Oracle Fusion Cloud Human Resources

Administering Payroll for China

24D

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1 Let's Get Started

Overview

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.
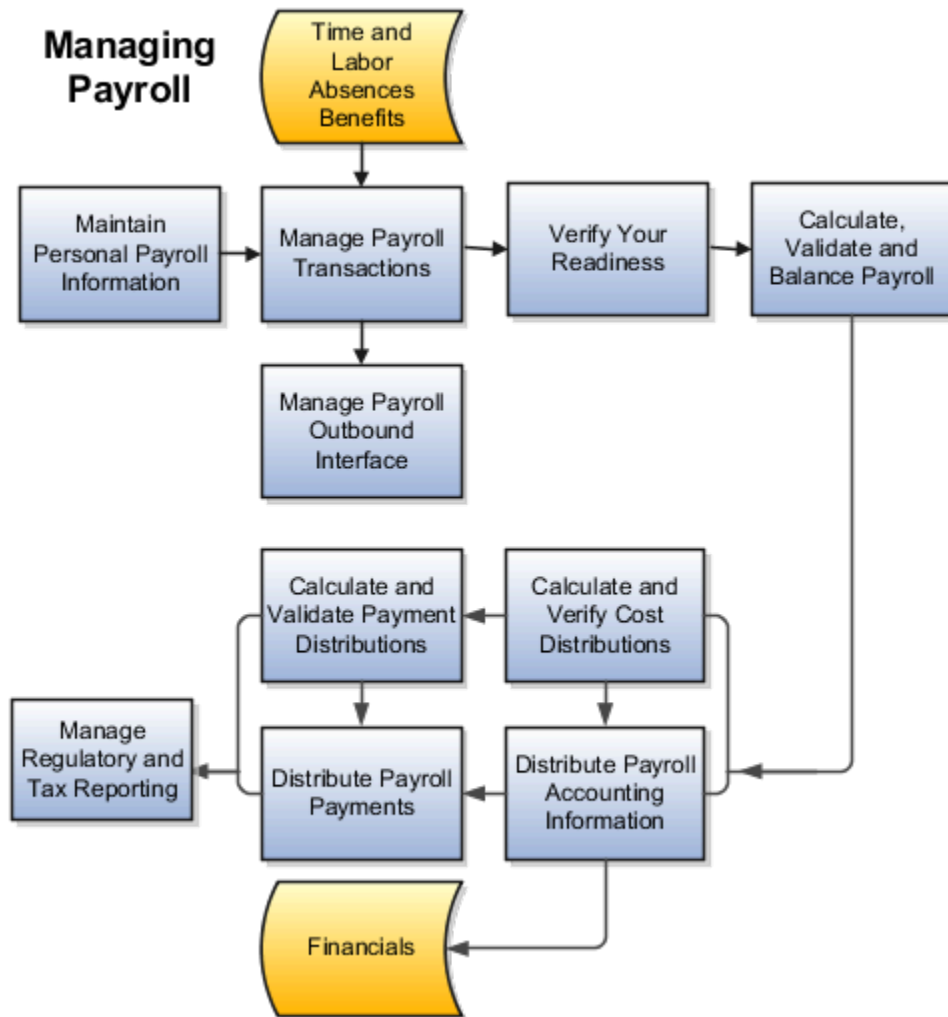
This diagram identifies each payroll cycle task.

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

- How do I import organization data?

- Overview of Payroll Flows

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2 Personal and Payroll Entries

Payroll Relationships

Overview

A payroll relationship represents the association between a person and a payroll statutory unit (PSU). A PSU is the legal entity responsible for employee payment. Payroll relationships group a person's employment assignment records based on the payroll statutory calculation and reporting requirements. Payroll relationships

Payroll processing always occurs at the payroll relationship level. When you display the payroll process results for a person, you first select the person's payroll relationship record and then drill down to view details.

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

Create Payroll Relationship Records

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

This table shows the predefined payroll relationship types.

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

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

System Person Type	Payroll Relationship Type
Employee	Standard
Retiree	Element Entries Only
Volunteer	Element Entries Only
Pensioner	Element Entries Only

System Person Type	Payroll Relationship Type
Benefit Nonworker	Element Entries Only
Nonworker	Element Entries Only
Contingent Worker	Element Entries Only
Pending Contingent Worker	Pending Worker Element Entries Only
Pending Employee	Pending Worker Standard
Contingent Worker Candidate	Candidate Element Entries Only
Employee Candidate	Candidate Standard

For China, the system person types that are mapped to the "Element Entries Only" payroll relationship type are excluded from payroll processing.

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

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

Payroll Relationship Rules

China supports the Lifetime Rule for payroll relationships. When you create a work assignment, the application checks whether a payroll relationship exists for an employee; if it does exist, the new work assignment is attached to it. Otherwise, a new payroll relationship is created.

When you terminate a work assignment, the associated payroll relationship gets end-dated on the final close date. In case of rehire, the application removes the end-date and attaches the new work assignment to the existing payroll relationship.

Automatic Calculation Card Creation Process

In Setup and Maintenance, if you set the Selected Extension for China to Payroll or Payroll Interface using the Features by Country or Territory task, then a Deduction Information card is created automatically as part of the new hire process.

In addition, a valid element eligibility record is created for the Aggregation Information element. It's important to understand these aspects of automatic calculation card creation:

- Tax reporting unit (TRU) association

- Association details

- Adding calculation components, component details, and overriding values

TRU Association

Associations on a Deduction Information calculation card specify which TRUs should handle the tax, social security, and benefits deductions defined on the card. Associations determine how these deductions should be calculated and reported, which is based on the local policy of the legal jurisdiction for the associated TRU.

When you select a TRU in the Payroll Details section on the Hire an Employee: Employment Information page, an association to that TRU is automatically added to the employee's Deduction Information calculation card. It's considered the main TRU for the card, and is responsible for individual income tax reporting and is the default TRU for all other components on the card.

> **Note:** If no TRU was selected on the Employment Information page, no association is created. You must create a TRU association on the card manually using the Manage Calculation Cards task.

You can use the Manage Calculation Cards task or the Batch Loader to update associations on the card if, for example, an employee wants to make Public Housing Fund (PHF) contributions to the TRU in the employee's hukou location of Shanghai, rather than to the main TRU in Beijing that handles individual income tax.

Association Details

Association details associate the Aggregation Information component with an assignment or employment terms. The automatic card creation process adds association details to the employee's Deduction Information calculation card automatically.

> **Note:** If no TRU was selected, no association details are created. You must create a TRU association first, and then create association details using the Manage Calculation Cards task.

Add Calculation Components, Component Details, and Overriding Values

The automatically created card doesn't contain any tax, social security, or benefits components. You must add components for all deductions for the employee, such as individual income tax, PHF, basic medical insurance, and so on. You must also provide the required component details, such as the employee's social insurance account number or tax exemption category, for each component you add.

Use the Manage Calculation Cards task or the Batch Loader to add new components, component details, and overriding values if required.

Related Topics

- Example of Setting Up a Calculation Card for Statutory Deductions for China
- Create a Deduction Information Card at the Payroll Relationship Level for China

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How do I enter travel pass information for workers of Chinese legal employers?

You can enter pass information for mainland China citizens traveling to Taiwan, Hong Kong SAR, and Macao SAR. You can also enter pass information for Taiwan, Hong Kong SAR, and Macao SAR residents traveling to mainland China.

In all cases, navigate to the Create Visa or Permit window. When adding a new person, click **Create** in the Visas and Permits region of the Person Information Page. When editing an existing person, click **Create** on the **Documents** tab in the Visas and Permits region of the Manage Person Information page. In the **Country** field, select **China**. In the **Type** field, select **Pass**, and then select the type of pass in the **Category** field.

Organization Payment Methods

Overview

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

Payment Types

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

China supports these payment types:

- Cash
- Direct Deposit

Payment Sources

If you're using Oracle Fusion Global Payroll for China for payroll processing, you must define at least one payment source for each organization payment method. Each payment source must be associated with an active bank account in Oracle Fusion Cash Management.

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

Payment Rules and Default Payment sources

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

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

Payment Source	Tax Reporting Unit	Default Payment Source
Payroll Direct Deposit Source CN Bank of China Account	None	Yes
Payroll Direct Deposit Source Beijing Industrial and Commercial Bank of China	TRU1	No
Payroll Direct Deposit Source Shanghai China Construction Bank	TRU2	No

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

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

Approach	Use Case
With a default payment source, the payment process pays employees using the default payment source.	This approach might suit a company with multiple independent franchises, each with its own TRU. If a franchise holder sells the franchise, payments don't fail.
Without a default payment source, the payments process issues error notifications to ensure that you use the appropriate payment source to fund the payment.	This approach might suit a company with strict policies about payment rule compliance.

Related Topics

Personal Payment Methods

Bank Info for Personal Payment Methods

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

Enter Bank Info for PPMs

This table summarizes approaches to create bank info for employees.

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

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

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

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

Access to PPMs and Bank Info

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

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

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Related Topics

- How Bank, Branch, and Account Components Work Together

- Configure Payment Method Preferences

- Examples of Loading Banks

- Examples of Loading Bank Branches

- Example of Loading Personal Payment Methods

FAQs for Personal Payment Methods

Why can't I create a personal payment method?

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

Related Topics

- Configure Payment Method Preferences

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Related Topics
- Bank Info for Personal Payment Methods
- Personal Payment Methods

Personal Payroll Entries

Update payroll information for your employees by navigating to My Client Groups > Payroll > Third-Party Payment Methods. Employees can update their own payment method and bank account details through the Personal Information icon on their home page.

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

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

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Offering/Functional Area/Task	Instructions	Payroll Only
Functional Area: Payment Distribution Task: Payroll and Personal Payment Methods	• Create personal payment methods, and specify the percentage or fixed amount that each method has to pay. • Enter bank account details for electronic funds transfers.	No
Functional Area: Payroll Task: Payroll Relationships	• Transfer a person to another payroll. • Enter final processing dates for terminations.	No
Functional Area: Data Exchange Task: HCM Data Loader or HCM Spreadsheet Data Loader	Use a DAT file or a spreadsheet to batch load these person-level information: • Element entries • Deduction Information cards • Bank details for personal payment methods • Assigned payrolls	No

Terminations

How to Set End Dates for Terminations

These scenarios illustrate how to set the last standard process date and final close date for element entries at the assignment level. You can't change the last standard earnings date.

Set element duration dates in the Payroll Details section of the Manage Payroll Relationships page of the Payroll Calculation work area.

Exclude Terminated Employees from Process Consideration

You terminated Heidi's assignment on 3 June 2014. The termination process automatically sets the last standard earnings date to the termination date (3 June 2014). The process also sets the last standard process date to the end date of her monthly payroll (30 June 2014). The termination process doesn't set a final close date.

To ensure that payroll processes don't consider Heidi for six months after termination, you set the final close date to 31 December 2014.

> **Note:** The latest entry date defined for any severance payment elements determines the last date you can enter element entry details for the terminated employee's severance payment. You can view the latest entry date setting on the **Element Summary** section of the **Manage Elements** page.

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Modify the Last Standard Process Date for Compensation

Anthony was terminated on 7 May 2014, the employer will defer the last payment to the next pay period. The termination process automatically sets the last standard process date to the end date of the payroll period, which is 31 May 2014. To ensure he's paid in the June pay period, you must change the last standard process date to 30 June 2014.

Related Topics

How Terminations Affect Payroll Processing

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

Entry Dates That Affect Processing

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

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

How Terminations Are Processed

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

Update Personal Payroll Information for a Termination

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

- Update element entries, for example, enter severance payment details on the Element Entries page.

- Verify termination dates and element duration dates on the Payroll Relationships page.

- Update personal calculation cards to discontinue contributions to social security items on the Calculation Cards page.

Related Topics
- How to Set End Dates for Terminations for China

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FAQ for Personal Payroll Entries

How can I correct a hire date for an employee?

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

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

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

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

3 Local and Global Transfer

Overview

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

If the global transfer is permanent, the application terminates the existing work relationship and all assignments under it as of a day prior to the global transfer date. In this scenario, the application sets the Last Standard Earnings Date and Last Standard Process Date automatically, but you have to set the Final Close Date according to your requirements. Depending on the payroll relationship rules, the application might create a new assignment under a different 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 application displays the payroll details and the transfer type changes to global from local transfer.

During a legal employer change within the legislative data group (LDG), you can select the data that you want to copy from the source to the target assignment and payroll relationship. The information that exists as of the global transfer date is copied, but changes effective after the global transfer date aren't. For example, John has been global transferred on 1st April 2020 and has a recurring element entry for meal allowance of 50, which increases to 65 on 1st May 2020. The application will copy the data that exists as of the global transfer date (1st April 2020) and the change effective on 1st May 2020 isn't copied as it begins after the transfer date.

What's Copied

For permanent local transfers within the LDG, you can choose the data that you want to copy to the new payroll relationship and assignment. In the Payroll Details section of the Local and Global Transfer or Mass Legal Employer Change, select the check box for the corresponding data items that you want to copy. You can copy these payroll items in the event of a transfer.

Feature	Description
Payroll Relationship and Assignment attributes (Payroll Details)	Attributes, such as Payroll are copied. These values default to the value from the source, and you can override them if required.
Personal Payment Methods	Payment methods are copied subject to the availability of a valid organization payment method for the same payment type.
Person Costing Overrides	Costing overrides are copied across four levels at which the costing setup is held.
Recurring Element Entries	Copy for element entries are subject to eligibility. The application doesn't copy adjustments made after the global transfer date.
Calculation Cards and Components	If you specify a tax reporting unit during a transfer, the following occurs:

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Feature	Description
	• If the transfer-in and transfer-out legal entities share the same payroll statutory unit, the application updates the employee's tax reporting unit association record with the tax reporting unit on the transfer date, and creates a new association detail record for the new assignment with the transfer date as the effective start date.
	Note: You need to manually update the TRU association details after the transfer has been completed with a start date that's later than the last payroll run date of the last payroll run of the transfer-out assignment. If you pay an employee after the money is earned, you need to manually update the TRU association details after the transfer has been completed with a start date that's later than the last payroll run date of the transfer-out assignment. Let's look at an example where the transfer date of an employee is May 1 and you need to pay the employee under the original TRU with the payroll run date as May 1 for the pay period of April 1 to April 30. In this case, updating the start date of the TRU association same as the transfer date, which in this case is May 1, isn't correct. Instead, you need to submit the transfer process without specifying a value for the tax reporting unit. After the transfer has been completed, you need to manually update the TRU association details with a start date of May 2 or later through the user interface or using the HCM Data Loader.
	• If the transfer-in and transfer-out legal entities belong to different payroll statutory units, the application creates a new payroll relationship for the employee for the transfer-in payroll statutory unit, a new Deduction Information card, a new Aggregation Information component, a new tax reporting unit association, and association details. In addition, the application copies all the components, components details, and values from the original Deduction Information card.

Change Legal Employer Dashboard

You can view the global transfer details for employees on the Change Legal Employer Dashboard. This page lists a consolidated summary related to the global transfer for each employee. When you select an employee to view their transfer details, you can see status messages and links to the functional areas that you have access to. For example, if you have access to the personal payments methods but not element entries, you would see the consolidated summary for both areas but the detailed messages and the corresponding links for only the personal payment methods. The dashboard displays data only for employees whose transfer was initiated from the Local and Global transfer flow.

Override Default Settings

By default, several fields and copy options are enabled and hidden on the Local and Global Transfer flow. You can configure which fields are hidden or shown for each role using HCM Experience Design Studio. For example, you can choose to hide some of the payroll fields from the line manager and make them visible to the payroll manager.

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

Related Topics

- Global Transfer Example

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Payroll Details

In the payroll employment model, each employee has:

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

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

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

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

Transfers Within a PSU

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

Transfers Between PSUs

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

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

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

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

Related Topics

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

Element Entries

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. > **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.

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If you want this	This is what you do
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

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Element entries	Are they copied?
Entries related to calculation card components	No

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

Related Topics

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

Examples of Copying Element Entries

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

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

For further info, see the following sections.

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

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

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

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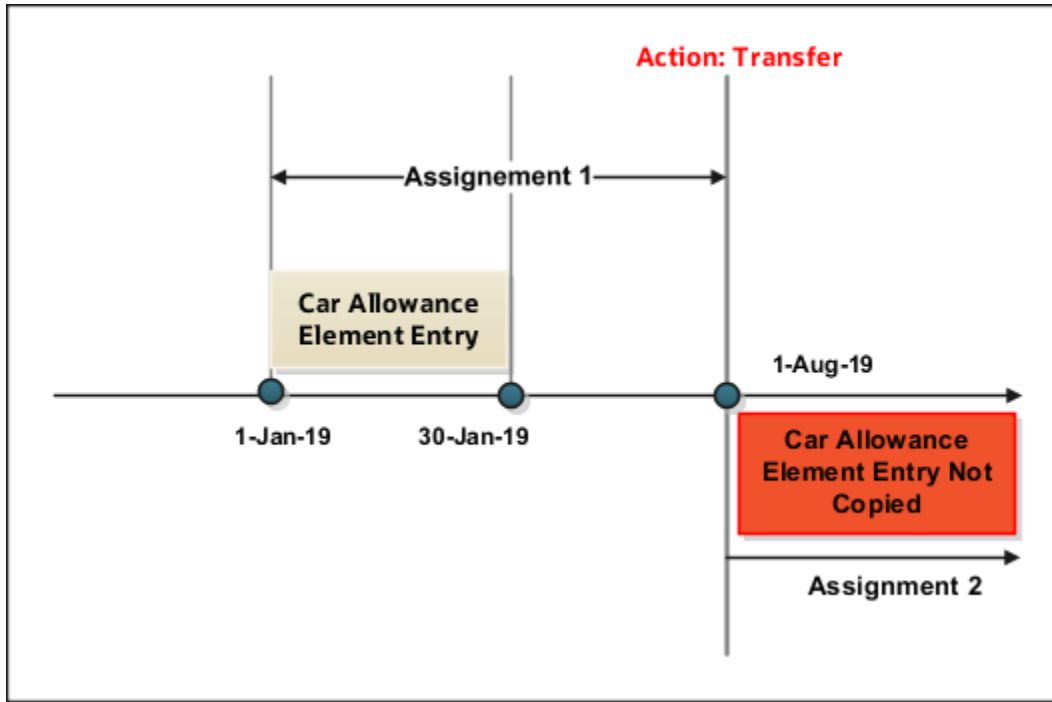
Example 2: Recurring element entry dates are after the global transfer date

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

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

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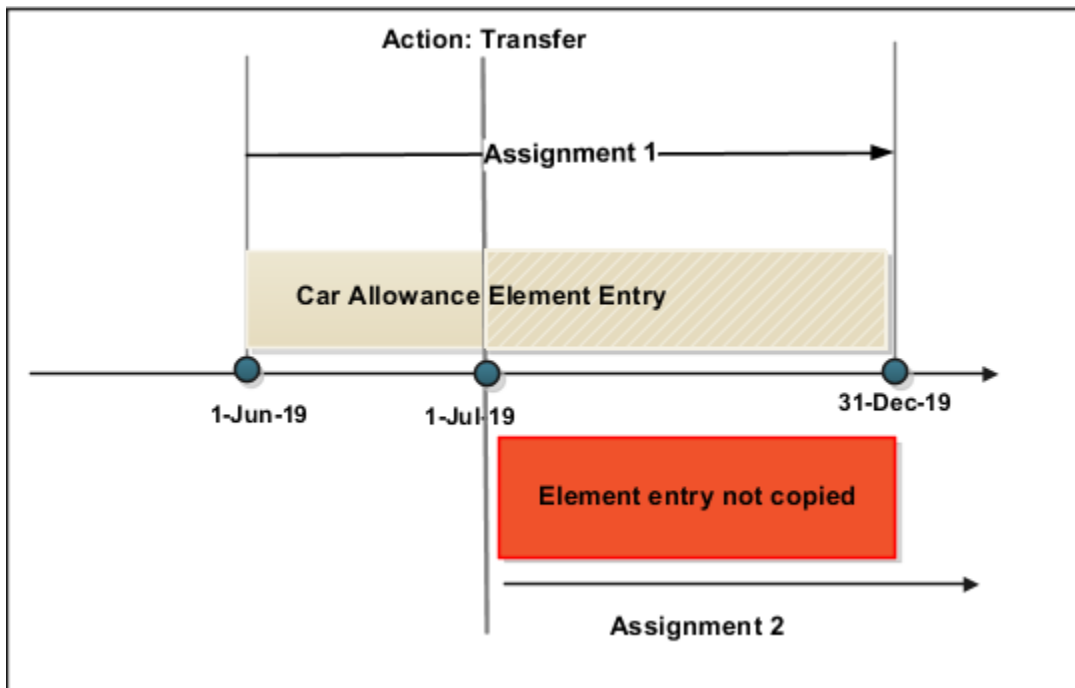
What Happens to Payment Methods During Person Transfers

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

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

Personal Payment Methods

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

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

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

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

   For further info, see Prenotifications in the Help Center.

Here's how the process handles different PPM scenarios.

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

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

Considerations for Organization Payment Methods

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

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

Condition	Payment method on the source OPM	Available PPM on the target	This is the what the process does
When the source OPM is valid on the target payroll	Biweekly Check	• Biweekly Check • 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.

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

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What Happens to Costing Overrides During Person Transfers

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

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

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

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

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

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

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

Date Considerations

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

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

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

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

Related Topics
- Global Transfer Overview

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Calculation Cards

Calculation cards capture values required for payroll calculations. If you specify a tax reporting unit during a transfer, the following occurs:

- If the transfer-in and transfer-out legal entities share the same payroll statutory unit, the application updates the employee's tax reporting unit association record with the tax reporting unit on the transfer date, and creates a new association detail record for the new assignment with the transfer date as the effective start date.

- If the transfer-in and transfer-out legal entities belong to different payroll statutory units, the application creates a new payroll relationship for the employee for the transfer-in payroll statutory unit, a new Deduction Information card, a new Aggregation Information component, a new tax reporting unit association, and association details. In addition, the application copies all the components, components details, and values from the original Deduction Information card.

Rules for Copy

These rules determine how the application copies the calculation cards and components.

1. The application copies the card or component from the source payroll relationship, if the target payroll relationship doesn't have the card or component.
2. The application creates an association for the target TRU only if it exists for the source TRU. For cards and components associated to the source TRU, the application verifies whether the target card and component is associated to the target TRU. The application creates a new association, if an existing association isn't present.
3. For cards and components having an association detail record on the source assignment, the application creates an association detail for the target assignment.
4. If you choose not to copy the calculation cards by deselecting the check box, none of the above rules apply. You can manually add the information if required.
5. For China, the application includes additional logic to leave the Tax Reporting Unit Hire Date and Tax Reporting Unit Termination Date attributes blank. If the attributes on the original card were populated, the application first copies them over, and then resets these attributes and leaves them blank after the transfer is completed.

Calculation Card Copy Scenarios

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

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

   For transfers within a PSU, the application creates a new assignment in the same payroll relationship.

   - The application reuses the existing card and component and adds a new association detail to the target assignment if required.
2. **When the target TRU is different from the source, but payroll relationship remains unchanged**

   For transfers within a PSU, the application creates a new assignment in the same payroll relationship.

   - The application reuses the card and component associated to the source TRU for the target TRU.
   - Because China supports only one TRU at a time, the application updates the TRU association to the new TRU as of the global transfer date.
   - The application creates a new association detail to the target assignment, if required.

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

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

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

Related Topics
  • Global Transfer Overview for China

Mass Legal Employer Change

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

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

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

What's Copied

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

  • **Payroll relationship and assignment attributes** such as Payroll.

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

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

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

  • If both the legal employers share the same payroll statutory unit, and if the Tax Reporting Unit attribute is made available in the mass change legal employer flow and you specify a value during the transfer, the application does the following:

    o After the flow is submitted for all the employees included in the flow, their tax reporting unit association information is updated with the specified tax reporting unit value as of the transfer date on their existing personal deduction card

    o An association detail record is created for their newly added assignment with effective start date set to the transfer date on their existing personal deduction card

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- If both the legal employers are associated to different payroll statutory units and the transfer-in legal employer is a newly set up company, the application does the following:

  - After the flow is submitted for all the employees covered in the flow, a new payroll relationship is created for them on the transfer date
  - A new personal deduction card with the card details is copied over except association information
  - If the Tax Reporting Unit attribute is made available in the flow and a value is specified during the transfer, then both the association and association details information is created for them as of the transfer date

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

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

Related Topics
- Global Transfer Overview for China

Payroll Transfers

How You Assign and Transfer Payroll

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

▶ **Watch video**

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

Example of How to Transfer Payrolls

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

Transfer a Person's Payroll from Regular Staff Payroll to Executive Payroll

You manage Carrie Smith who's assigned to a regular payroll. Carrie needs to be moved to an executive payroll in the same position, starting one month from now. Here's how you can update Carrie's assignment record:

- On the **Manage Payroll Relationship**'s page, you transfer her to a payroll appropriate for an executive payroll.

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

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

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

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

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

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4 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.
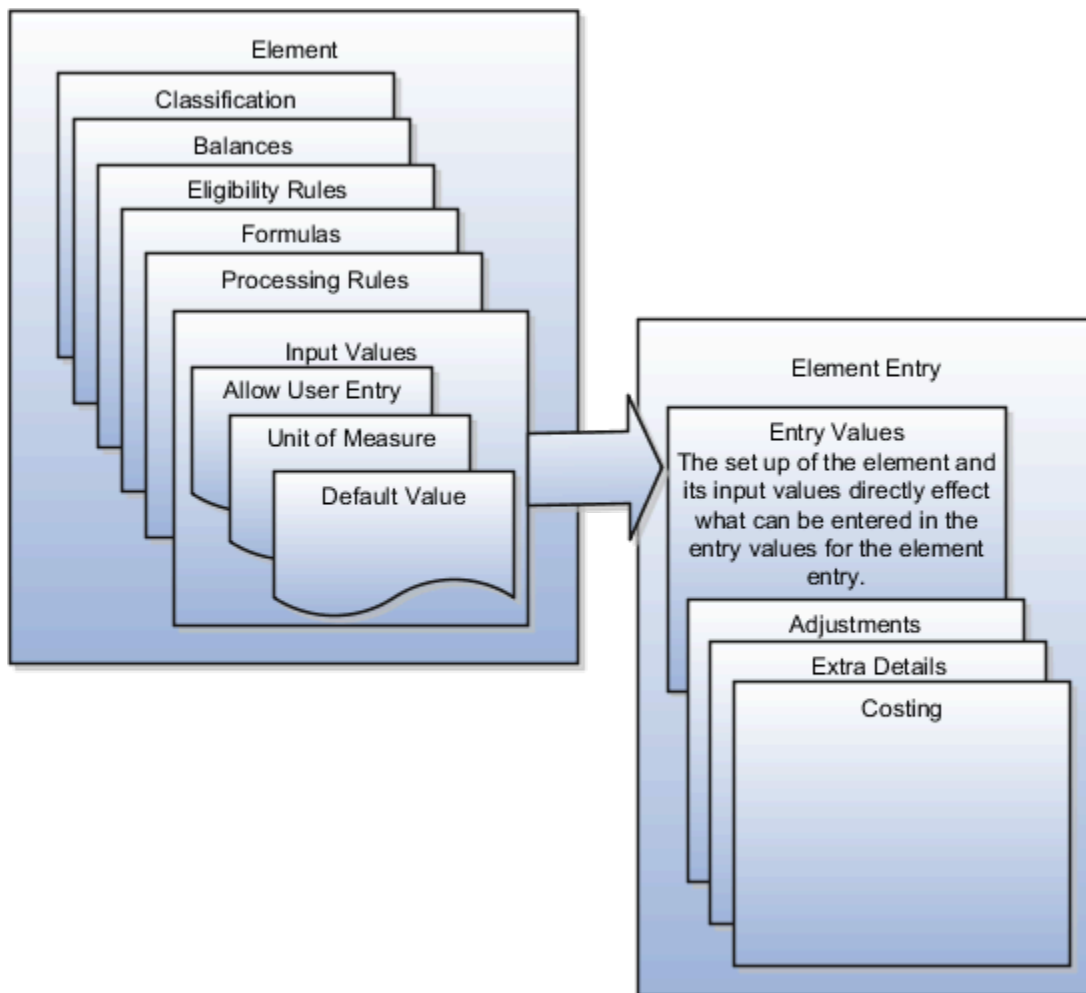
Element Setup that Affects Element Entries

This table summarizes element setup options that affect element entries.

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 checkbox 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

Set Up Balances for Percentage Elements

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

Use this balance definition to define the following items:

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

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

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

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

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

How Payroll Elements Hold Information for Multiple Features

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

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

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

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

Base Pay Management

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

Absence Management

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

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

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

Benefits

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

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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.

FAQ for Element Entries

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

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

Related Topics
- Default Values for Element Entries

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

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

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

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

1. Create the additional entry on the Element Entries page, selecting **Override** as the entry type.
2. Complete the element entry and then click **Submit**.
3. Set your effective date to the day the entry should end.
4. Click **Edit** and then select **End Date**.
5. Click **Continue** in the warning message dialog box.

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

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

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

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

Related Topics
- How Element Setup Affects Entries and Their Values

Balances

Balance Exceptions

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

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

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

Comparison Types

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

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

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

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

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

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

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

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

Variance Operators

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

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

- Comparison type is previous month

- Balance name is monthly car allowance

- Dimension name is relationship month to date

- Previous month amount is 500

- Variance value is 100

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

Variance Operator	Balance Exception Report Output	Results (based on sample data)
Variance, plus or minus **Note:** This operator applies only for comparison types of 'Previous', like Previous Months or Previous Period, as well as 'Average in Months'.	All relationships whose balance value either exceeds or are less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value less than or equal to 400 and greater than or equal to 600.

Variance Operator	Balance Exception Report Output	Results (based on sample data)
Less than	All relationships that are less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of less than 400.
Less than or equal	All relationships with a current value either equal to or less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of 400 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value.	Returns all relationships with a current value equal to 400 or 600.
Greater than	All relationships that are greater than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of more than 600.
Greater than or equal	All relationships with a current value either equal to or greater than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of 600 or more.
Does not equal	All relationships with a current value not equal to the previous month amount.	Returns all relationships with a value other than 500.

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

Severity Level

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

Using Formula Variance Type

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

Using Balance Variance Type

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

Run Dimension Support

Define balance exceptions based on a balance value for a payroll run. For example, use these values to define an exception to track employees with salary greater than $2,000 in the current run.

- Comparison Type: Current Run
- Dimension: Relationship Tax Unit Run

  Define the following to support this exception rule:
- Balance Name: e.g. Salary
- Variance Type: Amount
- Variance Operator: Greater Than
- Variance Value: 2,000
- Severity: 1

When you run the Balance Exception Report, the generated report shows employees having salaries greater than $2000 for the current run only.

Flow Connector Rule Support

The Balance Exception Report supports flow connector rules to view the consolidated run balances for connected flows. For example, during a payroll period, you run several off-cycle QuickPay runs to accommodate adhoc late payments or bonus payments to your employees or payment settlements for terminated employees. You also run the usual on-cycle payroll runs for the same payroll period.

Use flow connectors to consolidate the flows. When you run the enhanced Balance Exception Report, the generated report honors the defined flow connector rules and displays run balances for all the connected flows.

Examples of Balance Exceptions

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

Track Increases in Commissions

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

Field	Values
Balance Exception Name	Commission Increases Over 25 Percent
Comparison Type	Average in Months
Comparison Value	3

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Field	Values
Balance Name	Commissions
Dimension Name	Relationship Month to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	25
Severity Level	3 **Note:** Enter a lower value for a high priority exception.

Track Gross Earnings

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

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

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Field	Values
	Note: Enter a lower value for a high priority exception.

Severity Level for Balance Exceptions

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

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

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

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

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

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

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

Balance Exception Formula Type

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

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

These contexts are available to all formulas of this type:

- EFFECTIVE_DATE
- PERSON_ID

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- HR_ASSIGNMENT_ID
- TAX_UNIT_ID
- PAYROLL_RELATIONSHIP_ID
- PAYROLL_REL_ACTION_ID
- PAYROLL_TERM_ID
- PAYROLL_ASSIGNMENT_ID
- LEGISLATIVE_DATA_GROUP_ID
- PAYROLL_ID
- CALC_BREAKDOWN_ID
- AREA_1
- AREA_2
- AREA_3
- AREA_4
- AREA_5
- AREA_6
- PAYROLL_STAT_UNIT_ID
- INSURANCE_TYPE
- PENSION_TYPE
- DEDUCTION_CARD_ID

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

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

These return values are available to formulas of this type:

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

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

```
/***********************************************************
FORMULA NAME: SAMPLE_BEX_FORMULA_1
FORMULA TYPE: Balance Exception
DESCRIPTION: This is a sample formula that returns a static value.
Formula Results:
reference_value - Reference Value for comparison in the Balance Exception Report.
reference_info - Reference Value for reporting in the Balance Exception Report.
***********************************************************/
```

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```
reference_value = 100
reference_info = 'Ref Info'
RETURN REFERENCE_VALUE,REFERENCE_INFO
/* End Formula Text */
```

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

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

Related Topics
- Balance Exceptions

Adjust Individual Balances

How to Make Balance Adjustments for Regular Tax

This topic shows how you can make a balance adjustment for an employee that has been paid externally (from outside the Oracle Fusion Application) for a month. And from now, the Oracle Fusion Application will manage the employee's payroll.

This example shows how to compute the tax calculation for the employee's second pay period, by adding the tax information for the first pay period into the application using the balance adjustment functionality. Also, the employee doesn't avail of any special tax reduction rate or amount.

As a Payroll Administrator, use the Adjust Individual Balances task in the Payroll Calculation work area to make the balance adjustments.

Here's the list of steps to adjust the balances for the regular tax:

1. Select the **Adjust Individual Balances** task in the Payroll Calculation work area.
2. Enter the employee's name in the **Name** field in the Search window.
3. Enter a date in the **Effective-As-Of** field to narrow your search. Click **Search**.
4. In the **Search Results**, click the employee's name.
5. In the Adjust Individual Balances section, under Element Details Subsection, click the **Element Name** drop-down list box.
   Check that all the elements relevant for the employee is listed here. If an element is not included here, you must set up the element eligibility and ensure that the employee meets the eligibility requirements.
6. Select **Regular Tax**.
7. In the Adjustment Values section, use the **Balance** drop-down list and select **Balance** .

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8. In the **Pay Value** field, enter **390**.
9. In the **Income** field enter **20000**.
10. In the **Tax Base** field, enter **20000**.
11. In the **Nontaxable Earnings** field, enter **2000**.
12. In the **Tax Payable** field, enter **390**.
13. In the **Reduced Tax Payable** field, enter **390**.
14. Click **Submit**
15. Click **OK**.

Use the View Process Information Groups task to view and verify the balance adjustment for the employee.

1. Navigate to **My Client Groups > Payroll > View Process Information Groups**.
2. On the Search Person page, search for the person.
3. Click the Actions down arrow, and select **View Person Process Results**.
   You can see the details of the adjusted balances.

FAQ for Adjust Individual Balances

How can I backdate a balance adjustment?

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

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

Can I update a balance adjustment?

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

Absence

Rates Used to Calculate Absences in Payroll

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

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

1. Absence plan
2. Absence element
3. Compensation salary element

Absence Plan

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

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

Absence Element

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

- Absence payments

- Discretionary disbursement

- Final disbursement

- Liability balance rate

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

Compensation Salary Element

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

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

Related Topics
- Define Payroll Elements to Process Absences

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.

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

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

Allowing Enterable Values on Calculation Cards

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

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

   - The display name to appear on the calculation card.

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

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

Enterable Value Types

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

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

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

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

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Review and Update Calculation Value Definitions for the Deduction

You can view and update the contribution rules and limit rules created for the pension deduction. You can also enter a default payee.

For example, to change the flat amount deduction value for the employee contribution:

1. On the Calculation Value Definitions page, enter the element name and select your legislative data group.
2. Click **Search**.
3. Select **Pension Plan - Salaried Flat Amount for Employee Contribution** in the search results.
4. Select **Total amount** in the Enterable Calculation Values on Calculation Cards section.
5. Click **Edit** then **Update** in the Calculation Values section.
6. Enter the new deduction amount in the Flat Amount column.
7. Click **OK**.
8. Click **Submit**.
9. Click **Done**.

Related Topics
- Considerations to Enter Calculation Values for Pensions

FAQs for Calculation Cards

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

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

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

How to Configure a Personal Calculation Card

This example demonstrates how to configure a calculation card at the payroll relationship level. The calculation card captures information for an income tax deduction that varies depending on a person's tax filing status.

Prerequisite

1. Ensure that your legislation supports an income tax deduction.

   If it does, the necessary calculation card definition and calculation components are predefined.

Configure the Calculation Card

1. In the Payroll section, select **Calculation Cards**.
2. Enter and search for the person's name and legislative data group in the **Search** section.

3. Click the person's name in the Search Results to open the **Person Details** page. Any available calculation cards appear in the Search Results.
4. Click **Create** to open the **Create Calculation Card** window.
5. In the **Name** field, select **Statutory Deductions** as the calculation card type.
6. Click **Continue** to display the **Calculation Cards** page.

> **Note:** Use the **Calculation Card Overview** pane to view the component groups associated with this calculation card. In this example, you should see a Taxes component group. A calculation card may contain multiple component groups.

Configure Calculation Components

1. In the **Calculation Card Overview** pane, click the **Taxes** node.
2. In the **Calculation Component** section, click **Add Row** to open the **Create Calculation Component** window.

> **Note:** You may see a country-specific template instead of the Calculation Component and Component Details sections.

3. In the **Calculation Component** field, select **Income Tax**.
4. Click **OK**.

Configure Calculation Component Details

1. In the **Calculation Component Details** section, click **Create**.
2. In the **Calculation Component Details** field, select **Income Tax Details**.
3. Click **OK.**
4. Complete the fields displayed in the **Component Details** section. For this example, select the person's tax filing status in the Tax Code field.

> **Note:** Component details vary for each calculation component. For some components, you can also enter amounts, rates, or other values. If you can enter values, the Enterable Values on Calculation Cards tab appears. For this example, no values can be entered.

Define an Association

Associations link a calculation card or component with a tax reporting unit.

1. In the **Calculation Card Overview** pane, click the **Associations** node.
2. Click **Create**.
3. Select your legislative data group and click **OK**.

   Since you didn't select a calculation component, the tax reporting unit is associated with all components on the card.
4. Select the new association in the **Associations** section, click **Create** in the Association Details section.
5. Select the calculation component you just configured, click **OK**.
6. Click **Save and Close**.

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

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

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

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

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

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

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

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

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

How do I suspend a calculation component?

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

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

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

How Entries of Personal Calculation Cards Fit Together

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

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

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

Card Types

The types of calculation cards you can create and the type of information captured on a card vary by country or territory. Examples include cards for:

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

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

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Card Creation

In countries where all employees are subject to the same set of statutory deductions, the application automatically creates one or more statutory deduction calculation cards. These cards are created when you hire a new employee. In other countries, you must create calculation cards manually.

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

Calculation Components and Component Groups

The Calculation Card Overview pane shows a hierarchy of calculation components within component groups. For example, child support, education loan, and alimony are calculation components in the US involuntary deduction component group.

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

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

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

> **Note:** For some countries, the Calculation Cards page doesn't include the Calculation Components and Component Details sections. Instead, the layout of the page is specific to the data items required for the country.

Enterable Calculation Values

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

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

Tax Reporting Unit Associations

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

- Which rates and rules held at tax reporting unit level apply to the calculation of the components

- How the calculations are aggregated for tax reporting

Rules about what you can enter here vary by country:

- Typically, all components on a calculation card are associated with the same tax reporting unit by default.

- You may be able to associate individual components with different tax reporting units.

- If a person has multiple assignments, you may be able to associate specific assignments with calculation components.

Related Topics

- Enterable Values on Calculation Cards

When should I force recalculation of the contribution base for Chinese social security and benefits deductions?

If you make any change that affects a deduction's contribution base, you should force recalculation only if the base is normally calculated yearly rather than monthly. The frequency of recalculation is determined by the switch period type defined in the Contribution Base Information component

To force recalculation of the contribution base for the effective payroll run, select **Yes** in the **Force Contribution Base Recalculation** field in the Component Details section on the employee's Deduction Information calculation card. If you want to recalculate the base only once and then resume yearly recalculation, reset this field's value to **No** after the payroll has run.

How do I specify an employee's tax area or social security contribution area?

You don't need to enter this information directly. It's derived from the tax reporting unit (TRU) associations defined on the employee's Deduction Information calculation card.

You can associate an entire card (and thus all its calculation components) with a specific TRU, or associate individual components, such as public housing fund, with a specific TRU. The TRU associated with a calculation component determines its tax area or contribution area.

Where do I enter an employee's social security number?

Use the Manage Calculation Cards task to open the employee's Deduction Information calculation card. Select Social Security in the Calculation Card Overview pane, and then create a Social Security Card Number component.

In the Component Details section, enter the employee's card number. Repeat the steps as needed, if the person has multiple social security card numbers issued by different territories. This information isn't used in payroll processing or reporting.

How do I define a special tax reduction rate for an employee?

Use the Manage Calculation Cards task to open the employee's Deduction Information calculation card. Select the Individual Income Tax component. In the Component Details section, select Yes in the **Entitled to Special Tax Reduction** or **Exemption** field.

On the **Enterable Calculation Values on Calculation Card** tab, create an override for Special Tax Reduction Rate and enter the rate.

How do I define the policy for deferring social security deductions during probation periods?

By default, social security deductions aren't deferred, but you can establish a deferral policy for a specific tax reporting unit (TRU) on the TRU-level calculation card.

Select the **Manage Legal Reporting Unit Calculation Cards** task in the Setup and Maintenance area, and then open the calculation card for the tax reporting unit. Add a **Common Information** calculation component to the card (if it doesn't already exist), and then select the deferment type applicable for this TRU in the Component Details section.

Related Topics

How do I define territory-specific tax exemption rates?

Use the Manage Legal Entity Calculation Cards task. On the Statutory Deductions card, add an Individual Income Tax component and specify the territory.

On the **Enterable Calculation Values on Calculation Card** tab, create a Tax Exemption Amount value for each territory-specific rate you need to define.

Related Topics
- Example of Creating a Calculation Card for a Payroll Statutory Unit for China

How do I define territory-specific tax exemption amounts for severance payment tax calculations?

Use the Manage Legal Entity Calculation Cards task. On the Statutory Deductions card, add an Individual Income Tax component and specify the territory.

On the **Enterable Calculation Values on Calculation Card** tab, create a Severance Payment Tax Exemption Amount value for each territory-specific amount you need to define.

Related Topics
- Example of Creating a Calculation Card for a Payroll Statutory Unit for China

How do I define rates for social security deductions?

To define rates specific to a territory and hukou type, enter values on a payroll statutory unit (PSU) calculation card using the Manage Legal Entity Calculation Cards task.

To define rates specific to a tax reporting unit (TRU) and hukou type (if they differ from those specified for the PSU), enter values on a TRU-level calculation card using the Manage Legal Reporting Unit Calculation Cards task. Calculation values defined at the TRU level override those defined at the PSU level.

To define rates specific to an employee, enter values on a personal Deduction Information calculation card using the Manage Calculation Cards task. Calculation values entered on a personal calculation card override those defined at both the TRU and PSU levels.

On the calculation card at any level, create a social security calculation component and enter component details (if they don't already exist). On the **Enterable Calculation Values on Calculation Card** tab, create an override for the rate you need to define. Repeat for each social security component requiring an override.

Related Topics
- Create a Deduction Information Card at the Payroll Relationship Level for China
- Organization-Level Calculation Values for China

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How do I enter the previous year's average salary amounts for calculating social security deductions?

On the calculation card at the payroll statutory level, create overrides for City Lowest Average Monthly Salary in Previous Year, City Average Monthly Salary in Previous Year, and Provincial Average Monthly Salary in Previous Year, as applicable.

The calculation methods you select in the Contribution Base Information component details determine the override values to use for calculating the contribution base and its upper and lower limits.

For example, if the contribution base calculation method is 60% of City Lowest Average Monthly Salary in Previous Year, you must create an override for City Lowest Average Monthly Salary in Previous Year.

Related Topics
- Example of Creating a Calculation Card for a Payroll Statutory Unit for China
- Organization-Level Calculation Values for China

What's a switch month?

A switch month is the month in which the application recalculates the employee and employer contribution bases for a Chinese social security or benefits deduction. The application does this if the switch period type is set to recalculate yearly.

You define the switch month and switch period type on a payroll statutory unit (PSU) calculation card in the Contribution Base Information component details for the applicable calculation component.

Related Topics
- Example of Creating a Calculation Card for a Payroll Statutory Unit for China

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5 Payroll Processing

Payroll Run

How Element Processing Sequence is Determined

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

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

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

Restrict Payroll Processing

Select rules to control which payroll relationships and which elements to process in a payroll run. For example, a skip rule or frequency rule.

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

Restrict the Elements Processing Based on Rules

When you create an element, specify eligibility rules that control who's eligible to receive an element. You can also create skip and frequency rules that control which recurring elements the payroll run processes.

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

Restrict the Records to Process Based on Flow Parameters

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

Parameter	Use To
Payroll Relationship Group	Restrict processing to the payroll relationships within the group, which you can define using static or dynamic rules, based on payroll relationship or assignment information.
Element Group	Restrict processing to the elements in the group, which you can define by selecting element classifications and including or excluding specific elements.
Run Types	Determine which payroll calculations to perform and how to pay the results. For China, the application processes an element only in the Regular run type.

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

Date	Required?	Comments
Process Date	No	If specified, this date is used as the process date; otherwise, the application uses the payroll run date of your payroll definition.
Payroll Period	Yes	Used to derive the dates for processing.
Date Earned	Yes	Identifies these element entries • To include in the payroll run • That belong to a proration group and ended within the payroll period

Related Topics

How Terminations Affect Payroll Processing

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

Entry Dates That Affect Processing

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

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

How Terminations Are Processed

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

Update Personal Payroll Information for a Termination

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

- Update element entries, for example, enter severance payment details on the Element Entries page.

- Verify termination dates and element duration dates on the Payroll Relationships page.

- Update personal calculation cards to discontinue contributions to social security items on the Calculation Cards page.

Related Topics
- How to Set End Dates for Terminations for China

FAQs for Payroll Run

How can I remove someone from the payroll run?

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

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

How can I receive payroll notifications

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

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

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Payroll Calculation

Consolidation Groups

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

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

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

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

To create a consolidation group:

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

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

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

Related Topics

- Examples of Using Consolidation Groups
- Overview of Combining Payroll Flows

Examples of Using Consolidation Groups

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

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Post-Run Processing

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

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

Separate Costing and Payment

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

To process employees separately:

1. Create payroll relationship groups that restrict the employees.

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

Purposes of Reporting

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

To process the report for a subset of payrolls:

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

Related Topics
- Consolidation Groups

Object Groups

Overview

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

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

- Payroll Relationship

- Work Relationship

- Process Information Group

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

Element Groups

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

This table explains the usages for an element group.

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

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

Payroll Relationship Groups

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

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

1. Specify a payroll definition. Every group is limited to the payroll relationships assigned to a single payroll that you select.
2. Optionally, define the group to be either static or dynamic.
   a. To define a static group, select the payroll relationships and assignments to include in or exclude from the group.
   b. To define a dynamic group, use a fast formula of type Payroll Relationship Group. The formula contains the criteria to establish the payroll relationships and assignments included in the group. Then, you can individually select additional payroll relationships and assignments to include in or exclude from the group.

Work Relationship Groups

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

- In a static group, select the work relationships and assignments to include in or exclude from the group.

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

Process Information Groups

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

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

Related Topics

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

QuickPay

How QuickPay Is Processed

⏵ **Watch video**

Follow these steps to run a simplified QuickPay, add a referral bonus, and verify payment calculations.

1. Navigate to **My Client Groups > Payroll** on the Home page, and select the **Calculate QuickPay** task.
2. Use the single-search option on the Person Search page and search for the person for whom you want to process the QuickPay. Based on the person you select and effective date used for the search, the QuickPay process displays a single page that populates parameters, such as the person's payroll, date earned, and flow name.
3. The Effective As-of Date defaults to the current date. Enter a specific **Effective As-of Date** if you want to process the QuickPay for a specific payroll period. The payroll period defaults from the date you use for person search.
4. By default, the delivered QuickPay flow uses the default consolidation group that's assigned to the payroll. To change this value, use the **Consolidation Group** parameter.
   The payroll and period name is derived from the effective date, and based on the effective date the date earned, and process date are automatically defaulted.
5. Select the **Select All** checkbox if you want to process all the elements for the selected employee. Optionally, you can select elements you want to process by selecting the specific element checkbox.
6. Click **Show Filters** and then **Expand All** to view and select any of the filter options to narrow down your search and select the elements.

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7. Follow these steps to add a referral bonus.

    a. Click **Search** on the **Element Name** field.

    b. In the Element Name field, enter **Referral**.

    c. Click **Search**.

    d. In the Search Results, click **Referral Bonus HC**.

    e. Click **OK**. You can now see the details of the assignment the element is assigned to.

8. Click **Continue**.

9. Enter the referral bonus amount in the **Amount** field.

10. Enter an **Effective End Date** only if it's a recurring element. Since this is a nonrecurring element, the Effective End Date is automatically populated because it only runs for this one pay period.

11. Click **Submit** to submit the QuickPay.

    After you submit the QuickPay successfully, you can see the employee's Statement of Earnings, which shows the period the referral bonus was processed, the start and end date, and the payroll that it was run for.

12. Click **Show Details** to view the earnings breakdown of the employee, including the referral bonus you just entered.

You can now run additional processes such as the calculate QuickPay Prepayments, Archive, Payslip, and if I wanted to pay the employee by check, the Check Writer process.

Examples of the QuickPay Process

Let's look at some examples to understand when you can run the QuickPay flow.

The first three examples uses QuickPay to make payments outside the regular payroll run, and the last example verifies payments before the actual payroll run.

Pay Separate Check for Employee Bonus

You want to pay an employee special incentive bonus separately from the regular pay. The employee doesn't want any voluntary deductions, such as charitable donations or retirement fund contributions, taken from the bonus pay. Use the Element Entries task and add the bonus to the employee's element entries. Select Calculate QuickPay from the Actions menu, and specify these settings:

- In the Details section, select **Supplemental** as the Run Type.

- In the Element Entries section, deselect element entries for all voluntary deductions.

Pay New Hire After Payroll Cutoff Date

A new hire joins the company on the 25th of the month, but the new hire process doesn't complete until the 28th. By that time, you have processed the monthly payroll and issued payments. To avoid delaying the person's pay until the next month, use the QuickPay Payments task, submit a QuickPay calculation, and make an external payment. Normal processing of the employee's pay resumes with the next payroll cycle.

Pay Terminated Employee

HR terminates an employee in the middle of a payroll period. HR requests that you process and pay the person immediately. Update the employee's payroll information. Use the QuickPay Payments task to submit a QuickPay calculation, and make an external payment for the employee's final pay.

Verify Bonus Payment Amounts Before Running the Main Payroll

Before processing bonus payments in the next payroll run, you want to verify the run results. Submit a QuickPay process for a few employees and review the results, then roll back the QuickPay calculation.

1. Submit the QuickPay process.
2. When the QuickPay calculation completes, verify the results to confirm that the bonus amount and deductions are calculated correctly. Don't click **Mark as Complete**.
3. Select the verification task in the checklist. Select **Roll Back** from the Action menu.
4. Select the QuickPay task in the checklist. Select **Roll Back** from the Action menu.
5. Submit the regular payroll to recalculate this person's run results and to generate payments.

Use this scenario if you change an employee's payroll information, such as adding a new deduction or updating the tax code, and want to validate the change before the next payroll run.

FAQ for Quick Pay

Can I automate a QuickPay flow using a service?

No, because QuickPay tasks require user input. The Flow Actions service is only for flows that don't require user action.

QuickPay Flows

How to Run QuickPay Flows

Create a QuickPay flow to include additional tasks as per your requirement. For example, create a QuickPay to Payslip flow to process QuickPay and prepayments, and then generate the payslip to make payments.

Use the Payroll Flow Patterns quick action under Payroll from My Client Groups on your Home page, to create a flow and add the requisite tasks to the flow as per your requirement.

Flow Pattern Type

When you create your own QuickPay flow, use the **Flow Pattern Type** field on the flow setup page to set the flow as either of these:

- QuickPay
- QuickPay with Parameters

> **Note:** These options are available only for user-defined flows you set up at the enterprise level. You don't select an LDG for the flow at the time of creation of the flow.

Select the QuickPay with Parameters option if you include tasks that have additional parameters other than those available on the delivered QuickPay Submission page.

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The parameters available to you is dependent on the tasks you include in the QuickPay flow. For example, you must include the payment-related tasks of prepayments, check payments, or EFT payments for the QuickPay Submission page to display payment-related parameters of payment methods, payment source, and so on.

Actions Menu

When you select QuickPay or QuickPay with Parameters option as the Flow Pattern Type for a flow, the flow is available for you to set as the default flow.

The Calculate QuickPay task defaults to the QuickPay Simplified flow. Use the **Actions** menu on the QuickPay Submission page to select and submit an alternate QuickPay flow to the one defaulted by the Calculate QuickPay task. Select a flow that you want to submit without navigating away from the QuickPay Submission page.

> **Note:** For a flow to list within the Actions menu, you must tag the flow as a QuickPay or QuickPay with Parameter flow on the flow setup page.

Parameter Input Page

If any of the added tasks in your QuickPay flow have additional parameters other than that included on the QuickPay Submission page, select the **QuickPay with Parameters** option on the flow setup page.

When you set this user-defined flow as your default flow and submit the flow, the application automatically displays the Parameter Input page first for you to define the additional task parameters. The QuickPay Submission page displays subsequently.

> **Note:** If you don't select the **QuickPay with Parameters** option on the flow setup page, the Parameter Input page doesn't display when you submit the flow.

Key Parameters

When you set up a user-defined flow as a QuickPay flow, set these two parameters as the key parameters for the flow:

- Effective Date
- Payroll Relationship

If you don't set these two parameters as the key parameters, the flow setup fails and generates an error.

Flow Status

Set the flow as **Active**. Flows that are inactive, hidden, or created at an LDG-level aren't listed on the QuickPay submission page for you to select. You can only select and submit enterprise-level flows.

Process Configuration Group

Use the **Process Configuration Group** parameter to select a process configuration group of your choice when submitting a QuickPay.

- If you don't make a selection, the process configuration group value defaults to what you have set using the ACTION_PARAMETER_GROUPS profile option.
- However, if you haven't set the profile option and the field is left blank, then it defaults to the default group for the QuickPay process.

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Enable Logging

If you use a process configuration group that has logging enabled, the QuickPay submission page displays a message to indicate that logging is enabled. The name of the process configuration group is displayed on the UI. Click on the process configuration group name to access the Process Configuration Group UI and view the details of the parameter and make changes if required.

When you enable logging and submit a flow, the application creates files to capture the process parameters. Use these files to troubleshoot your process.

For more information on enabling logging, refer the 'Enable Logging in Payroll Flows' topic on the Oracle Help Center.

> **Note:** For an existing user-defined flow that includes the QuickPay task, remove the task and add the task back into flow. This ensures that the QuickPay flow submission page displays the **Process Configuration Group** parameter.

Submit a QuickPay Flow to Correct a Payroll Calculation Error

This example demonstrates how to submit a QuickPay flow for an employee to correct a calculation error that occurs in the main payroll run.

In this scenario, you complete the payroll calculation but not the prepayments calculation for the weekly payroll run. HR informs you that an employee took unpaid leave earlier in the month. You roll back the employee's payroll calculation to remove the person from the payroll run, and continue processing the weekly payroll and issue the payments. When you receive details about the leave from HR, you update the employee's records. You submit a QuickPay process to calculate the payroll run and prepayments for the employee, and to process an external payment.

Use a QuickPay flow that has these tasks:

1. Calculate QuickPay
2. Verify Payroll Results
3. Calculate QuickPay Prepayments
4. View Prepayments Results
5. Make External Payments
6. Verify Payments

Here's the list of tasks to submit a QuickPay flow for an employee to correct a calculation error in the main payroll run.

- Roll back the employee's payroll run results.

- Submit a QuickPay process.

- Calculate and verify payroll run results.

- Calculate and verify prepayments.

- Make an external payment and verify the payment results.

Roll Back and Correct Data

1. Before calculating payments for the main payroll run, roll back the employee's run results.
2. Complete the weekly payroll run.
3. Make the necessary corrections in the employee's payroll or HR data.

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Submit the QuickPay Flow

1. Select the **Calculate QuickPay** task on the Payroll page.
2. On the Person page, search for and select the employee.
3. On the QuickPay Submission page, optionally, override the payroll flow name with a more meaningful one. Verify the remaining information.

   The Element Entries section refreshes to display all element entries that the QuickPay flow processes. Ensure that the process includes all element entries.
4. Click **Submit.**
5. Click **Refresh** until the Calculate QuickPay task is complete.
6. Click the **Verify Payroll Results** task in the checklist.
7. On the View Person Process Results page, click the person's name in the Search Results.
8. In the Statement of Earnings section, verify the information in each of the Quick Reference Summary tabs.
9. Click **Done** to return to the QuickPay process.
10. Click **Mark as Complete**.

Calculate and Verify Prepayments

1. Click the **Calculate QuickPay Prepayments** task in the checklist.
2. In the Prepayments section, optionally, select an organization payment method and payment source.
3. Click **Submit**.
4. Click **Refresh** until the Calculate QuickPay Prepayments task completes.
5. Click the **View Prepayments Results** task in the checklist.
6. On the View Person Process Results page, click the person's name in the Search Results.
7. Verify the prepayment results, including the payee, payment method, payment source, and payment amount.
8. Click **Done** to return to the QuickPay process.
9. Click **Mark as Complete**.

Make External Payment and Verify Payment Results

1. Click the **Make External Payment** task from the checklist.
2. In the External Payments section, select the payment and then select **Make Payment** from the Action menu.
3. Enter a check number and the reason you are generating the check externally. Click **OK**.

   The application marks the payment as Paid. This status prevents a payment process that would normally pick up this payment from processing it again.
4. Click **Mark as Complete**.
5. Click the **Verify Payment** task in the checklist.
6. On the View Person Process Results page, click the person's name in the Search Results.
7. Verify the payment results. Click **Done** to return to the checklist.

   The payment results shown here should match the prepayment results you verified earlier.
8. Click **Mark as Complete**.

Examples of Using Flow Interaction for QuickPay Flows

Let's look at some examples to understand how to specify flow interaction when you process a QuickPay after calculating QuickPay run results or prepayments.

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Merge Flows after Calculating QuickPay

Scenario: While verifying payroll run results in your weekly payroll flow, you discover an error in the pay amount for an employee. You remove the person's record from the payroll run, so that you can continue processing the payroll. You investigate the problem and update the person's element entries on the Manage Person Details page. You select the Calculate QuickPay task from the Actions menu. You want to calculate the QuickPay and verify the results, and then process the combined QuickPay and payroll run for the Calculate Prepayments task.

On the Calculate QuickPay page, complete these steps to create the flow interaction.

1. Select Flow Interaction from the Action menu, and specify these details.

From Flow	From Task	To Flow	To Task
Current QuickPay flow	View Payroll Results	Weekly Payroll Flow	Calculate Prepayments

2. Select the **Use to Calculate Results** option so that the weekly payroll flow includes the results of the QuickPay process.

The QuickPay flow ends and merges with the Calculate Prepayments task in the weekly payroll flow.

Merge Flows after Calculating Prepayments

Scenario: Verify the results of your prepayments task for your biweekly payroll flow when you receive notification to process the pay for a new hire. You want to generate an EFT payment for the new hire rather than issue an external payment. In your enterprise, you archive payroll results before generating payments. Use the Calculate QuickPay task to start the QuickPay process, and interact with the biweekly payroll flow, as shown in the following table. Select the **Use to Calculate Results** option so that the biweekly payroll flow includes the results of the QuickPay process.

From Flow	From Task	To Flow	To Task
Current QuickPay flow	View Prepayment Results	Biweekly payroll flow	Archive Periodic Payroll Results

After marking the Verify QuickPay Results task in the QuickPay process complete, the QuickPay flow ends. The Archive Period Payroll Results task includes the results of the QuickPay process.

QuickPay Run Results

QuickPay Summary

You can now process QuickPay and view the earning and deduction information for an employee on the QuickPay Summary page.

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To generate the QuickPay Summary page:

- Use the Calculate QuickPay task from the Payroll Calculation work area. You are taken to the Payroll Person Search page, from where you can search for a person or multiple persons and process the QuickPay using the Actions menu.

- Use the Payroll Person Search feature from the Payroll Calculation work area, search for a person or multiple persons and process the QuickPay using the Actions menu.

  There are two QuickPay options:

  - The QuickPay Payments option to run the QuickPay and Payments process at the same time.
  - The Simplified QuickPay option to run the standalone QuickPay process.

Use the summary page to view information from the calculation cards and the element entries. The Effective As-of Date you enter on the Payroll Person Search page determines the payroll period information for the QuickPay calculations.

The regions of the summary page displays information across the entire payroll period for the date you enter in the search. When creating new entries or making updates within a region you must specify an 'Effective Date' for the transaction to ensure that the correct start and end dates are populated.

The Summary Page has the following regions:

- Standard Entries
- Absence Entries
- Time Card Entries

Here's a list of tasks you can do from the above three regions:

- View details of element entries, absence entries, and time card entries
- Click on an element name to view additional details of entry values and costing
- You can create, end date, or update details contained on the page
- Use the 'Add Element' button to create multiple elements at a time
- Drill down on the absence date and view all entries for the absence in a separate page
- Expand a time card row to view the property and costing details for the time record

View the Standalone QuickPay Summary Page

Use the filter on the standalone summary page to change the view of the data based on the dates you select.

The filter and displayed dates are available at the top right of the page and controls all the regions within the summary page. If you select a date range within the filter all the regions on the page uses this date range. For instance, you can't select a different date range for standard entries and another for absence entries.

QuickPay Standard Entries Summary

You can view the Standard Entries Summary page from the QuickPay Summary page. The Standard Entries page displays the standard entries that are assigned to an employee.

The page has a summary region from where you can drill down to the details section.

Summary Region

The summary region displays all the summarized entry values applicable to an element across the entire payroll period for the date you enter in the search. The region displays a maximum of five elements. Use the **Show More** button to view additional entries.

To see additional information pertaining to an entry value and costing, click on the element name and this displays additional information within a detail region. The element name is read-only as this is the link to the detail page.

- Edit the values on the summary region and update, correct, end date or delete costing information using the Actions menu.
- Use the Include or Exclude checkbox at the header level to include or exclude an entry in the QuickPay calculations.
- Hover over a name to view additional information regarding the field name or value. For example, if you hover over the amount value, you can view the unit of measurement of the amount.

Detail Region

A detail region displays detailed information for the entry you selected in the summary region. The detail region displays detailed information including entry values, the source of an element, whether it has been processed, costing information, and history.

- You can see all the entries within the detail page and be able to minimize or maximize each one. You don't have to go back to the summary to select a different entry to view. This enables you to compare entries within a single page.
- If you select a row in the summary region, the Additional Details Input Values region in the detail region displays the input values for the record.
- The Element Entry Information region displays information about the element entry. For instance, how it was created, is it a retroactive entry, assignment number, and so on.
- The Costing Information region displays the costing information for an element entry. By default the costing segments should be minimized when opening the detail region for the standard entry. This region can be collapsed and opened.

Add Elements

Use the Add Element button in either of the regions to create additional elements. The Add Element button opens a new window where you can select multiple elements and an effective date. The effective date defaults to the effective date at the top of the summary page, and the payroll field defaults to the active payroll. You can enter a different effective date and payroll if required.

You can also enter the assignment, element name and classification, make the element an overridden entry, add a reason and enter costing information if required.

You can select multiple elements when creating rather than creating one at a time. You can also use a saved search for grouping elements to enter.

QuickPay Absence Entries Summary

Use the Absence Entries page to view on a single page the absence information of your employees passed from the Absences application to the Payroll application.

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You can view the Absence Entries Summary page from the QuickPay Summary page.

The page has a summary region from where you can drill down to the details section.

Summary Region

The summary table is a read-only region that displays summarized absence information. It shows the total number of units, for example hours, for an absence, broken down by absence type and employment record.

The region displays:

- A summary region for each absence record that spans the effective dates entered on the summary page or the QuickPay period dates. If multiple summary sections are displayed, they're sorted by absence start date with latest date at top of table.

- The absence start and end date plus the ID for the absence.

- The name of the absence plan, for example Sickness Plan.

- The total number of units, for example hours, for each absence record such as, entitlement, accrual, discretionary disbursement, and final disbursement.

- Enables you to search for a specific absence type summary record for one or more time cards.

Use the 'Create Absence' button on the summary table to create an absence record.

Detail Region

A detail region displays the daily information for the selected time card. It will include a breakdown of the time card entries and other information such as costing.

Use the Detail region to:

- View the detailed information for the selected time card.

- If multiple time cards are displayed in the summary region, navigate to the detail for the other time cards and quickly compare time card details.

- Search for a specific time type record.

QuickPay Time Card Entries Summary

Use the Time Card Entries page to view on a single page the time information of your employees passed from the Time and Labor application to the payroll application.

You can view the Time Card Entries Summary page from the QuickPay Summary page.

The page has a summary region from where you can drill down to the details section.

Summary Region

The summary table is a read-only region that displays summarized time information. It shows the total number of units, for example hours, for a time card, broken down by time type and employment record.

The region displays:

- A summary region for each time card that spans the effective dates entered on the summary page or the QuickPay period dates. If multiple summary sections are displayed, they're sorted by time card start date with latest date at top of table.

- Enables you to search for a specific time type summary record for one or more time cards.

Use the 'Create Time Card' button on the summary table to create a time card record.

Detail Region

A detail region displays the daily information for the selected time card. It will include a breakdown of the time card entries and other information such as costing.

Use the Detail region to:

- View the detailed information for the selected time card.

- If multiple time cards are displayed in the summary region, navigate to the detail for the other time cards and quickly compare time card details.

- Search for a specific time type record.

View the QuickPay Person Process Results

Run QuickPay and view the Person Process Results page from the QuickPay Summary page. Use the process results page to do the following:

- Drill down into the details for each processed person

- View the task details and parameters used for submission

- See all records that completed, has errors, or still to be processed

- View analytical graphs

Use the Process Results task from the Actions menu on the Payroll Person Search page to generate the Person Process Results page for a person.

The page has three distinct regions as explained here.

Header Region

Use the header region to view static processing information such as Flow Name, Process Name, Payroll Name, Period Name and so on.

Summary Region

Use the summary region to view summary level information concerning the data that's processed or is being processed for the selected person. Information contained within this region includes records processed, errors raised, processing time, and so on. You can also view analytical graphs that display details of the process such as parameters used, the submitting user, and logging information.

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Click on an item to view detailed information pertaining to the item. You can view the following information from this region:

- Error Messages: Displays all the errors that the process has encountered.

- Record Processing: Displays information regarding total records processed, unprocessed, processing, encountered error, marked for retry, and skipped.

- Process Status: Displays the start time, finish time, and elapsed time of the process.

Process Results Region

Use the process results region to see the records processed with a brief summary of total values processed. The summary level information is dependent on the process that has been selected. For example, the payroll process shows the Gross and Net payments for each employee, whereas costing process shows the total debits and credits for an employee. You can view the processed information for a list of individuals in a single page.

Use the Actions Menu at the end of each record, to perform any of the following actions on a process:

- Roll Back

- Mark for Retry

- Reversals

- View Results, such as viewing the Statement of Earnings

- View Messages

RetroPay

How Retroactive Pay Is Calculated

Retroactive pay is the recalculation of prior payroll results because of changes that occurred after the original payroll calculation run.

For example, an employee receives a backdated salary award or a performance bonus.

You run the Recalculate Payroll for Retroactive Changes process to calculate retroactive pay. This process creates retroactive element entries based on retroactive events.

> **Note:** Only the elements that have retroactive pay enabled will have retroactive results calculated.

Set up Elements for Retroactive Pay

To enable retroactive processing of an element:

1. On the Event Groups page, review the types of changes that automatically trigger a retroactive notification for the predefined event group, called Entry Changes for Retro. It is recommended you use this group or you can create a new event group for the element, if required.
2. On the Element Additional Details page, select **Yes** for these questions:
   o Is this element subject to proration?

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- o Is this element subject to retroactive changes?

3. On the Element page, select the predefined event group or a new group that you have created.

   Note: This step is only if you want to attach your new group to an existing element. If your group exists and you are using the template to create the element, you do not need to navigate to the element page. You can attach the group from the template.This step is only if you want to have a different element pay the retroactive adjustment.

4. On the Retroactive Components page, create a full retroactive calculation with a reprocess type of 'Reprocess' and choose 'Yes' for the default component.

5. In the Retroactive Pay Elements section of the Retroactive Components page, create an entry with effective dates, adjustment type of 'Standard' and choose the target element of the results element that you want the retroactive pay process to use when creating a retroactive entry.

   Note: This step is only if you want to have a different element pay the retroactive adjustment.

Process Retroactive Pay

Whether creating a flow pattern for retroactive tasks, incorporating tasks into a Payroll Cycle flow pattern, or running individual processes, it is advised to run them in the following order:

1. Submit the Retroactive Notifications Report.

   Note: You can also Review or create retroactive events on the Event Notifications page and download results to Excel to view retroactive events in a report format.

2. Submit the Recalculate Payroll for Retroactive Changes process with the Submit a Flow task or the process may run automatically as part of your payroll flow.

   Note: This process creates one or more retroactive entries to receive the process results and never overwrites historical payroll data.

3. Submit the Retroactive Entries Report.
4. Review the Retroactive Entries Report.
5. Submit the Calculate Payroll process.

Note: Always run the Recalculate Payroll for Retroactive Changes process immediately before you run a payroll. Otherwise, if you run it after the Calculate Payroll process, retroactive adjustments are held over until the next payroll period.

If you don't get the expected retroactive notification, here are some suggestions to review:

- The transaction that caused the event
- Element setup
- Element eligibility for the person
- The retroactive event group entities and attributes that are set up to trigger retroactive events
- The proration event group entities and attributes setup that triggers proration

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Exclude Retroactive Element from the Retroactive Pay Process

If you enabled the element for retroactive pay but now you don't want it included in the process, follow these steps to prevent it from being considered in the process comparison:

1. On the Element Additional Details page, Remove the two retroactive components rows.
2. On the Event Groups page, remove the event group.

> **Note:** To process an element in a retroactive payroll run, the element must have retroactive components that define the processing rules. These steps remove these defined processing rules and disable event notifications.

Related Topics
- Create Conversion Formulas for Proration
- Overview of Payroll Event Groups

Add a Retroactive Event Notification Manually

Retroactive Events are typically created automatically when you create retroactive adjustments, such as backdated salary changes.

You can enter the retroactive event manually to generate the correct payslip, such as if payroll hasn't made the pay rate change effective last pay period for an employee being terminated effective immediately.

Create a Payroll Relationship Event

1. Select the Event Notifications task.
2. Click **Create**.
3. Use the information in this table enter information into the Create Payroll Relationship Event window.

Field	Value
Approval Status	Awaiting Processing
Payroll Relationship	The person to process
Process Date	Date when the retroactive change process is run. > **Note:** > This date indicates when the element change was triggered.

4. Click **Save and Close**.

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Create a Retroactive Event

1. On the Event Notifications page, click the name of the person associated with the payroll relationship event you created.
2. On the Retroactive Events page, click **Create** in the Entry Details section.
3. Select the element you want to reprocess, the date the recalculate payroll runs, and a retroactive component. The element from which the change will be paid to the person is the retroactive component.
4. Repeat the previous step if you want to recalculate multiple elements for this payroll relationship.
5. Click **Submit**.

Payments

Overview

Calculate the distribution of payments and verify the prepayment calculations before you distribute payroll payments. This figure shows you the flow of the calculate payment distribution tasks.

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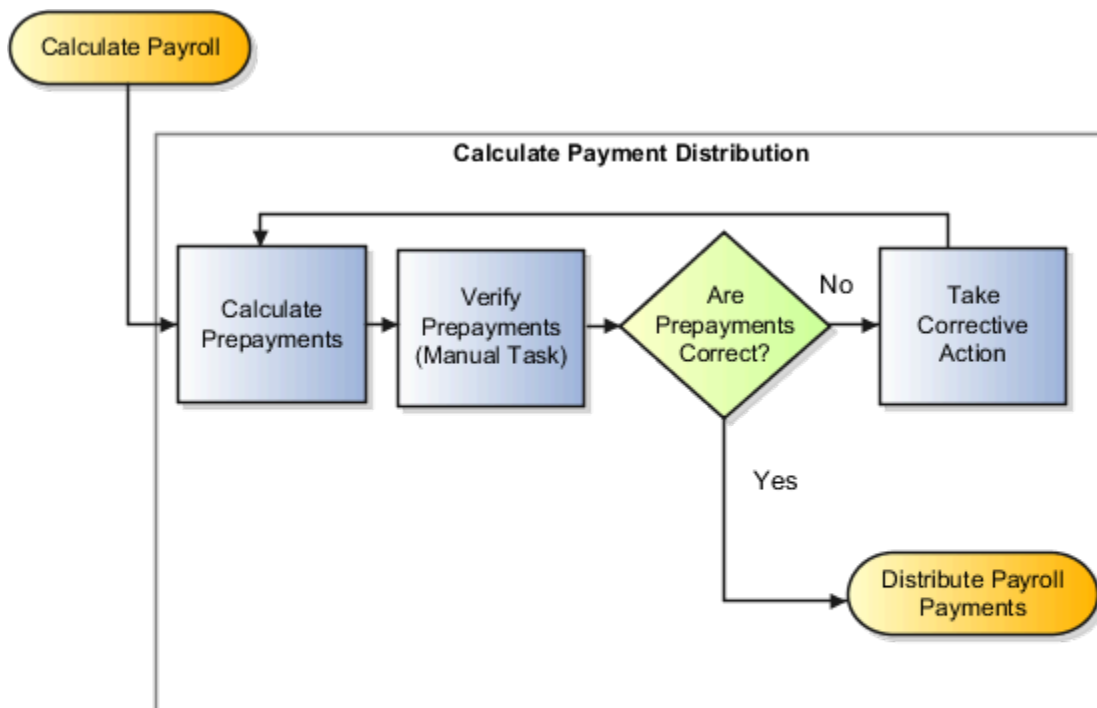
Calculate Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' payment methods and uses the payroll run results to calculate the gross-to-net payment. The Calculate Prepayment process locks the payroll run results to prevent changes and ensures data integrity.

Tip: To roll back run results, first roll back the Calculate Prepayments task.

The Calculate Prepayments task is an automatic task included in the payroll cycle flow. You can also run it as a standalone process in the Payment Distribution work area with these submission parameters:

- Payroll name that determines the payroll relationships to calculate

- Process start date and process end date for the range of records to return

- Optional consolidation group name to limit the scope of the process

- Optional payment source name to override the default payment method

- Optional process configuration group name for processing rules, such as logging

Verify Prepayments

Use the Verify Prepayments manual task to review and verify prepayment results before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, and payment and deduction amounts are accurate.

Take Corrective Action

If you find problems, correct the underlying data and process the correction with one of these:

- Retry the Calculate Prepayments process if it didn't complete successfully.

- Roll back the prepayment results to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if there were no payments.

- Void the prepayments results to void the payment and then use the Make Payment action to reissue another payment.

Related Topics
- Payroll Payments Distribution for China
- Verify and Troubleshoot Payments
- Status of Flow Tasks

Split Up Payroll Payments

You can allocate payroll payments to different personal payment methods using percentages, fixed amounts, or a combination. You can create personal payment methods the Manage Personal Payment Methods page. These scenarios illustrate how you can split up payments.

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Use Fixed Amount Payments

Barbara wants 5000 CNY deposited in her savings account A each payroll period and the remainder paid through saving account B. Then she created an EFT payment method for account A and sets the amount to 5000. When Barbara decides to stop the transfers to her savings account B, she deletes the payment method.

Use Percentage Payments

Oscar wants to contribute to the college fund he set up for his children. Oscar frequently receives bonuses and sales commissions and his net payment amount always changes. So he adds a payment method that allocates four percent of his pay to the fund. By using a percentage rather than a fixed amount, Oscar can contribute to the fund at the same rate he earns.

Use a Combination of Payments

Each payroll period, Jim wants the following disbursements:

- 3000 CNY transferred to his saving account for household expenses

- A percentage transferred to his children's college fund

- The remainder paid to him in another savings account for his expenses

Jim creates three different EFT payment methods: an EFT payment method for remaining pay, an EFT payment method with his checking account bank details, and an EFT payment method with the college fund bank account details.

Payroll Payments Distribution

The Distribute Payroll Payments activity performs several tasks. It creates payments, archives the results and runs payroll register, generates reports, to include payslips, and runs payment register.

Payroll payments are typically a part of the payroll cycle flow or a QuickPay flow, or as a standalone process using the Submit a Process or Report task. You can view the task results on the View Person Process Results page.

> **Note:** The Make External Payments process isn't a typical payroll cycle task. You submit this process as part of the QuickPay flow or as a standalone process in the Payment Distribution work area.

Sequence of Tasks

This shows the sequence of payment distribution tasks for a typical payroll cycle. Your flow may include additional or fewer tasks.

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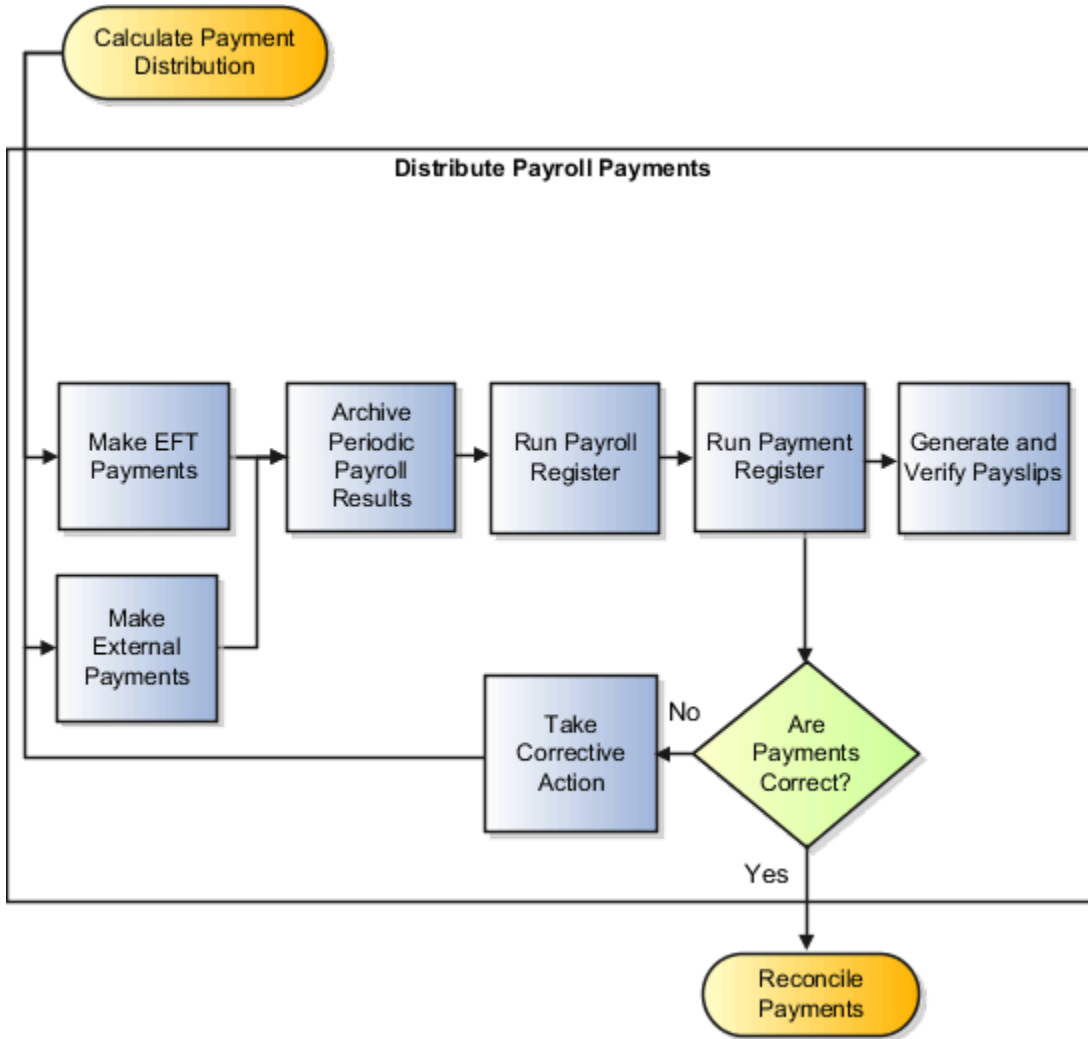
Note: Unless this process in your legislative data group doesn't use archived payroll data, the Archive Payroll Results runs before the Run Payroll Register and the Generate Payslips tasks.

Overview of the Payment Distribution Tasks

This table describes the payment distribution tasks.

Task	Description
Make EFT Payments	Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT.
Make External Payments	Addresses special situations where you don't want to use the normal payment process. Examples include: • Replace a lost check that you voided • Create a final payroll check for a terminated employee

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Task	Description
	• Pay using a different payment type or payment source than specified in the normal payment process
Archive Periodic Payroll Results	Makes the data available for reports, such as the payroll register and payslips.
Run Payroll Register	Verifies and provides an audit trail of a payroll run including hours, earnings, and deductions by PSU and TRU. In detail mode, shows the complete details for each employee.
Generate and Verify Payslips	Generates a payslip for all paid payments matching your criteria except: • Voided payments • Reversed payroll calculations • Previously generated payslips • Data not archived
Run Payment Register	Verifies and provides an audit trail of payments generated by all payment processes, including total amounts paid by payment category, type, status, and method. In detail mode, shows payments for each employee.

Related Topics

- Calculate Payroll Payment Distribution for China

View Payments

View Payment data to verify payee, amount and payment status information from different areas for accuracy.

Work Area

This table shows you the advantages of viewing payment information from the different payroll work areas. Depending on where you're in the process, you may want to view the process results directly from the person record or the process results. Use Person Process Results to view the process results for a person or use Process Results Summary to locate the process and view all results.

Payroll Phase	Work Area Starting Point	Available Tasks
Working on the current payroll or QuickPay run	Payroll Checklist	On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses. Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back. For a completed process, view the output of the process or navigate to the Process Results Summary or to the Person Process Results

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Payroll Phase	Work Area Starting Point	Available Tasks
		to view individual payment results and take corrective action.
Working on tasks for different payroll periods or payroll runs	Payroll	Use the Payments search in the regional area to query payments by payment method, payee, or legislative data group. You can view payment details, but you can't select actions from the Payments search results. Use Process Results Summary to search for a payment process. You can also use the Person Process Results navigate to the payment results and take corrective action.

Type of Payment Information

Use this table to decide which type of payment information you want to view.

Method	Process Results	Person Results
User Interface	Query the payroll flow from the Overview page of the Payroll Checklist and go to the task you want to view.	Use the Person Process Results task.
Report	Use the Payroll Register to view summary-level payment information for a payroll run.	Use the Payroll Register to view detailed, person-level payment information

Related Topics

- Payroll Payments Distribution
- Corrective Actions for Payments

Verify and Troubleshoot Payments

Verify each payroll task before continuing with the next one to minimize the effort involved in correcting problems. For example, be sure to check payroll run results and prepayment results before generating payments.

Review and verify payment information in this sequence and take corrective action before proceeding to the next task:

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Verify Payroll Run Results

Follow these steps:

1. Use these payroll reports to verify run results:

   - Gross-to-Net Report
   - Balance Exception Report
   - Element Result Register
   - Payroll Activity Report
   - Any additional user-defined reports

2. Use the View Person Process Results page for the Payroll Calculation process to verify information. This table helps you with an approach to verifying:

Information to Verify	Approach
Balances, including gross pay, deductions, and net payment	Use the Gross to Net tab of the Statement of Earnings.
Accruals	Use the Paid Time Off tab of the Statement of Earnings.
Deduction details	Use the Deduction Card tab of the Statement of Earnings.
Costing results	Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.
Balance results	Review balance results to confirm that the payroll run completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.
Run results	Review run results for all elements processed.
Messages	View messages generated by payroll processes, if any.

3. If you find errors you can correct, correct the underlying data and use the Retry and Mark for Retry task actions.
4. If you find an error in a person's record that requires additional information or research before you can correct it, roll back the record to remove the person from the payroll run and continue processing the payroll.

   | **Note:** Correct the problem and process the person's payroll in a QuickPay run.

5. If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all the necessary corrections.

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Verify Prepayments

Review the results on the View Payroll Process Results page when you run the Calculate Prepayments task as a standalone process. If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

Troubleshoot Payments Issues

You can find the resources in this table to help you through the troubleshooting process.

Resource	Description
Payment Results section of the View Person Process Results page	Check that the payment results match the prepayment results that you reviewed earlier.
Payroll Register	Verify total payment amounts per balance category and compare payment values to previous periods.
Payment Register summary	Verify the total amounts paid by payment category, type, status, and method.
Payment Register detail	Validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.
Log file	Review the log file to obtain detailed information about the results of the submitted process.

If you discover an error after generating payments, you can't simply roll back the payment process.

Related Topics

- Examples of Correcting Payments for China
- Payroll Payment and Cost Distribution Reports for China

Corrective Actions for Payments

Once you determine the cause of the error and status of the process, you can choose the best corrective actions.

Voiding Payments

You can only void a payment that with a status of Paid or Reconciled. Voiding a payment simply updates the payment status of the record to Void and doesn't reverse or delete any payment calculation information.

The most common reason you would void a payment would be an electronic funds transfer (EFT) payment that was sent to an incorrect bank account number or the bank account is closed.

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To void and reissue a payment:

1. Submit the **Void Payment** process in the Payment Distribution work area or select the **Void Payment** action from the View Person Process Results page for the payment.
2. Reissue the payment in the next payment run.

   Once you have voided a payment, the application reissues it automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment.

Reversing Payroll Calculations

You can reverse a payroll calculation after generating a payment. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. The reversal doesn't affect the payment itself, only the payroll run results and costing results.

> **Note:** This differs from the Roll Back action performed when a payment wasn't issued.

The most common reasons you would reverse payroll calculations would be an overpayment or underpayment was made to an employee.

You can reverse a payment within the same payroll period it was generated but if you reverse the calculation after running prepayments but before the payment process, the process will still issue payment. You can reverse a payment from a previous payroll period, before or after processing the payroll for the current period.

To reverse the payroll run results and costing results:

1. Select the Reversal action from the View Person Process Results page to reverse an individual calculation or Submit the Reverse Payroll Calculation process in the Payroll Calculation work area to reverse a set of payroll calculations, based on the parameters you select.

When you submit a reversal, you can control whether the next prepayments process, which covers the date of the reversal, includes the negative net pay value, as shown in this table.

Scenario	You Reverse	Negative Net Pay Option Selected	Result
On April 30 you incorrectly pay a temporary employee for the hours of another employee. The temporary employee agrees to have the overpayment deducted from the next payment.	Temporary employee's payment in the May payroll run	Include in Pay	Next prepayments run that includes the reversal date reduces the temporary employee's payment
An employee terminates on April 30, but the information isn't communicated to the payroll department. The employee contacts the payroll department, informs the payroll manager of the overpayment, and returns the overpaid amount in cash.	Employee's April payroll run using the same process date for the reversal as you did for the payroll run	Exclude from Pay	Next prepayments run that includes the reversal date doesn't reduce the employee's payment.

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Error Prevents Process from Completing

When an error prevents the payroll calculation or payment generation process from successfully completing, correct the underlying data. Depending on the status of the process, the standard payroll actions, Mark for Retry and Retry are available for you to use.

Incorrect Results

When a process completes successfully but the results are incorrect, use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action.

> **Note:** Once the process issues a payment, you can't roll it back.

Corrective Actions in Reports

Some reports, such as the Payroll Activity and Payroll Register reports, include a submission parameter for Balances Reported. This parameter determines whether the report includes payment and nonpayment balances for reversals and balance adjustments. For example, you might process a reversal and include the negative net payment in the next prepayments process. You submit the Payroll Register report and select the option to include payment balances only. You then use this report to review payroll results and compare balances with other reports you have run.

> **Note:** For some tasks that generate files, such as reports and EFT payments, you can retry or roll back the entire task but not individual results.

Related Topics

- Examples of Correcting Payments for China
- Mark for Retry, Retry, and Roll Back Payroll Results for China
- Report Payment and Nonpayment Balances for China

Examples of Correcting Payments

These scenarios require corrective actions for payments and provide you the steps to take to resolve.

Employee Requests to be Paid in a Different Currency

Scenario:

An employee works and pays taxes in China, but wants to receive partial payment in the currency in her home country of UK. You set up payment methods so that the payment process converts the net pay amount from sterling to yuan.

Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency
2. Define a personal payment method for the Chinese bank account.
3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.
4. Make an EFT payment to the Chinese bank account.

EFT Payment is Made to a Closed Bank Account

Scenario:

An employee changes banks without notifying the payroll department, and the payment process sends an EFT payment to a closed account.

Corrective Action:

Void the EFT payment. Once voided, you can either process the payment in the next payroll run or make an external payment.

Related Topics

How does the Hours * Rate calculation rule work for elements?

If you leave the input value for hours blank for the employee, the payroll process calculates the number of hours based on the employee's work schedule.

On the Element Entries task, if you enter 0 for the input value, then it calculates no hours and the pay value is 0.

FAQ for Payments

Can I roll back a payment after generating it?

Yes, you can roll back the payment process as long as the payment instruction hasn't been passed on to the bank.

If the payment instruction is already given to the bank, and the payment is rejected for any reason, then you can void and reissue an external payment.

What's the difference between rolling back and reversing a payment action?

The Roll Back action deletes the process and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.

The Reverse action reverses the payroll calculation, generates a negative run result to offset the original run result, and leaves an audit trail. For example, you might reverse the calculation for a payment that you made in error and didn't issue.

Related Topics
- Corrective Actions for Payments

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6 Payroll Results

Payroll Run Results

How Payroll Run Results are Calculated

The calculation of payroll run results begins with identifying the payroll relationships and element entries to process. A series of gross-to-net calculations based on legislative requirements create run results and balances.

You can verify these results by viewing the statement of earnings and payroll reports. If you implement costing, the process also calculates the cost distributions.

Parameters That Affect Processing

This table lists flow submission parameters, which determine the records that the Calculate Payroll task processes.

Parameters	Required	Result
Payroll Flow Name, Payroll Name, Payroll Period, Run Type	Yes	Determine which payroll relationships and element entries to process, and the time period dates to use for the calculations
Element Group, Payroll Relationship Group	No	Restrict the people and elements processed by the flow
Process Configuration Group	No	Determine performance parameters, such as logging and chunk size

How Results Are Calculated

Before submitting the Calculate Payroll flow, you submit the Recalculate Payroll for Retroactive Changes flow to process separately elements enabled for retroactive pay.

Payroll calculation occurs at the payroll relationship level and involves these actions as explained here.

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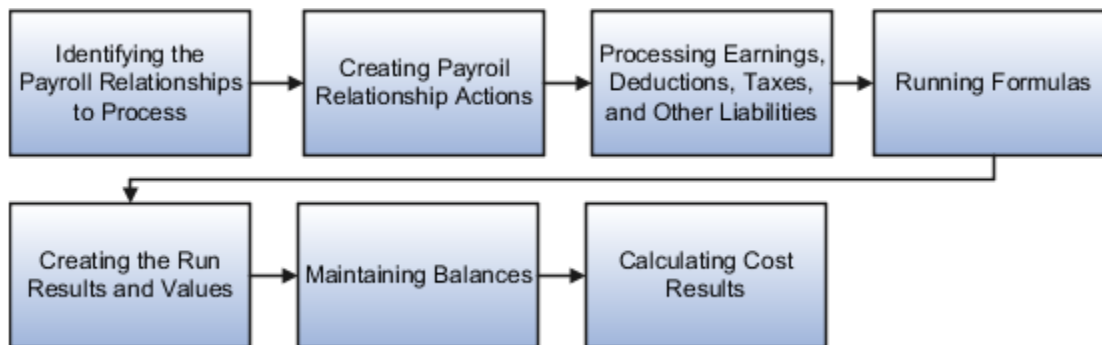
The main steps of the payroll run processing:

1. The calculation process:

    - Identifies the payroll relationships to process

    - Evaluates the assignment status of each identified payroll relationship to determine whether to include the assignment.

2. The process creates these actions:

    - Payroll action representing the payroll run

    - Payroll relationship action for each relationship processed, with child actions for each run type used in the run.

3. The calculation process loads the element entries for a payroll relationship action into memory, taking account of: these information:

    - Processing priority of the element and the subpriority of the element entry, if specified, to determine the processing sequence.

    - Processing type and rules. The process calculates:

        - Any unprocessed nonrecurring entries
        - Recurring entries, in accordance with frequency rules and skip rule formulas associated with the element.

4. If the element is associated with a calculation component, the process references information held on the calculation card, including:

    - Calculation factors that indicate the correct values

    - Calculation type to use in the calculation based on formula contexts

    - Calculation value definition to use and any overriding values

5. The process uses a proration formula to calculate elements enabled for proration if the value of the element entry changed within the payroll period.

6. The process identifies the payroll formula to run and how to handle the results:

    - The status processing rule associated with the element determines which formula the process uses to calculate the element entry, based on the assignment status.

    - Formula result rules determine how to use the results generated by the formula, for example as a message or as a direct or indirect result. Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

    The formula for some payroll calculations involves multiple steps, calling other formulas. For example, the iterative formulas for calculating gross-up earnings include multiple steps, and the formula for calculating a deduction might have a prerequisite step to calculate the exemption amount.

7. The calculation process ends with one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current exchange rate and rounds the monetary result based on the formula rules.

8. For each run result, the process determines which balances the result to feed with the run result values. The process then writes and updates the balances to the database.

9. If you implemented costing, the process calculates the cost and offset entries for your run results.

Example

This shows you how the results for a regular run calculate at the payroll relationship level of entries at the assignment, and payroll relationship level, including:

- Social security tax entries processed at the payroll relationship level for the regular run
- The salary element processed and paid with other earnings
- The bonus element processed separately, and paid with other earnings
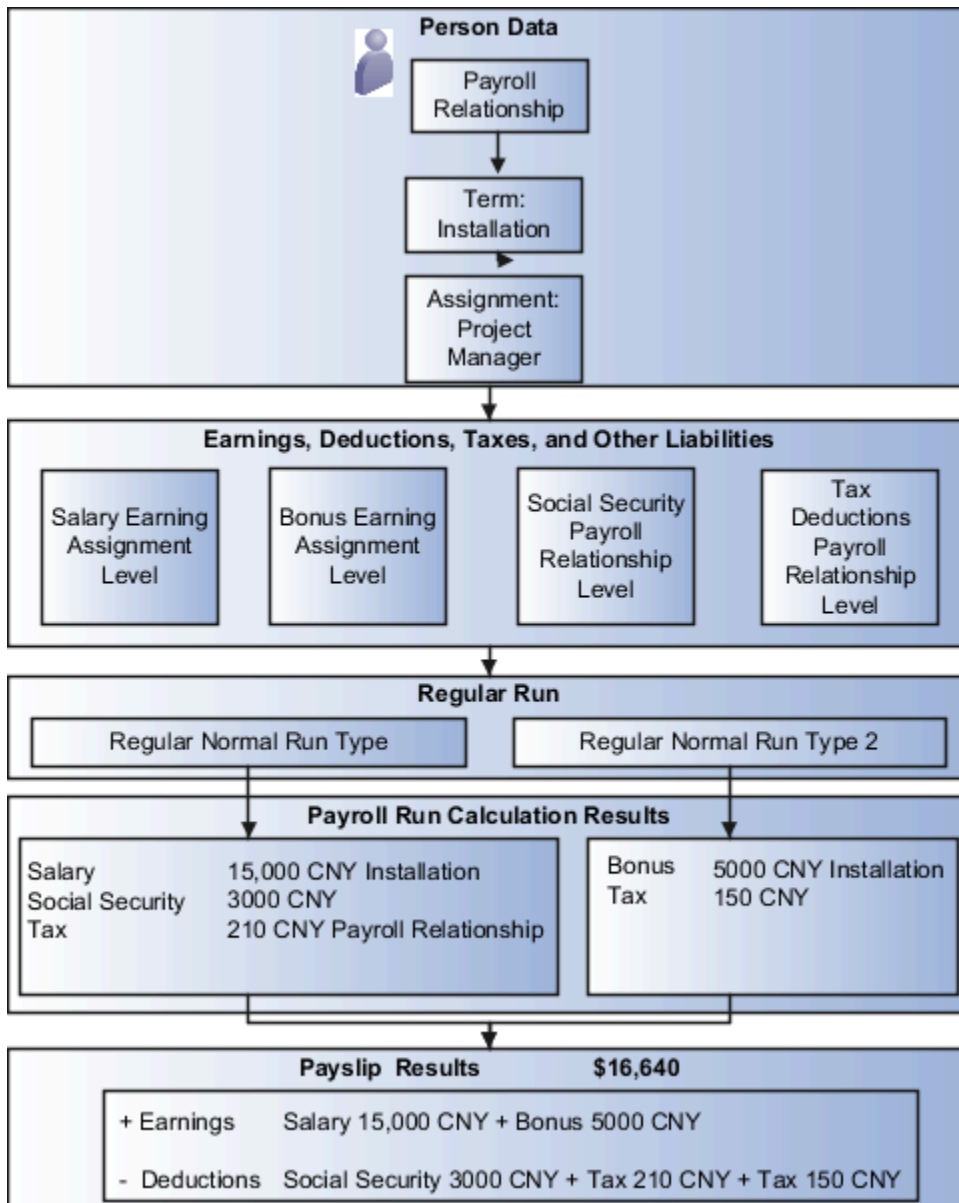
Related Topics
- Restrict Payroll Processing for China

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View and Verify Payroll Run Results

View and Verify payroll calculations for the payroll run or a QuickPay flow ensures the accuracy of your results.

▶ **Watch video**

Check your results as you complete payroll tasks and processes to minimize number of problems and reduce effort required to fix them. You can review results for the entire process or one person.

| **Note:** An error in the run results typically means an error in your payments.

Use the **Process Results Summary** task to locate the payroll process and view all the results processed. Drill down to view a person's payroll run results on the **View Person Process Results** page by choosing **Run Results** from the **Action** list. This table helps you decide your starting point.

Access Run Results	Purpose
Person Process Results page Use the Process Results Summary task Select the process	View the payroll relationship records processed by the flow and view details for individual records.
Person Results page Use the Person Results task, Select the process	View a list of payrolls processed for a person. Use to research results for a person over several payroll periods. For example, you need to research an outstanding balance on a loan deduction where the employee's payments were made over a series of payroll periods.
Use the Person Process Results task	Query the person and view the run results.

You can export an employee's payroll run results into a file, such as a Microsoft Excel Workbook File. When you're viewing the run results, click the **Export** button on the page to export to a file and save.

Use the payroll run reports to view results before calculating prepayments. Reports offer different ways of showing the run results, such as by aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.

Review the log file for a process, report, or extract flow you submitted. The log includes detailed information about the payroll run results, such as information about an error raised while processing a task.

Related Topics

- How can I access a log file for a payroll flow, extract, or report?
- Payroll Calculation and Balancing Reports
- How to View the Statement of Earnings
- Troubleshoot Missing Elements in Payroll Run Results
- Mark for Retry, Retry, and Roll Back Payroll Results

How to View the Statement of Earnings

▶ **Watch video**

After you calculate your payroll, view a quick reference summary to confirm that your statement of earnings is correct, or access the detailed information to identify the source of any discrepancies. You can view the payroll results by payroll or person. For example, as a payroll manager of an employee who's transferred to another tax reporting unit (TRU), you can view the employee's statement of earnings to verify their withholding is paid to the correct TRU.

Details of the Statement of Earnings

The View Person Process Results page shows the statement of earnings, which includes a summary and detailed section, as shown in this table. The tabs and sections available to view depend on your country's implementation.

Sections	Details
Statement of Earning Quick Reference Summary	Tabs display the following information: • Gross-to-net: Displays balances used to calculate gross-to-net. • Information: Displays balances that belong to the Information balance category. • Paid Time Off: Displays accrual balances. • Calculation Card: Displays details captured on the employee's calculation cards.
Statement of Earnings sections for balance categories	Each section displays balances that belong to the balance category. There are two exceptions: • Rate Details: Displays elements used in calculating the rate for earnings that you calculate using units multiplied by rate. • Messages: Displays any warnings or errors that result from the payroll calculation.

Use a menu to select other results to review on the View Person Process Results page. The following table lists the sections you can view in place of the statement of earnings.

Sections	Details
Costing Results	Costing details for elements processed in the payroll run that have costing information defined for them.

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Sections	Details
Balance Results	Balance results that confirm the payroll run has completed successfully. • Verify that a worker has the correct pay and amount of tax deducted • Review a balance before and after adjusting it
Messages	Messages generated by payroll processes when they raise warnings or errors.
Run Results	Run results for all elements processed.

Control the Details to View in the Statement of Earnings

The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. Use one of these methods to control which details display in the detailed and summary sections of the statement of earnings.

Action	Result
Click **Show More** at the top of the page, then click **Control Details** on the Process Hierarchy menu bar.	Displays the child processes included in the master process, such as the processes included in a QuickPay or the run types if the payroll run included more than one run type.
Select an assignment in the Employment Hierarchy section.	Restricts the details displayed in the statement of earnings to the element entries that the payroll run processed at the selected level for each run type.
Click **Control Details** in the Statement of Earnings Summary section	Displays the different subsections of the statement of earnings to personalize your view.

You can use these features to:

- Filter results and view the result details at each level of the employment hierarchy for each run type.
- Confirm the appropriate earnings at the assignment level.

How to Troubleshoot Missing Elements in Payroll Run Results

If you review the Payroll Activity Report and determine that the payroll run results don't include run results for an element a person should receive, you can take several steps to investigate the reason for the missing element entry.

Troubleshooting Tips

Confirm from the Statement of Earnings section of the Person Process Results page or the Element Results Register whether the payroll calculation included the element. If you don't find it, you can try these steps:.

1. Review the submission parameter on the Payroll Flow page to check whether they include a payroll relationship group or element group.

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      If so, query these groups on the Manage Object Groups page to confirm that the payroll relationship group includes the person, and that the element group includes the element.

2. Review the element entries on the Manage Element Entries

   If the element isn't listed there, review the element eligibility on the Manage Elements page to ensure the person is entitled to receive the element. For absences and statutory deductions, you might review the calculation card to ensure the details are up-to-date.

3. If you recently hired, terminated, or transferred the person to a new payroll, query the person on the Manage Payroll Relationships page.

   Review the person's assigned payrolls and element duration dates to ensure that the element entry falls within the duration dates.

4. Confirm that the run type on the Manage Run Types page for the payroll run includes the element.

Related Topics

- How to View the Statement of Earnings for China
- Mark for Retry, Retry, and Roll Back Payroll Results for China

Mark for Retry, Retry, and Roll Back Payroll Results

Corrective actions, such as Mark for Retry, Retry and Roll Back, are to be used when payroll results contain errors. Availability depends on the type of task, its status, subsequent tasks locked the results of the task, and the cause of the errors.

Once you have determined the status of the task, corrective action to use and which corrective method to use, process the correction directly from the Payroll Checklist or from the payroll flow page in the Payroll Work Area.

Determine the Status of the Task

Status icons in the checklist or payroll flow, and the View Person Process Results page show the status of tasks and records and determines the actions you can take. For example, if the last task in a flow is complete but you receive information that requires updating a person's element entry, you update the status to incomplete and select Retry or Roll Back from the Actions menu.

Decide Which Corrective Action to Use

Some tasks involve the transfer of information to other applications and don't support roll back or retry, such as the Create Final Accounting task, but most task do support these actions.

This table helps you decide when to use the corrective actions.

Action	When to Use	Examples
Roll Back	Delete all the records processed by the task	While reviewing run results, you discover an error in a person's record that requires additional research. You do the following steps: 1. Roll back the person's record to remove it from the payroll run. 2. Correct the error.

Action	When to Use	Examples
		3. Submit a QuickPay flow to calculate the payroll for the person.
Mark for Retry	Indicate which records require reprocessing	While reviewing run results, you receive late information that requires updating a person's element entry. You do the following steps: 1. Mark the record for retry. 2. Update the element entry data. 3. Retry the task to reprocess the record.
Retry	Resubmit records marked for retry or in error	You didn't update a formula for an earnings element before calculating the payroll and the payroll run resulted in an error for the employees who included this earnings element entry. You do the following steps: 1. Correct the formula and recompile it. 2. Retry the Calculate Payroll task. The application calculates any records that include an entry for that earning

Decide Which Corrective Method to Use

You can process the entire task or individual records by using one of the methods described on the following table.

Method	Location	Scope	Comments
Actions menu	Payroll Checklist or Processes and Reports tab of the payroll flow	Entire task or individual records	The action retains the context of the original process so that you don't need to enter any parameters to run it.
Submit a Report or Process task	Payroll Checklist or Payroll Calculation work areas	Entire task or only the records included in the payroll relationship group	You must enter submission parameters to identify the payroll process and its records.

Other Corrective Actions

Some corrections require specific processes or flows to address different problems. For example, you might submit:

- Reverse Payroll Calculation task to maintain an audit trail by creating negative calculation results that offset the original results

- QuickPay flow to pay a new hire not included in time for processing in the payroll run

Related Topics

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FAQs for View Payroll Results

How can I identify the payroll flow that includes a specific element for an employee?

Submit the Element Results Register report, which displays the name of the payroll flow. The report shows details for the element and the value paid to the employee.

If you don't know the person's assigned payroll, query the person's payroll details on the Payroll Relationships page.

What's the difference between retrying a payroll process and retrying a payroll calculation?

Use the Retry Payroll Process flow to reprocess the results of any payroll process, with two exceptions: the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Use the Retry Payroll or Retroactive Calculation flow to reprocess the results of the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Related Topics
- Mark for Retry, Retry, and Roll Back Payroll Results
- Recalculate Payroll for Retroactive Changes

When does a balance display on the Statement of Earnings?

You can view balances on the Statement of Earnings section of the Person Process Results page after you calculate the payroll, a QuickPay, or gross earnings.

You may find some balances empty if you have configured your own legislative data for a country that doesn't have a predefined country extension. Balances for the information balance group and the Gross-to-Net balance group must be loaded before you can view the results in the Statement of Earnings.

How can I access a log file for a payroll flow, extract, or report?

Locate and open the flow you submitted that includes the process, report, or extract. On the flow's Process and Reports tab, click the Process link, which is listed below the task.

On the Oracle Enterprise Scheduler Output page, click the ViewLog button for the process. In the log window, select an option to view or save the log.

Related Topics
- Status of Flow Tasks

Why is the same person listed multiple times in search results?

For some tasks, such as Element Entries and Payroll Relationships, the person search results can include multiple rows for a person when that person has more than one assignment.

You can click any of the rows for that person to perform the task on the payroll relationship record for the person.

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7 Auditing and Reporting

Reports

Payroll Reports and Analytics

Global Payroll provides various reports and extracts to meet all of your reporting requirements. As a Payroll Manager, review and validate the payroll information before you run any payroll process or reports.

You must also review and verify the payroll run results before generating the payments or initiating any other related downstream processing.

A flow pattern exists for each extract or report process. Flow patterns for extracts and reports typically contain a single flow task and they define the submission parameters. The predefined flow tasks are automatically available for you to use. You can either run them as a standalone task or include them in a flow pattern.

Payroll reports can be broadly classified under these categories.

- Payroll Calculation and Balancing, such as the Gross-to-Net Report, used to review and verify payroll calculations and payroll run results.

- Payroll Payment and Cost Distribution, such as the Payment Register, used to review and verify payment calculations and payment and cost distributions.

- Data Validation and Audit, such as the Payroll Data Validation Report, used to verify payroll information prior to running payroll processes and statutory reports.

You also have country-specific reports to meet specific legislative and statutory reporting requirements.

You can access these reports from the **Submit a Flow** page. To open this page, navigate to **Payroll** in **My Client Groups** on the Home page and click **Submit a Flow** under the Flow Submission and Results section.

Related Topics
- Payroll Activity Reports
- Statutory Deduction Register Reports
- Gross-to-Net Report
- Payroll Balance Report

Payroll Calculation and Balancing Reports

Payroll Calculation and Balancing Reports

As a payroll manager, you can use these reports to identify and verify payroll calculations and payroll run results.

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Report	Purpose	When to Run	Example of Usage
Element Results Register	View a list of elements and their primary output values for processes that generate run results.	Usually run every pay period after running the Payroll Activity Report.	Review run results for payroll processes. Create a pivot table to obtain totals. During implementation, reconcile run results with the results produced by your legacy payroll.
Payroll Register	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee to balance and reconcile payroll and to compare the payment values to previous periods. The report lists the current and year-to-date hours worked for each person included in the report.
Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run. Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The report displays the balances for the payroll period in which the process date occurs.	Run after each payroll run or, at a minimum, on a quarterly basis.	Review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.
Payroll Activity Report	View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.	Run the report before processing prepayments.	Verify, validate, and audit run results before processing payments.
Payroll Messages Report	View details of error, warning, and information messages from payroll processes.	Run the report as needed for diagnostic purposes.	View and analyze the errors and warnings generated for a specific flow or for all processes within a specific period.

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.

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

Totals by Element and Person

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

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

   - Person Name
   - Payroll Statutory Unit
   - Tax Reporting Unit
   - Payroll
   - Run Type
   - Element Name
   - Value

6. Drag the fields to these areas:

Area	Fields
Report Filter	Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll
Column Labels	Element Name
Row Labels	Person Name
Values	Sum of Value

7. Refresh the page to display the populated columns and rows, and the summed totals.
8. Filter to view different results.

Related Topics
- Payroll Calculation and Balancing Reports for China

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.

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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**.
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

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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

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.

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The PDF output has these summary sections with subtotals in each section as given here:

- Balances and Balance Categories Summary with subtotals for each balance category.

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

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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 **My Client Groups > Payroll** 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. The following parameters have special meaning in the context of this report.

Payroll

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

Process Start Date

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

Process End Date

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

Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The results of the report depend on the number of payroll calculations completed for the payroll within the date range.

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 under **My Client Groups > Show More > Payroll** to define a Process Configuration Group, before you can use it here.

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Run Mode

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

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

Display All Hours

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

Report Details

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

Summary Report

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

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

- Balance Categories Summary

- Balances Summary section displays balances with sub-totals for each balance category.

- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.

- Balances by Payroll section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll.

    a. Balance Categories Summary
    b. Balances Summary

Detail Report

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

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

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

- Balance Categories Summary

- Balances Summary section displays balances with sub-totals for each balance category.

- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.

- Balances by Payroll and Process Date Range section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll process date range.

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     a. Balance Categories Summary

     b. Balances Summary

Dynamic Payroll Relationship Group Support for the Payroll Activity Report

Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. For example, use the Payroll Relationship Group formula type to restrict the payroll run to a specific employee group, based on assignment and person level attributes.

Use the Fast Formulas task to first create a fast formula of the Payroll Relationship Group type. You can then create a formula with specific criteria to define this group. Use this payroll relationship group as a submission parameter when you run the Payroll Activity Report.

Related Topics
- Payroll Calculation and Balancing Reports
- Payroll Relationship Group Formula Type

Payroll Activity 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**.

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Report Task Name	Purpose
Run Periodic Payroll Activity Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Parameters

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

Scope

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

Scope Value	Report Results
Summary	Provides a summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity.
Detail	Provides the detail of each payroll relationship level balance for every worker in every payroll activity.

Payroll

Select the required payroll name.

Process Type

The options that you can select include:

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

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.

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> **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.

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Balances Reported Value	Description
Field is left blank	Includes all balances.

This field is disabled if Latest Process YTD Total Only is set to Yes and all balances are included in the report.

Display All Hours

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

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you select while running the report.

Summary Report

The summary report has these sections:

- Summary for Balance Categories
- Summary for Balances
- Summary for Balances by PSU and TRU
- Balances by Payroll and Process Type Summary

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

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

Detail Report

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

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

Payroll Messages Report

Run the Payroll Messages Report to view error, warning, and information messages from payroll processes. Generate the report for a specific flow or for all processes within a specific period.

For example, run the payroll messages report toview errors and warnings for all QuickPay runs for the last month.

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The report can be run by a Payroll Administrator or Manager who has security access to the payroll flow pattern for which the report is generated.

Report Parameters

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

Process Start Date

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

Process End Date

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

Task Name

Select a task, such as Payroll Activity Report, to view the messages generated for a specific task.

Process Type

Select a specific process type such as Payroll Run to limit your report for a specific process type.

Source Flow Name

Select the name of the flow for which you want to generate the messages report.

Payroll

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

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons included in this report.

Person

Select the name of the person for whom you want to generate the messages report.

Include Information Messages

Select **Yes** to include information messages. Since the volume of information messages is high, it's recommended that if you want to view information messages, you generate the report for a specific person or process. The default value for this field is **No**.

Person Process Status

Select a value to include only those persons with a specific processing status, such as persons **In Error**, or persons **Marked for Retry**.

Process Configuration Group

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

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

Run Mode

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

Report Results

The report is generated in Excel format with separate worksheets for these two types of messages:

- Person level messages, such as error messages generated when reporting or processing a person.
- Process level messages, such as messages generated for process failures or execution errors.

After addressing the root causes, you can rerun the payroll process and regenerate the report to ensure all issues are resolved.

As a good practice, it's recommended that you use the Sort By (Z to A) option on the Messages page to sort and quickly view at a glance specific messages as per your requirement.

Sort the report using the Line Sequence field to view the order in which the messages are generated. This helps you to track when in the process the message was generated. You can then investigate and resolve issues effectively.

Similarly, use the Filters option to filter and view messages as per your requirement.

Each message has a message name and message text. Samples of messages are:

- Error Message: Formula Salary can't be executed because the formula isn't compiled.
- Warning Message: Net pay exceeds 10, 000.

The report for person level messages also includes the payroll relationship number and assignment number of the person for whom the report is generated.

- A person can have multiple payroll relationships, but each payroll process is associated with a single payroll relationship and hence the messages for a payroll process is identified with the specific payroll relationship number.
- Some messages can be specific to an assignment such as a formula issue for a salary element entry and hence is identified by the assignment number.

Payroll Payment and Cost Distribution Reports

Payroll Payment and Cost Distribution Reports

Use these reports to verify payment calculations, and payment and cost distributions.

Report	Purpose	When to Run	Example of Usage
Payment Register	Verification and audit of payment distributions	After calculating prepayments, running the payment process, and generating payslips	Use the summary report to verify the total amounts paid by payment category, type, status, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.
Payslips	Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals	After generating payments and archiving periodic payroll results	Generate payslips for all employees as a record of payments made. Payroll managers and administrators can view payslips from the Person Management work area. Employees can view or print their payslips from the Portrait page.
Payslip Reprinting Report	Includes payslips for an employee or a specific group of employees spanning across multiple pay periods.	After successful completion of the Generate Payslips process.	The report provides a single output file and also includes employees who haven't opted for a printed payslip.
Payroll Costing Report	View details of the costing results from payroll calculations. View details after submitting corrective actions, such as cost adjustments and retroactive costing, or costing balance adjustments.	Run the report before transferring costing results to subledger accounting or to general ledger.	Verify results after you submit a process that generates costing results.

After submitting a report that uses archived data, you can resubmit the process from the Payroll Checklist page to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

Payment Statuses

Payroll managers use the Payment Register to verify the total amounts paid by payment category, type, method, and status.

This table shows you the payment statuses that you might see on the Payment Register. Payment statuses are configurable values in the PAY_STATUS lookup.

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Lookup Code	Value	Description
C	Canceled and can't be reissued	The payment was marked as Void, the prepayment process was rolled back, and the calculation of the payroll run results reversed.
MR	Paid externally	The payment was processed, but generated externally. Examples include a hand-written check/cheque for a terminated employee.
P	Paid	The payment was processed and issued without error.
U	Unpaid	The payment was processed, but was incomplete or errors occurred during payment.
V	Void	The payment was marked as Void but is eligible for reissue. Examples include replacing a lost payroll check/cheque.

Related Topics
- Payroll Payment and Cost Distribution Reports

Payroll Costing Results Report

Use the Payroll Costing Results Report to view and verify the costing results for a costing process or the costing entries of a payroll run.

This report uses the extracts-based architecture to handle large volumes of data.

The report uses delivered user entities and database items so you can write to your own extracts to query the costing results.

Submit the **Run Payroll Costing Results Report**. Before running this report, submit one or more processes that generate costing results.

User Entities

A user entity is a logical entity associated with a data group defined using the HCM Extracts feature, a flexible tool for generating data files and reports. This table describes the user entities related to costing results and the type of data they extract.

User Entity	Description
ORA_PAY_COST_RESULT_UE	Extracts the detailed costing results.
ORA_PAY_COST_SUMMARY_UE	Extracts the summary of the costing results.
ORA_PAY_COST_ALLOCATION_ ACCOUNT_UE	Extracts the individual costing segment information.

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User Entity	Description

Report Parameters

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

Scope

This parameter determines the level of detail in the report. You can select one of two values for the Scope parameter, as shown in this table.

Scope	Description	When to Use
Summary	Shows the account numbers and the net credit and debit amounts for transferring and posting to general ledger.	Select this scope to create a Microsoft Excel file for your third-party general ledger provider.
Detail	Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.	Select this scope to: • Review individual entries, such as the results of distributed or allocated costing. • Analyze entries to an invalid account number.

Process Start Date and Process End Date

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report. The Process End Date specifies the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You may also specify the start and end dates of a previous payroll period to identify which payroll period to use for your partial period accruals.

To report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. These processes use the process date as the effective date:

- Cost adjustments
- Costing of balance adjustments
- Partial period accruals
- Payroll calculations
- Retroactive pay calculations
- QuickPay calculations, voids, and reversals

All other processes that generate costing results use the process end date as the effective date.

Process

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. Select a single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to the general ledger.

Process Configuration Group

Select the process configuration group, if you have defined one. A process configuration group is used to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group, the application uses the parameters in the default group.

Consolidation Group

Select the consolidation group specified for a payroll definition. Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you can review the results of cost adjustments before transferring their results to general ledger.

Location

Select a single work location, or all work locations. The report output lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Payroll Relationship Group

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

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

Person Name

Select a person name to view the costing results for a specific person. This parameter is only available for detailed reports.

Results Reported

Use this parameter to filter and view the report results for smaller volumes of data, thereby enhancing the report performance. Here are the values you can select.

Value	Description
Payroll process costing results	The report includes the costing results of payroll processes, such as calculate payroll, QuickPay, and reversals.
Payment process cost results	The report includes the costing results of payment processes, such as costing of payments.
Payroll and payment process cost results	The report includes the costing results of both payroll and payment processes.

Report Category

Use this parameter to generate the report output in the Excel or text format.

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Report Results

The report separates the displayed values using a pipe delimiter when:

- A person has multiple assignments, and

- The costing result for an element at the payroll relationship level includes more than one value for a parameter.

For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction. The report also shows the department names separated using a pipe delimiter.

Related Topics
- Best Practices for Viewing User Entity Details
- Payroll Processes that Generate Costing Results

Payslips

Overview of Online Payslip

A payslip is a printable record of a payment made to an employee during a payroll pay period or as a bonus or commission payment.

It includes details of the payment, such as employee and employer information, pay period, earnings, deductions and accruals, and net pay distribution details.

Use these two predefined templates to configure your custom payslip template to include your specific statutory requirements:

- Payslip Main Template

- Payslip Sub Template

For more information, refer to 'Configure the Payslip Report Template' topic in the Help Center.

After you configure the payslip template, and before you generate the payslips, consider the following.

Task	Where to find more information
Generate the worker's payslips in a language of their choice depending on what's set as the workers correspondence language.	Refer to these topics in the Help Center: • Multilanguage Support for Payslips • Generate Payslips in the Worker's Correspondence Language • Add Bursting to Print Delivery Option
Mask or encrypt bank account information to prevent display of sensitive information.	Refer to 'How Account Number Masking in Payroll Reports Work' in the Help Center.
Set the precision value for the number of decimal places for the rates displayed on the payslip.	Refer to 'Rate Precision in Payslips' in the Help Center.

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Task	Where to find more information
Add text and input values to payslips.	Refer to 'How to Add Text to Payslips and Checks' and 'Examples of Input Values for Payslip and Check Text' in the Help Center.

The Generate Payslips process is run more than once each payroll period and it generates the payslip XMLs based on the payroll archive and prepayments data. The application creates the payslip PDFs and stores them in the Document of Records for future reference and retrieval.

Generate Payslips

The Generate Payslips process is run more than once each payroll period and it generates the payslip XMLs based on the payroll archive and prepayments data.

The application creates the payslip PDFs and stores them in the Document of Records for future reference and retrieval.

Before you generate the payslips, you must ensure successful completion of these post-payroll processes:

- Archive Periodic Payroll Results

  When you run the Archive Periodic Payroll Results process, use a Process Configuration Group parameter to set the precision value of rates on the payslip.

- Direct Deposits process

Information such as Employee Details, Payroll Information, Earnings, and Payment Methods are displayed in the payslip, as read-only.

Report Parameters

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

Process Start Date

The report excludes payslips with a payment date that's earlier than the date specified

Process End Date

The report excludes payslips with a payment date that's later than the date specified.

Payroll

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

Payroll Relationship Group

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

> **Note:** Use the Object Groups task under **My Client Groups > Show More > Payroll** to define a Payroll Relationship Group, before you can use it here.

Process Configuration Group

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

> **Note:** Use the Payroll Process Configuration task under **My Client Groups > Show More > Payroll** to define a Process Configuration Group, before you can use it here.

Overriding Payslip Availability Date

For expedited payments, the employees don't have to wait for their payslips until the next regular payroll cycle. To process expedited payments, enter a date earlier than the regular payslip availability date that's defined in the standard payroll calendar.

Report Results

The generated payslip includes these sections:

- Employee and Employer Details
- Payroll Details
- Summary of Payments
- Net Pay Distribution
- Earnings
- Taxable Benefits
- Tax Deductions
- Other Deductions

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

Generate Online Payslips in the Worker's Correspondence Language

Run the Generate Payslips process and generate individual payslips in the worker's correspondence language of choice. Generate the payslips in different languages depending on what's set as the worker's correspondence language.

For example, if you have workers who have set their language of correspondence as Simplified Chinese, you can now generate their payslips in Simplified Chinese.

Here are the tasks you must perform to generate the payslips in the worker's correspondence language of choice.

1. Enable payslip translation

    Set the process configuration parameter, **Enable Payslip Translation**, to '**Y**', before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

    Run the Archive Periodic Payroll Results task from the Payroll Checklist work area. Run this process after the payroll calculation is complete.

    If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation** parameter to '**Y**', and rerun the Payroll Archive process.
2. Install the worker's correspondence language

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Although the worker sets their correspondence language to one of several languages, the application supports only the installed languages for translation. Hence, to generate the payslip, you must install every preferred correspondence language on the environment. If the correspondence language is not one of the installed languages, the Payslip is produced in the base language.

For this example, ensure that Spanish is an installed language on the environment.

3. If you haven't set up the correspondence language for your worker, the payslip will be generated in the user's default language for the payslip content. For the payslip template, the payslip is always generated in English. If you want to change the template language to a different language, you must override the product-level delivery options at LDG level by specifying the locale, which is a delivery option parameter. For Simplified Chinese, you can specify the locale value as zh-CN.

How to View My Payslip and Bank Details for China

▶ **Watch video**

You can view your payslip and bank details on the Payroll page from your home page. You can also set up your bank details.

To view the PDF of a full payslip:

1. Click **Me** on your home page.
2. Click **Pay** to open the Payroll page.
3. Click **Payroll**. You can select one of these options to view your previous payslips:

   ○ Last 3 months

   ○ Last 12 months

   ○ Specific Date Range

4. Click the required payslip.

Information displayed on the payslip is segregated into sections and contains the following:

- The first section displays your personal and job information.

- The second section displays the payroll period information.

- The next section has a summary of earnings, taxable benefits, deductions, direct payments, employer charges, and net payments.

- The next sections give a breakdown of earnings, taxable benefits, deductions, direct payments, employer charges, and net payments.

- In the Other Balances Information section, you can add additional balances that want to show on the payslip using the Balance Groups page:

  ○ Balance Group Name: Chinese Payroll Archive Other Balances

  ○ Balance Group Usage: Chinese Payroll Archive Other Balances

You can print your payslip or save it to your computer. Your payslips are stored in the application and you can retrieve them at any time.

View and Update Pay Information

Use the pages in the Pay work area to view and update your pay information.

These are the pages you can access from the Pay work area:

- Document Delivery Preferences
- Payslips
- Payment Methods
- Social Security Accounts

Document Delivery Preferences

Use the Document Delivery Preferences to access and edit your document delivery preferences.

To open the Document Delivery Preferences page, from the Pay work area, select **Document Delivery Preferences**.

On the Document Delivery Preferences page, from the list of document types, select a document type to set its preferences. Only those document types are listed that you're configured to view. For example, for payslip, you can select **Online**, **Paper**, or **Online and Paper**.

Payslips

Use this to view details of your payslips for the last 3 months, last 12 months, or a specific date range.

Payment Methods

Use this to access and edit your payment method details.

Social Security Accounts

Use this to view your social security accounts.

How Do I Add Payment Methods for China

This topic demonstrates how you can add payment methods.

How to Add Payment Methods

China supports only the payments types of cash and direct deposit.

Let's look at the steps to add a payment method:

1. On your home page, click the **Me** tab, and then click **Pay**.
2. On the Payroll page, click **Payment Methods**.
3. On the My Payment Methods page, in the My Payment Methods section, click **Add** and complete these fields:
   - In the **What do you want to call this payment method?** field, enter the name for the payment method.
   - In the **Account Number** field, enter the account number.
   - In the **Account Holder** field, enter the name of the account holder as mentioned in the bank account details.
   - From the **Bank** list, select a bank.
   - From the **Bank Branch** list, select a branch of the bank.
   - From the **Payment Type** list, select one of these options:
     - Direct Deposit: Select this option if you want to receive your pay directly into your bank account.
     - Cash: Select this option if you want to receive your pay in cash.

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    4. Click **Save**.

How Do I View Social Security Accounts

This topic demonstrates how you can view social security accounts.

How to View Social Security Accounts

China supports these social security accounts:

- Basic Pension Insurance
- Basic Medical Insurance
- Supplementary Medical Insurance
- Unemployment Insurance
- Maternity Insurance
- Work-Related Injury Insurance
- Public Housing Fund
- Supplementary Public Housing Fund
- Enterprise Annuity

Note: You can view only those social security accounts for which a corresponding calculation component has been added in your personal calculation card.

Let's look at the steps to view the social security accounts:

1. On your home page, click the **Me** tab, and then click **Pay**.
2. On the Payroll page, click **Social Security Accounts**.
3. On the Social Security Accounts page, in the **View Accounts As-of Date** field, specify a date for which you want to view your social security accounts.

   The information about your social security accounts is displayed in the Employee Accounts and Employer Accounts sections.

Payslip Reprinting Report

Use the Payslip Reprinting Report to generate a report to include payslips for an employee or a specific group of employees spanning across multiple pay periods.

For example, generate the report for:

- Employees who generally view their payslips online and are on long-term leave of absence, for instance on maternity leave, and hence can't view their payslips online.
- Employees who are terminated and can no longer view their payslips online and are paid severance payments after they have left the organization.
- Your legal department, who has requested for an employee's payslips for a specific financial year.

You can run this report for:

- Multiple employees
- Multiple pay periods

- Any date range

- Any number of times

To run this report, use the **Run Payslip Reprinting Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

Before You Begin

Run this report after successful completion of the Generate Payslips process. The report retrieves the payslips that are already generated by the Generate Payslips task and stored in the Document of Records. Run the Generate Payslips task for the pay periods, employees, and date range for which you want to run this report.

Report Parameters

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

Process Start Date

The report excludes pay slips with a payment date that's earlier than the date specified.

Process End Date

The report excludes pay slips with a payment date that's later than the date specified.

Payroll

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

Consolidation Group

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

Location

Use this field to print the payslips for employees who have at least one assignment for the selected location.

Payroll Relationship Group

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

Person

Use this field to print the payslips for a specific employee.

Process Configuration Group

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

Note: Use the Object Groups task to define any of the groups mentioned, before you can use it here.

Delivery Preference

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Use this field to select any of the following options:

- Online
- Paper
- Both online and paper

You can also run this report for a specific payroll statutory unit or tax reporting unit.

Report Results

The report provides a single output file and also includes employees who haven't opted for a printed payslip.

Related Topics
- Multilanguage Support for Payslips
- Add Bursting to Print Delivery Option

Data Validation and Audit Reports

Summary of Data Validation and Audit Reports

As a payroll manager, you can use the reports listed in this table to perform these tasks.

- Identify and correct missing statutory data, and validate payroll setup data
- Identify potentially incorrect payments or amounts withheld using balance exceptions
- Review and verify retroactive entries and values

Report	Purpose	When to Run	Example of Usage
Payroll Data Validation Report	View a listing of noncompliant or missing statutory information for a payroll statutory unit (PSU), a tax reporting unit (TRU), and a person by PSU.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as TRU association and association details for a person.
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.	Run after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports.	View to identify potentially incorrect payments or amounts withheld.
Retroactive Entries Report	View details of retroactive element entries created by the Recalculate Payroll for Retroactive Changes process, and compare the original result to the recalculated result.	Run every pay period.	Review the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.
Retroactive Notification Report	View view retroactive notifications for events that are awaiting processing, deferred, or both.	Run before you submit the Recalculate Payroll for Retroactive Changes process	Use this report to review: unprocessed retroactive events for each employee, enabling you

Report	Purpose	When to Run	Example of Usage
			to identify who are included in Recalculate Payroll for Retroactive Changes process.

Retroactive Entries Report

Run the Retroactive Entries Report to view the:

- Element entries created by the Recalculate Payroll for Retroactive Changes process

- Original calculations,

- Retroactive entries generated by comparing the original result to the recalculated result

The report displays the number of payroll relationships and total retroactive result value by each element classification and by each element. The report also displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Submit the **Run Retroactive Entries Report** task from the Payroll Checklist or Submit a Flow page. You can also use the delivered Retroactive Payroll flow to automatically run the Retroactive Notification report, Recalculate Payroll for Retroactive Changes process, and the Retroactive Entries Report in that order.

Prerequisites

Run this report after you run the Recalculate Payroll for Retroactive Changes process.

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory and are similar to the parameters you submit to run the Calculate Payroll process. The parameters mentioned here have special meaning in the context of this report.

Payroll

Enter the payroll flow name. This value should be the same as the flow you use to run the Calculate Payroll process.

Payroll Period

Enter the same value you used to run the Calculate Payroll process.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons processed for payroll and reporting.

Element Group

Select the element group name, if you have defined one. The element group limits data to only those retroactive elements that are members of this group.

> **Note:** Use the Object Groups task to define any of the groups mentioned above before you can select it here.

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Report Results

The PDF output of the report has the following sections.

Parameters Section

The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Original Process Date, Original Flow Name, Original Process Type, Original Run Type, Person Name, Payroll Relationship Number, Element Classification, Original Result Element Name, Retroactive Entry Type, Assignment Number, and Retroactive Entry Creation Date.

Element Classifications Summary

This section displays the number of payroll relationships and total retroactive result value by each element classification.

Elements Summary

This section displays the number of payroll relationships and total retroactive result value by each element.

Elements by Original Process Summary

This section displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Element Details for a Person

This section displays the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.

Retroactive Notification Report

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original payroll calculation is run.

Here are some examples of prior period adjustments:

- An employee receives a pay award that's backdated to a previous pay period.

- The payroll department makes a backdated correction for an error that occurred in a previous pay period.

For example, after evaluating employee performances for the previous calendar year through a three-month review cycle, an employer may backdate the pay awards to 01, January. When such entries are made in April, it triggers retroactive events for employees receiving such pay awards. These employees have already been processed by payroll for the last three months.

A retroactive notification is generated when a retroactive payroll event is generated.

Run the Retroactive Notification Report to view retroactive notifications for events that are awaiting processing, deferred, or both. Run this report before you submit the Recalculate Payroll for Retroactive Changes process.

Use the report to view:

- Unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.

- Event dates that can be used to identify which payroll periods are recalculated by the retroactive process for each employee.

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- Payroll relationships that are previously deferred so that you can make some or all of them available for the next retroactive payroll process.

The earliest date across all notifications for a payroll relationship determines the reprocess date. Reprocessing is done across all runs starting from the reprocess date, as payroll calculations are cumulative.

For example, suppose a monthly paid employee has unprocessed retroactive events for 15, June and 20, August. The retroactive process recalculates payroll results for the June, July and August payroll periods. You can use the report to detect payroll relationships that are previously deferred.

Submit the **Run Retroactive Notification Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory. Submit the same values as you would provide for the retroactive pay processing.

Here's the list of parameters that have special meaning in the context of this report.

Process Date

The process date determines which records to process and is the same date as when the retroactive change process is run.

Payroll

Enter the same payroll flow name as the flow you use to run the retroactive process.

Retroactive Notification Status

This table lists the values you can select to determine the type of events to include in the report.

Status	Description
Deferred	Includes events for payroll relationships whose retroactive pay processing is deferred.
Unprocessed	Includes events that are either awaiting processing or processing.
Both Deferred and Unprocessed	Includes events that are either awaiting processing or processing, or deferred. This is the default value and is a combination of the other two options.

Person

Enter a value to limit your report to a specific employee.

Process Configuration Group

Select the process configuration group, if you have defined one. Use a process configuration group to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group; the parameters in the default group for the selected payroll is used.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Use a payroll relationship groups to limit the persons processed for payroll, data entry, and reporting.

> **Note:** Use the Object Groups task to define any of the groups mentioned above before you can select it here.

Report Results

This table shows the sections of the PDF output of the report.

Section Name	Description
Parameters Section	The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Notification Status, Retroactive Process Date, Person Name, Payroll Relationship Number, Entity, Batch Name, Attribute, Update Type, Assignment Number, Element Name, Change Effective Date, Actual Change Date and Changed By.
Notification Status Summary	This section shows the total payroll relationships and total events by each type of retroactive notification status. Each payroll relationship may have multiple payroll retroactive events such as assignment updates, element entry updates, and so on. The counts reflect the number of such events that require payroll to be recalculated from a different process date.
Retroactive Process Date Summary	This section shows the different reprocessing dates for the employees and payroll relationships, and the total count of workers and events for each reprocess date. This section gives a quick snapshot of how far back the retroactive reprocessing begins and for how many workers. These totals are also broken down for each retroactive notification status.
Event Type Summary	This section shows the details of the type and number of events that cause recalculation of payroll for a particular reprocess date. You can view the number of payroll relationships and employees, and events by entity and attribute for a particular reprocess date.
Event Details by Retroactive Process Date	This detail section shows the different workers and their event details for the same type of event, reprocess date and notification status, as follows: • If the entity is related to elements, the element name is shown as part of the event details. The batch used to make the change, if any, is displayed in the header. • If the event is related to assignment, the assignment number is shown. • The old value is shown for Update, Delete and Correction events while the new value is shown for Update, Insert and Correction events.
Event Details for a Person	This section sorts and lists all events by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event. • The assignment number is shown only for those events that are specific to an assignment. • The person number and payroll relationship number are shown along with the person name, in the header. • Batch name, if available, and the element name is shown only when the event is related to an element. For all events based on attribute, both the old and new values are shown.

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Related Topics

- How Retroactive Pay Is Calculated
- Overview of Payroll Event Groups

State Owned Enterprise Payroll Data Interface Report

Payroll Managers and Administrators run this report to extract payroll data in a format compliant with the National Audit Office of the People's Republic of China guidelines for the filing of payroll data by state-owned enterprises. You can run this report on an entire

You can run the State-Owned Enterprise Payroll Data Interface Report from the Payroll Checklist or Regulatory and Tax Reporting work area.

Before You Begin

Before you run this report, you must perform these actions:

- Successfully calculate payroll run results. You don't need to archive payroll results before running the report; the report process archives data before generating the report output.

- Review the balances currently available in the balance group Chinese State-Owned Enterprise Payroll Data Interface Report, which is shared among legal employers. You must ensure that it only contains the balances relevant to the legal employer for which you're running the report. Add and remove balances to and from the balance group, if required, using the Batch Loader.

Report Parameters

Legal Entity

Legal employer for which the report is being run.

Accounting Year

Accounting year being reported, such as 2012. In China, an accounting year is a calendar year, beginning on January 1 and ending on December 31.

Starting Accounting Period

First accounting period to include in the report. If you're running the report for the entire accounting year, leave this field blank. Otherwise, enter the number of the first month to include in the report, such as 1 for January or 2 for February.

> **Note:** An accounting period isn't the same as a pay period. An accounting period always starts on the first day and ends on the last day of a month, whereas a payroll period for a month may begin in one month and end in another. The extract process determines which pay periods to include in the report based on the accounting periods you specify and the general ledger posting rule defined for your organization. For example, if posting to GL is set to the pay date, then a different set of pay periods may be included than if posting to GL is set to the earned date.

Ending Accounting Period

Last accounting period to include in the report. If you're running the report for the entire accounting year, leave this field blank. Otherwise, enter the number of the last month to include in the report.

Process Configuration Group

Determines the rules for processing, such as logging and number of threads. Optional.

Report Output

The report is divided into sections:

Payroll Period Section

This section lists each payroll period included in the report. For each pay period, it displays the start and end date of the period.

Payroll Elements Section

This section lists each payroll element included in the report, such as Regular Salary or Monthly Bonus.

Employee Individual Payroll Records

This section lists each employee for which payroll has been run within the specified accounting period range. For each employee, it lists the employee ID and category, payroll category, payroll period and year, accounting period and year, and currency code.

Employee records are sorted by payroll period, then payroll category, and finally employee ID.

Employee Individual Payroll Detail Records

This section lists payroll elements and amounts processed for employees for which payroll has been run within the specified accounting period range. Employee records are sorted by payroll period, then payroll category, and finally employee ID.

Payroll Data for National Standard Document 24589

Generates payroll data to facilitate government auditing process, according to the Chinese recommended national standard document 24589.

Payroll managers and payroll administrators run this report to extract payroll data in a format compliant with the National Audit Office of the People's Republic of China guidelines for filing the payroll data by state-owned enterprises. You can run this report on an entire accounting year or specify an accounting period of between 1 and 12 months. In accordance with the recommended national standard document 24589, the XML report output is in the Chinese language.

You can run the Payroll Data Interface Report from the Payroll Checklist or Regulatory and Tax Reporting work area.

Before you run this report, you must complete these tasks:

- Calculate payroll run results. You don't need to archive payroll results prior to running the report; the report process archives data before generating the report output.

- Review the balances currently available in the balance group Chinese State-Owned Enterprise Payroll Data Interface Report, which is shared among legal employers. This report contains only the balances relevant to the legal employer for which you're running the report. Add and remove balances to and from the balance group using the Batch Loader.

Frequently Asked Questions

This table lists frequently asked questions about this report.

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Question	Answer
How do I find this report?	In the Regulatory and Tax Reporting work area, select **Submit a Process or Report**. Specify a Chinese legislative data group, and select **Run State-Owned Enterprise Payroll Data Interface Report**.
Who uses this report?	- Payroll Manager - Payroll Administrator
When do I use this report?	As required for statutory purposes.
What prompts can I use to narrow the results of this report?	Use **Legal Entity** and **Accounting Year** fields
How do I share this report?	- Add to briefing book - Schedule an agent to run the report
What tool do I use to edit this report	Oracle Business Intelligence Publisher

Related Topics

View Originating Pay Periods for Retroactive Earnings

View originating period dates for all retroactive earnings, including absences and supplemental earnings, on your payslip.

For example, when bonus earnings in January are retroactively paid in February, the payslip for February shows the retroactive earnings paid, alongside the dates for the January pay period.

The payslip in February shows the amount earned, time worked, rate of pay, the factor or multiple, and the pay period dates in January the bonus was earned.

Payroll Data Validation

Overview

Before you run payroll or any other statutory processes or reports, the required HR and payroll data setup must be complete for all your workers. Missing or noncompliant data can impact legal processes or reports.

The Payroll Data Validation Report provides details of missing or statutorily noncompliant data at the worker and organization level. Prior to running the payroll process or any other report, run the Payroll Data Validation Report. You can then take corrective action as necessary to complete the data setup and correct noncompliant data.

During the implementation phase, add the business rules and validation messages at the enterprise or legislative data group level. These validations are in addition to the country-specific validations that are predefined in the application.

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Validation Levels

The data group you select when adding validation rules to the Data Validation Report determines the level of validation. For example, you might have a validation rule at the tax reporting unit level or at the person details level. When adding a validation, you must ensure a database item exists for the attribute for which you're adding the validation.

Set Up Validation Rules

Use the delivered formula 'Global Attribute Mandatory Check' to set up validations to identify missing data. You add the validations to the Data Validation Report extract definition. Here's the summary of the required steps to set up the validation rules:

1. Identify a suitable short name for the attribute for which you want to add the validation, for example, `ASG_JOB_CODE`. Prefix it with `CST` to mean user-defined. Therefore, the short name should be `CST_ASG_JOB_CODE`.
2. Set up a lookup code to control the validation. For mandatory validations, that you set up using the delivered formula, set up the lookup code as a short name suffixed by `>MC`. For example, `CST_ASG_JOB_CODE>MC`.
3. Based on the level at which you need the validation, you must create the records and data elements in the appropriate data group. Identify the relevant data group to add the validation and create a record in the group. For example, add assignment level validations to the Assignment Data Group.

   Note: A database item must exist for the attribute for which you're adding the validation.

4. Add the validation and create the extract definition attributes.
5. Generate and compile the formula at the report record.
6. Run the appropriate Payroll Data Validation Report to include the validations.

Control the Validations

Use the delivered `ORA_HRX_GLB_VALIDATION_OBJECTS` lookup type to set up a lookup code that you can use to control the validation. For example, you can use this lookup code to add multiple country tags to a validation. Alternately, if the validation is no more valid for the country, remove the previously added country tag from the lookup code.

Note: If you don't add a country tag, the application doesn't trigger any validation.

Validation Types

The validations can be simple or complex.

The application triggers simple validations if you haven't provided a value for an attribute required for a report or a process. For example, the Tax Reporting Registration Number is missing at the organization level or the National Identifier value is missing for a worker. You can create a simple validation by using the delivered formula 'Global Attribute Mandatory Check' and the appropriate database item group.

The application triggers complex validations when there's more than one attribute included in the validation. For example, a value is missing for a National Identifier Type pertaining to a worker.

For coding complex validations, Oracle recommends that you use data elements of type Rule with a user-defined Rule Formula to perform the validation. You must deliver these data elements in a record of type Formula.

User-Defined Rule Formula

For coding complex validations, Oracle recommends that you use extract attributes of type Rule with a user-defined Rule Formula to perform the validation. Consider the following for coding user-defined Rule Formula:

- Check if the formula is of type Extract Rule.

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- Check that the lookup code exists for the short code of the data element, and is enabled for the legislation code, for which the report is run.

- Check if the formula is associated with the correct data element. Since this is a user-defined formula, check and run only if short code matches.

- Perform the validation to return validation message text or return a NULL value. The message text should be fewer than 240 characters or the application considers only the first 240 characters of the message.

Data Security

By default the report is submitted through an elevated user that has full data access and is secured through the list of values on the report parameters. However, you can configure the Data Validation Report to run based on the profile of the user who submits the report. For example, if a user has access to only employees within a specific payroll or department, you can configure the report to check data only for those employees.

Validation Rules for Data Validation Report

You can add validation rules to the Data Validation Report to identify missing data required to run a process or report. You can run the report and make relevant corrections to complete the employer or payroll-related data.

Use the **Extract Definitions** task in the **Data Exchange** area in **My Client Groups** on the Home page, to add a validation rule to the Data Validation Report extract definition.

Rule Formula

Use the delivered formula 'Global Attribute Mandatory Check' to set up validations to identify missing data. You add the validations to the Data Validation Report extract definition.

This formula includes certain important enhancements such as supporting translated messages. It also offers the ability to control the validations without you deleting the validation already configured by you or delivered by Oracle. It's not mandatory for you to migrate your existing validations from the 'Global Null Check Rule' formula to the new one. Oracle recommends migrating to the new formula to make use of the benefits.

Validation Levels

This table describes the validation rules at the various levels.

Validation Level	Description
Employee	Add simple validations for a missing attribute at the worker level. For example, if the National Identifier value is missing for a worker.
Organization	Add simple validations for a missing attribute at the organization level. For example, a missing Tax Reporting Registration Number.
Repeating Child Entity of a Worker	Add validations at the repeating child entity of a worker. For example, you may add a validation for a missing IBAN number for one of the multiple payment methods that a worker has. You can add a validation to specify the details of the attribute value (IBAN Number). This attribute value is missing for the Entity Type (Personal Payment Method) and for the Entity Name (Personal Payment Method Name).
Repeating Child Entity of the Organization	Add validations at the repeating child entity of an organization. For example, add a validation for a missing SWIFT Code for one of the multiple organization payment methods that's valid for a payroll statutory unit. You can add a validation to specify the details of the attribute value (SWIFT Code). This

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Validation Level	Description
	attribute value is missing for the Entity Type (Organization Payment Method) and for the Entity Name (Organization Payment Method Name).

Data Groups

The data group you select when adding validation rules to the Data Validation Report determines the level of validation. For example, you might have a validation rule at the tax reporting unit level or at the worker details level.

The processes associated with the Data Validation Report extract definition are:

- Run Payroll Data Validation Report
- Run Worker Data Validation Report
- Data Validation Report for Payroll Interface

These reports use different data groups to report data validation. You must select a data group for any validation rules you add based on the type of data and the level you want the validation to occur.

Payroll Data Validation Report

Add validation rules to these data groups to report payroll-related data validation:

- Payroll Statutory Units
- Tax Reporting Units
- Payroll Relationships
- Payroll Assignments

Worker Data Validation Report

Add validation rules to these data groups to report worker-related data validation:

- Payroll Statutory Units
- Legal Employers
- Reporting Establishments
- Work Relationships
- Person Details
- Assignments

Data Validation Report for Payroll Interface

Add validation rules to these data groups to report worker-related and payroll-related data validation for Global Payroll Interface:

- Payroll Group
- Payroll Relationship Group
- Work Relationships
- Assignments
- Payroll Relationships

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- Payroll Assignments

Usage of Tags

The report output has different sections for legal employer, reporting establishment, person, and so on. The validations reported in the different sections is based on the tag that's added for rule data element. Consider these conditions while using tags for adding validation rules for Data Validation Report.

- For reporting validations at organization level, add the validations to Organization Data Groups and the related tags, as given in the table here.

Validation Level	Data Group	Tag
Legal Employer	Legal Employers	`LEMP_RULE_TEXT`
Establishment	Reporting Establishments	`REP_EST_RULE_TEXT`
Payroll Statutory Unit	Payroll Statutory Units	`PSU_RULE_TEXT`
Tax Reporting Unit	Tax Reporting Units	`TRU_RULE_TEXT`

- For reporting validations at worker level, add the validations to the corresponding data group and the predefined tags as given in the table here.

Validation Level	Data Group	Tag
Employee or payroll relationship level validations	Identify appropriate data groups (Example: Assignment).	`RULE_TEXT`

- For reporting organization validations or the validations of other entities in a separate table, add the validations to the corresponding data group and the predefined tags as given here.

Validation Level	Data Group	Tag
All levels other than employee or organization	Identify appropriate data groups (Example: Assignment).	`OTHERS_RULE_TEXT`

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Related Topics

- Set Up a Lookup Code to Control the Rules for Data Validation Reports
- Overview of Payroll Data Validation Report
- Payroll Data Validation Report
- Add Rules to Data Validation Reports

Set Up a Lookup Code to Control the Rules for Data Validation Reports

Use the delivered ORA_HRX_GLB_VALIDATION_OBJECTS lookup type to set up a lookup code that you can use to control a validation for the Data Validation Report.

You can then use this lookup code to add multiple country tags to a validation. Alternately, you can remove a previously added country tag from the lookup code, if the validation is no more valid for the country.

Note: If you don't tag a country, the application doesn't trigger any validation.

To create a lookup code:

1. In the Setup and Maintenance area, select the **HCM Extract Lookups** task.
2. Search for and select **HCM Extract Lookups**.
3. Click **Create**.
4. Enter these lookup code details.

Field	Description
Lookup Code	Enter a lookup code suitable for the attribute or entity to be validated. If you want to use the Oracle delivered formula for mandatory attribute validation, enter suffix as **>MC** n the lookup code, for example `CST_PERSON_ADDRESS_LINE 1>MC`.
Display Sequence	Enter a unique value for the lookup code. It is recommended to use a sequence number, between 201 to 500, for the user-defined lookup codes.
Start Date	Enter 01/01/0001.
End Date	Enter 12/31/4712.
Meaning	Enter a suitable meaning for the lookup code, for example, Person Address Line 1 Check.
Description	Enter a suitable description, for example, Person Address Line 1 Check.
Tag	Tag an appropriate country or countries, for which the validation is to be performed. For example, **+FR**.

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Field	Description
	Note: If no Tag is set up, the application doesn't perform the validation for any country.

5. Click **Save**.

Related Topics

- Overview of Payroll Data Validation Report
- Payroll Data Validation Report
- Add Rules to Data Validation Reports

Add Rules to Data Validation Reports

This example demonstrates how you can add a validation rule to the Data Validation Report extract definition.

Before you make changes to the extract, select a legislative data group. When you submit your changes for a new rule, the validation is available for the selected legislative data group. Depending on the validation rule and the legislative data group you add it to, the validation is included when you submit any or all of the following processes:

- Payroll Data Validation Report for identifying missing payroll data needed for processes
- Worker Validation Report for identifying missing HR data needed for processes
- Data Validation Report for Payroll Interface for identifying missing HR or payroll data of persons associated with a given object group or payroll. The primary goal of the report in this case is to validate the data before it's exported by the Global Payroll Interface process to a third-party payroll provider.

Before you add the validation rule, ensure that a database item exists to retrieve the value to be validated. The contexts required by the database item are provided by the block level to which you add the validation. For example, suppose you're adding the new validation to the Person Details data group. You are adding a rule to check whether each person's Person Address Line 1 attribute has a value. If there is no value, the report displays an error message. A database item must exist for the person address line 1 attribute. Create the records and data elements in the appropriate data group based on the level at which you need the validation.

How to Create the Validation

To create a validation:

1. In the Name field, enter **Data Validation Report**.
2. Select **Extract Definitions** task from the **Data Exchange** area under **My Client Groups**.
3. Search for and select the extract definition to edit as follows:
    a. In the Type list, select **Full Profile**.
    b. Select a legislative data group.
    c. Click **Search**.
    d. In the search results, click **Data Validation Report**.
4. On the Extract Definitions page, click **Switch Layout**.
5. In the **Session Effective Date** field, enter **01/01/0001**.
6. Add a new record to the Data Group to which you want to add validations as follows:
    a. Select **Person Details** under the **Data Group** node.

b. In the Records section, click **Create**.

Ensure that the Session Effective Date is 01/01/0001.

c. Enter these details in the **Create Extract Record** section.

Field	Value
Sequence	Enter a unique value for the records within the Data Group. It is recommended to use a sequence number between 200 and 600. **Note:** Two records in the same Data Group can't use the same sequence number.
Name	Person Address Details
Type	Detail record
Process Type	Fast Formula

d. Click **Save**.

7. Add the database item attribute as follows.

a. In the **Extract Attributes** section, click **Create**

b. Complete the fields as shown in this table. This table lists the fields and the respective values for the extract attributes.

Field	Description
Name	Enter a suitable name, for example, Person Address Line 1 Attribute. This name is used in the validation message.
Tag Name	Person_Address_Line 1_Attribute
Short Code	Enter a suitable name to match the lookup code and remove the suffix, '`>MC`', for example, `CST_PERSON_ADDRESS_LINE_1`.
Start Date	01/01/0001
End Date	12/31/4712

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Field	Description
Data Type	Enter a value appropriate to the data that you want to check. For example, Text for address details.
Type	Database item group
Database Item Group	Person Address Line 1
Output Label	Person Address Line 1
Output Column	6

> **Note:** If you don't find the Database Item Group that fetches the attribute value you want to validate, it could be that:
>   - The Extract Attribute is added at an incorrect level (Data Group), or
>   - The Database Item Group is unavailable. Verify the availability of the Database Item Groups by trying to add the extract attribute to other levels (Data Group). If the required Database Item Group is unavailable, you can contact Oracle Support.

For more information, see Database Items for Extracts and Formulas in Oracle Fusion HCM guide on My Oracle Support (1565118.1).
   c. Click **Save and Close**.
8. Create another attribute for the validation rule as follows:
   a. In the **Extract Attributes** section, click **Create**
   b. Complete the fields as shown in this table. This table lists the fields and the respective values for the validation rule.

Field	Value
Name	Person Address Line 1 Rule
Tag Name	RULE_TEXT > **Note:** > Enter this value exactly.
Short Code	`CST_PERSON_ADDRESS_LINE_1>MC`

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Field	Value
	Note: The short code must include the short code of the database item attribute you created followed by a space and the suffix: `>MC`. The short code is case-sensitive.
Start Date	01/01/0001
End Date	12/31/4712
Data Type	Text
Type	Always set as Rule.
Rule	Global Attribute Mandatory Check
Output Label	Enter a value same as the Short Code, for example, `CST_PERSON_ADDRESS_LINE_1-` `RULE`.
Output Column	Enter a unique value within the record, 26.
Results Display Option	Summary and detail

     c. Click **Save and Close**.
  9. In the **Actions** menu, select **Generate Formula**.
 10. In the **Actions** menu, select **Compile Formula**.
 11. Click the Extract Execution Tree node and verify that all formulas are compiled.
 12. Click **Submit**.

Payroll Data Validation Report

Run the Payroll Data Validation Report to generate a list of workers with missing or noncompliant payroll data. Use this report to verify if the required data setup for all workers for the payroll run or process is complete.

Payroll managers should run this report prior to running the payroll process.

Parameters

Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Payroll Flow

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Select the required payroll flow name for the process that's being run. Enter a value each time the process is run.

Effective As-of Date

Use this field to specify the first effective date of the payroll process to include in the report. The data status is verified as of the selected effective date.

Payroll Statutory Unit

Select the Payroll Statutory Unit for which the report is to be run.

Report Results

The report provides details of missing or noncompliant statutory data for the selected payroll statutory unit as of the selected effective as-of date. The details are at the worker or organization level.

You can view the PDF output of the report or the Excel output, as required.

Related Topics
- Validation Rules for Data Validation Report
- Set Up a Lookup Code to Control the Rules for Data Validation Reports
- Overview of Payroll Data Validation Report
- Add Rules to Data Validation Reports

Data Security in Payroll Data Validation Reports

Configure the Data Validation Report to run based on the profile of the user who submits the report.

For example, if a user has access to employees only within a specific payroll or department, you can configure the report to only report data for those employees. The access the user has is defined by the data security profile attached to the user's role.

Here are the tasks required to configure and run the report based on the profile of the user submitting the report:

1. Sign in as IT Security Manager and define HCM data roles and setup data security. Assign the data roles to the application user as per the requirement of your enterprise.
2. Sign in as Payroll Manager and secure the 'Payroll Data Validation Report' at the Legislative Data Group level.
3. Sign in as application user to whom the privileges are assigned and run the report.

Define Data Roles and Assign Data Roles to the Application User

No predefined HCM data roles exist. While creating an HCM data role, include a job role. The secured HCM object types that the job role accesses are identified automatically, and sections for the appropriate security profiles appear. Select or create security profiles for those object types in the HCM data role.

For each object type, you can include only one security profile in an HCM data role, which is known as Security Profile. Consider the following to complete the setup.

- You must have the IT Security Manager Job role to perform this task.

- To create an HCM data role, use the Assign Security Profiles to Role task in the Setup and Maintenance work area.

- For more information on setting up the data security as per the requirement of the enterprise, see Oracle Human Capital Management Cloud Securing HCM.

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Here are the steps required to configure the report based on the profile of the user submitting the report.

1. Search and select the **Payroll Flow Patterns** task from **Payroll** in **My Client Groups** on your Home page.
2. Search for the **Run Payroll Data Validation Report** flow pattern.
3. Select the required **Legislative Data Group**.
4. Click **Edit**.
5. Click **Go to Task** and click **Edit**.
6. Select the row and click the **Edit** on the tool bar for the row.
7. Select the **Secure Process or Report** check box and click **Save**.
8. Alternately, you can click on **Remove all Updates**.

Repeat these steps for each Legislative Data Group, where the setting must apply. This configuration, although done on the delivered flow pattern, is preserved during patching and upgrades.

Submit Report

When you submit the report, consider the following:

- Select the Payroll Statutory Unit (PSU) from a secured list of values. If the user's data security is restricted by the PSU, then the user can only run the report for that PSU they have access to, even if the report is run as the elevated user by default.

- If the user's data access is restricted based on other attributes like department or payroll, configure the report based on the user profile. This is only if you must restrict the report to the profile of the user submitting the report and only data for the department or payroll is reported.

Balance Exception Reports

How to Create a Balance Exception Report

In this example, you create a balance exception and run the Balance Exception Report to compare the total payments made to your employees for the current payroll period with the payments you made in the previous payroll period.

Before you create and run the Balance Exception Report, you must create a balance exception for this example.

Create a Balance Exception

Let's look at the steps to create a balance exception to compare the net pay amounts for the current and the previous period.

1. On the Home page, click the **Balance Exceptions** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select a legislative data group and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Balance Exception Name	Compare Net Payment Amounts to the Previous Period
Comparison Type	Previous period

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Field	Value
Comparison Value	1
	For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only.
Balance Name	Net Payment
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1
	Note: Enter a lower value for a high priority exception.

5. Click **Submit**.

Create a Balance Exception Report

1. On the Home page, click the **Balance Exceptions and Reports** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select the same legislative data group you selected in the previous task and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Exception Report Name	Compare Net Payment Amounts to the Previous Period
Consolidation Group	Select a value to restrict this exception report to a specific consolidation group. Leave blank to not restrict the output or to decide at the time of report submission.
Payroll	Select a value to restrict this exception report to a specific payroll. Leave blank to decide at the time of report submission, where payroll is a required parameter.

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Field	Value

5. Click **Add**.
6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.
7. Click **Submit**.

Run the Balance Exception Report

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the same legislative data group as in the previous tasks.
3. Select the **Run Balance Exception Report** flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

Field	Value
Payroll Flow	Enter an appropriate name for this instance of the report.
Process End Date	Enter a value.
Balance Exception Report	Compare Net Payment Amounts to the Previous Period
Payroll	Select a value to restrict this exception report to a specific payroll. Enter the same name as in the previous task, if one was specified.

5. Click **Next**.

   When you enter information on the Linked Flow section of the Submit a Flow page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.
6. Click **Next**.
7. Click **Submit**.

   When you submit a flow, it creates an instance of the flow, the application generates a checklist by default.
8. Click **OK and View Checklist**.
9. In the task list click the **Run Balance Exception Report**. View and monitor the status of the flow on this page.
10. Click on the on the task to go to the Process Results Details page.
11. You can view the output from the Output and Log files section.

Related Topics

- Examples of Balance Exceptions
- Balance Exceptions
- Balance Exception Report
- Balance Exception Formula Type

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Balance Exception Report

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

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

Before you run this report:

- Use the Balance Exceptions task to create a balance exception.

- Use the Balance Exceptions and Reports task to create a balance exception report that groups together one or more balance exceptions.

- Create an Exception Report Name that you can use to run the Balance Exception Report. For instance, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month, to determine the monthly car allowance paid to employees in excess of 600 more than the previous month.

Report Parameters

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

Payroll Flow

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

Process Start Date

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

Process End Date

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

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

Balance Exception Report

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

Payroll

Select the required payroll name.

Process Configuration Group

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

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

Consolidation Group

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

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

Payroll Statutory Unit

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

Tax Reporting Unit

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

Location

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

Payroll Relationship Group

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

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

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

Report Results

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

- Payroll Statutory Unit
- Tax Reporting Unit
- Person Number
- Person Name

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- Payroll Relationship Number

- Employment Level

- Current Balance

- Variance Value

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

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

Common Report Features

Delivery Options for Extract-Based Payroll Reports

Use the Report Category to define multiple delivery options for the following extract-based payroll reports:

- Payroll Activity Report
- Gross-to-Net Report
- Statutory Deduction Report
- Payment Register
- Payroll Register

A report category is a set of delivery options grouped together.

A delivery option defines where and how the report output is delivered, including the output file format, choice of template and optionally a destination such as an FTP server.

You can also define your own delivery option and include it in the report category. For example, you can define a delivery option to use a combination of both PDF and Excel outputs for a single submission of the report.

The new optional Report Category parameter is added to the payroll report flow task to show the list of delivery options defined for the report's extract definition.

Here's the steps required to add Delivery Options for the Payment Register:

1. Select the **Manage Extract Definitions** task in the Data Exchange work area.
2. In the Search window, enter **Payment Register** in the **Name** field.
3. Select **Archive Retrieval** in the Type field.
4. Select a a legislative data group (LDG) and click **Search**.
5. Click **Payment Register** in the Search Results region.
6. Click the **Deliver** tab in the Manage HCM Extract Definitions: Payment Register page.
7. Select the **Extract Delivery Options** tab under the Hierarchy panel on the left, and complete the following:
   - Click **Add** to add a row for the delivery option you're about to create.
   - Enter these details.

Field	Description
Delivery Option Name	Enter a value, example Excel Register.
Output Type	Select a value, for example, Excel.
Report	Enter the location of the report output.
Template Name	Enter the name of the report template for this output type.
Output Name	Enter Name of the report output, for example, Excel Register.
Delivery Type	Select the mode of delivery of the report, for example, Documents of Record.
Required	Select this check box if this delivery option is a required option.

- Click **Save**. The newly created delivery option is saved and you can select it when you create the Report Category.
8. Click **Add** in the Report Category Section.
9. Enter **Short Name**, **Report Category**, and **Description** of the new Report Category.
10. Click **Add** in the Additional Details section.
11. Select the name of the Delivery Option you have created.

   Similarly, create additional delivery options and select it here. For example, create a delivery option to create a PDF of the register and have it delivered by email. Enter the email details in the Additional Details section.
12. Click **Save and Close**.

When you run the register, select the newly created report category to deliver the register in Excel in the Documents of Record.

Related Topics
- Guidelines for Delivering Extracts

Display All Hours in Payroll Reports

Use the parameter Display All Hours to report hours from Supplemental Earnings and other element classifications on the following payroll reports.

- Gross-to-Net Report
- Payroll Activity Report
- Payroll Register Report

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

Report Days and Units in Payroll Reports

You can view the days and units information for Days X Rate and Other Units elements in the following payroll reports:

- Payroll Activity Report
- Payroll Register
- Payslips

You can view the rate information in the rate section of the payslip. The reported units can be hours, days, or other units. For example, an employee is paid an allowance, in addition to the regular pay, on a per unit basis. If the unit is other than time, it could be wages made on a per shift basis or payments per unit produced. In such cases, the additional allowance is captured as supplemental earnings. Enter the value on the time card or the application calculates it indirectly using an element of type 'Other Units'. A rate definition is linked to the element. The rate is defined as amount per shift or amount per unit, as the case may be.

The reports display the Other Units balances separately in various sections, just as the Hours and Days balances.

Support for Days X Rate and Units X Rate Elements in the Payslip

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

For example, if your company pays a meal allowance of 10.00 USD per day and an employee is paid meal allowance payments for one week. This table displays the meal allowance payment details on the payslip.

Field	Value
Quantity	5
Type	Days
Rate	10.00
Multiple	1
Amount	50.00

Multiple element entries for the same rate, multiple value, and elements are grouped together and shown as a single entry in the rates section. For instance, in the above example, if payments are made to the employee at:

- 1.5 times the agreed rate on Mondays when the employee comes in early to work, and
- 2 times the agreed rate on Fridays for working extra hours to meet targets

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The payslip displays three different meal allowance entries for the three different multiple values and the corresponding amounts, as shown in this table.

Meal Allowance	Quantity	Type	Rate	Multiple	Amount
Entry 1	3	Days	10.00	1	30.00
Entry 2 (for Monday)	1	Days	10.00	1.5	15.00
Entry 3 (for Friday)	1	Days	10.00	2	20.00

Note: The number of decimal places for the rates displayed on the payslip is dependent on the precision value you set.

Year-to-Date Balances in Reports

Some payroll reports like Periodic Payroll Activity, Payroll Register, and Statutory Deduction Register include the Report YTD Summary parameter for viewing year-to-date balance values.

When you submit the reports, you specify a value for this parameter that controls which balances are included in the total, as shown in this table.

Parameter Value	Report Displays
Yes	Year-to-date total from the last process run for a person in a specific PSU and TRU within a specified date range
No	Each separate transaction included in the report displays the current total, and the year-to-date total is displayed for all the processes run for a person within the date range

Related Topics

- Report Payment and Nonpayment Balances

Report Payment and Nonpayment Balances

When you process a reversal or balance adjustment, you decide whether to include or exclude the balances from the payment. When you submit a report that includes the Balances Reported parameter, your selection determines which balances to display.

Select Nonpayment Only or Payment Only options, or leave the parameter blank to display both payment and nonpayment balances. The Payroll Activity, Payroll Register includes the Balances Reported parameter.

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When you submit the report, you can optionally specify the Scope and Report YTD Summary parameters. These parameters determine how the balances are reported and whether you can select a value for the Balances Reported parameter, as shown in this table.

Report Parameter	Parameter Value	Report Results
Scope	Summary	Total includes payment and nonpayment balances
Scope	Detail	Include in Payment report section lists payment and nonpayment balance details
Report YTD Summary	No or blank value	Balances are based on the value selected for the Balances Reported parameter
Report YTD Summary	Yes	Report lists payment and nonpayment balance information Balances reported parameter values aren't available for selection

Latest Process Year-to-Date Reporting

Run these three enhanced reports to extract the year-to-date (YTD) payroll balances for large volumes of data:

- Payroll Activity Report for the Latest Process
- Payroll Register Report for the Latest Process

These reports produce the same output as running the existing reports with the **Latest Process YTD Totals Only** field set to **Yes**. However, for large volumes of data, the enhanced report runs much faster.

The reports use a much lighter report template with enhanced performance and scalability capabilities to handle high volumes of data. The reports run much faster for large volumes of data. You can now run the reports to produce CSV/ text output that you can easily import into the Excel format. This is in addition to the PDF and Excel outputs we already support.

In addition to report YTD balances, you can also configure the report to extract payroll balances for these balance dimension types:

- Month-to-Date (MTD)
- Period-to-Date (PTD)
- Quarter-to-Date (QTD)
- Inception-to-Date (ITD)

Before you run the report for the above balance dimension types, complete the following:

1. Determine which of the four balance dimension types you want to include in the report and for which balances. Determine the balance group for each balance by looking up the balance groups for the relevant Global Archive report type under the Balance Group Usages page. The report types for the new reports are the same as those of the existing reports. .

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2. For each balance group usage, determine the appropriate balance dimension name that has the relevant contexts. Use the existing balance group usage item for YTD as a reference. For example, if the balance dimension name used for YTD is Relationship Tax Unit Year to Date, you should use Relationship Tax Unit Period to Date for PTD.

3. Ensure that the defined balances exist. Use the Balance Definitions page to ensure the balance is associated with the required balance dimensions.

4. On the Balance Groups page, ensure that the defined balance is part of the determined balance group.

5. Add Balance Group Usage Items for the dimension within each Legislative Data Group and the determined balance group usage.

Use the existing Payroll Activity Report and Payroll Register Report for periodic reporting of balances. The new reports are meant for reporting YTD balances as of the last process run on or before the specified end date.

For very large data sets, it's preferable to run the report for the text output and then converting it to the Excel format. It is much faster than generating the report output directly in the Excel format.

If you have configured changes to your existing extract definition, including but not limited to delivery options, report templates, and so on, then those must be reapplied to the new report, if required.

Related Topics

XML Data Chunking

Use the XML Data Chunking feature of BI Publisher while running these reports for large volumes of data.

- Payroll Activity Report for the Latest Process

- Statutory Deduction Register for the Latest Process

- Payroll Register Report for the Latest Process

- Costing Results (Extract-based) Report

Large volumes of report output data are split into smaller, manageable chunks to enable parallel processing. These chunks are later merged into a single report output.

XML data chunking reduces time and the memory used for processing large volumes of data.

Create a payroll process configuration group to enable the BI Publisher to split high volume XML extract output into multiple, smaller chunks. Use this configuration group to run the report.

Excel is the preferred output layout. Although the output for each chunk is merged into a single Excel workbook, the output for each chunk is in a separate worksheet in that workbook.

Note: You can't use this functionality for PDF and text output of the report.

It is recommended that you use this functionality only for report size larger than 1 GB.

Related Topics
- Latest Process Year-to-Date and Periodic Balances Reporting

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Account Number Masking in Payroll Reports

Overview

You can mask bank account information to prevent display of sensitive information on the following payroll reports.

- Payslips
- Payment Register
- Third-Party Payment Register

Masking enables display of only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can't see them on the reports. For example, you may decide to display only the last four characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports that support masked account numbers.

Use the new **Extract Unmasked Bank Information** process configuration parameter to display either the masked or full bank account numbers in the reports. By default or when set to *No*, the bank account information on the reports is masked. Set it to *Yes* to see the unmasked bank account information. For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to *Yes*.

This table shows how the bank account number ABC123456 is stored in the application tables depending on how you configure masking.

Actual Account Number	Masking Enabled	Masked Number
ABC123456	No	ABC123456
ABC123456	Yes	XXXXX3456

> **Note:** The above table assumes that the masking setup displays only the last four characters of the bank account number.

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FAQs for Reports

Why don't I see the new delivery option when I redeliver the report?

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report.

If you add a delivery option to the report's extract definition, you must submit a new report to view and select the additional delivery option.

How can I display employee work location and department on their payslip?

Define a payslip template to include the archived payroll information, including the employee's work location and department details. Use this template in the BI Publisher Report and add the report to the Generate Check Payments or Generate Payslips flow.

When you submit the flow, the flow output is automatically generated based on the template included in the BI Publisher Report.

Related Topics
- Add a BI Publisher Report to a Flow

How can I view transient data in extract-based payroll reports?

Use the Run Mode parameter to control whether the extract-based payroll report must retain or discard the transient data created during the report execution to produce the output file.

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

The default **Normal** option discards the temporary transient data produced during report execution.

When should I run the China Payslip Report?

Generate payslips after you have successfully calculated payroll and prepayments, run the payroll archive, and generated the payment report. You can run the archive process before or after running the payment report.

How are names displayed in Chinese local statutory reports?

The Oracle Fusion application automatically composes a person's full name, which is used in local statutory reports. If a person has name components set up in the Simplified Chinese character set, then the application displays the name in this format:

"lastnamefirstname" with no space between the two names.

Otherwise, it displays the name in this format: "lastname firstname" with a space between the names.

How do I generate the Chinese Bank Transfer Report?

The Make EFT Payments process generates this report automatically. You can run this process as part of the standard payroll cycle flow or as a standalone process in the Payroll Distribution work area.

Archive

Overview of Payroll Archive

Archive payroll results before you submit processes that use the archived data, such as Run Payroll Register or the Generate Payslips task.

The payroll archive process is part of your payroll cycle flow. If you submit standalone payrollprocesses, use the Archive Periodic Payroll Results task to archive payroll information.

Run the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Before you run the Archive Periodic Payroll Results task, consider the following.

Enable Payslip Translation

Open the default process configuration group and set the process configuration parameter, **Enable Payslip Translation Values to allow payslip translation** to **Y**, before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

Use the Payroll Process Configuration task to edit the default configuration group and set the parameter.

If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation Values to allow payslip translation** parameter to **Y**, and rerun the Payroll Archive process.

Set the Payslip Rate Precision Values

The precision value defines how many decimal points the payslip uses when showing rate amounts. To change the default payslip rate precision value, you must change how the rates are captured in the periodic payroll archive.

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Create a process configuration group or edit the default process configuration group, and add the **Payslip Rate Precision** parameter and enter an override value to set the number of decimal points to display the rates on the payslip. Use this configuration group when you run the payroll archive process.

1. Navigate to the Payroll Process Configuration task from **Payroll** in **My Client Groups**.
2. Create a configuration group, and give it a meaningful name.
3. Select the **Details** tab, add a row, and select **Payslip Rate Precision**.
4. Set the number of decimal places in the **Override Value** field.
5. Click **Save**.

When you run the Archive Periodic Payroll Results process, use the Process Configuration Group parameter to select this configuration group.

You can modify the precision value set on the report template itself, and this value would override the value you set on the archive process. For example, suppose you want your hourly employees to see four decimal places for rates on their payslips and the salaried employees to see only two decimal places. In this case, perform these tasks:

1. Set the **Payslip Rate Precision** process configuration parameter to four decimal places.
2. Modify the payslip report template to display the rates with two decimal places only for salaried employees.

To modify the payslip report template, refer to 'Configure the Payslip Report Template' in the Help Center.

Related Topics
- Rate Precision in Payslips
- Multilanguage Support for Payslips
- Generate Payslips in the Worker's Correspondence Language

Archive Periodic Payroll Results

Use the Archive Periodic Payroll Results task to archive payroll information such as earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Report Parameters

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

Process Start Date

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

Process End Date

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

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

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Payroll

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

Consolidation Group

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

> **Note:** Use the Object Groups task to define a Consolidation Group, before you can use it here.

Process Configuration Group

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

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

Report Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

You can edit the archived data and rerun processes before you run the year-end reports. For example, run the Employee Active Payroll Balance report to view the current values for any given list of employee balances. Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances.

After you have reconciled your payroll data, run the Archive End-of-Year Payroll Results process to archive employee and employer information for end-of-year reporting.

View and Edit Archive Results

Because payslips and the payroll register use archived data, it's critical that the archive process completes successfully and it include complete and accurate information.

You can view the results of the Archive Periodic Payroll Resultsprocess on the View Person Process Results page. You can also edit archived data, if your user privileges and therestrictions are in place for your system enable it.

View the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

> **Note:** The data archived by this process may vary depending on your legislation and your organization's reporting requirements.

Archive payroll data is typically one of these types:

- HR data, such as employee and employer address details, employee work location and department, accruals, and assignment details

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- Element information, such as earnings and deductions

- Balance sets

- Messages

Archive results include prepayment information used to generate payslips as well as prepayment information for external payments. Use archive results to determine errors, unprocessed assignments or missing records. If errors or issue are found, review the employee's HR or payroll data, determine the cause and correct. Once errors and issues are resolved, roll back the affected processes and rerun.

Edit the Archive Results

By default, the extract definition for the payroll archive doesn't allow editing of the output. However, if your environment and your security privileges enable this task, you can use the Edit button in the Archive Results section of the View Person Process Results page. The application stores any changes to the archived results in the archive table, which the payroll register and payment processes then use.

Note: Updates made to the archive results will no longer match the originally generated archive. For this reason, avoid manually updating the archive unless necessary.

Related Topics

- When should I archive payroll data?
- Payroll Payments Distribution

FAQ for Archive

When should I archive payroll data?

You must archive payroll results before you submit processes that use archived data, such as Run Payroll Register and Generate Payslips.

Your payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payrollprocesses, you can archive the results using Archive Periodic Payroll Results.

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8 Load Payroll Data Using Transformation Formula

Data Loader

Overview

Use HCM Data Loader for bulk-loading and maintaining payroll data. You can navigate to the HCM Data Loader pages directly from the Payroll Checklist page. On the Checklist page, select the Initiate Data Loader task to open the HCM Data Loader object status page.

You can use HCM Data Loader to load these payroll objects.

- Balance Definitions
- Element Entries
- Object Groups
- Organization Payment Method
- Payroll Consolidation Groups
- Payroll Costing
- Payroll Definitions and Time Periods
- Payroll Element Run Usage
- Payroll Elements
- Payroll Relationship
- Personal Payment Method
- Time Definitions
- User-Defined Tables
- Wage Basis Rules

For more info on how to load these business objects, refer to the Integrating with HCM guide.

Payroll Transformation Formula for HCM Data Loader

Your existing data or the data that you upload might not be in the format recognized by HCM Data Loader. In such cases, use the Payroll Transformation formula for HCM Data Loader to transform your data into a format that's supported by HCM Data Loader.

Payroll Transformation Formula for HCM Spreadsheet Data Loader

You can use HCM Spreadsheet Data Loader to load all payroll objects that HCM Data Loader supports. As the first step, you create a spreadsheet template for the required object from the Data Exchange work area and further download the template in CSV format. The Payroll Transformation Formula for HCM Spreadsheet Data Loader transforms the raw delimited file to a format that suits the template.

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Create Association for Employees Hired via HDL

Create Association for Employees Hired via HDL and HSDL

You can create the association and association details for the employees hired via HDL and HSDL.

Include the tax reporting unit attribute in the HDL dat file or HSDL template for the new hired employees.

1. From the home page, navigate to **My Client Groups** > **Data Exchange** > **HCM Spreadsheet Data Loader** > **Spreadsheet Templates**.
2. Select the **Assignment** object in the **Available Objects** drop-down.
3. Set the search criteria as **tax reporting unit**.
4. Select the attribute and add it to the **Selected Attributes** region.

On completion of this task, the association and association details are created for the new hires.

Payroll Transformation Formula for HCM Data Loader

Overview

Often times, your existing data or the payroll data that you upload might not be in the format recognized by HCM Data Loader.

In such cases, you can use a payroll transformation formula to transform your data into a format that'ssupported by HCM Data Loader.

Let's consider these examples.

- An inbound file contains data that needs to be loaded using different payroll business objects in HCM Data Loader. Here, the content of the file needs to be split across more than one HCM Data Loader file.

- You might create a transformation formula to convert an attribute value in the file to another value that you derive using value sets.

- You want to change a person number into an assignment number. In this case, you will use a more complex formula to convert the attributes.

You use the **Load Data From File** flow to transform your data into the HCM Data Loader file format using your transformation formula.

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As this table shows, the two flow patterns are secured using these privileges:

Flow Pattern	Privileges
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

This example specifies the file name in the formula as `PersonalPaymentMethod`, the file discriminator as `PersonalPaymentMethod`, and the business operation as MERGE.

```
/*HDL Related Outputs*/
 FileName = 'PersonalPaymentMethod'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'PersonalPaymentMethod'
```

To view details about the file name, file discriminator, and a list of supported business operations, use the **View Business Objects** task in the Data Exchange work area.

1. On the View Business Objects page, search for and select your business object. In this example, the business object is Personal Payment Method.
2. On the Component Details page, you can find the name of the file, and the file discriminator and a list of supported actions for the object.

Related Topics
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- How To Create A Program for Automation
- Submit the Load Data From File Flow
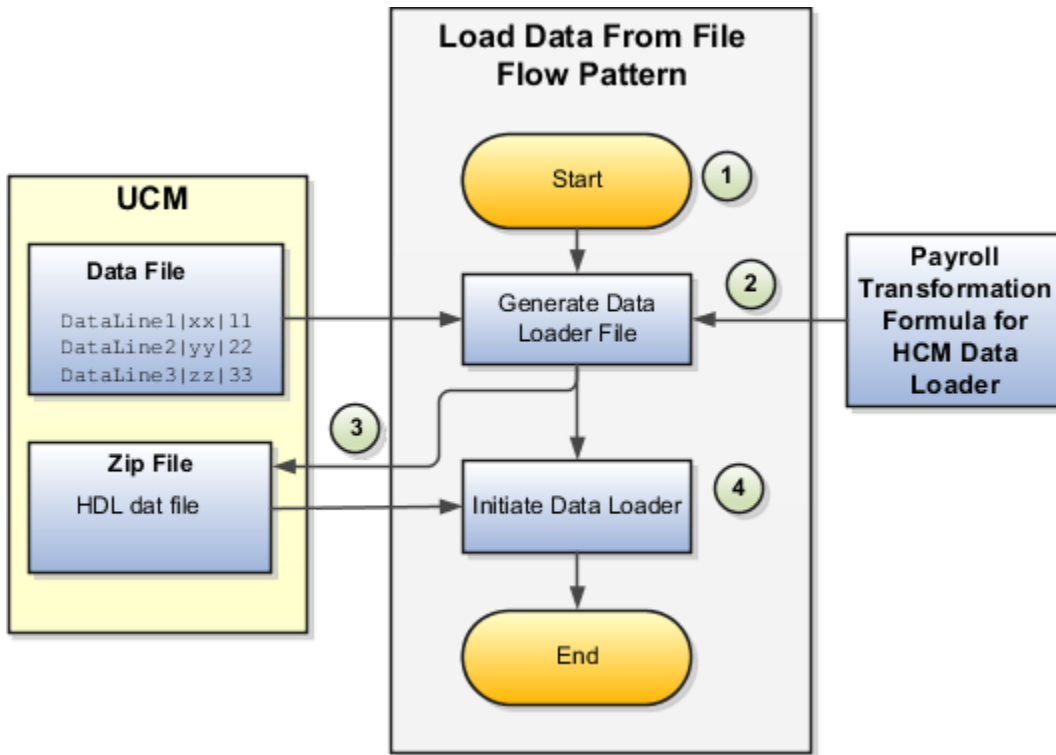
How You Transform Data

Use the **Load Data From File** flow to transform data in the source file into a format that's supported by HCM Data Loader.

You can submit this flow independently or include it in a flow that you create for automating data loads on aperiodic basis. When you submit the flow, either manually or using a web service, you must specify a transformationformula to transform the data, as needed.

The flow contains these two tasks that help you to transform data into a HCM Data Loader format:

- Generate Data Loader File
- Initiate Data Loader Task

As this figure shows, the first step is to submit the **Load Data From File** flow. This flow takes data from the flat file and generates an equivalent file format for the data present in the input file.

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Perform these steps to transform data using Payroll Transformation Formula for HCM Data Loader:

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. On the Flow Submission page, search for, select, and submit the **Load Data From File** flow pattern.
2. The flow invokes the Payroll Transformation Formula for the Content ID. Typically, you create your transformation formula for HCM Data Loader on the Manage Fast Formulas page. The type of the formula should be HCM Data Loader.
3. The Generate Data Loader File task reads the data file line by line, producing an equivalent HCM Data Loader format for each line. Finally, it creates a compressed file of all of the transformed data files and uploads to the Oracle WebCenter Content server. Also, the task records the Content ID.
4. The **Initiate Data Loader** task takes the Content ID for the file generated by the **Generate Data Loader File** task. And it invokes HCM Data Loader. HCM Data Loader validates the data and creates valid records in the HCM cloud.

   The table shows the tasks and the privileges that they're secured with:

 | Task | Privilege |
   | --- | --- |
   | Submit Payroll Flow | PAY_SUBMIT_PAYROLL_FLOW_PRIV |
   | Load HCM Data | HRC_LOAD_HCM_DATA_PRIV |

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Related Topics

- How To Create A Program for Automation
- Submit the Load Data From File Flow
- Transformation Formula Input Variables

How To Create A Program for Automation

You can submit the **Load Data from File** flow by using a web service.

As this figure shows, your program uploads the source file to content server, and retrieves the content ID for the Flow Actions Service web service. Then, the program calls the Flow Actions web service by supplying certain parameters.
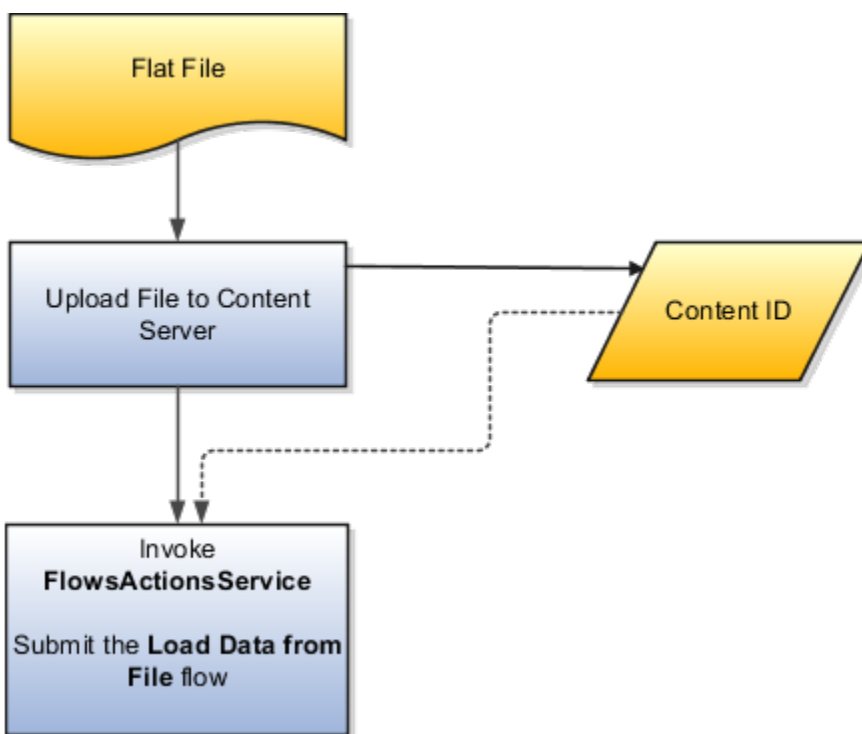
When calling the web service, your program supplies these parameters.

- Name of the flow pattern, which is **Load Data from File**
- Content ID of the uploaded file
- Unique name to identify the flow instance being submitted
- Process configuration group ID for special processing (optional)
- Transformation formula ID (mandatory)

For more information about the Flow Actions Service web service, refer to the SOAP Web Services for Oracle HCM Cloud guide. For examples of its usage for automating file uploads, refer to the attachment for HCM Data Loader User Guide (1664133.1) on My Oracle Support at https://support.oracle.com.

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Related Topics

Submit the Load Data From File Flow

On the Home page, click the **Submit a Flow** quick action under the My Clients Groups tab. On the Flow Submission page, submit the **Load Data from File** flow pattern to transform data in your source file into the HDL format.

Assumptions

This procedure has these assumptions.

- You have the Human Capital Management Integration Specialist role.
- You have the source file ready to upload to Oracle WebCenter Content.
- If you have already uploaded the source file, you have the content ID handy.

Note: To upload files to the content server, browse to the source file on your file system, check it in to the content server, and retrieve its Content ID. For more information, see Oracle Fusion Middleware Using Oracle WebCenter Content guide.

Before You Begin

Before you submit the flow, ensure that you meet these prerequisites.

Characteristics	What You Should Do
Data transformation	If the data in the source file requires transformation, create and compile a transformation formula using the HCM Data Loader formula type. On the Home page, click the **Fast Formulas** quick action under the **My Clients Group** tab. You can now specify the processing parameters for your process configuration group.
File encryption	Before loading encrypted files, ensure that the encryption keys exist for the secure file transfer. This process involves creating a service request, generating PGP key pairs, and sharing the encryption keys. Specify the **Payroll Batch Loader Encryption Type** parameter value for the process configuration group you select when running the flow or the web service. Valid values are `PGPSIGNED`, `PGPUNSIGNED`, and `NONE`. On the Home page, click the **Process Payroll Configuration** quick action under the My Clients group tab. Now, you can specify the processing parameters for your process configuration group.
Other processing parameters	Use the **Payroll Process Configuration** task to add parameters for the process configuration group.

Characteristics	What You Should Do
	Examples of processing parameters include Batch Error Mode, Logging Area, Logging Category, and Threads.

1. On the Home page, click the **Submit a Payroll Flow** quick action under the **My Clients Groups** tab.
2. In the **Legislative Data Group** option, select a legislative data group.
3. Search for and select the **Load Data from File** flow pattern.
4. Click **Next**.
5. Enter the parameters, as shown in this table.

Field	Value
Payroll Flow	Descriptive name for this specific flow process.
Content Id	Enter the Content Id. The source file must already exist on the content server.
Transformation Formula	Select the required transformation formula. The type of the formula should be **HCM Data Loader**.
Process Configuration Group	Select your process configuration group.

6. On the Enter Parameters page, click **Next**.
7. On the Enter Flow Interaction page, click **Next**.
8. On the Schedule page, click **Next**.
9. On the Review page, click **Submit**.
10. In the confirmation dialog box, click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab you should see a green check mark in the **Generate Data Loader File** and **Initiate Data Loader** rows, Task Type column. If not, on the toolbar, click the **Refresh** icon intermittently until you do.
12. Close the Payroll Flow page.
13. On the Overview page, search for and click your payroll flow.
14. View the process results.
15. Check for any errors or warnings.

Related Topics

- Transformation Formula Input Variables
- Payroll Transformation Formula Operations
- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

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Transformation Formula Input Variables

Variables, such as `FileName, FileDiscriminator` and `LINEREPEATNO`, are available for all formulas of HCM Data Loader Transformation formula type. Additional variables may be available depending on the selected business object.

Positions

Using the transformation formula, you can assign attributes to the required position. Positions can range from 1 to N. Depending upon the business object, the positions can be either optional or mandatory.

Example:

This figure shows the different attributes for positions 2 through 8 for Balance Adjustments.
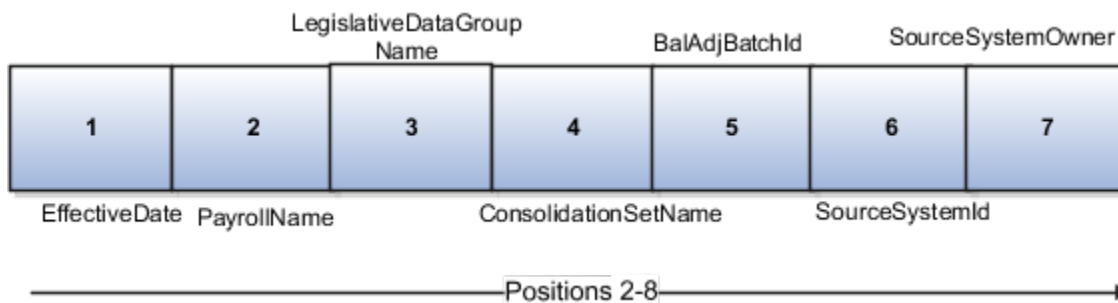
In this example, you assign attributes to positions 2 through 8.

- **POSITION2**: `EffectiveDate`
- **POSITION3**: `PayrollName`
- **POSITION4**: `LegislativeDataGroupName`
- **POSITION5**: `ConsolidationSetName`
- **POSITION6**: `BalAdjBatchId`
- **POSITION7**: `SourceSystemId`
- **POSITION8**: `SourceSystemOwner`

FileName, FileDiscriminator, and BusinessOperation

`FileName, FileDiscriminator`, and `BusinessOperation` variables are required for all transformations.

Here are the details of these variables.

- `FileName` is the name of the file for the business object.
- `FileDiscriminator` is the file discriminator for the business object.
- `BusinessOperation` refers to the operation, such as Merge or Delete that are performed by the HCM Data Loader process on the transformed file.

Here's an example of values that you can supply for the input variables: `FileName, FileDiscriminator`, and `BusinessOperation`.

```
FileName = 'BalanceAdjustmentHeader'
BusinessOperation = 'MERGE'
```

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```
FileDiscriminator = POSITION1
```

LINEREPEAT And LINEREPEATNO

`LINEREPEAT` allows a single line of input to be processed multiple times. And `LINEREPEATNO` indicates the number of repetitions.

For example, for time entry, there might be a regular time entry wage followed by a premium time entry wage.

Example: The Element Entry file contains these details.

```
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1002|2|E
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1003|3|E
```

The input line can be processed twice. The output file contains the element entry and element entry value as shown in this sample code snippet.

```
ELSE IF OPERATION='MAP' THEN
(
 LegislativeDataGroupName=POSITION3
 ElementName=POSITION4
 EffectiveStartDate=POSITION5
 EffectiveEndDate=POSITION6
 AssignmentNumber=POSITION7
 InputValueName=POSITION8
 ScreenEntryValue=POSITION9
 MultipleEntryCount=POSITION10
 EntryType=POSITION11
IF LINEREPEATNO=1 THEN
 (
 BusinessOperation='MERGE'
 BusinessObject='Element Entry'
 FileName = 'ElementEntry'
 FileDiscriminator ='ElementEntry'
 LINEREPEAT = 'Y'
 RETURN BusinessOperation,FileDiscriminator,FileName
 )
ELSE
(
 BusinessOperation='MERGE'
 BusinessObject='Element Entry Value'
 FileName = 'ElementEntry'
 FileDiscriminator = 'ElementEntry'
 LINEREPEAT = 'N'
 RETURN BusinessOperation,FileDiscriminator,FileName
 )
```

Note:
- The length of a line in the incoming raw file can't be more than 1000 characters
- The length of an attribute between two delimiters can't be more than 255 characters

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Payroll Transformation Formula Operations

The transformation formula is invoked several times to derive different components that are required for processing the incoming data.

This table explains the various operations that you can do with the formula.

Operation Type	Return Value	Example
FILETYPE	OUTPUTVALUE	DELIMITED
DELIMITER	OUTPUTVALUE		
READ	OUTPUTVALUE	NONE
MAP	Business Object Attributes	NA
NUMBEROFBUSINESSOBJECTS	OUTPUTVALUE	2
METADATALINEINFORMATION	METADATAn	METADATA1

Note: Remember that only 'Delimited' file type is supported.

Delimiter

The default delimiter that separates values is a pipe character. If your file uses a different delimiter, you must set the delimiter you want your formula.

This example specifies a comma character as the delimiter.

```
/* Calculations */
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE=','
```

Note: Ensure that the delimiter you enter in the formula is a single non-ASCII character and not part of any of the values to upload.

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MAP

The MAP operation defines the return values related to a particular object. The return values must have the same names as the attributes specified in the application for that object.

For example, these RETURN values can be used to generate an Element Entry dat file.

```
RETURN
  BusinessOperation,FileDiscriminator,FileName,AssignmentId,AssignmentNumber,CreatorType,DateEarned,EffectiveEndDate,
```

Here, the `BusinessOperation` is set to MERGE and the `BusinessObject` is set to Element Entry.

METADATALINEINFORMATION

The application generates the file either with all defined attributes or with only specified attributes, depending on whether you specify a value for `METADATALINEINFORMATION` or not.

1. If you don't specify a value for `METADATALINEINFORMATION`, then the application generates `METADATLINE` in the transformed file with all defined attributes for the business object.
2. If you specify a value, then the transformed file will contain only the attributes that you specified.

For the `METADATALINEINFORMATION` operation, you specify an array per business object being processed in the formula. The number of arrays should match the number specified in the `NUMBEROFBUSINESSOBJECTS` operation. The name of the array should be `METADATA` with the number as suffix . For example, `RETURN METADATA1, METADATA2` when the `NUMBEROFBUSINESSOBJECTS` is 2.

Note: The first two entries in the array are reserved to specify the `FileName` and `FileDiscriminator` of the business object.

Additionally, for `METADATALINEINFORMATION`, you can specify attributes with special characters for that business objects.

Notice that in this example `BalAdjBatchId(SourceSystemId)` has parenthesis.

If the file contains either Flexfield or SourceSystem references, then the application can't resolve the default mapping of output parameter names and attributes.

Let's consider this syntax: `jobEffSegment1(PER_JOBS_EIT_EFF=context)`. To allow this construct to be generated in the HCM Data Loader file, you define the `METADATA` line in the transformation formula. For each business object that appears in the output, you must define the `METADATA` content in an array.

Example:

```
METADATA2[1] = 'Job' /*FileName*/
METADATA2[2] = 'JobExtraInfo' /*FileDiscriminator*/
METADATA2[3] = 'EffectiveStartDate'
METADATA2[4] = 'EffectiveEndDate'
METADATA2[5] = 'JobCode'
METADATA2[6] = 'SetCode'
METADATA2[7] = 'FLEX:PER_JOBS_EIT_EFF'
METADATA2[8] = 'EFF_CATEGORY_CODE'
METADATA2[9] = 'InformationType'
METADATA2[10] = 'JeiInformationCategory'
METADATA2[11] = 'LegislationCode'
METADATA2[12]= 'SequenceNumber'
METADATA2[13]= 'jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)'
```

Here's how the generated HCM Data Loader file looks like.

```
METADATA|JobExtraInfo|EffectiveStartDate|EffectiveEndDate|JobCode|SetCode|FLEX:PER_JOBS_EIT_EFF|
EFF_CATEGORY_CODE|InformationType|JeiInformationCategory|LegislationCode|SequenceNumber|
jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)
```

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NUMBEROFBUSINESSOBJECTS

This operation indicates the number of business objects being processed in the formula.

Related Topics

- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Return Values for Payroll Transformation Formula for HCM Data Loader

The return values for HCM Data loader formulas vary based on the business object and task action.

They are the same as the attribute names and must include `BusinessOperation`, `FileName`, and `FileDiscriminator`.

Here's an example of return values.

```
/*Return Values*/
RETURN BusinessOperation,FileName,FileDiscriminator,Attribute1,Attribute2,...,Attributen
/*Attributes for a particular Business Object can be found from the View Business Objects UI under the HCM
 Data Loader task in the Data Exchange Work Area */
```

For the `NUMBEROFBUSINESSOBJECTS` and `METADATALINEINFORMATION` operations, the `RETURN` statement is as follows.

```
/*Return Values for NUMBEROFBUSINESSOBJECTS and METADATALINEINFORMATION Operation*/
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN(
 OUTPUTVALUE = '2'
 RETURN OUTPUTVALUE
 )
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
 (
 METADATA1[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
 METADATA1[2] = 'BalanceAdjustmentHeader' /*FileDiscriminator*/ /*Reserved*/
METADATA1[3] = 'LegislativeDataGroupName'
 METADATA1[4] = 'BatchName'
 METADATA1[5] = 'SourceSystemId'
 METADATA1[6] = 'SourceSystemOwner'

 METADATA2[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
 METADATA2[2] = 'BalanceAdjustmentGroup' /*FileDiscriminator*/ /*Reserved*/
 METADATA2[3] = 'EffectiveDate'
 METADATA2[4] = 'PayrollName'
 METADATA2[5] = 'LegislativeDataGroupName'
 METADATA2[6] = 'ConsolidationSetName'
 METADATA2[7] = 'BalAdjBatchId(SourceSystemId)'
 METADATA2[8] = 'SourceSystemId'
 METADATA2[9] = 'SourceSystemOwner'
 RETURN METADATA1, METADATA2 /*Only two as Return value for NUMBEROFBUSINESSOBJECTS is 2*/
 )
```

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You can define variables with special characters. For example, use this structure to return the
`BalAdjBatchId(SourceSystemId)` Source ID.

```
/*Return Values for the MAP Operation*/
 FileName = 'BalanceAdjustmentHeader'
 BusinessOperation = 'MERGE'
 FileDiscriminator = POSITION1
 EffectiveDate = POSITION2
 PayrollName = POSITION3
 LegislativeDataGroupName = POSITION4
 ConsolidationSetName = POSITION5
 "BalAdjBatchId(SourceSystemId)"= POSITION6
 SourceSystemId = POSITION7
 SourceSystemOwner = POSITION8

 RETURN BusinessOperation, FileDiscriminator, FileName, EffectiveDate, PayrollName,
 LegislativeDataGroupName, ConsolidationSetName, "BalAdjBatchId(SourceSystemId)", SourceSystemId,
 SourceSystemOwner

/*Note BalAdjBatchId(SourceSystemId) is enclosed by double quotes while assigning value as well as while
 putting it in the return values list */
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Sample Payroll Transformation Formula

In this example, the transformation formula specifies the transformation mechanism for an incoming comma separated delimited file. The formula's return values are the same as the list of attributes for the personal payment method object.

Here's the sample raw file for personal payment method, with comma as the delimiter.

```
2018/04/04,1,ZHRX_VS_US_TPPI_LDG_ONE,E955160008191423,ZHRX_VS_US_TPPI_Check,PPM1,M,10
```

And this code snippet has the formula for this example.

```
/****************************************************************
FORMULA NAME: Load Personal Payment Method
FORMULA TYPE: HCM Data Loader
****************************************************************/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)

DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1

IF OPERATION='FILETYPE' THEN
```

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```
  OUTPUTVALUE='DELIMITED'
 ELSE IF OPERATION='DELIMITER' THEN

 (
  OUTPUTVALUE=','
  RETURN OUTPUTVALUE
 )
 ELSE IF OPERATION='READ' THEN
  OUTPUTVALUE='NONE'
 ELSE IF OPERATION='MAP' THEN
  /*HDL Related Outputs*/
  (
  FileName = 'PersonalPaymentMethod'
  BusinessOperation = 'MERGE'
  FileDiscriminator = 'PersonalPaymentMethod'
  EffectiveStartDate=POSITION1
  ProcessingOrder=POSITION2
  LegislativeDataGroupName=POSITION3
  AssignmentNumber=POSITION4
  OrganizationPaymentMethodCode=POSITION5
  PersonalPaymentMethodCode=POSITION6
  PaymentAmountType=POSITION7
  Amount=POSITION8
  RETURN
  BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
  )
 ELSE
  OUTPUTVALUE='NONE'
 RETURN OUTPUTVALUE
 /* End Formula Text */
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Sample Payroll Transformation Formula for Multiple Business Objects

In this example, the formula uses the user defined tables and personal payment method business objects. It converts the Person Number in the flat file into Assignment Number and uses the `METADATALINEINFORMATION` and `NUMBEROFBUSINESSOBJECTS` operations.

Here's the sample of the raw input file.

```
PPM|2018/04/04|1|ZHRX_VS_US_TPPI_LDG_ONE|955160008191423|ZHRX_VS_US_TPPI_Check|PPM1|M|10
UDT|SM_UDT_4|Range|Number|Test UDT|USA LDG
```

And this code snippet has the formula for this example.

```
/*********************************************************
FORMULA NAME: Load User Defined Table and Personal Payment Method
FORMULA TYPE: HCM Data Loader
*********************************************************/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8
 (text),POSITION9 (text)
```

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```
DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR POSITION9 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
 (
 OUTPUTVALUE = '2'
 RETURN OUTPUTVALUE
 )
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
 (
 METADATA1[1] = 'UserDefinedTable' /*FileName*/
 METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
 METADATA1[3] = 'UserTableCode'
 METADATA1[4] = 'RangeOrMatch'
 METADATA1[5] = 'UserKeyUnits'
 METADATA1[6] = 'UserRowTitle'
 METADATA1[7] = 'UserTableName'
 METADATA1[8] = 'LegislativeDataGroupName'
 METADATA2[1] = 'PersonalPaymentMethod' /*FileName*/
 METADATA2[2] = 'PersonalPaymentMethod' /*FileDiscriminator*/
 METADATA2[3] = 'EffectiveStartDate'
 METADATA2[4] = 'PersonalPaymentMethodCode'
 METADATA2[5] = 'AssignmentNumber'
 METADATA2[6] = 'Amount'
 METADATA2[7] = 'ProcessingOrder'
 METADATA2[8] = 'OrganizationPaymentMethodCode'
 METADATA2[9] = 'PaymentAmountType'
 METADATA2[10] = 'LegislativeDataGroupName'
 RETURN METADATA1, METADATA2
 )
ELSE IF OPERATION='MAP' THEN

 IF POSITION1='UDT' THEN
 (
 FileName = 'UserDefinedTable'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'UserDefinedTable'
 UserTableCode = POSITION2
 IF POSITION3='Range' THEN
 (
 RangeOrMatch = 'R'
 )
 IF POSITION4='Number' THEN
 (
 UserKeyUnits = 'N'
 )
 UserRowTitle = POSITION5
 UserTableName = POSITION2
 LegislativeDataGroupName = POSITION6
 RETURN
 BusinessOperation,FileDiscriminator,FileName,UserTableCode,RangeOrMatch,UserKeyUnits,UserRowTitle,UserTableName,Leg
 )
 IF POSITION1='PPM' THEN
```

```
 (
FileName = 'PersonalPaymentMethod'
BusinessOperation = 'MERGE'
FileDiscriminator = 'PersonalPaymentMethod'
EffectiveStartDate=POSITION2
ProcessingOrder=POSITION3
LegislativeDataGroupName=POSITION4
AssignmentNumber=GET_VALUE_SET('SAMPLE_GET_ASG_NUM','|=PERSON_NUMBER='''||POSITION5||'''')
OrganizationPaymentMethodCode=POSITION6
PersonalPaymentMethodCode=POSITION7
PaymentAmountType=POSITION8
Amount=POSITION9
RETURN
BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
 )
ELSE
 OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

> **Note:** To debug value sets, create a BI report with this query to return the required data.

```
SELECT pay_ff_functions.gvs ('SAMPLE_GET_ASG_NUM','|=PERSON_ID=100000012092216') value FROM dual;
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- How To Create A Program for Automation

Payroll Transformation Formula for HCM Spreadsheet Data Loader

Overview

You can use HCM Spreadsheet Data Loader to load all payroll objects that HCM Data Loader supports.

As the first step,you create a spreadsheet template for the required object from the Data Exchange Work area and further downloadthe template in CSV format. You can download CSV and XML file templates from a spreadsheet template. The PayrollTransformation Formula for HCM Spreadsheet Data Loader transforms the raw delimited file to a format that suits the template.

This figure summarizes the process of transforming data that's uploaded using HCM Spreadsheet Data Loader.

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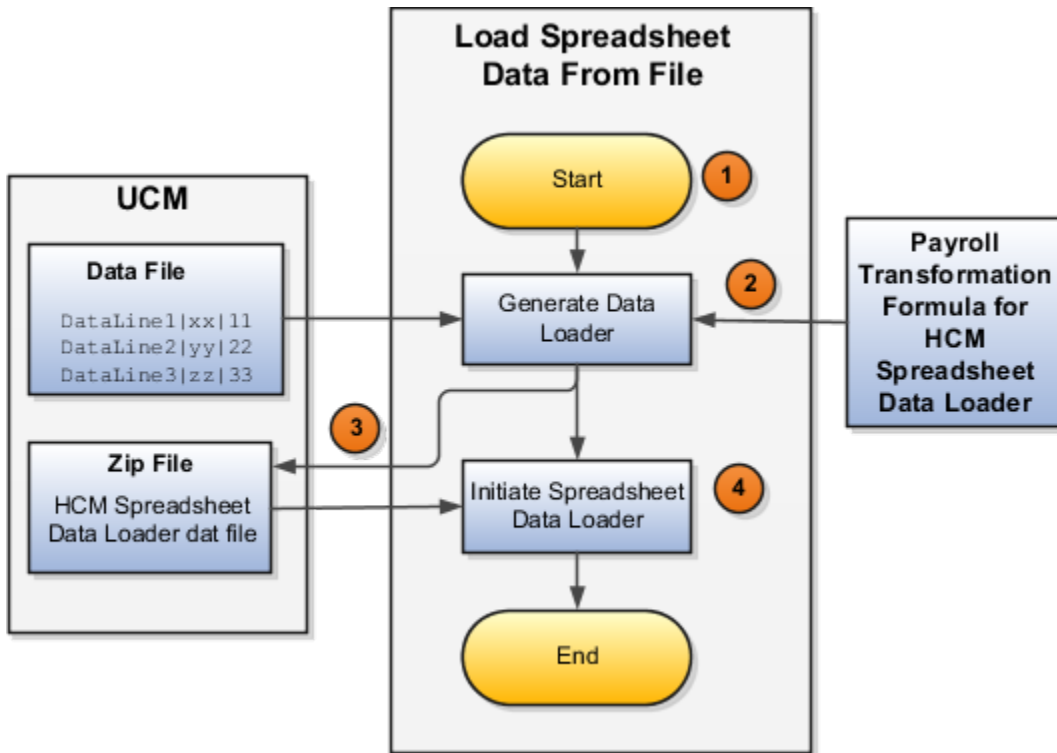
Here's a summary of how the transformation process works.

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. Submit the **Load Spreadsheet Data File** flow pattern.

   The flow is secured using these privileges:

Flow	Privilege
Submit Payroll	`PAY_SUBMIT_PAYROLL_FLOW_PRIV`
Load Data using HCM Spreadsheet Data Loader	`HRC_LOAD_DATA_USING_HSDL_PRIV`

2. This flow pattern invokes the transformation formula for the Content ID and has these tasks:

   a. Generate Data Loader File
   b. Initiate Spreadsheet Data Loader

3. The **Generate Data Loader File** task reads the data file line by line, producing an equivalent HCM Spreadsheet Data Loader format for each line. Finally, it creates a compressed file of all of the transformed data files and uploads it to Oracle WebCenter Content server.

4. The **Initiate Spreadsheet Data Loader** task takes the compressed file generated by the **Generate Data Loader File** task and invokes the HCM Spreadsheet Data Loader. The HCM Spreadsheet Data Loader creates the required data in the HCM Cloud.

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Related Topics

Sample Payroll Transformation Formula

In this example, the transformation formula specifies the transformation mechanism for an incoming pipe separated delimited file. The formula's return values are the same as the list of attributes in the template file for the User Defined Table business object.

And this code snippet has the formula for this example.

```
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)
DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS 'NO DATA'
DEFAULT FOR POSITION5 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1
IF OPERATION='FILETYPE' THEN
OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
(
OUTPUTVALUE = '1'/*Always be 1*/
RETURN OUTPUTVALUE
)
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
(
METADATA1[1] = 'SMUDT' /*TemplateCode*/
METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
METADATA1[3] = 'UserDefinedTable_UserTableCode'
METADATA1[4] = 'UserDefinedTable_LegislativeDataGroupName'
METADATA1[5] = 'UserDefinedTable_UserTableName'
METADATA1[6] = 'UserDefinedTable_RangeOrMatch'
METADATA1[7] = 'UserDefinedTable_UserRowTitle'
METADATA1[8]= 'UserDefinedTable_UserKeyUnits'
RETURN METADATA1 /*You can return only one METADATA for the respective template*/
)
ELSE IF OPERATION='MAP' THEN
(
FileName = 'SMUDT'
BusinessOperation = 'HSDL'
FileDiscriminator = 'UserDefinedTable'
UserDefinedTable_UserTableCode = POSITION1
UserDefinedTable_LegislativeDataGroupName = POSITION2
UserDefinedTable_UserTableName = POSITION1
UserDefinedTable_RangeOrMatch = POSITION3
UserDefinedTable_UserRowTitle = POSITION4
```

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```
UserDefinedTable_UserKeyUnits = POSITION5
RETURN
 BusinessOperation,FileDiscriminator,FileName,UserDefinedTable_UserTableCode,UserDefinedTable_LegislativeDataGroupNa
)
ELSE
OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

Note: The template code needs to be used in the Fast Formula.

Related Topics

- Guidelines for Using HCM Spreadsheet Data Loader
- How Data Is Uploaded Using HCM Spreadsheet Data Loader
- HCM Spreadsheet Data Loader Templates
- Create and Edit Spreadsheet Templates
- Guidelines for Designing Spreadsheet Templates

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