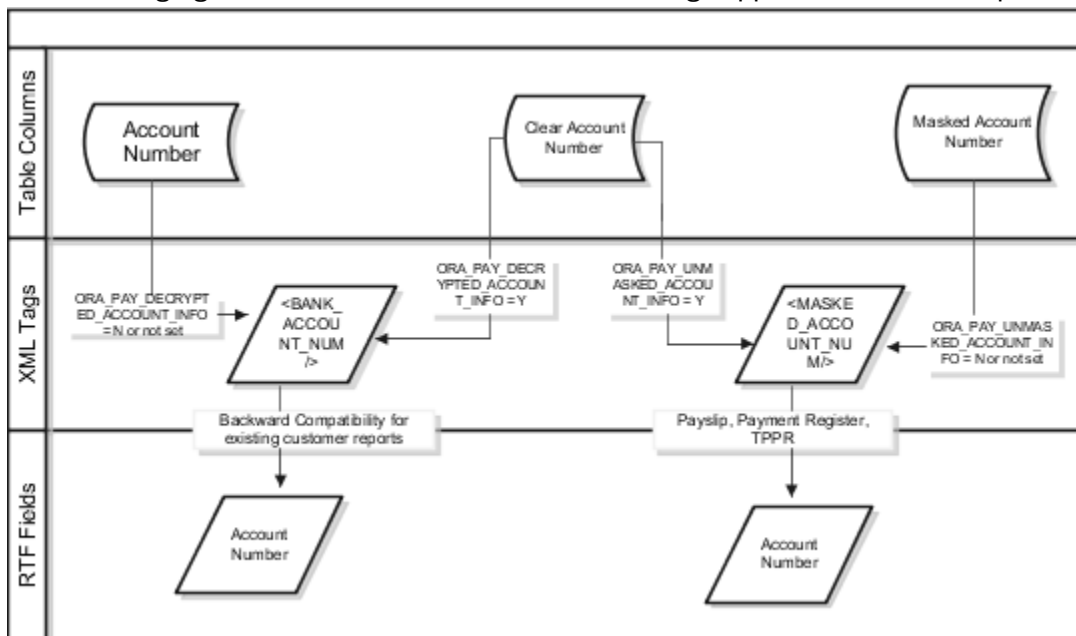
The figure shows the following:

- The first stream layer shows the table columns that store the account number information.
- The second stream layer shows the XML tags and process configuration groups.
- The third stream layer shows the RTF fields shown on the report template.

As explained in the previous section, the application stores the account number information in three separate columns.

The new `ORA_PAY_UNMASKED_ACCOUNT_INFO` process configuration parameter controls the `MASKED_ACCOUNT_NUM` tag to display:

- The masked account number when the process configuration parameter is by default or set to *No*, or
- The clear or full account number when the process configuration parameter is set to *Yes*.

For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to *Yes*.

All the three reports use the `MASKED_ACCOUNT_NUM XML` field to display the Account Number.

You can use the **BANK_ACCOUNT_NUM** field if you use an older copy of the three reports. If you do so and you have turned on encryption, you can use the `ORA_PAY_DECRYPTED_ACCOUNT_INFO` parameter to switch between a clear and truncated number.

Related Topics
- Options for System Security
- Enable Encryption of Sensitive Payment Information

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Account Number Masking in Payroll Reports

You can mask bank account information to prevent display of sensitive information on the following payroll reports.

- Payslips
- Payment Register
- Third-Party Payment Register

Masking enables display of only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can't see them on the reports. For example, you may decide to display only the last four characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports that support masked account numbers.

Use the new **Extract Unmasked Bank Information** process configuration parameter to display either the masked or full bank account numbers in the reports. By default or when set to *No*, the bank account information on the reports is masked. Set it to *Yes* to see the unmasked bank account information. For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to *Yes*.

This table shows how the bank account number ABC123456 is stored in the application tables depending on how you configure masking.

Actual Account Number	Masking Enabled	Masked Number
ABC123456	No	ABC123456
ABC123456	Yes	XXXXX3456

Note: The above table assumes that the masking setup displays only the last four characters of the bank account number.

FAQs for Reports

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

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report.

If you add a delivery option to the report's extract definition, you must submit a new report to view and select the additional delivery option.

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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 Archive

Overview of Payroll Archive

Archive payroll results before you submit processes that use the archived data, such as Run Payroll Register or the Generate Payslips task.

The payroll archive process is part of your payroll cycle flow. If you submit standalone payrollprocesses, use the Archive Periodic Payroll Results task to archive payroll information.

Run the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Before you run the Archive Periodic Payroll Results task, consider the following.

Enable Payslip Translation

Open the default process configuration group and set the process configuration parameter, **Enable Payslip Translation Values to allow payslip translation** to **Y**, before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

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Use the Payroll Process Configuration task to edit the default configuration group and set the parameter.

If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation Values to allow payslip translation** parameter to **Y**, and rerun the Payroll Archive process.

Set the Payslip Rate Precision Values

The precision value defines how many decimal points the payslip uses when showing rate amounts. To change the default payslip rate precision value, you must change how the rates are captured in the periodic payroll archive.

Create a process configuration group or edit the default process configuration group, and add the **Payslip Rate Precision** parameter and enter an override value to set the number of decimal points to display the rates on the payslip. Use this configuration group when you run the payroll archive process.

1. Navigate to the Payroll Process Configuration task from **Payroll** in **My Client Groups**.
2. Create a configuration group, and give it a meaningful name.
3. Select the **Details** tab, add a row, and select **Payslip Rate Precision**.
4. Set the number of decimal places in the **Override Value** field.
5. Click **Save**.

When you run the Archive Periodic Payroll Results process, use the Process Configuration Group parameter to select this configuration group.

You can modify the precision value set on the report template itself, and this value would override the value you set on the archive process. For example, suppose you want your hourly employees to see four decimal places for rates on their payslips and the salaried employees to see only two decimal places. In this case, perform these tasks:

1. Set the **Payslip Rate Precision** process configuration parameter to four decimal places.
2. Modify the payslip report template to display the rates with two decimal places only for salaried employees.

To modify the payslip report template, refer to 'Configure the Payslip Report Template' in the Help Center.

Related Topics
- Generate Payslips in the Worker's Correspondence Language
- Rate Precision in Payslips
- Multilanguage Support for Payslips

Archive Periodic Payroll Results

Use the Archive Periodic Payroll Results task to archive payroll information such as earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

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Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

The name of the payroll you use to run this report.

Consolidation Group

Use this field to run the report for a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

> **Note:** Use the Object Groups task to define a Consolidation Group, before you can use it here.

Process Configuration Group

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

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Report Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

You can edit the archived data and rerun processes before you run the year-end reports. For example, run the Employee Active Payroll Balance report to view the current values for any given list of employee balances. Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances.

After you have reconciled your payroll data, run the Archive End-of-Year Payroll Results process to archive employee and employer information for end-of-year reporting.

View and Edit Archive Results

Because payslips and the payroll register use archived data, it's critical that the archive process completes successfully and it include complete and accurate information.

You can view the results of the Archive Periodic Payroll Resultsprocess on the View Person Process Results page. You can also edit archived data, if your user privileges and therestrictions are in place for your system enable it.

View the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

> **Note:** The data archived by this process may vary depending on your legislation and your organization's reporting requirements.

Archive payroll data is typically one of these types:

- HR data, such as employee and employer address details, employee work location and department, accruals, and assignment details

- Element information, such as earnings and deductions

- Balance sets

- Messages

Archive results include prepayment information used to generate payslips as well as prepayment information for external payments. Use archive results to determine errors, unprocessed assignments or missing records. If errors or issue are found, review the employee's HR or payroll data, determine the cause and correct. Once errors and issues are resolved, roll back the affected processes and rerun.

Edit the Archive Results

By default, the extract definition for the payroll archive doesn't allow editing of the output. However, if your environment and your security privileges enable this task, you can use the Edit button in the Archive Results section of the View Person Process Results page. The application stores any changes to the archived results in the archive table, which the payroll register and payment processes then use.

> **Note:** Updates made to the archive results will no longer match the originally generated archive. For this reason, avoid manually updating the archive unless necessary.

Related Topics
- Payroll Payments Distribution
- When should I archive payroll data?

Archiving End-of-Year Payroll Results

Oracle Fusion Human Capital Management for Canada delivers the Archive End-of-Year Payroll Results report to retrieve and archive employee and employer information for year-end reporting. The year-end reports also include employee balances in a given year.

Payroll managers or payroll administrators can use the **Archive End-of-Year Payroll Results** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the Archive End-of-Year Payroll Results output. You can also run this report using the **Submit a Flow** task under **Payroll** in **My Client Groups** on the Home page.

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Parameters

Flow Pattern

Select **Archive End-of-Year Payroll Results**.

Payroll Flow

Enter a payroll flow name.

> **Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you must roll back any process.

Year

Specify the 4-digit tax year.

Payroll Statutory Unit

Select the PSU. The process archives the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

Select the TRU. If a value is selected, the process archives the year-end data of employees belonging to this TRU only. If left blank, all TRUs belonging to the selected PSU are processed.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

> **Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page 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 is an optional parameter. It is used for logging and reporting purposes.

> **Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

Reason for Amendment

Enter the amendment reason, if you're amending the T4 or T4A. This is an optional parameter and applies only to the amended T4 and T4A report types. It's reported in the electronic interface files.

Results

Viewing the Report Output

Use the View Person Process Results task to open and view the archived data for each payroll relationship in the selected PSU or TRU. The archived results include T4, T4A, RL-1, and RL-2 data.

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Post-Archive Tasks

You can view the archived data for each payroll relationship in the selected PSU or TRU. Use the following processes to roll back and rerun the archive process.

Process Rerun

There may be cases when employees are excluded from an original archive run, such as a missed vacation payout. The last payroll run for the tax year is also successfully completed. You must rerun the process to include the excluded employees.

> **Note:** You can rerun the process for an individual employee or a group of employees. Create a configuration group for the individual employee or group of employees and use the object group to rerun the process.

You can identify these employees and rerun the archive again. The rerun archive process captures data for the employees excluded in the previous archive process. This process doesn't archive data that was already archived by a previous run.

To archive all data once again, you must first roll back the archive.

Process Retry

Use the retry process to archive changed, new, or otherwise not archived data for selected employees.

Roll Back Process

Use the Roll Back process to remove the archived data. Sometimes rerun or retry isn't possible. For example, if you ran the Archive End-of-Year Payroll Results process before completion of all the payroll processes. In this case, the data in the archive is not valid. To resolve this you must roll back the archive process.

When you roll back the Archive End-of-Year Payroll Results, the process removes the archived data from the Oracle Fusion database. Rolling back and rerunning the Archive End-of-Year Payroll Results process reruns the process and recreates the archive completely.

Use the Roll Back Process from the Checklists page.

Data Locks

After you archive the payroll run results and run any subsequent process, such as the T4, T4A, RL-1, or RL-2 Electronic Interfaces or PDFs, the archived data gets locked. Once locked, you can't change the data through either retry or roll back of the archive. You must first roll back the Electronic Interfaces or PDF process, to try the retry or roll back archive process.

> **Note:** Take care when rolling back the locking processes. If you have distributed the tax forms to the employee or submitted the electronic files to the government authorities, additional steps are required to resubmit the files.

Special Characters

If special characters (< > ' " &) exist in any of the year-end electronic interface files, the government may reject the files. Therefore, all special characters entered in the application are removed during the archive process, before they're submitted to the government. This includes the interface files for the T4, T4A, RL-1, RL-2. This change is reflected in all year-end reports (End-of-Year Exception Report, End-of-Year Register, employee slips, and electronic interface

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files). The fields given here are scrubbed for special characters. All special characters are replaced with a space, with an exception of '&', which is replaced with the word 'and'.

- Employee first name

- Employee last name

- Employee address line 1 and 2

- Transmitter name

- Transmitter contact name

- Contact name for this return

- Transmitter address line 1 and 2

- Transmitter computer resource person name

- Transmitter accounting resource person name

FAQ for Archive

When should I archive payroll data?

You must archive payroll results before you submit processes that use archived data, such as Run Payroll Register and Generate Payslips.

Your payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payrollprocesses, you can archive the results using Archive Periodic Payroll Results.

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9 Load Payroll Data Using Transformation Formula

Data Loader

Overview

Use HCM Data Loader for bulk-loading and maintaining payroll data. You can navigate to the HCM Data Loader pages directly from the Payroll Checklist page. On the Checklist page, select the Initiate Data Loader task to open the HCM Data Loader object status page.

You can use HCM Data Loader to load these payroll objects.

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

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

Payroll Transformation Formula for HCM Data Loader

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

Payroll Transformation Formula for HCM Spreadsheet Data Loader

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

Payroll Transformation Formula for HCM Data Loader

Overview

Often times, your existing data or the payroll data that you upload might not be in the format recognized by HCM Data Loader.

In such cases, you can use a payroll transformation formula to transform your data into a format that'ssupported by HCM Data Loader.

Let's consider these examples.

- An inbound file contains data that needs to be loaded using different payroll business objects in HCM Data Loader. Here, the content of the file needs to be split across more than one HCM Data Loader file.

- You might create a transformation formula to convert an attribute value in the file to another value that you derive using value sets.

- You want to change a person number into an assignment number. In this case, you will use a more complex formula to convert the attributes.

You use the **Load Data From File** flow to transform your data into the HCM Data Loader file format using your transformation formula.

As this table shows, the two flow patterns are secured using these privileges:

Flow Pattern	Privileges
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

This example specifies the file name in the formula as `PersonalPaymentMethod`, the file discriminator as `PersonalPaymentMethod`, and the business operation as MERGE.

```
/*HDL Related Outputs*/
 FileName = 'PersonalPaymentMethod'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'PersonalPaymentMethod'
```

To view details about the file name, file discriminator, and a list of supported business operations, use the **View Business Objects** task in the Data Exchange work area.

1. On the View Business Objects page, search for and select your business object. In this example, the business object is Personal Payment Method.
2. On the Component Details page, you can find the name of the file, and the file discriminator and a list of supported actions for the object.

Related Topics

- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- How To Create A Program for Automation
- Submit the Load Data From File Flow

How You Transform Data

Use the **Load Data From File** flow to transform data in the source file into a format that's supported by HCM Data Loader.

You can submit this flow independently or include it in a flow that you create for automating data loads on aperiodic basis. When you submit the flow, either manually or using a web service, you must specify a transformationformula to transform the data, as needed.

The flow contains these two tasks that help you to transform data into a HCM Data Loader format:

- Generate Data Loader File
- Initiate Data Loader Task

As this figure shows, the first step is to submit the **Load Data From File** flow. This flow takes data from the flat file and generates an equivalent file format for the data present in the input file.

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Load Data From File Flow Pattern
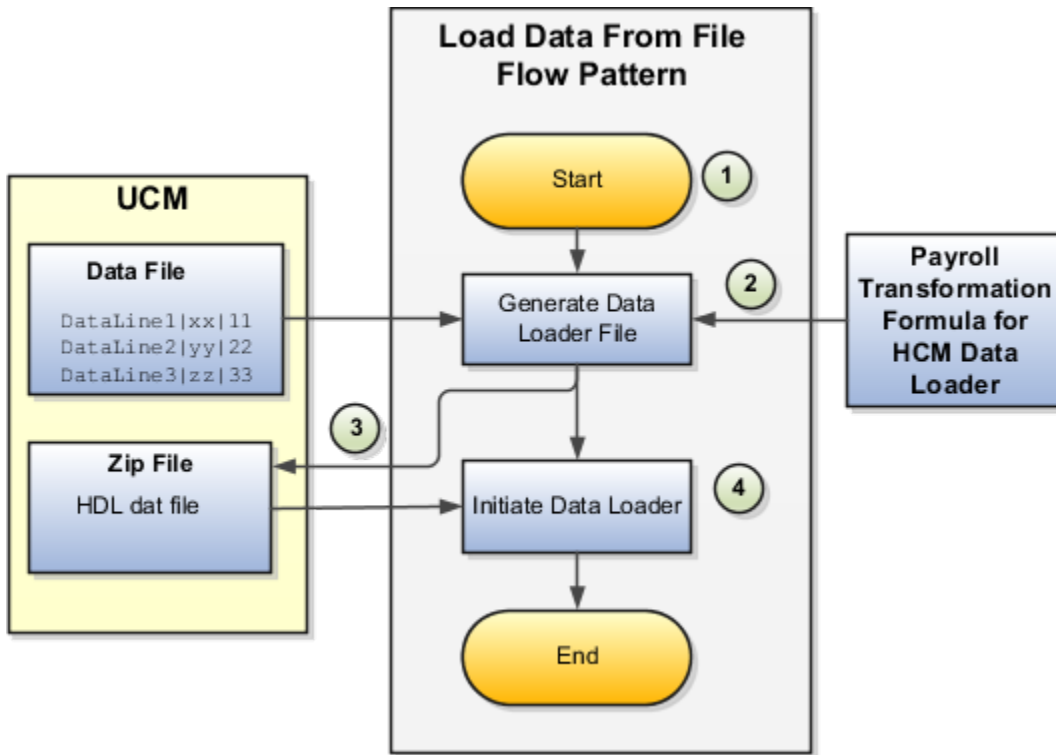
Perform these steps to transform data using Payroll Transformation Formula for HCM Data Loader:

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. On the Flow Submission page, search for, select, and submit the **Load Data From File** flow pattern.

2. The flow invokes the Payroll Transformation Formula for the Content ID. Typically, you create your transformation formula for HCM Data Loader on the Manage Fast Formulas page. The type of the formula should be HCM Data Loader.

3. The Generate Data Loader File task reads the data file line by line, producing an equivalent HCM Data Loader format for each line. Finally, it creates a compressed file of all of the transformed data files and uploads to the Oracle WebCenter Content server. Also, the task records the Content ID.

4. The **Initiate Data Loader** task takes the Content ID for the file generated by the **Generate Data Loader File** task. And it invokes HCM Data Loader. HCM Data Loader validates the data and creates valid records in the HCM cloud.

   The table shows the tasks and the privileges that they're secured with:

Task	Privilege
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

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*Related Topics*

- How To Create A Program for Automation
- Submit the Load Data From File Flow
- Transformation Formula Input Variables

How To Create A Program for Automation

You can submit the **Load Data from File** flow by using a web service.

As this figure shows, your program uploads the source file to content server, and retrieves the content ID for the Flow Actions Service web service. Then, the program calls the Flow Actions web service by supplying certain parameters.
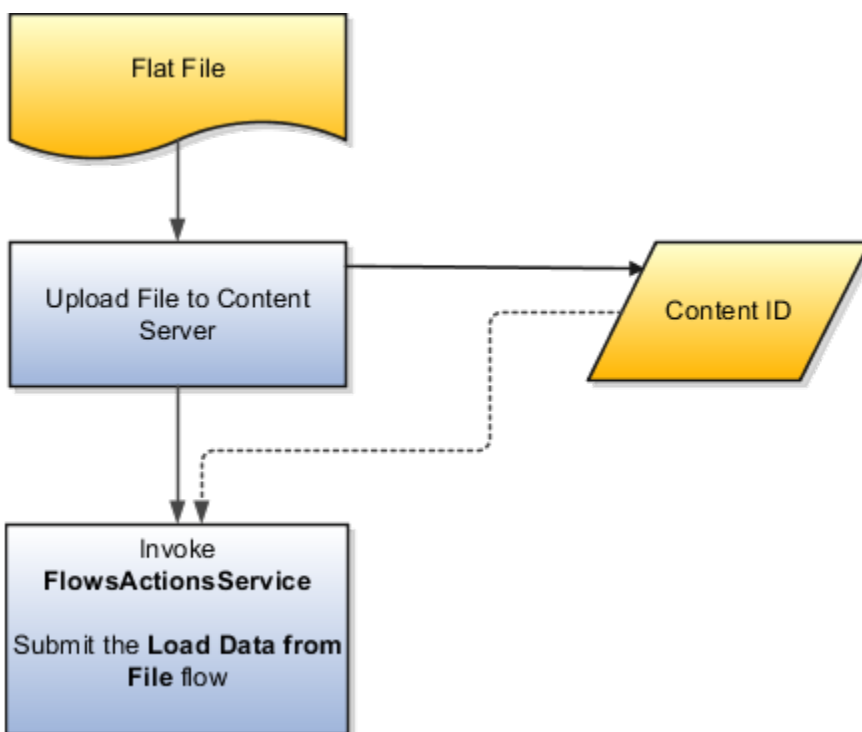
When calling the web service, your program supplies these parameters.

- Name of the flow pattern, which is **Load Data from File**
- Content ID of the uploaded file
- Unique name to identify the flow instance being submitted
- Process configuration group ID for special processing (optional)
- Transformation formula ID (mandatory)

For more information about the Flow Actions Service web service, refer to the SOAP Web Services for Oracle HCM Cloud guide. For examples of its usage for automating file uploads, refer to the attachment for HCM Data Loader User Guide (1664133.1) on My Oracle Support at https://support.oracle.com.

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Related Topics

- Submit the Load Data From File Flow
- Transformation Formula Input Variables
- Payroll Transformation Formula Operations
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Submit the Load Data From File Flow

On the Home page, click the **Submit a Flow** quick action under the My Clients Groups tab. On the Flow Submission page, submit the **Load Data from File** flow pattern to transform data in your source file into the HDL format.

Assumptions

This procedure has these assumptions.

- You have the Human Capital Management Integration Specialist role.
- You have the source file ready to upload to Oracle WebCenter Content.
- If you have already uploaded the source file, you have the content ID handy.

> **Note:** To upload files to the content server, browse to the source file on your file system, check it in to the content server, and retrieve its Content ID. For more information, see Oracle Fusion Middleware Using Oracle WebCenter Content guide.

Before You Begin

Before you submit the flow, ensure that you meet these prerequisites.

Characteristics	What You Should Do
Data transformation	If the data in the source file requires transformation, create and compile a transformation formula using the HCM Data Loader formula type. On the Home page, click the **Fast Formulas** quick action under the **My Clients Group** tab. You can now specify the processing parameters for your process configuration group.
File encryption	Before loading encrypted files, ensure that the encryption keys exist for the secure file transfer. This process involves creating a service request, generating PGP key pairs, and sharing the encryption keys. Specify the **Payroll Batch Loader Encryption Type** parameter value for the process configuration group you select when running the flow or the web service. Valid values are `PGPSIGNED`, `PGPUNSIGNED`, and `NONE`. On the Home page, click the **Process Payroll Configuration** quick action under the My Clients group tab. Now, you can specify the processing parameters for your process configuration group.
Other processing parameters	Use the **Payroll Process Configuration** task to add parameters for the process configuration group.

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Characteristics	What You Should Do
	Examples of processing parameters include Batch Error Mode, Logging Area, Logging Category, and Threads.

1. On the Home page, click the **Submit a Payroll Flow** quick action under the **My Clients Groups** tab.
2. In the **Legislative Data Group** option, select a legislative data group.
3. Search for and select the **Load Data from File** flow pattern.
4. Click **Next**.
5. Enter the parameters, as shown in this table.

Field	Value
Payroll Flow	Descriptive name for this specific flow process.
Content Id	Enter the Content Id. The source file must already exist on the content server.
Transformation Formula	Select the required transformation formula. The type of the formula should be **HCM Data Loader**.
Process Configuration Group	Select your process configuration group.

6. On the Enter Parameters page, click **Next**.
7. On the Enter Flow Interaction page, click **Next**.
8. On the Schedule page, click **Next**.
9. On the Review page, click **Submit**.
10. In the confirmation dialog box, click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab you should see a green check mark in the **Generate Data Loader File** and **Initiate Data Loader** rows, Task Type column. If not, on the toolbar, click the **Refresh** icon intermittently until you do.
12. Close the Payroll Flow page.
13. On the Overview page, search for and click your payroll flow.
14. View the process results.
15. Check for any errors or warnings.

Related Topics

- Transformation Formula Input Variables
- Payroll Transformation Formula Operations
- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

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Transformation Formula Input Variables

Variables, such as `FileName, FileDiscriminator` and `LINEREPEATNO`, are available for all formulas of HCM Data Loader Transformation formula type. Additional variables may be available depending on the selected business object.

Positions

Using the transformation formula, you can assign attributes to the required position. Positions can range from 1 to N. Depending upon the business object, the positions can be either optional or mandatory.

Example:

This figure shows the different attributes for positions 2 through 8 for Balance Adjustments.
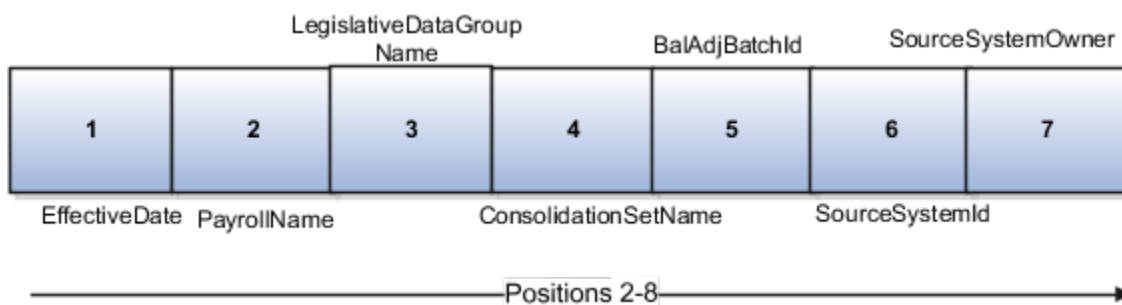
In this example, you assign attributes to positions 2 through 8.

- **POSITION2**: `EffectiveDate`
- **POSITION3**: `PayrollName`
- **POSITION4**: `LegislativeDataGroupName`
- **POSITION5**: `ConsolidationSetName`
- **POSITION6**: `BalAdjBatchId`
- **POSITION7**: `SourceSystemId`
- **POSITION8**: `SourceSystemOwner`

FileName, FileDiscriminator, and BusinessOperation

`FileName, FileDiscriminator`, and `BusinessOperation` variables are required for all transformations.

Here are the details of these variables.

- `FileName` is the name of the file for the business object.
- `FileDiscriminator` is the file discriminator for the business object.
- `BusinessOperation` refers to the operation, such as Merge or Delete that are performed by the HCM Data Loader process on the transformed file.

Here's an example of values that you can supply for the input variables: `FileName, FileDiscriminator`, and `BusinessOperation`.

```
FileName = 'BalanceAdjustmentHeader'
BusinessOperation = 'MERGE'
```

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```
FileDiscriminator = POSITION1
```

LINEREPEAT And LINEREPEATNO

`LINEREPEAT` allows a single line of input to be processed multiple times. And `LINEREPEATNO` indicates the number of repetitions.

For example, for time entry, there might be a regular time entry wage followed by a premium time entry wage.

Example: The Element Entry file contains these details.

```
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1002|2|E
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1003|3|E
```

The input line can be processed twice. The output file contains the element entry and element entry value as shown in this sample code snippet.

```
ELSE IF OPERATION='MAP' THEN
 (
 LegislativeDataGroupName=POSITION3
 ElementName=POSITION4
 EffectiveStartDate=POSITION5
 EffectiveEndDate=POSITION6
 AssignmentNumber=POSITION7
 InputValueName=POSITION8
 ScreenEntryValue=POSITION9
 MultipleEntryCount=POSITION10
 EntryType=POSITION11
IF LINEREPEATNO=1 THEN
 (
 BusinessOperation='MERGE'
 BusinessObject='Element Entry'
 FileName = 'ElementEntry'
 FileDiscriminator ='ElementEntry'
 LINEREPEAT = 'Y'
 RETURN BusinessOperation,FileDiscriminator,FileName
 )
ELSE
 (
 BusinessOperation='MERGE'
 BusinessObject='Element Entry Value'
 FileName = 'ElementEntry'
 FileDiscriminator = 'ElementEntry'
 LINEREPEAT = 'N'
 RETURN BusinessOperation,FileDiscriminator,FileName
 )
```

> **Note:**
> - The length of a line in the incoming raw file can't be more than 1000 characters
> - The length of an attribute between two delimiters can't be more than 255 characters

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Related Topics

- Payroll Transformation Formula Operations
- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Payroll Transformation Formula Operations

The transformation formula is invoked several times to derive different components that are required for processing the incoming data.

This table explains the various operations that you can do with the formula.

Operation Type	Return Value	Example
FILETYPE	OUTPUTVALUE	DELIMITED
DELIMITER	OUTPUTVALUE		
READ	OUTPUTVALUE	NONE
MAP	Business Object Attributes	NA
NUMBEROFBUSINESSOBJECTS	OUTPUTVALUE	2
METADATALINEINFORMATION	METADATAn	METADATA1

Note: Remember that only 'Delimited' file type is supported.

Delimiter

The default delimiter that separates values is a pipe character. If your file uses a different delimiter, you must set the delimiter you want your formula.

This example specifies a comma character as the delimiter.

```
/* Calculations */
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE=','
```

Note: Ensure that the delimiter you enter in the formula is a single non-ASCII character and not part of any of the values to upload.

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MAP

The MAP operation defines the return values related to a particular object. The return values must have the same names as the attributes specified in the application for that object.

For example, these RETURN values can be used to generate an Element Entry dat file.

```
RETURN
  BusinessOperation,FileDiscriminator,FileName,AssignmentId,AssignmentNumber,CreatorType,DateEarned,EffectiveEndDate,
```

Here, the `BusinessOperation` is set to MERGE and the `BusinessObject` is set to Element Entry.

METADATALINEINFORMATION

The application generates the file either with all defined attributes or with only specified attributes, depending on whether you specify a value for `METADATALINEINFORMATION` or not.

1. If you don't specify a value for `METADATALINEINFORMATION`, then the application generates `METADATLINE` in the transformed file with all defined attributes for the business object.
2. If you specify a value, then the transformed file will contain only the attributes that you specified.

For the `METADATALINEINFORMATION` operation, you specify an array per business object being processed in the formula. The number of arrays should match the number specified in the `NUMBEROFBUSINESSOBJECTS` operation. The name of the array should be `METADATA` with the number as suffix . For example, `RETURN METADATA1, METADATA2` when the `NUMBEROFBUSINESSOBJECTS` is 2.

Note: The first two entries in the array are reserved to specify the `FileName` and `FileDiscriminator` of the business object.

Additionally, for `METADATALINEINFORMATION`, you can specify attributes with special characters for that business objects.

Notice that in this example `BalAdjBatchId(SourceSystemId)` has parenthesis.

If the file contains either Flexfield or SourceSystem references, then the application can't resolve the default mapping of output parameter names and attributes.

Let's consider this syntax: `jobEffSegment1(PER_JOBS_EIT_EFF=context)`. To allow this construct to be generated in the HCM Data Loader file, you define the `METADATA` line in the transformation formula. For each business object that appears in the output, you must define the `METADATA` content in an array.

Example:

```
METADATA2[1] = 'Job' /*FileName*/
METADATA2[2] = 'JobExtraInfo' /*FileDiscriminator*/
METADATA2[3] = 'EffectiveStartDate'
METADATA2[4] = 'EffectiveEndDate'
METADATA2[5] = 'JobCode'
METADATA2[6] = 'SetCode'
METADATA2[7] = 'FLEX:PER_JOBS_EIT_EFF'
METADATA2[8] = 'EFF_CATEGORY_CODE'
METADATA2[9] = 'InformationType'
METADATA2[10] = 'JeiInformationCategory'
METADATA2[11] = 'LegislationCode'
METADATA2[12]= 'SequenceNumber'
METADATA2[13]= 'jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)'
```

Here's how the generated HCM Data Loader file looks like.

```
METADATA|JobExtraInfo|EffectiveStartDate|EffectiveEndDate|JobCode|SetCode|FLEX:PER_JOBS_EIT_EFF|
EFF_CATEGORY_CODE|InformationType|JeiInformationCategory|LegislationCode|SequenceNumber|
jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)
```

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NUMBEROFBUSINESSOBJECTS

This operation indicates the number of business objects being processed in the formula.

Related Topics

- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Return Values for Payroll Transformation Formula for HCM Data Loader

The return values for HCM Data loader formulas vary based on the business object and task action.

They are the same as the attribute names and must include `BusinessOperation`, `FileName`, and `FileDiscriminator`.

Here's an example of return values.

```
/*Return Values*/
RETURN BusinessOperation,FileName,FileDiscriminator,Attribute1,Attribute2,...,Attributen
/*Attributes for a particular Business Object can be found from the View Business Objects UI under the HCM
 Data Loader task in the Data Exchange Work Area */
```

For the `NUMBEROFBUSINESSOBJECTS` and `METADATALINEINFORMATION` operations, the `RETURN` statement is as follows.

```
/*Return Values for NUMBEROFBUSINESSOBJECTS and METADATALINEINFORMATION Operation*/
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN(
 OUTPUTVALUE = '2'
 RETURN OUTPUTVALUE
 )
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
 (
 METADATA1[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
 METADATA1[2] = 'BalanceAdjustmentHeader' /*FileDiscriminator*/ /*Reserved*/
METADATA1[3] = 'LegislativeDataGroupName'
 METADATA1[4] = 'BatchName'
 METADATA1[5] = 'SourceSystemId'
 METADATA1[6] = 'SourceSystemOwner'

 METADATA2[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
 METADATA2[2] = 'BalanceAdjustmentGroup' /*FileDiscriminator*/ /*Reserved*/
 METADATA2[3] = 'EffectiveDate'
 METADATA2[4] = 'PayrollName'
 METADATA2[5] = 'LegislativeDataGroupName'
 METADATA2[6] = 'ConsolidationSetName'
 METADATA2[7] = 'BalAdjBatchId(SourceSystemId)'
 METADATA2[8] = 'SourceSystemId'
 METADATA2[9] = 'SourceSystemOwner'
 RETURN METADATA1, METADATA2 /*Only two as Return value for NUMBEROFBUSINESSOBJECTS is 2*/
 )
```

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You can define variables with special characters. For example, use this structure to return the
`BalAdjBatchId(SourceSystemId)` Source ID.

```
/*Return Values for the MAP Operation*/
 FileName = 'BalanceAdjustmentHeader'
 BusinessOperation = 'MERGE'
 FileDiscriminator = POSITION1
 EffectiveDate = POSITION2
 PayrollName = POSITION3
 LegislativeDataGroupName = POSITION4
 ConsolidationSetName = POSITION5
 "BalAdjBatchId(SourceSystemId)"= POSITION6
 SourceSystemId = POSITION7
 SourceSystemOwner = POSITION8

 RETURN BusinessOperation, FileDiscriminator, FileName, EffectiveDate, PayrollName,
 LegislativeDataGroupName, ConsolidationSetName, "BalAdjBatchId(SourceSystemId)", SourceSystemId,
 SourceSystemOwner

/*Note BalAdjBatchId(SourceSystemId) is enclosed by double quotes while assigning value as well as while
 putting it in the return values list */
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Sample Payroll Transformation Formula

In this example, the transformation formula specifies the transformation mechanism for an incoming comma separated delimited file. The formula's return values are the same as the list of attributes for the personal payment method object.

Here's the sample raw file for personal payment method, with comma as the delimiter.

```
2018/04/04,1,ZHRX_VS_US_TPPI_LDG_ONE,E955160008191423,ZHRX_VS_US_TPPI_Check,PPM1,M,10
```

And this code snippet has the formula for this example.

```
/****************************************************************
FORMULA NAME: Load Personal Payment Method
FORMULA TYPE: HCM Data Loader
****************************************************************/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)

DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1

IF OPERATION='FILETYPE' THEN
```

```
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN

 (
 OUTPUTVALUE=','
 RETURN OUTPUTVALUE
 )
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION='MAP' THEN
 /*HDL Related Outputs*/
 (
 FileName = 'PersonalPaymentMethod'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'PersonalPaymentMethod'
 EffectiveStartDate=POSITION1
 ProcessingOrder=POSITION2
 LegislativeDataGroupName=POSITION3
 AssignmentNumber=POSITION4
 OrganizationPaymentMethodCode=POSITION5
 PersonalPaymentMethodCode=POSITION6
 PaymentAmountType=POSITION7
 Amount=POSITION8
 RETURN
 BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
 )
ELSE
 OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Sample Payroll Transformation Formula for Multiple Business Objects

In this example, the formula uses the user defined tables and personal payment method business objects. It converts the Person Number in the flat file into Assignment Number and uses the `METADATALINEINFORMATION` and `NUMBEROFBUSINESSOBJECTS` operations.

Here's the sample of the raw input file.

```
PPM|2018/04/04|1|ZHRX_VS_US_TPPI_LDG_ONE|955160008191423|ZHRX_VS_US_TPPI_Check|PPM1|M|10
UDT|SM_UDT_4|Range|Number|Test UDT|USA LDG
```

And this code snippet has the formula for this example.

```
/**********************************************************
FORMULA NAME: Load User Defined Table and Personal Payment Method
FORMULA TYPE: HCM Data Loader
**********************************************************/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8
 (text),POSITION9 (text)
```

```
      DEFAULT FOR POSITION1 IS 'NO DATA'
      DEFAULT FOR POSITION2 IS 'NO DATA'
      DEFAULT FOR POSITION3 IS 'NO DATA'
      DEFAULT FOR POSITION4 IS '2'
      DEFAULT FOR POSITION5 IS '100'
      DEFAULT FOR POSITION6 IS 'NO DATA'
      DEFAULT FOR POSITION7 IS 'NO DATA'
      DEFAULT FOR POSITION8 IS 'NO DATA'
      DEFAULT FOR POSITION9 IS 'NO DATA'
      DEFAULT FOR LINEREPEATNO IS 1
      IF OPERATION='FILETYPE' THEN
       OUTPUTVALUE='DELIMITED'
      ELSE IF OPERATION='DELIMITER' THEN
       OUTPUTVALUE='|'
      ELSE IF OPERATION='READ' THEN
       OUTPUTVALUE='NONE'
      ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
       (
       OUTPUTVALUE = '2'
       RETURN OUTPUTVALUE
       )
      ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
       (
       METADATA1[1] = 'UserDefinedTable' /*FileName*/
       METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
       METADATA1[3] = 'UserTableCode'
       METADATA1[4] = 'RangeOrMatch'
       METADATA1[5] = 'UserKeyUnits'
       METADATA1[6] = 'UserRowTitle'
       METADATA1[7] = 'UserTableName'
       METADATA1[8] = 'LegislativeDataGroupName'
       METADATA2[1] = 'PersonalPaymentMethod' /*FileName*/
       METADATA2[2] = 'PersonalPaymentMethod' /*FileDiscriminator*/
       METADATA2[3] = 'EffectiveStartDate'
       METADATA2[4] = 'PersonalPaymentMethodCode'
       METADATA2[5] = 'AssignmentNumber'
       METADATA2[6] = 'Amount'
       METADATA2[7] = 'ProcessingOrder'
       METADATA2[8] = 'OrganizationPaymentMethodCode'
       METADATA2[9] = 'PaymentAmountType'
       METADATA2[10] = 'LegislativeDataGroupName'
       RETURN METADATA1, METADATA2
       )
      ELSE IF OPERATION='MAP' THEN

       IF POSITION1='UDT' THEN
       (
       FileName = 'UserDefinedTable'
       BusinessOperation = 'MERGE'
       FileDiscriminator = 'UserDefinedTable'
       UserTableCode = POSITION2
       IF POSITION3='Range' THEN
       (
       RangeOrMatch = 'R'
       )
       IF POSITION4='Number' THEN
       (
       UserKeyUnits = 'N'
       )
       UserRowTitle = POSITION5
       UserTableName = POSITION2
       LegislativeDataGroupName = POSITION6
       RETURN
       BusinessOperation,FileDiscriminator,FileName,UserTableCode,RangeOrMatch,UserKeyUnits,UserRowTitle,UserTableName,Leg
       )
       IF POSITION1='PPM' THEN
```

```
 (
FileName = 'PersonalPaymentMethod'
BusinessOperation = 'MERGE'
FileDiscriminator = 'PersonalPaymentMethod'
EffectiveStartDate=POSITION2
ProcessingOrder=POSITION3
LegislativeDataGroupName=POSITION4
AssignmentNumber=GET_VALUE_SET('SAMPLE_GET_ASG_NUM','|=PERSON_NUMBER='''||POSITION5||'''')
OrganizationPaymentMethodCode=POSITION6
PersonalPaymentMethodCode=POSITION7
PaymentAmountType=POSITION8
Amount=POSITION9
RETURN
BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
 )
ELSE
 OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

Note: To debug value sets, create a BI report with this query to return the required data.

```
SELECT pay_ff_functions.gvs ('SAMPLE_GET_ASG_NUM','|=PERSON_ID=100000012092216') value FROM dual;
```

Related Topics
- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- How To Create A Program for Automation

Payroll Transformation Formula for HCM Spreadsheet Data Loader

Overview

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 downloadthe template in CSV format. You can download CSV and XML file templates from a spreadsheet template. The PayrollTransformation Formula for HCM Spreadsheet Data Loader transforms the raw delimited file to a format that suits the template.

This figure summarizes the process of transforming data that's uploaded using HCM Spreadsheet Data Loader.

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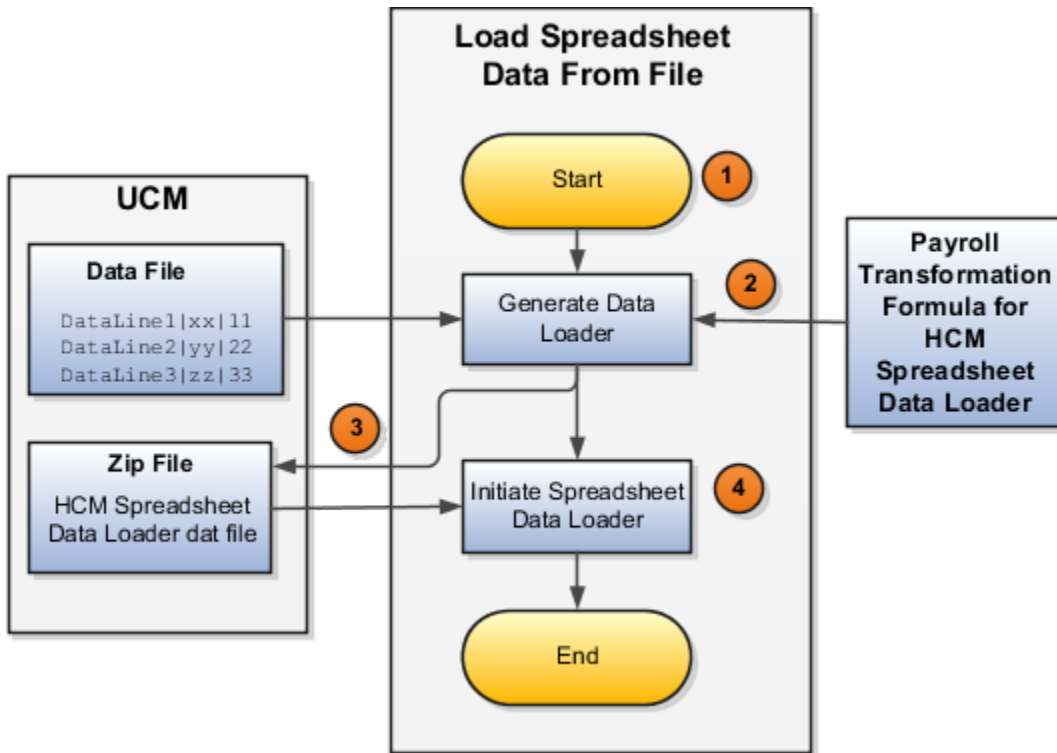
Here's a summary of how the transformation process works.

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. Submit the **Load Spreadsheet Data File** flow pattern.

   The flow is secured using these privileges:

Flow	Privilege
Submit Payroll	`PAY_SUBMIT_PAYROLL_FLOW_PRIV`
Load Data using HCM Spreadsheet Data Loader	`HRC_LOAD_DATA_USING_HSDL_PRIV`

2. This flow pattern invokes the transformation formula for the Content ID and has these tasks:

   a. Generate Data Loader File
   b. Initiate Spreadsheet Data Loader

3. The **Generate Data Loader File** task reads the data file line by line, producing an equivalent HCM Spreadsheet Data Loader format for each line. Finally, it creates a compressed file of all of the transformed data files and uploads it to Oracle WebCenter Content server.

4. The **Initiate Spreadsheet Data Loader** task takes the compressed file generated by the **Generate Data Loader File** task and invokes the HCM Spreadsheet Data Loader. The HCM Spreadsheet Data Loader creates the required data in the HCM Cloud.

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Related Topics

- Guidelines for Using HCM Spreadsheet Data Loader
- How Data Is Uploaded Using HCM Spreadsheet Data Loader
- HCM Spreadsheet Data Loader Templates
- Create and Edit Spreadsheet Templates
- Guidelines for Designing Spreadsheet Templates

Sample Payroll Transformation Formula

In this example, the transformation formula specifies the transformation mechanism for an incoming pipe separated delimited file. The formula's return values are the same as the list of attributes in the template file for the User Defined Table business object.

And this code snippet has the formula for this example.

```
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)
DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS 'NO DATA'
DEFAULT FOR POSITION5 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1
IF OPERATION='FILETYPE' THEN
OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
(
OUTPUTVALUE = '1'/*Always be 1*/
RETURN OUTPUTVALUE
)
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
(
METADATA1[1] = 'SMUDT' /*TemplateCode*/
METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
METADATA1[3] = 'UserDefinedTable_UserTableCode'
METADATA1[4] = 'UserDefinedTable_LegislativeDataGroupName'
METADATA1[5] = 'UserDefinedTable_UserTableName'
METADATA1[6] = 'UserDefinedTable_RangeOrMatch'
METADATA1[7] = 'UserDefinedTable_UserRowTitle'
METADATA1[8]= 'UserDefinedTable_UserKeyUnits'
RETURN METADATA1 /*You can return only one METADATA for the respective template*/
)
ELSE IF OPERATION='MAP' THEN
(
FileName = 'SMUDT'
BusinessOperation = 'HSDL'
FileDiscriminator = 'UserDefinedTable'
UserDefinedTable_UserTableCode = POSITION1
UserDefinedTable_LegislativeDataGroupName = POSITION2
UserDefinedTable_UserTableName = POSITION1
UserDefinedTable_RangeOrMatch = POSITION3
UserDefinedTable_UserRowTitle = POSITION4
```

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```
UserDefinedTable_UserKeyUnits = POSITION5
RETURN
 BusinessOperation,FileDiscriminator,FileName,UserDefinedTable_UserTableCode,UserDefinedTable_LegislativeDataGroupNa
)
ELSE
OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

Note: The template code needs to be used in the Fast Formula.

Related Topics

- Guidelines for Using HCM Spreadsheet Data Loader
- How Data Is Uploaded Using HCM Spreadsheet Data Loader
- HCM Spreadsheet Data Loader Templates
- Create and Edit Spreadsheet Templates
- Guidelines for Designing Spreadsheet Templates

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