Oracle Fusion Cloud Human Resources

Administering Payroll for India

24C

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F97469-01

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Contents

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Get Help

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

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Use help icons ⊙ to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons.

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Thanks for helping us improve our user assistance!

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1 Let's Get Started

Overview of Administering Global Payroll

This guide helps you manage payroll cycle tasks, from maintaining personal payroll information for your employees to running payroll processes and reports.

You may find these related guides helpful:

- Implementing Global Payroll Interface
- Using Global Payroll Interface
- Administering Payroll Flows
- Implementing Payroll Costing
- Implementing Global Payroll

This graphic shows you the payroll cycle process flow.

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This diagram identifies each payroll cycle task.

Maintain Personal Payroll Information

Use global payroll to maintain employee payroll information, such as payment methods, element entries, information required for statutory deductions, and data on personal calculation cards. You can also enter final processing dates for terminations and update person-level costing details during individual or mass transfer of employees to a different payroll.

Manage Payroll Transactions

Payroll flows are used for many of your payroll tasks. If you load data, calculate payroll and payments, run reports, or calculate and distribute cost results, you submit payroll flows. Monitor and manage each task and overall payroll flow in Payroll.

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Verify Your Readiness

A good payroll run depends on many accurate and completed tasks. It's important for you to confirm you're ready to continue to the next task. Use this list of reminders to verify your readiness:

- Confirm conversion rates when you're using multiple currencies.

- Review notifications and take any actions requiring your attention.

- Confirm completion of all payroll preprocessing.

- Run the Payroll Data Validation Report to identify noncompliant or missing statutory information for people in a payroll statutory unit.

- Check retroactive notifications and handle retroactive changes.

Calculate, Validate, and Balance Payroll

Run the Calculate Payroll process and validate 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. It's ok, you can merge their records into the main payroll flow before calculating payments. Be sure you use the payroll calculation reports to view balances and payroll run results before continuing. Calculating, validating and balancing as you go are key to a successful payroll.

Use the payroll calculation reports to view balances and run results before proceeding to the next activity.

Calculate and Validate 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. The payroll register validates 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. Generate the payments to your employees and third parties.
2. Archive the payroll results.
3. Run the payroll register.
4. Generate check payments, if required.
5. Generate payslips.
6. Run the payment register.

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 process 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. Create Accounting process is run from the Submit a Flow task in Payroll.

Manage Regulatory and Tax Reporting

You run and validate country-specific periodic reports required to meet regulatory requirements.

Related Topics

- Overview of Payroll Flows

- How do I import organization data?

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.

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'**.

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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

Application Tools

Overview of Payroll Flows

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

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

For example, to ensure your payroll cycles are accurate, you can design a flow that includes manual tasks that request validation at each step in the process. In this way, your Financial Director can verify the payroll costing results before the flow transfers the payroll costs to the general ledger.
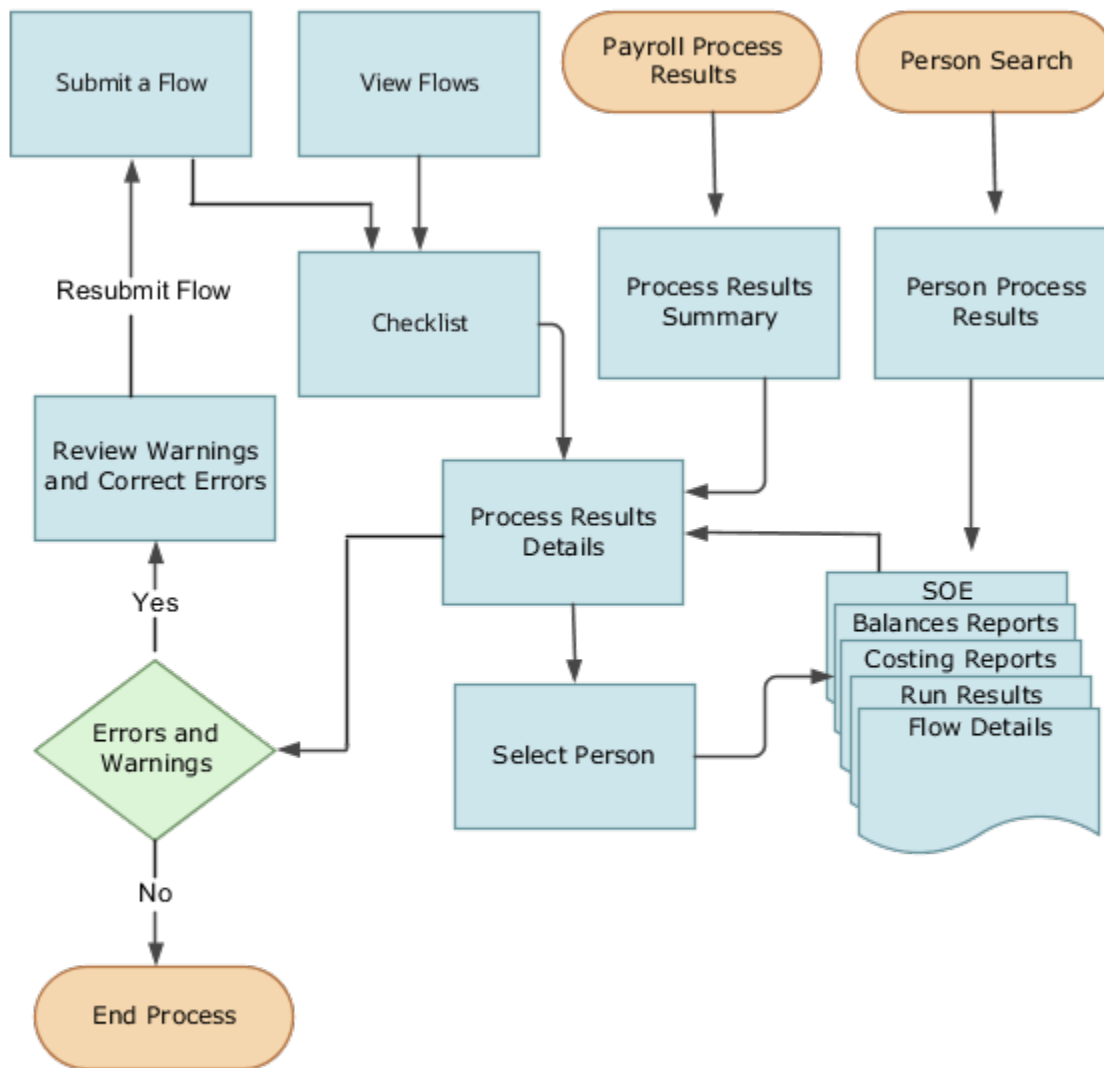
Predefined flow patterns are automatically available for you to submit all types of payroll processes and reports. A flow pattern can consist of a single task such as the Calculate Payroll flow, or multiple tasks, such as the Payroll Cycle flow. The Payroll Cycle flow includes all tasks for a payroll period in a best practice flow.

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

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

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

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

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

Page Name	Tasks You Can Do On the Page
Submit a Flow	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.

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Page Name	Tasks You Can Do On the Page
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

Setup Tasks

Overview of Payroll Flows

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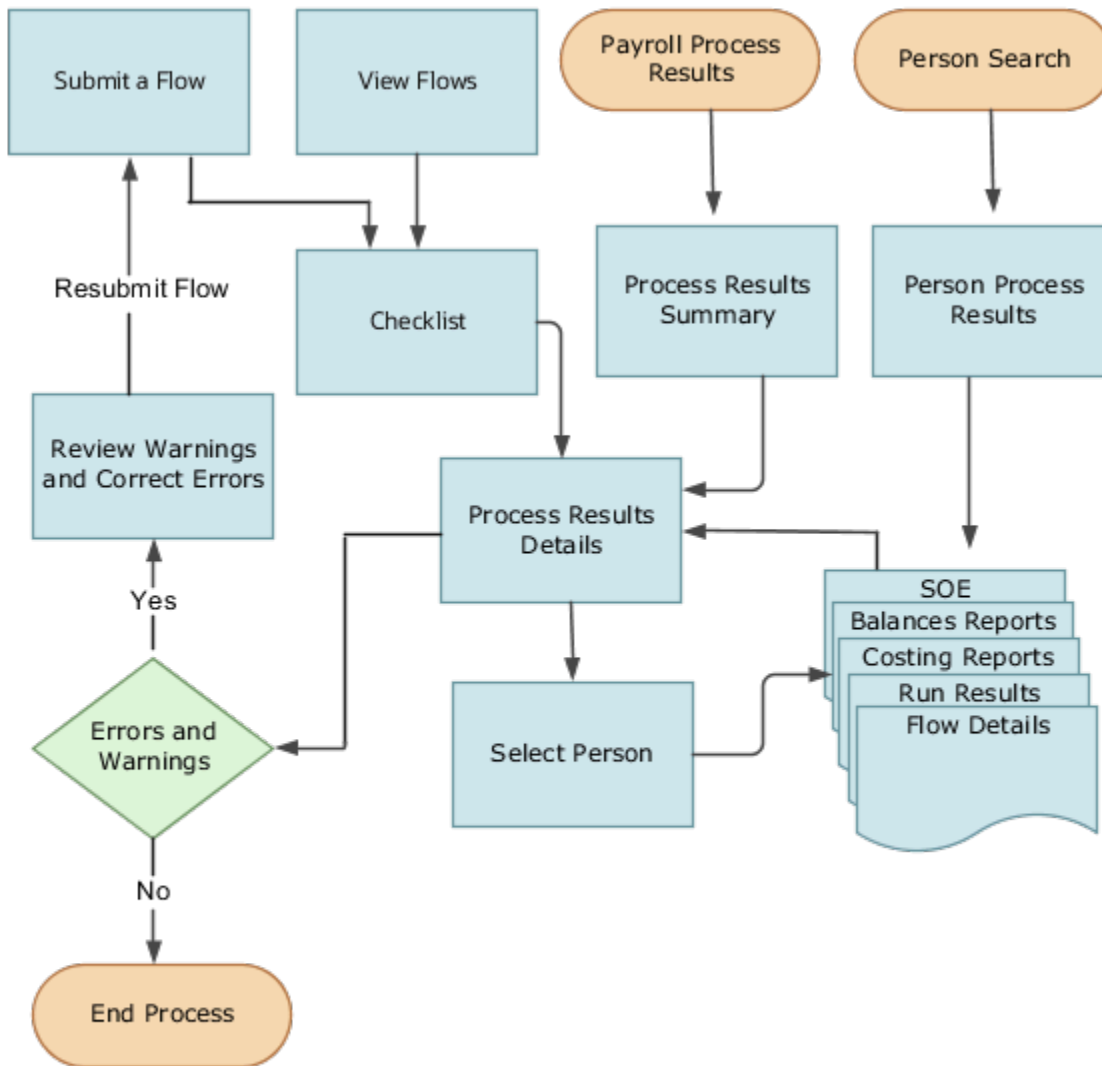
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For more information on payroll flows, refer to the Administering Payroll Flows guide on the Oracle Help Center.

Related Topics
- Flow Pattern Components
- Payroll Flow Patterns

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2 Define Window Period

Define Window Period for Investment Declaration

You can define the period within which the employees can declare their investment information for the financial year.

As a Payroll Implementor or Administrator, you need to define the period in which employees can declare their investment information. Investment declaration window is available at the beginning of each financial year except during the freeze period. This is from April to November in each financial year and from the 1st to 14th of every month. The investment declaration values are used to calculate the income tax to be deducted for the employee.

The investment information needs to be maintained both for the regular employees and new hires. the period within the financial year and the timeline every month for capturing the employee's investment declaration information.

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the **Tax Reporting Unit** and click **Next**.
4. Select the **Tax Reporting Unit Type** and click **Next** to fill the respective information.
5. In the Investment Declaration Window Information section:

   Enter the period within the financial year and the timeline every month for capturing the employee's investment declaration information.

   > **Note:** Verify that there is no overlap of dates for investment declaration and submission of investment proof documents.

Field	Description
Effective Period Start Date	Enter the start date from when the investment proof documents can be uploaded.
Effective Period End Date	Enter the end date after which proof documents cannot be submitted.
Start Day of Every month	Enter the start date in every month when the investment declaration info can be updated.
End Day of Every month	Enter the end date in every month after which the investment declaration info can't be updated.

6. Click **Submit**.

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Define Window Period for Proof Submission

You can specify the period within which the employees can submit their investment proof related documents for the financial year.

As a Payroll Implementer or Administrator you need to define the period in which employees can submit their investment proof documents to avail tax exemption. This time period is usually between December to January in each financial year.

The investment proof documents need to be submitted both by the regular employees and terminated employees.

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the **Tax Reporting Unit** and click **Next**.
4. Select the **Tax Reporting Unit Type** and click **Next** to fill the respective information.
5. In the Proof Submission Window Information section, specify the timeline to submit the tax proof documents for the financial year.

   > **Note:** Verify that there is no overlap of dates for investment declaration and submission of investment proof documents.

   Window Period for Proof Submission

Field	Description
Effective Period Start Date	Enter the start date from when the investment proof documents can be uploaded.
Effective Period End Date	Enter the end date after which proof documents can't be submitted.

6. Click **Submit**.

Define Window Period for Tax Regime

You can define the period within which the employees can select the preferred tax regime for the financial year.

As a Payroll Administrator or Payroll User, you need to define the period in which employees can set the required tax regime. This timeline is available only at the beginning of each financial year. The tax regime can be the old or new tax regime, that forms the basis for the investment declaration flow. The tax regime needs to be maintained both for the regular employees and new hires.

If you opt for the new tax regime, it cannot be changed in that finanacial year. For new joiners, joining in the middle of a financial year, the new tax regime can be selected.

Define Window Period to Select Tax Regime

Here's how you can define the window period to set the tax regime for an employee:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the **Tax Reporting Unit** and click **Next**.
4. Select the **Tax Reporting Unit Type** and click **Next** to fill the respective information.
5. In the Tax Regime Window Information section, specify the timeline to select the tax regime.

   Window Period for Selecting the Tax Regime

Field	Description
Effective Period Start Date	Enter the start date from when the required tax regime can be selected.
Effective Period End Date	Enter the end date before which the tax regime needs to be selected.

6. Click **Submit**.

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3 Calculation Entries

Element Entries

Element Entry Methods

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

Create an element entry using these methods:

- Manual entry on the Element Entries page

- Automatic entry for all eligible workers

- Automatic entry by other processes

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

Manual Entry

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

- Create manual entries for some elements, such as voluntary deductions.

- View element entries for a person on the summary page, including entries created automatically by other processes.

- If the element is costed at the element entry level, specify costing overrides.

- Sort the list of entries by element name.

Automatic Entry for All Eligible Workers

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

Automatic Entry by Other Processes

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

Consider these examples.

- If you associate a salary element with a salary basis, assigning workers to that salary basis automatically creates element entries.

- Allocating other compensation and benefits, or adding a payroll component to a personal calculation card, automatically creates element entries.

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Related Topics

- How Element Setup Affects Entries and Their Values
- Cost Hierarchy

How Element Setup Affects Entries and Their Values

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

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

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

Element Setup that Affects Element Entries

This table summarizes element setup options that affect element entries.

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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: • 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.

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Setup Option	How It Affects Element Entries
	• 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

How Payroll Elements Hold Information for Multiple Features

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

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

Payroll Element Usage	Examples of Payroll Elements
Base Pay Management	Annual Salary Basis Monthly Salary Basis Hourly Salary Basis
Absence Management	Absence Payment Leave Liability Discretionary Disbursement Final Disbursement
Benefits	Health Care Deduction Savings Plan Deduction Employee Stock Purchase Deduction
Time and Labor	Regular Hourly Earnings Overtime Earnings Shift Earnings
Payroll	Regular Standard Earnings Bonus Earnings Tax Deduction Involuntary Deduction

Base Pay Management

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

Absence Management

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

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

- Accrual disbursement at the end of absence plan year

- Accrual disbursement when plan enrollment ends

- Absence liability amounts

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

Benefits

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

Time and Labor

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

Payroll

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

FAQs for Element Entries

Element Entry Methods

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- Create manual entries for some elements, such as voluntary deductions.

- View element entries for a person on the summary page, including entries created automatically by other processes.

- If the element is costed at the element entry level, specify costing overrides.

- Sort the list of entries by element name.

Automatic Entry for All Eligible Workers

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

Automatic Entry by Other Processes

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

Consider these examples.

- If you associate a salary element with a salary basis, assigning workers to that salary basis automatically creates element entries.

- Allocating other compensation and benefits, or adding a payroll component to a personal calculation card, automatically creates element entries.

Related Topics
- How Element Setup Affects Entries and Their Values
- Cost Hierarchy

How Element Setup Affects Entries and Their Values

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

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

- Some entry values provide inputs to element calculations, such as hours worked.

- Others results from payroll calculations. For example, elements processed earlier in the payroll run.

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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.

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Setup Option	How It Affects Element Entries
	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: • 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.

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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.

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

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You can do these actions:

- Set a default value for an input value, or select a defaulting formula for the element.

- Override the default value or formula for a specific group of employees that an element eligibility record identifies.

- Override the default value for specific employees on their element entries.

Define Default Values at Element Entry Creation

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

Define Default Values at Runtime

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

Use a Formula to Provide Default Values

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

Here's the order of precedence:

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

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

Calculation Cards

Enterable Values on Calculation Cards

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

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

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

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Order	Type of Values	Task
1	Values for a payroll relationship on any type of calculation card	Calculation Cards
2	Values for a tax reporting unit for certain deductions, which vary by country or territory	Legal Reporting Unit Calculation Cards
3	Values for a payroll statutory unit for certain deductions, which vary by country or territory	Legal Entity Calculation Cards

Allowing Enterable Values on Calculation Cards

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

- For user defined calculation value definitions, you can specify an enterable calculation value in this section. You provide:

  - The display name to appear on the calculation card.

  - The value type, such as total amount or additional amount.

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

Enterable Value Types

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

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

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

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

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How Element Setup Affects Entries and Their Values

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

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

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

Element Setup that Affects Element Entries

This table summarizes element setup options that affect element entries.

Setup Option	How It Affects Element Entries
Calculation rule	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

Setup Option	How It Affects Element Entries
	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: • 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.

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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.

Related Topics

- Options to Determine an Element's Latest Entry Date
- Enable Automatic, Multiple, or Additional Element Entries Options

4 Global Transfer

How the Local and Global Transfer Process Handles Payroll Details

In the payroll employment model, each employee has:

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

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

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

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

Transfers Within a PSU

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

Transfers Between PSUs

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

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

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

Level	Attribute	Is a new record created?	Can you override the attribute?	What value it uses
Assignment	Tax Reporting Unit	Yes	Yes	For transfers within a PSU, derives from the source legal employer

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

Related Topics
- HCM Experience Design Studio
- Assignments
- Overview of Loading Payroll Details
- Example of Loading Assigned Payroll Details

What Happens to Element Entries During Person Transfers

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

- For global transfers, the process copies the person's element entry info to the new employment record, subject to the eligibility.

- For local transfers and global temporary assignments, the element entries are unchanged.

If you want this	This is what you do
Copy all recurring element entries to the new assignment	Select **Copy element entries to the new employment record** in **Payroll Details**. 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.

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If you want this	This is what you do
	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.
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 During an Employee Transfer

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

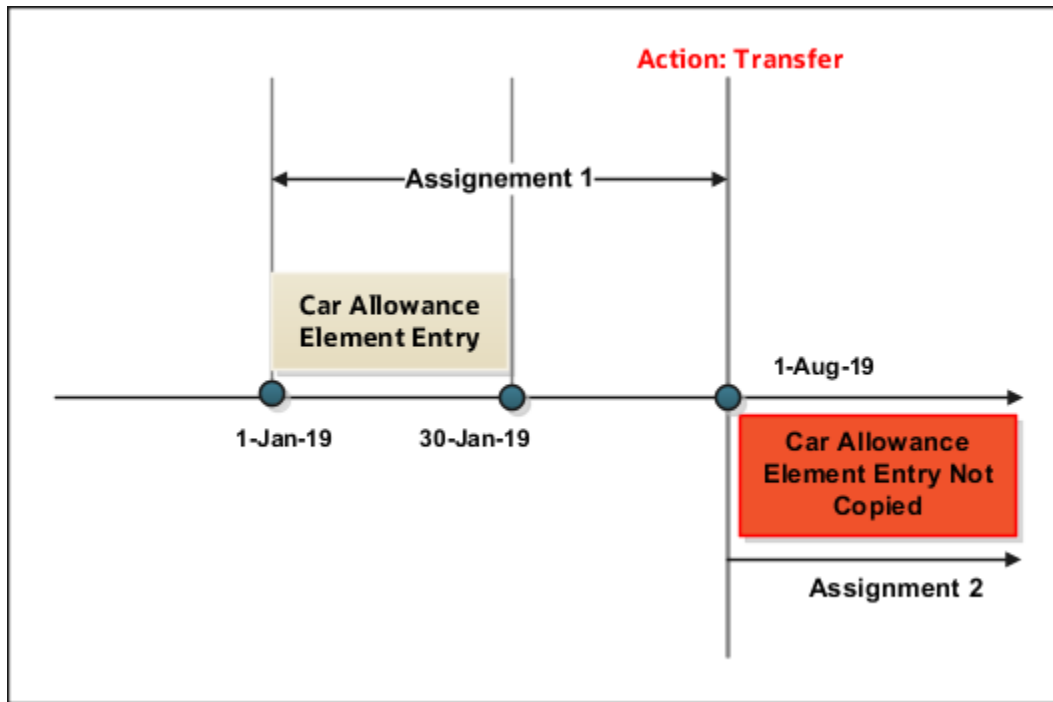| Scenario	Are The Element Entries Copied
When the start and end date of the element entry is before the global transfer date.	No
When the start and end date of the element entry is after the global transfer date.	No
When the global transfer date is between, or equal to, the start and end date of the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

For further info, see the following sections.

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

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

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

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

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

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

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What Happens to Payment Methods During Person Transfers

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

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

Personal Payment Methods

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

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

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

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

   For further info, see Prenotifications in the Help Center.

Here's how the process handles different PPM scenarios.

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

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

Considerations for Organization Payment Methods

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

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

Condition	Payment method on the source OPM	Available PPM on the target	This is the what the process does
When the source OPM is valid on the target payroll	Biweekly Check	• Biweekly Check • Biweekly Direct Deposit	In this case, there is an exact match between the PPMs of the source and target OPMs. The process assigns the person to the matching OPM.
When the source OPM isn't valid for the target payroll but just one OPM of the same payment type exists on the target payroll	Biweekly Check	• Semimonthly Check • Monthly Direct Deposit • Monthly Check	In this case, there is no exact match, but there is one OPM that uses the same payment type as the source.
When the OPM doesn't match any of the methods of the same type on the target payroll	Vision EFT	• Corp EFT • Warehouse EFT • Corp Check • Warehouse Check	Because there are multiple PPMs that match the payment type, the process doesn't assign the person to an OPM.
When no OPM exists on the target payroll for the same payment type	Biweekly Check	• Monthly Direct Deposit	In this case, there is no match. The process doesn't assign the person to an OPM.

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Third-Party Payment Methods

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

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

Related Topics
- Local and Global Transfer
- Organization Payment Methods Overview
- Personal Payment Methods
- Prenotifications
- Third-Party Payment Methods Overview

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

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Date Considerations

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

- The process doesn't copy costing overrides that end date-effective before the transfer date.

- It copies costing overrides that are scheduled to begin after the transfer date.

- It copies costing overrides that began before the transfer and are scheduled end after it.

Related Topics
- Global Transfer Overview

Payroll Transfers

How You Assign and Transfer Payroll

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

▶ **Watch video**

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

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

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

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

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5 Auditing and Reporting

India Legislative Reports

Professional Tax Computation Report for India

Use the professional tax computation report to generate slab wise professional tax details.

The slab wise professional tax details include professional tax rate, number of employees processed, professional tax deduction, and the total professional tax deducted for that month, quarter, half year, or year.

The professional tax deduction frequency and reporting frequency isn't the same. It differs from state to state, and from the employer to employer in the state.

Payroll Administrators can generate this report based on the city, state, or union territory in which the company is operating and also at the required frequency.

To generate the Professional Tax computation report, from the home page, navigate to **Manage Payroll > Distribute Payroll Payments > Generate Monthly PT Report**.

Tax Regime Comparison Report for India

The Tax Regime comparison report allows employees to compare the income tax to be paid for the old and new tax regimes.

The employees can choose a suitable regime, which benefits them based on their income and the investments they've made.

Tax regime comparison is available throughout the financial year bases on the window period setup by the payroll administrator. Employees can switch the tax regime multiple times during the year based on the status of their investments after comparing the income tax to be paid in the two regimes.

To view the income tax comparison between the two tax regimes, employees need to access the employee self-service portal and enter the investment declaration. They can select the appropriate tax regime.

Simplified Payroll Flow for India

Here's how you can use the Simplified India Payroll Flow task to execute all the tasks to calculate and validate the retropay process, payroll process, payment distributions, global and legislative specific reports for India.

You can monitor the processes tagged manual and choose to either skip or complete the process, review the status and continue after verifying the results. The list of processes, which you can execute as a sequence, in a single click is given.

Processes
Run Retroactive Notification Report
Verify Retroactive Events
Recalculate Payroll for Retroactive Changes
Run Retroactive Entries Report
Verify Retroactive Report
Run India Payroll Data Validation Report
Verify India Payroll Data Validation Report
Calculate Payroll
Verify Payroll Results
Run Payroll Activity Report for the Latest Process
Run Gross-to-Net Report
Run India Professional Tax Report
Generate IT Computation Sheet
Run Payroll Messages Report
Verify Reports
Calculate Prepayments
Verify Prepayments
Archive Periodic Payroll Results
Run Payroll Register Report
Make EFT Payments
Generate Check Payments

Processes
Generate Payslips
Verify Payslips
Run Payment Register Report
Provident Fund Electronic Challan Cum Return
Run India 24Q IT Balances Report
Manual Run ESI Monthly Contribution Report
Manual Run India Form24Q

Note:

1. **Manual Run ESI Monthly Contribution Report** is a manual task for the **Run ESI Monthly Contribution Report** flow if the ESI report needs to be run. You can either click **Submit Related Flows** or submit separately outside of this flow. When using **Submit Related Flows** option, after the child flow is submitted, mark the manual task as **Completed**, for the child flow to be triggered.

2. **Manual Run India Form24Q** is a manual task for the **Run India Form24Q** flow which can be submitted every quarter.

Payroll Flow Parameters

Here are the parameters required to run the flow:

Required Flow Parameters	Reports
Scope	Run Payroll Activity Report for the Latest Process Run Gross-to-Net Report Run Payroll Register Report Run Payment Register Report (Detail or Summary)
Payroll	Payroll processes like Recalculate Payroll for Retroactive Changes, Calculate Payroll, Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments, Generate Payslips and reports like Generate IT computation Sheet, Provident Fund Electronic Challan Cum Return
Payroll Period	Payroll processes like Recalculate Payroll for Retroactive Changes, Calculate Payroll , Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments, Generate Payslips and reports like Generate IT computation Sheet, Provident Fund Electronic Challan Cum Return

Required Flow Parameters	Reports
Consolidation Group	Payroll processes like Calculate Payroll, Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments
Run Type	Calculate Payroll
Payroll Relationship Group	Calculate Payroll (Optional)
EFT Organization Payment Method	Make EFT Payments
Check Organization Payment Method	Generate Check Payments
EFT Payment Source	Make EFT Payments (Optional)
Check Payment Source	Generate Check Payments (Optional)
Start Check Number	Generate Check Payments
End Check Number	Generate Check Payments (Optional)
Process Configuration Group	Recalculate Payroll for Retroactive Changes, Calculate Payroll, Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments, Generate Payslips and reports like Generate IT computation Sheet, Provident Fund Electronic Challan Cum Return (Optional)
Run Mode	Run Payroll Activity Report for the Latest Process, Run Gross-to-Net Report, Run Payment Register Report, Run Payroll Register Report (normal or debug) (Optional)
Display all Hours	Run Payroll Activity Report for the Latest Process, Run Gross-to-Net Report, Run Payroll Register Report (Optional)
Override Payslip Availability Date	Generate Payslips (Optional)
PF Organization	PF report.
PF Record Type	PF report. (Regular or Arrears)
Financial Year	PT report and India 24Q IT Balances Report.
PT Organization	Professional Tax Report.
PT Report Format	Professional Tax Report. (Employee Wise or Slab Wise)
PT Frequency	Professional Tax Report (Monthly, Quarterly, Half Yearly, Annual)

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Required Flow Parameters	Reports
PT Frequency Period	Professional Tax Report. (Based on PT Frequency)
24Q Month	India 24Q IT Balances report.
Legal Employer	India 24Q IT Balances report (Optional), Required for Data Validation Report
Include Information Messages	Run Payroll Messages Report (Optional)

Run the India Payroll Flow

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
2. Select the legislative data group.
3. Select **Run India Simplified Payroll Flow**.

ESI Monthly Contribution Report

Use the Employee State Insurance (ESI) Monthly Contribution Return report to generate and submit the ESI contribution details of an employee for India Payroll, as an employer.

You can submit the monthly contribution data to ESI electronically and make the ESI contribution payments through the challan generated by the system.

ESI monthly contribution is a two-step process that involves:

- Upload of the excel spreadsheet with the ESI monthly contribution details of the employees.

- Online payment with the generated challan number.

Note: Run the **Archive Periodic Payroll Results** process as a prerequisite task before generating the ESI Monthly Contribution Report. This is the standard archive process which locks the prepayments and payroll run.

To generate the report:

1. From the home page navigate to **My Client Groups > Payroll > Submit a Flow**.
2. Select **Run ESI Monthly Contribution Report**.

To view the report output:

1. After you submit the flow, navigate to **Data Exchange # View Extract Results**. Search for the **Extract Instance** name.
2. Click the **Extract Instance Name** and expand **Extract Delivery Options**.
3. Click the download image **Output Files – WebCenter Content**.

Note: The 10 digit ESI IP number of the insured person needs to be entered in the calculation card, for the employee details to be reported.

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Form 24Q Reports

Form 24Q Report for India

Use the Form 24Q report to furnish the quarterly tax deduction at source (TDS) returns containing details of deductees and challan details related to the deposit of tax to the Income Tax Department (ITD).

Entities making payments to third parties (deductees) are required to deduct tax at source from these payments. The TDS needs to be deposited at any of the branches of banks authorised to collect taxes on behalf of Government of India. As per the Income Tax Act, 1961, all corporate and government deductors/collectors are required to file their TDS/TCS statements in electronic form, e-TDS/TCS returns.

Form 24Q is a quarterly TCS/TDS (Tax Collected at Source -TCS/Tax Deducted at Source -TDS) return to be submitted to the income tax department by the deductor. The form 24Q file for the first 3 quarters is the same. Form 24Q for quarter 4 is elaborate with the records of the employees' salary details. You can file the quarterly income tax returns for all the four quarters on time using this report.

Prerequisite Information

The following employer information is required before generating the Form 24Q report:

- PAN and TAN numbers
- Employer information
- Employer representative information
- Income tax challan information
- Form 24Q receipt information

Use the **India Deductee Challan Mapping** schema to identify the employees to be included in the report. You can apply the parameters specified when submitting the Form 24Q process. The challan serial number and TAN retrieved along with the employee, is used to populate further details related to the legal employer and challan from the **Income Tax Challan Information**.

Run Form 24Q Report

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
2. Select the legislative data group.
3. Select **Run India Form24Q**.
4. In **Payroll Flow**, enter the name for the Form 24Q report to be generated.
5. Select the **Legal Employer** from the dropdown.
6. Select the **Quarter** for which the report is required, such as Q1(1st quarter), Q2 (2nd quarter), Q3 (3rd quarter) and Q4 (4th quarter).
7. Select the **Financial Year**.
8. Select the **Report Type**, which is **Regular** report.
9. Submit the flow **Run India Form24Q** to generate the 24Q report in a text file format.

Form24Q Corrections Report for India

You can now generate the Form 24Q corrections report if there any changes for the attributes reported in the regular form 24Q of Q1, Q2 and Q3.

Use the flow **Run India Form24Q Correction** to generate the corrections report.

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You need to maintain baselines for every quarter - financial year combination. Each quarter - financial year combination can have only 1 baseline. Running the baseline for a different legal entity - tax reporting unit (LE-TRU) combination overrides the previous baseline for the same quarter - financial year combination for a different LE - TRU combination. Hence, you need not enter the parameters legal employer and tax reporting unit.

The flow **Run India Form24Q Correction** generates the corrections report for all LE-TRU combinations and for all TRUs. You can generate reports for previous 8 quarters at any given time.

Generate Form 24Q Correction report

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
2. Select the legislative data group.
3. Run the regular **Run India Form24Q** for all LE-TRU combinations.
4. To baseline the data, select **Run India Form24Q Correction** to run a baseline flow.
   a. Set the **Baseline Only** parameter as **Yes**.
   b. Set the **Changes Only** parameter to blank during this run.
   c. Submit the **Run India Form24Q Correction**. This will not generate any output file.
5. Make the required changes in the attributes.
6. To run a corrections flow, select **Run India Form24Q Correction**.
   a. In **Payroll Flow**, enter the name for the Form 24Q correction report to be generated.
   b. Set the **Baseline Only** parameter as blank.
   c. Set the **Changes Only** parameter to **Changed, marked attributes, previous data under threading groupYes**.
   d. Submit the flow **Run India Form24Q Correction** to generates the 24Q corrections report in an excel spreadsheet format with the required changes.

Example Sequence for Correction Flows

Here's a sample sequence on when to run the correction flow:

- Run India Form24Q (LE1, TRU1 for Q1 2023-2024)
- Run India Form24Q (LE1, TRU2 for Q1 2023-2024)
- Run India Form24Q Correction (Baseline = Yes for Q1 2023-2024)

If there are any corrections done:

- Run India Form24Q Correction with **Changes only** parameter for Q1, 2023-2024

This correction run can be submitted at any point, until you run Run India Form24Q Correction with **Baseline** as Yes for Q1, 2025-2026.

Global Business Reports

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.
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.

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Scope Value	Report Results

Payroll

Select the required payroll name.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Balance Initialization
- Calculate Gross Earning

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

Person Page Break

The options are Yes and No. If you select **Yes**, the report is generated with details per person per page. The default value is No and this field is disabled for the summary report.

Hide Records with Zero Value

The options are Yes and No. If you select **Yes**, balances with zero values aren't displayed in the report.

Latest Process YTD Total Only

The options are Yes and No. If you select **Yes**, the summary report includes year-to-date total from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Balances Reported

Use this field to run this report for Payment Balances, Nonpayment Balances, or both, as given in the table below.

Balances Reported Value	Description
Payment only	Includes balances included in the payments process.
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

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Balances by Payroll and Process Type Summary is displayed when Latest Process YTD Total Only is set to No or left blank.

The summary report displays either payment balances data or nonpayment balances data or both payment and nonpayment balances data together, depending on the Balances Reported parameter.

Detail Report

The detail report includes the above three sections followed by a fourth section that has employee level balances information displayed separately for payment and nonpayment balances. The balances are reported separately for unpaid Balance Adjustments when 'Include adjustment in payment balance' is set as No during balance adjustments, and unpaid Reversals.

Related Topics

- Year-to-Date Balances in Reports
- Configure Information Balances in the Payroll Balance Report
- Report Payment and Nonpayment Balances
- Troubleshoot Missing Elements in Payroll Run Results
- Latest Process Year-to-Date and Periodic Balances Reporting

Statutory Deduction Register Reports

Use the Statutory Deduction Register, Statutory Deduction Register for the Latest Process, or the Periodic Statutory Deduction Register to assist employers in remitting their payroll statutory tax remittances to the various government or statutory agencies.

Use it with the statement of earnings (SOE) and other payroll reports for diagnostic purposes to verify the amounts deducted and submitted for each payroll statutory unit (PSU).

Use this report with these reports to reconcile tax calculations.

- Gross-to-Net Report
- Payroll Register Report

To generate the report, submit the Run Statutory Deduction Report Register on the Submit a Flow page. Use **Submit a Flow** in **Payroll** in **My Client Groups** on your Home page.

Use any of these tasks to run the Statutory Deduction Register and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Statutory Deduction Register	Use this task to run the legacy report.
Run Statutory Deduction Register 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**.

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Report Task Name	Purpose
Run Periodic Statutory Deduction Register	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 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.

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 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 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

Use this field to view the deduction results for employees who have at least one assignment for the selected location. The balance values might 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 the current run balances, based on what you select for **Balances Reported**. The report checks every process that's included by the report parameters. For example, if you ran three payroll calculations 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 end date. This can include the last process run for each TRU or PSU. However, for performance reasons, consider running this report for only the latest process.

Balances Reported

Select one of these values.

- 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. Use process configuration groups 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

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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**. This discards the temporary data produced by the report.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

Report Results

This process generates either a Summary or Detail output report, depending on the scope you select.

Summary

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 break down the balances by employee.

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 and Balance Categories by PSU and TRU Summary with subtotals for each balance category within each PSU and TRU.
- Balances by Payroll and Process Type Summary with subtotals for each balance category within each PSU and TRU for each payroll process.

The Microsoft Excel output displays the current base amount and the deduction amount for each balance, but it has no subtotals or higher-level summary sections. You can download the Excel and add Pivot tables to create your own groupings and subtotals as required. For example, you can find the balance amounts for each balance category within each PSU by payroll process.

Detail 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 subtotals in each section as given here:

- Balances and Balance Categories Summary with subtotals for each balance category
- Balances and Balance Categories by PSU and TRU Summary
  Includes subtotals for each balance category within each PSU and TRU.

- Balances by Person Summary

- Balance Details for a Person

  This section also includes:

  - Subtotals for each balance and balance category within each payroll process

  - Year-to-date amounts for base and deduction balances

The Microsoft Excel output displays the current and year-to-date amounts for the base and the deduction balances, but it has no subtotals or higher-level summary sections. You can download the Excel and add Pivot tables to create your own groupings and subtotals as required.

Related Topics

- Delivery Options for Extract-Based Payroll Reports
- Latest Process Year-to-Date and Periodic Balances Reporting
- Year-to-Date Balances in Reports
- Report Payment and Nonpayment Balances

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

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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

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

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Summary	Totals
Employer Liabilities	937.60
Total Liabilities	937.60
Total Cost	7337.70

Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Provides a more detailed breakdown for different sets of process dates.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For more information, refer to Delivery Options for Extract-Based Payroll Reports topic in the Help Center.

Process Configuration Group

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

Note: Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Run Mode

Use this parameter to decide if the extract-based report must retain or discard the transient data created during the report execution. The default value is **Normal**, the temporary transient data produced during report execution is discarded.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support to do so.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

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Report Details

Run the Gross-to-Net report in summary or detail mode.

Summary Report

The Summary mode displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date. In addition to the gross-to-net balances, the report also displays employer liabilities and hours balances.

The PDF output has these summary sections with sub-totals in each section as given here:

- Balance Categories Summary
- Balances Summary section displays balances with sub-totals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll.
    a. Balance Categories Summary
    b. Balances Summary

Detail Report

Run the report in the Detail mode for a more detailed breakdown of the balances by the process date range. This breakdown is required only if you notice a discrepancy in the Gross-to-Net balances in summary mode.

For example, if you run the Gross-to-Net report for the period 01, January 2018 to 31, March 2018 for a monthly payroll. The summary version of the report displays the overall gross-to-net balances for all the processes within the three month period. The detail version of the report displays three different sections, each showing the gross to net balances for all payroll processes for that month.

In addition to the summary sections shown by the Summary report, the detail report also shows the following:

- Balance Categories Summary
- Balances Summary section displays balances with sub-totals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll and Process Date Range section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll process date range.
    a. Balance Categories Summary
    b. Balances Summary

Payroll Balance Report

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

Person

Use this field to verify balance results for a single person.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name

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- Balance Amount

Related Topics
- Payroll Calculation and Balancing Reports
- Configure Information Balances in the Payroll Balance Report

Element Results Register

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

To generate the report, submit the **Run Element Results Register** flow on the Submit a Flow page. Use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Report Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

Select the required payroll name. Leave blank to run against all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, specify it here. Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Leave blank to run against all TRUs.

Location

Use this field to view the elements results for employees who have at least one assignment for the selected location.

Element Group

Use this field to run this report against all elements in the selected element group. Leave blank to run against all elements.

Element

Use this field to run this report against a specific element. Leave blank to run against all elements.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the elements of an individual employee. If left blank, the report is generated for all active employees.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Calculate Gross Earning

Totals by Element and Person

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

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **PivotTable** from the Insert menu.
4. In the Create Pivot Table dialog, select **New Worksheet**. Click **OK**.
5. Click these fields from the Pivot Table Field List:

    - Person Name
    - Payroll Statutory Unit
    - Tax Reporting Unit

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      ○ 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

Payment Register

Generate the Payment Register to verify, reconcile, and audit payment distributions. This report doesn't include payments made to third parties. Use the Third-Party Payment Register to view payments made to third parties.

Submit the **Run Payment Register** task using the Submit a Flow page from **Payroll** in **My Client Groups** on the Home page.

Before you run this report, successfully archive your periodic payroll data. For further information see Archive Periodic Payroll Results topic in the Help Center.

Report Parameters

The parameter values determine which records to include in the report. The following parameters have special meaning in the context of this report.

Scope

Control the results of the report by specifying its scope.

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What you set	What it does
Summary	Provides a summary of the total amounts paid by payment category, payment type, status, and payment method.
Detail	In addition to the Summary report, it includes the complete details for each employee. Use this validate payments for each employee, including the payment amount, bank, and check info.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. The report includes all processes with an effective date on or after this date.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

Payroll

The name of the payroll flow you use to run this report.

Payment Process

Use this field to limit the results to a specific payroll or QuickPay run.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

Use this field to limit the results to persons belonging to a specific payroll statutory unit (PSU). Click **Search** and select a value.

Tax Reporting Unit

Use this field to limit the results to persons belonging to a specific tax reporting unit (TRU). Click **Search** and select a value.

Payroll Relationship Group

Use this field to verify the payments for persons belonging to a specific payroll relationship group.

Person

Use this field to limit the results to a single person.

Payment Type

Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

Payment Method

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Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

Location

Use this field to limit the results to a specific location. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Payment Status

Select the status you want to report on.

What you select	What it means
Canceled and can't be reissued	You have marked the payment as Void, rolled back the prepayment process, and reversed the calculation of the payroll run results.
Paid	You processed and issued the payment without error.
Paid externally	You processed the payment was processed but generated it externally. This includes hand-written checks for terminated employees.
Unpaid	You processed the payment was processed, but it was incomplete or encountered errors during payment.
Void	You marked the payment as Void, but it's eligible for reissue. This includes replacing a lost payroll check.

Note: You can configure these statuses in the PAY_STATUS lookup. For further info, see Payment Statuses in the Help Center.

Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Report Category

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

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Use this parameter to decide if the report must retain or discard the transient data created during execution of the report.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The default **Normal** option discards the temporary transient data.

Report Results

The report provides details of the selected payment status for matching persons, filtered by the specified time frame and other parameters.

Report name	What it contains
Summary	Provides sections on: • Report parameters and sort order • Summary of payments
Detail	Provides sections on: • Report parameters and sort order • Summary of payments • Details of payments Use this validate payments for each employee, including the payment amount, bank, and check info.

Related Topics
- Archive Periodic Payroll Results
- Delivery Options for Extract-Based Payroll Reports
- Payment Statuses

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.

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Report Task Name	Purpose
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.

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

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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

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

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

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      ○ 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

- Archive Periodic Payroll Results
- 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

Balance Exception Report

Use the Balance Exception Report to identify potentially incorrect payments or amounts withheld. The report identifies values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.

Use the **Submit a Payroll Flow** quick action under the **My Client Groups** tab to run this report.

Before you run this report:

- Use the Balance Exceptions task to create a balance exception.
- Use the Balance Exceptions and Reports task to create a balance exception report that groups together one or more balance exceptions.
- Create an Exception Report Name that you can use to run the Balance Exception Report. For instance, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month, to determine the monthly car allowance paid to employees in excess of 600 more than the previous month.

Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Payroll Flow

The name of the payroll flow you use to run this report. The selected flow uniquely identifies a specific instance of the report execution.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

Process End Date

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Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Balance Exception Report

The name of the Balance Exception Report you use to run this report.

Payroll

Select the required payroll name.

Process Configuration Group

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

> **Note:** Use the **Payroll Process Configuration** task to define a Process Configuration Group, before you can use it here.

Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you specified a value when defining the exception report, select the same value or leave it blank.

The value chosen while submission takes precedence over the one used while defining the report. If you leave the field blank, the report runs for all consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific PSU. If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific TRU. If you leave the field blank, the report runs for all the TRUs.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Payroll Relationship Group

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

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> **Note:** Use the **Object Groups** task to define a process configuration group, a consolidation group, or a payroll relationship group, before you can use it here.

After you have entered the above details, in the Linked Flows section, select the payroll flow as the Current Flow and the Run Balance Exception Report as the task. This ensures that the report uses the payroll balances for the current payroll flow.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the defined exception criteria, specified time frame and the selected parameters. The output report includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Person Number
- Person Name
- Payroll Relationship Number
- Employment Level
- Current Balance
- Variance Value

The report output additionally displays the Previous Balance, Difference, and Difference % columns when the Comparison Type is Previous Period or Previous Month.

Related Topics
- Balance Exceptions
- Examples of Balance Exceptions
- Balance Exception Formula Type

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6 End of Year Process

End of Year Process for India

As a Payroll Administrator, there are a sequence of steps you need to perform as part of the end of year process to generate the Form 16.

1. Generate the Form 12BA for individual employees.
2. Generate the Form 12BB for individual employees.
3. Download the consolidate .zip file that includes the Form 16 Part A and Form 16 Part B, from the TRACES utility.
4. Generate individual Form 16 Part A and Form 16 Part A using the TRACES utiity, for the individual PDF files.
5. Prepare the .zip file to load files for Form 16 Part A and Part B.
6. Submit the flow to upload the files for Part A and Part B.
7. Submit the flow to generate Form 16 for individual employees.
8. Download the consolidated Form 16 using Mass Download from document of records.
9. Digitally sign the merged Form 16 PDF using a third party utility, for each employee.
10. Upload the digitally signed Form 16 to the employee document of records.

Generate Form 12BA

Form 12BA is an income-tax statement that depicts the particulars of prerequisites, employer-provided amenities, profits in lieu of salary and other fringe benefits.

This form highlights the value of the payments and the taxable amount indebted to the Central Government by the beneficiary and is rendered to employees along with Form 16.
Prerequisite Information

The following information is required before generating Form 12BA:

- Employer name, address, and Tax Account Number (TAN).

- Employer representative information which include the name, designation, relation, and place, which is captured in the Income Tax TRU.

- Employee name, Permanent Account Number (PAN), and designation.

Run Form 12BA

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
2. Select the legislative data group.
3. Select **Run India Form12BA**.
4. In **Payroll Flow**, enter the name for the Form 12BA report to be generated.
5. Select the **Tax Reporting Unit** from the dropdown.
6. Select the **Financial Year**.
7. Select the **Process Configuration Group**.

8. Submit the flow **Run India Form12BA** to generate the Form 12BA report in a PDF file format.

Generate Form 12BB

Form 12BB is a form to be submitted by the employee to the employer to estimate the income and compute the tax deduction at source along with the respective documents of investment proofs.

As an employee, you need to claim the reimbursements for tax deduction using Form 12BB on the following:

- House Rent Allowance
- Leave Travel Concession or Leave Travel Assistance
- Deduction of interest for Income from house property
- Deductions under Chapter VI-A

Run Form 12BB

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
2. Select the legislative data group.
3. Select **Run India Form12BB**.
4. In **Payroll Flow**, enter the name for the Form 12BB report to be generated.
5. Select the **Process Configuration Group**.
6. Submit the flow **Run India Form12BB** to generate the Form 12BB report in a PDF file format.

Generate Form 16

Form 16 is a consolidated document that consists of tax related documents merged in a single PDF file.

Form 16 contains the following tax related documents merged in a single PDF file:

- Form 16 Part A
- Form 16 Part B
- Form 12BA includes the perquisite details for an employee.
- Form 12BB includes the employee's investment details for the financial year.

Prerequisite Steps

Before generating the Form 16, as a Payroll Administrator, here are the sequence of steps you need to perform:

1. Run the flow **Run India Form 12BA** to generate the Form 12BA.
2. Run the flow **Run India Form 12BB** to generate the Form 12BB for employees.
3. Download the Form 16 from the income tax portal, TRACES, and then, generate the individual Form16 Part A and Part B files for each employee using the TRACES utility.

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4. Submit the flow **Run India Form16 Part A and Part B Upload**, to generate the DAT file for all the eligible employees.
5. To import the Form16 Part A and Part B files, upload the files using HDL process.
6. Upload it into the payroll, after the digital signing process.

Generate Form 16

1. From the home page, navigate to **My Client Groups > Payroll > Submit a Flow**.
2. Select **Run India Form16**.

As an employee, to view the consolidated Form 16 from the employee self service, navigate to **Me > Pay > Year End Documents**.