

# Oracle Fusion Cloud Human Resources

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## **Localization Information Guide**

24D



Oracle Fusion Cloud Human Resources  
Localization Information Guide

24D

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# Get Help

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

## Get Help in the Applications

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

## Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

## Get Training

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## Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

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Thanks for helping us improve our user assistance!



# 1 Overview

## Introduction

This guide contains country-specific help for implementing and using Oracle Human Capital Management (HCM) for multiple countries. It's not intended to be a complete guide for a country.

## Objectives

This document is intended for implementation teams who are involved in the implementation of the Oracle Human Capital Management applications. It's assumed that you have working knowledge of the basic principles and you're familiar with the customary terms.

For more in-depth information about related tasks, in addition to this guide, the implementation team must refer to the specific resources mentioned in the Other Documents section.

## Other Documents

For more information about generic and related tasks, you must refer to the guides at [docs.oracle.com](https://docs.oracle.com).

It's also assumed that you have consulted the following guides:

- Implementing Global Human Resources guide for a more complete understanding of implementing Global Human Resources.
- Oracle Applications Cloud Using Functional Setup Manager guide to have a detailed understanding of the Functional Setup Manager and the implementation tasks.
- Implementing Global Payroll (if you're a licensed payroll customer) to understand basic payroll concepts and familiarize yourself with payroll terminology.
- The country-specific white paper (Doc ID 1504483.1) on My Oracle Support.





# 2 Canada

## Introduction

### Overview

This chapter contains help for implementing and using Oracle Human Resources and Oracle Payroll for Canada. It's not intended to be a complete guide.

### Objectives

It's assumed that you have working knowledge of the basic principles and you're familiar with the customary terms.

### Other Documents

For more information about generic and related tasks, you must refer to the guides at [docs.oracle.com](https://docs.oracle.com).

It's also assumed that you have consulted the following guides:

- Implementing Global Human Resources.
- Oracle Applications Cloud Using Functional Setup Manager guide to have a detailed understanding of the Functional Setup Manager and the implementation tasks.
- If you're implementing payroll, the Implementing Payroll for Canada to understand Canadian payroll concepts and familiarize yourself with payroll terminology.
- The Canada-specific implementation technical brief documents (Doc ID 1504483.1) available on My Oracle Support.

For more Canada-specific information, refer to Canada Information Center (Doc ID 2102586.2) on My Oracle Support.

To receive important Canada Legislative Product News, you must subscribe to the *Hot Topics Email* feature available in My Oracle Support. Refer to:

*Canada-Welcome tab > Other Documents > How to Use My Oracle Support Hot Topics Email Subscription Feature*

## Human Resources

### Person Names for Canada

This topic describes Canadian name styles, name formats, and person-name languages.

## Name Styles

The structure of a person's name can vary among countries. Therefore, a predefined name style exists for capturing relevant components of a person's name. The format in which names must be entered for workers located in Canada is predefined and should not be modified during implementation. The name style determines:

- Which name components appear when you create a person record.
- The order in which the name components appear.
- Which name components are required and which are optional.

For example, in one country you may be required to enter a title while in another, the title may be optional.

Here's the list of attributes that the Canadian name style includes.

Name Component	Required
Last Name	Required
First Name	Optional
Title	Optional
Prefix	Optional
Suffix	Optional
Middle Name	Optional
Honors	Optional
Preferred Name	Optional
Previous Last Name	Optional

When you create a person record you select a legal employer, which sets the legislative context for the record. For example, if the legal employer is a Canadian legal entity, the legislative context is Canada and the Canadian name style is used. A person's contacts have the same name style as the person for whom they're contacts.

## Name Formats

A name format is a template for arranging the following components in a specified folder:

- First name
- Last name
- Title

These five name formats are available for Canada:

Format Type	Usage	Default Structure
Full Name	Names that appear in reports.	[Last Name], [First Name] [Middle Name] [Title]
Display Name	Names that appear singly, for example, on the Person Management page header.	[First Name] [Prefix] [Last Name]
List Name	Names that appear in lists	[Prefix] [Last Name], [First Name]
Order Name	Names that appear in name-ordered lists where the full name alone isn't sufficient to sort the list.	[Last Name] [First Name]
Preferred Name	Names that aren't legal names, but how Canadian employees are referred to, especially those employees of a foreign decent.	[Last Name], [First Name] [Preferred Name]

Name formats can vary among countries; therefore, both global and local versions of names formats exist.

When a person's name is displayed to you, the format of the name can vary according to the context in which it appears. For example, in an ordered list of names, last name may appear before first name, but in another context the first name can appear before last name.

## Global and Local Name Formats

The profile option HR: Local or Global Name Format controls whether you see local names or global names by default.

Global names use one name format; therefore, users in multinational enterprises can see person names presented consistently, regardless of their countries of origin.

Users who view or manage person records in a single country may prefer to see local names. For example, users who view or manage person records only in Japan may prefer to see Japanese rather than global formats of person names. Canada doesn't require entry of a local character set. For those entries of names that require the use of accents, the name can simply be entered with those accents in the global format.

## Person-Name Languages

Each enterprise identifies a global-name language. Person names appear in this language by default. When you create a person record, you can enter a local name in a different language from the global-name language. Names appear in this language for users whose HR: Local or Global Name Format profile option value matches the local-name language.

For example:

- The global-name language for the enterprise is American English.
- You set the local-name language in a person record to Japanese. Henceforth, users whose HR: Local or Global Name Format profile option is set to Japanese see the person's name in Japanese.
- All other users (those who are viewing global-format names or whose HR: Local or Global Name Format profile option is set to a value other than Japanese) see the person's name in American English.

**Note:** If you enter no local name in a person record, the local name is the same as the global name by default.

You can set preferences to select the language in which they see the display-name versions of person names.

*Related Topics*

## National Identifiers for Canada

The following validation is delivered for the Canadian Social Insurance Number (SIN):

- The format is `NNN NNN NNN` (blanks included).
- It must be nine of digits.
- The first eight numbers are assigned digits and the last is a check digit. The check digit is determined using a specific algorithm and is used to validate the SIN.

SIN numbers starting with 9 are issued to people who are neither Canadian citizens nor permanent residents and require a SIN for employment purposes. These numbers are issued with an expiry date and the SIN isn't valid after this date.

The Expiration Date field tracks the expiry date of the SIN number.

Temporary numbers are also validated using a check digit, because these are valid numbers assigned by the government. The application allows entries of numbers starting with 9, however they must still pass the check digit validation, as well as contain an expiration date. If you would like to bypass validation of the SIN, use all zeros, instead of all nines.

# 3 United States

## Introduction

### Overview

This chapter contains help for implementing and using Oracle Human Resources and Oracle Payroll for the US. It's not intended to be a complete guide.

### Objectives

It's assumed that you have working knowledge of the basic principles and you're familiar with the customary terms.

### Other Documents

For more info about generic and related tasks, you must refer to the guides at [docs.oracle.com](https://docs.oracle.com).

It's also assumed that you have consulted the following guides.

- Implementing Global Human Resources guide to complete the related prerequisite tasks required for payroll implementation.
- Oracle Applications Cloud Using Functional Setup Manager guide to have a detailed understanding of the Functional Setup Manager and the implementation tasks.
- If you're implementing payroll, the Implementing Payroll for the United States guide to understand payroll concepts and familiarize yourself with payroll terminology.
- The US-specific implementation technical briefs (ID 1504483.1) on My Oracle Support.

For more US-specific info, refer to the US Information Center (ID 2063588.2) on My Oracle Support.

To receive important US Legislative Product News, you must subscribe to the *Hot Topics Email* feature available in My Oracle Support. Refer to:

*US-Welcome tab > Other Documents > How to Use My Oracle Support Hot Topics Email Subscription Feature*

## Affordable Care Act

### ACA Eligibility Process

The ACA Eligibility process evaluates each employee to determine their eligibility and then updates their Affordable Care Act (ACA) assignment fields appropriately.

For further info, see *How the ACA Eligibility Process Updates Assignment Data* in the Help Center.

Run this process at least weekly, with a consecutive 1-week date range to cover all consecutive dates in the year. This ensures the primary assignment is correct as of the last day of the month. When running for the last day of the month, be sure your end date is the last day of the month.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **ACA Eligibility Process**.

## Before you begin

You must ensure your organization is fully configured for ACA reporting. For complete info, see [Configure Affordable Care Act Reporting](#) in the Help Center.

## Process parameters

### Legal Employer

If you select a legal employer, the process runs for all employees assigned to it.

If you leave it blank, it runs for all employees in all legal employers.

### Start and End Date

When you run the process, it includes these dates in its calculations.

Use the standard month, day, and year format, such as 12/15/19. The end date must be after the start date.

If you have employees with back-dated assignment updates, run this process using the back dates as the date range.

### Reporting Mode

Select **Draft** to generate the audit and exception report only.

Select **Final** to update the employees' assignments, if not already updated by a prior run, and generate the audit and exception reports.

### Payroll Relationship Group

Use this field to check ACA eligibility for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

### Process Configuration Group

Select a process configuration group if you've defined one.

## Process results

When you run this process, either in Draft or Final mode, it generates these audit and exception reports. Both files are in CSV format, viewable in a spreadsheet program, such as Microsoft Excel.

Use these files to help you evaluate the changes the process makes to your employee info.

Report name	How you use it
Audit	<p>Lists the employees that had date-effective assignment updates performed by the process. It shows the current values and the proposed values.</p> <p>To help illustrate the changes, the detail record includes the related assignment data with the previous info in the first row and the new info in the following row. The new assignment date is the start date of the assignment update. The previous assignment date is the new assignment date less 1 day.</p> <ul style="list-style-type: none"> <li>• Current values in the first row</li> <li>• Proposed changes in the second row</li> </ul> <p>The first row represents the old record, and the second row represents the new record.</p> <p>This report uses this sort order.</p> <ol style="list-style-type: none"> <li>1. Legal employer</li> <li>2. Person name</li> <li>3. Current values</li> <li>4. Proposed changes</li> </ol> <p>You can't override this sort order.</p>
Exception	<p>This report lists the exceptions detected by the process.</p> <p>Resolve these issues before you run the process in Final mode.</p>

For info on the logic the process uses to make these changes, see [How the ACA Eligibility Process Updates Assignment Data in the Help Center](#).

*Related Topics*

- [Configure Affordable Care Act Reporting](#)
- [How the ACA Eligibility Process Updates Assignment Data](#)

## Add Employee Dependents for Affordable Care Act Reporting

For Affordable Care Act (ACA) reporting, you must add each employee's ACA dependents.

1. In **My Client Groups**, click **Person Management**.
2. Search for and select the employee.
3. Start the Person task.
4. Click **Contacts**.
5. Click **Create**.
6. In **Relationship Information**, enter the following.

Field name	What uses it	How it's used
Benefits Offered Conditionally	1094-C and 1095-C	Select <b>Yes</b> if you have conditionally offered ACA qualified benefits to the employee's spouse.

Field name	What uses it	How it's used
Contact Type	1095-C	Identifies the relationship the employee has with this contact.
Effective Start Date	1095-C	Date this person becomes a contact.
Emergency Contact	1095-C	Identifies this person as an emergency contact for your employee.
TIN Type	1094-C and 1095-C	Select individual taxpayer identification number (TIN) or social security number (SSN).
TIN Number	1094-C and 1095-C	Optional if you provide a date-of-birth in the next section.

7. In **Personal Info**, enter the following.

Field name	What uses it	How it's used
Last Name	1095-C	
Date of Birth	1094-C and 1095-C	

8. Click **OK**.

## Affordable Care Act Information Returns System

Your only option for submitting your federal Affordable Care Act (ACA) reports is through the ACA Information Returns (AIR) electronic filing system. Your ACA transmitters must submit the form data files through the ISS-UI channel.

For further info, refer to the IRS documentation.

If this is your first time filing through AIR, perform these steps.

1. Register your responsible officials and contacts with IRS e-Services.
2. Apply for a transmitter control code (TCC). For further info, refer to the IRS website.
3. Complete an error-free communication test in XML format.

You must submit predefined test scenario 3, 4, or 5 to complete an error-free communication test in XML format. To receive sample scenario 1094-C test files for AATS testing, you must submit a Service Request with Oracle Support.

- Service Type: Oracle Fusion Global Human Resources Cloud Service
- Problem Type: Country/Region Legislation > Americas



### Related Topics

- [Configure Affordable Care Act Reporting](#)

## Archive End-of-Year ACA Info

This flow identifies all employees with active assignments and their Affordable Care Act (ACA) info and then captures it in preparation for your ACA reporting.

Run this archive prior running the ACA report processes.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Archive End-of-Year ACA Information**.

Alternately, you can run it from **Submit Extracts** in **Data Exchange**.

### Before you start

Make sure you have fully configured your organization for ACA reporting. For further info, see [Configure Affordable Care Act Reporting](#) in the Help Center.

Make sure your employee ACA info is up to date. For further info, see [Overview of Affordable Care Act Reporting](#) in the Help Center.

### Flow parameters

#### Year

Enter the reporting year as a 4-digit number, such as **2022**.

#### Legal Employer

Search for and select the legal employer you want to archive. The flow captures the ACA info for all employees attached to it.

#### ACA File Type

Select either **Original** or **Replacement**.

#### Submission IDs for Replacement

If you're generating a 1094-c replacement file using Submission mode, specify the submission IDs you're replacing.

Enter numbers separated by commas with no spaces.

#### Original Payroll Flow

If you're generating a replacement file using Submission mode, search for and select the original payroll flow.

## Flow results

The archive generates an audit report of all employees with an active assignment during the selected calendar year. It includes all employee-level info required for 1094-C and 1095-C reporting.

### Related Topics

- [Configure Affordable Care Act Reporting](#)
- [Overview of Affordable Care Act Reporting](#)

## Configure Affordable Care Act Reporting

Affordable Care Act (ACA) reporting involves generating these forms.

- 1094-C (Electronic Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns)

This file can include info specific to filing returns for employees with a resident tax address during the year in:

- New Jersey
- Rhode Island
- Washington DC

For further info, see [How You Generate the Form 1094-C Electronic Data File](#) below.

- 1095-C (Employer-Provided Health Insurance Offer and Coverage)

ACA reporting isn't supported for retirees or Consolidated Omnibus Budget Reconciliation Act (COBRA).

**Note:** The IRS provides comprehensive instructions on how to comply with and report your ACA enrollments, including definitions of key terminology. For further info, see [Affordable Care Act \(ACA\) Tax Provisions](#) on the IRS website.

Before you can perform any Affordable Care Act (ACA) reporting, there's some configuration you must do.

What you need to do	How you do it	For more info, check here in the Help Center
Fulfill the prerequisites	<p>You must have completed the following as of January 1 of the reporting year.</p> <ol style="list-style-type: none"> <li>1. Implemented Oracle Fusion Human Resources.</li> </ol> <p>Or if having implemented during the year, have loaded the date-effective HR info from January 1 to the go-live date.</p> <ol style="list-style-type: none"> <li>2. Configured all benefit eligibility and enrollment.</li> </ol> <p>Or if having implemented during the year, have loaded the date-effective benefit</p>	

What you need to do	How you do it	For more info, check here in the Help Center
	<p>eligibility or enrollment changes from January 1 to the go-live date.</p> <ol style="list-style-type: none"> <li>3. You must opt-in to receive the annual December and January Statutory Maintenance packs if you're using one of these extensions.                             <ul style="list-style-type: none"> <li>○ Human Resources or None</li> <li>○ Payroll Interface</li> </ul> </li> </ol>	
Configure your legal employers	Use the Legal Entity HCM Information task from your implementation project.	Configure Legal Entities for Affordable Care Act Reporting
Define the ACA Eligibility Attributes table	Use the Legal Entity HCM Information task from your implementation project.	Configure Legal Entities for Affordable Care Act Reporting
Configure your legal reporting units	Use the Legal Reporting Unit HCM Information task from your implementation project.	Configure Legal Reporting Units for Affordable Care Act Reporting
Configure your tax reporting units	Use the Legal Reporting Unit HCM Information task from your implementation project.	Configure Legal Reporting Units for Affordable Care Act Reporting
Configure your benefits plan	Use the Benefit Plan Details task.	Configure Benefits for Affordable Care Act Reporting
Configure ACA eligibility profiles	Use the Eligibility Profiles task.	Configure Benefits for Affordable Care Act Reporting
Define your organization's break-in-service rules	Use the Legal Entity HCM Information task from your implementation project.	Define Your Affordable Care Act Break-in-Service Rules
Define balance feeds for eligible hours	Use the Balance Definition task.	Define Balance Feeds for Affordable Care Act Employee Eligible Hours
Add your employees' dependents	<ol style="list-style-type: none"> <li>1. From <b>My Client Groups</b>, click <b>Person Management</b>.</li> <li>2. Search for the person.</li> <li>3. In the search results, click <b>Personal and Employment</b> and then <b>Person</b>.</li> </ol>	Add Employee Dependents for Affordable Care Act Reporting
Configure your employee assignments	<ol style="list-style-type: none"> <li>1. From <b>My Client Groups</b>, click <b>Person Management</b>.</li> <li>2. Search for the person.</li> <li>3. In the search results, click <b>Personal and Employment</b> and then <b>Employment</b>.</li> </ol>	Configure Employee Assignments for Affordable Care Act Reporting
Prepare for state-specific reporting	Some states require special reporting configuration.	State-Specific Configuration for Affordable Care Act Reporting
Register with the ACA Information Returns (AIR) system	Required if this is the first time you're filing with them.	Affordable Care Act Information Returns System

What you need to do	How you do it	For more info, check here in the Help Center
Order paper stock with preprinted instructions	<p>For distributing Form 1095c, you can use ComplyRight paper stock with preprinted instructions.</p> <p>To order this stock, email ComplyRight at oracle@formstax.com and reference SKU L1095CBLK500.</p> <p>You can use standard business #10-C envelopes.</p>	
Configure your 1094-C transmission manifest	<p>Update your Form 1094-C transmission manifest.</p> <p>Use a standard text editor to set these values.</p> <ul style="list-style-type: none"> <li>• Unique transmission ID</li> <li>• Checksum number</li> <li>• Attachment byte size</li> </ul>	Configure the 1094-C Transmission Manifest
Configure the Form 1095-C template	<p>There are two areas that may require configuration, depending on your organization requirements.</p> <ul style="list-style-type: none"> <li>• If you're using ComplyRight paper stock with preprinted instructions</li> <li>• If you need to mask Social Security Numbers (SSNs) appearing on the report</li> </ul>	Configure the Form 1095-C Template

For further info, see the following sections. These steps require an Application Implementation Consultant role that has privileges to create and modify all organizational structures.

**Note:** This isn't a comprehensive list of possible configurations. For further info, see Oracle Cloud Human Capital Management: Implementing Payroll for the United States in the Help Center.

*Related Topics*

- [ACA Eligibility Process](#)
- [Add Employee Dependents for Affordable Care Act Reporting](#)
- [Affordable Care Act Information Returns System](#)
- [Configure the Form 1095-C Template](#)
- [Configure the 1094-C Transmission Manifest](#)
- [Configure Benefits for Affordable Care Act Reporting](#)
- [Configure Employees for Affordable Care Act Reporting](#)
- [Configure Legal Entities for Affordable Care Act Reporting](#)
- [Configure Legal Reporting Units for Affordable Care Act Reporting](#)
- [Define Balance Feeds for Affordable Care Act Employee Eligible Hours](#)
- [Define Your Affordable Care Act Break-in-Service Rules](#)
- [State-Specific Configuration for Affordable Care Act Reporting](#)

## Configure Benefits for Affordable Care Act Reporting

You must configure the following on Oracle Fusion Cloud Human Resources Benefits.

- Each benefits plan or program
- ACA eligibility profiles

### Configure your benefits plans or programs

You can define benefit plans specific to the Affordable Care Act (ACA) or use qualifying existing plans.

Set the following for each plan.

What you need to do	How you do it
Define the minimum essential coverage and minimum value	<p>For each plan or program:</p> <ol style="list-style-type: none"> <li>1. Determine if the plan meets minimum essential coverage and minimum value requirements according to the ACA.</li> </ol> <p>For further info, see your benefits supplier documentation.</p> <ol style="list-style-type: none"> <li>2. If so, start the Benefit Plan Details task and click <b>Plan</b>.</li> <li>3. Search for and select the plan.</li> <li>4. Navigate to <b>Additional Configuration</b>.</li> <li>5. Select <b>Yes</b> for the following.                             <ul style="list-style-type: none"> <li>○ Minimum Essential Coverage</li> <li>○ Minimum Essential Coverage</li> </ul> </li> </ol>
Set the primary funding method	<p>To self-fund your benefits:</p> <ol style="list-style-type: none"> <li>1. Start the Benefit Plan Details task, and click <b>Plan</b>.</li> <li>2. Search for and select your plan.</li> </ol>

What you need to do	How you do it
	<ol style="list-style-type: none"> <li>Navigate to <b>Additional Configuration</b>.</li> <li>Select the <b>Self-insured</b> primary funding method.</li> </ol> <p>Set this value at the program or plan level, depending on your program configuration.</p>
Set the lowest cost option	<p>When adding an option to a plan, to designate it as the lowest cost option:</p> <ol style="list-style-type: none"> <li>Start the Benefit Plan Details task, and click <b>Plan</b>.</li> <li>Search for and select your plan.</li> <li>In the <b>Option</b> region of <b>Basic Details</b>, edit an existing option or create one.</li> <li>In <b>Select and Add</b>, select <b>Yes</b> for <b>Minimum Value</b>.</li> </ol> <p>Ensure that you designate only one option as the lowest cost option.</p>

**Note:** These are the minimum instructions for configuring benefits for ACA compliance. For further info, see the Oracle Global Human Resources Cloud Implementing Benefits guide on the Help Center.

## Configure your ACA eligibility profiles

An ACA eligibility profile is associated with an ACA eligibility. When you run the ACA Eligibility Process flow, it:

- Assigns the appropriate eligibility to employees belonging to that profile.
- Updates the ACA fields on the employee assignments.

You must define a profile for each ACA eligibility you support in your organization, and you must ensure all employees belong to one of them. Available eligibilities are:

ACA eligibility	What it means
Always	Person is always eligible for benefits.
Exclude	Person is excluded from eligibility evaluation. You are determining their eligibility elsewhere.
Never	Person is never eligible.
No-monthly	<p>Person is an hourly employee who is initially ineligible for benefits at time of hire. Their eligibility is reevaluated at the end of a monthly measurement period.</p> <p>For example, if an employee is hired as <b>No-monthly</b>, but they work full-time hours after their initial measurement period, they would become <b>Yes-monthly</b>.</p>
No-weekly	Person is an hourly employee who is initially ineligible for benefits at time of hire. Their eligibility is reevaluated at the end of a weekly measurement period.
Yes-monthly	Person is an hourly employee who is initially eligible for benefits at time of hire. Their eligibility is reevaluated at the end of a monthly measurement period.
Yes-weekly	Person is an hourly employee who is initially eligible for benefits at time of hire. Their eligibility is reevaluated at the end of a weekly measurement period.

ACA eligibility	What it means

For further info, see Eligibility Profiles in the Help Center.

To define an eligibility profile:

1. From **Benefits**, click **Eligibility Profiles**.
2. Select **Create**, and click **Create Participant Profile**.
3. Set the following.

Field name	What you do
Name	Provide a meaningful name for the profile.
Description	Provide any additional info on the profile.
Assignment to Use	Select <b>Primary employee assignment only - legal employer</b> .
Profile Usage	Select <b>Benefits</b> .
Status	Select <b>Active</b> .

4. Use the tabs under **Eligibility Criteria** to define general employee eligibility rules.

Each tab offers different kinds of eligibility criteria.

An employee is considered eligible if they meet the criteria on at least one.

5. Use the **Legal Entities** tab if you have multiple legal employers, and you want to define different eligibility for each.

6. Once you defined the criteria for your general employee population, you can define rules that set eligibility for specific employees.

To grant eligibility to an employee that doesn't already meet the eligibility criteria, include them on the profile.

**Note:** You can also set their eligibility directly on their assignment. However, running the ACA Eligibility Process flow clears these overrides, so you must set their eligibility to **Exclude**. For further info, see Configure Employee Assignments for Affordable Care Act Reporting in the Help Center.

To exclude employees, you have two options.

- o Exclude their assignment category from the eligibility profile.
  - i. Under **Eligibility Criteria**, click **Employment**.
  - ii. Click **Assignment Category**.
  - iii. Click **Exclude** for the assignment category.
- o Add them to an exclusion profile.

7. Save your changes.

## Configure Employees for Affordable Care Act Reporting

Each employee must have the following updated as of the first month they are reported.

- Complete work hours
- HR assignment and payroll relationship

### Load employee hours

For your first reporting period, ensure you have loaded all work hours for your employees.

Use HDL to load the hours of employees who:

1. Were hired in the year prior to when you went live
2. Require average hours worked to be determined at the end of each measurement period

### Load assignment history

If your Oracle Cloud implementation date occurred mid-year, use HCM Data Loader (HDL) to ensure each active employee has a valid assignment history for the entire year. Set their **ACA Eligibility** fields effective as of the day before you went live.

Use HDL to update the ACA fields for all employee active primary employment records. This info must be available for the entire reporting period (calendar year), including date effective changes.

### Configure individual employee assignments

To manually configure an employee's assignment:

1. Start the Employment task for the person.
2. Click **Edit**.



3. In **Job Details**, under **Assignment Details**, update the following as needed.

Field name	What uses it	How it's used
Reporting Establishment	1094-C and 1095-C	Required for nonpayroll implementations.
ACA Eligibility	Not used	Identifies the employee ACA eligibility. <ul style="list-style-type: none"> <li>○ Always</li> <li>○ Exclude</li> <li>○ Never</li> <li>○ No-monthly</li> <li>○ No-weekly</li> <li>○ Yes-monthly</li> <li>○ Yes-weekly</li> </ul>
ACA Full Time	1094-C and 1095-C	Select <b>Yes</b> for eligible employees in a stability period.
Limited Nonassessment Period	1094-C and 1095-C	Used to derive 1095-C line 16 value 2D. <ul style="list-style-type: none"> <li>○ Select <b>Yes</b> for the period when employee is in a measurement or administrative period, but not in stability period.</li> <li>○ Change to <b>No</b> once the stability period starts.</li> </ul>
Measurement Period Start Date Measurement Period End Date	Not used	Identify the measurement period.
Administrative Period Start Date Administrative Period End Date	Not used	Identify the administrative period.
Stability Period Start Date Stability Period End Date	Not used	Identify the stability period.
Safe Harbor Override	1094-C and 1095-C	Identifies if the employee is currently in a Safe Harbor situation.

Field name	What uses it	How it's used
Affordable HRA Offered	1094-C and 1095-C	Indicates the employer has offered affordable Health Reimbursement Arrangement (HRA) to this person.  This overrides the setting at the legal entity level. For further info, see Configure Legal Entities for Affordable Care Act Reporting in the Help Center.
HRA Affordability ZIP Code	1094-C and 1095-C	ZIP Code used to determine employee coverage.

## Configure Legal Entities for Affordable Care Act Reporting

To prepare your environment for Affordable Care Act (ACA) reporting, you must set the required fields on your legal entities.

For each legal entity, you define:

- ACA legal employer info
- ACA Eligibility Attributes table
- Break-in-service rules

### Define your legal employer info

For each legal employer you are including for ACA reporting:

1. From **My Client Groups**, click **Workforce Structures**.
2. In **Organizations**, click **Manage Legal Entity HCM Information**.
3. In **Legal Employer**, click **Federal**.
4. In **Federal ACA Reporting Information**, specify the following.

Field name	What uses it	How it's used
DGE TRU Name	1094-C	Leave blank. The 1094-C Employer Report flow doesn't support Designated Government Entities (DGEs).
Aggregated ALE Group TRU Name	1094-C	Required for aggregated Applicable Large Employer (ALE) group employers.
Annual Announced Percentage	1094-C and 1095-C	Derives the 1A code for Form 1095-C, line 14.

Field name	What uses it	How it's used
		You can obtain this percentage from the IRS or Society for Human Resource Management (SHRM). For further info, see their respective websites.
Annual Poverty Level Value	1094-C and 1095-C	Derives the 1A code for Form 1095-C, line 14.  You can obtain this value from the IRS or SHRM. For further info, see their respective websites.
Transmission Control Code	1094-C	5-character alphanumeric all-capital string containing the transmitter's control code (TCC). Used as part of the 1094-C file name.  Use the TCC assigned to you by the IRS when you applied to file electronically.
Offer of Coverage Override Value	1095-C	Overrides line 14 for all employees. This value overrides the default set by Oracle Fusion Benefits. An override here applies to all Forms 1095-C in this legal entity for the eligible period.  For further info, see How the ACA Forms Obtain Their Info in the Help Center.
HRA Offered to Employees	1094-C and 1095-C	By default, this is <b>Yes</b> for all employees.  You can override this for individual employees at the assignment level. For further info, see Configure Employee Assignments for Affordable Care Act Reporting in the Help Center.
Include Retirees	1094-C and 1095-C	Reserved for future use.

5. Save your changes.

## Define the ACA Eligibility Attributes table

The ACA Eligibility Attributes table defines how the ACA Eligibility Process handles employee eligibility, based on the ACA eligibility profile you defined.

**Note:** This table has no default values. You must define at least one row. It's your responsibility to ensure the info you enter is correct and represents all possible eligibility conditions for all your employees.

To define the ACA Eligibility Attributes table:

1. From your implementation project, start the Legal Entity HCM Information task.
2. Open your legal entity for editing, and click **Edit**.
3. Under **Legal Employer**, click **Federal**.
4. In **ACA Eligibility Attributes**, click **Add Row**.
5. Set these values.

Column header	What you do
Processing Priority	<p>Set the order you want the ACA Eligibility Process to process this row.</p> <p><b>Note:</b> The lowest number is processed first. The process applies the first set of eligibility rules that fit for an employee before moving onto the next on. Be sure to set your most specific rules at the lowest priority.</p> <p>The process:</p> <ol style="list-style-type: none"> <li>a. Calculates eligibility from lowest priority to highest.</li> <li>b. For each ACA eligibility profile, it uses the effective date and the values in that row to determine if an employee's assignment requires update or correction.</li> <li>c. If an employee meets the criteria and requires update, it updates their info and moves to the next employee.</li> </ol>
Eligibility Profile	<p>Select the ACA eligibility profile you want to use for this priority.</p>
Outcome of Eligibility	<p>Based on the eligibility assigned to the profile, the process does the following.</p> <p><b>Always:</b> Employee is always eligible for benefits.</p> <p><b>Exclude:</b> The process skips this person and doesn't update their assignment.</p> <p><b>Note:</b> Use this profile when your ACA eligibility info is maintained:</p> <ul style="list-style-type: none"> <li>○ By a third party</li> <li>○ Separately and uploaded through a data loader, such as HCM Data Loader (HDL)</li> <li>○ Manually</li> </ul> <p><b>Never:</b> Employee is never eligible for benefits.</p>

Column header	What you do
	<p><b>No-monthly:</b> Employee is ineligible either initially or based on hours worked during their measurement period. Must work less than 130 hours a month.</p> <p><b>Note:</b> The process reevaluates their eligibility after each measurement period, based on their average monthly hours.</p> <p><b>No-weekly:</b> Employee is ineligible either initially or based on hours worked during their measurement period. Must work less than 30 hours per week.</p> <p><b>Note:</b> The process reevaluates eligibility after each measurement period, based on their average weekly hours.</p> <p><b>Yes-monthly:</b> Employee is eligible either initially or based on hours worked during the measurement period. Must work 130 or more hours per month.</p> <p><b>Note:</b> The process reevaluates eligibility after each measurement period, based on their average monthly hours.</p> <p><b>Yes-weekly:</b> Employee is eligible either initially or based on hours worked during their measurement period. Must work 30 or more hours a week.</p> <p><b>Note:</b> The process reevaluates eligibility after each measurement period, based on their average weekly hours.</p>
Initial Measurement Duration Start	<p>Identify the start of the employee's initial measurement period.</p> <p><b>First day of month:</b> First day of the month following the date of hire. If the employee was hired on the first day of a month, this is the first day of the following month.</p> <p><b>Hire date:</b> Date of employee hire.</p> <p><b>Start date of next pay period:</b> First payroll period start date following the date of hire.</p> <p><b>Start of pay period hire or next:</b> Date of employee hire if it lands on a pay period start date. Otherwise, the next pay period start date.</p> <p><b>Start of month hire or next:</b> Date of employee hire if it's the first day of the month. Otherwise, the first day of the month following the date of hire.</p>

Column header	What you do
Initial Measurement Duration Type	Select the period type for the initial measurement period.
Initial Measurement Duration Number	Set the number of months or days for the initial measurement period, to a maximum of three digits.
Initial Administrative Duration Start	<p>Identify the start of the initial administrative period.</p> <p><b>First day of month:</b> First day of the month following the date of hire. If the employee was hired on the first day of a month, this is the first day of the following month.</p> <p><b>Hire date:</b> Date of employee hire.</p> <p><b>Start date of next pay period:</b> First payroll period start date following the date of hire.</p> <p><b>Start of pay period hire or next:</b> Date of employee hire if it lands on a pay period start date. Otherwise, the next pay period start date.</p> <p><b>Start of month hire or next:</b> Date of employee hire if it's the first day of the month. Otherwise, the first day of the month following the date of hire.</p>
Initial Administrative Duration Type	Select the period type for the initial administrative period.
Initial Administrative Duration Number	Set the number of months or days for the initial administrative period, to a maximum of three digits.
Initial Stability Start Date	This value is derived.
Initial Stability Duration Type	Select the period type for the initial stability period.
Initial Stability Duration Number	Set the number of months or days for the initial stability period, to a maximum of three digits.
Ongoing Measurement Duration Start Date	Identify the start date of the ongoing measurement periods.
Ongoing Measurement Duration Type	Select the period type for the ongoing measurement periods.
Ongoing Measurement Duration Number	Set the number of months or days for the ongoing measurement periods, to a maximum of three digits.

Column header	What you do
Ongoing Administrative Start Date	Identify the start date of the ongoing administrative periods.
Ongoing Administrative Duration Type	Select the period type for the ongoing administrative periods.
Ongoing Administrative Duration Number	Set the number of months or days for the ongoing administrative periods, to a maximum of three digits.  <b>Note:</b> The ongoing administrative period end date must end 1 day prior to the ongoing stability period start date.
Ongoing Stability Start Date	Identify the start date of the ongoing stability periods.  <b>Note:</b> The ongoing stability start date must be 1 day after the ongoing administrative period end date.
Ongoing Stability Duration Type	Select the period type for the ongoing stability periods.
Ongoing Stability Duration Number	Set the number of months or days for the ongoing stability periods, to a maximum of three digits.

6. Save your changes.

## Configure Legal Reporting Units for Affordable Care Act Reporting

Your legal reporting units (LRUs) require the following configuration.

- Identify your reporting establishments
- Configure your tax reporting units

### Identify your reporting establishments

For **Human Resources or None** implementations, you perform your ACA reporting at the tax reporting unit (TRU) level, and you must have your employees associated with a reporting establishment.

To identify a LRU as a reporting establishment:

1. From **My Client Groups**, click **Workforce Structures**.
2. In **Organizations**, click **Manage Legal Reporting Unit HCM Information**.
3. In **Manage Legal Reporting Unit HCM Information**, enter the LRU name and click **Search**.
4. Select the name in the search results, and click **Manage Legal Reporting Unit Classification**.
5. Select **Reporting Establishment**.
6. Click **Next**, and then review and submit.

## Configure your tax reporting units

To configure a TRU for ACA reporting:

1. Make sure your TRUs and registrations are set up.  
Each TRU with a United States Federal Tax registration is considered a separate authoritative transmitter.  
For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.
2. Verify your United States Federal Tax registrations.
  - a. From **My Client Groups**, click **Workforce Structures**.
  - b. In **Organizations**, click **Manage Legal Reporting Unit Registrations**.
  - c. Verify the following for the United States Federal Tax registration.

Field name	What reports use it
EIN or TIN	1094-C and 1095-C
Registered Address	1094-C and 1095-C
Registered Name	1094-C and 1095-C

3. Configure each TRU.
  - a. From **My Client Groups**, click **Workforce Structures**.
  - b. In **Organizations**, click **Manage Legal Reporting Unit HCM**.
  - c. Click **Tax Reporting Unit** and then **Federal**.
  - d. Enter the following in **ACA Reporting Information**.

Field name	What uses it	How it's used
ACA Contact First Name	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.
ACA Contact Middle Name	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.



Field name	What uses it	How it's used
ACA Contact Last Name	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.
ACA Contact Suffix	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.
ACA Contact Phone	1094-C and 1095-C	The 1094-C Employer Report flow requires this value on all TRUs.  Enter the full number as digits, including country code.
Qualifying Offer Method	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.
Qualifying Offer Method Transition Relief	1094-C	No longer used as of the 2016 reporting period.
98 Percent Offer Method	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.
Safe Harbor	1094-C	Overrides line 16 for all employees associated with this TRU.
Minimum Coverage Offered All 12 Months	1094-C	The 1094-C Employer Report flow requires this value on all TRUs.
Employee Count Date to Use	1094-C	The 1094-C Employer Report flow supports only the last day of the month.
Calculation Date	1094-C and 1095-C	Defines the milestone day of the month for employee coverage.
Calculation Day	1094-C and 1095-C	This field is available only if you selected <b>Given day</b> for <b>Calculation Date</b> .  If the current month has fewer days than the value you selected, the report treats this as <b>Last day of the month</b> .

Field name	What uses it	How it's used
Grant full coverage for partial month	1094-C and 1095-C	When selected, the report considers employees hired or terminated midmonth covered for the full month.

e. Enter the following in **ACA Aggregated Group Information**.

For a definition of ALE member (ALEM), see the IRS instructions.

Field name	What uses it	How it's used
Aggregated ALE Group Member	1094-C	Used if you're an aggregated applicable large employer (ALE) group employer.
Aggregated ALE Group Name	1094-C	Used to group employers for reporting.

For example, TRU A is the parent of TRU B and TRU C. Combined, A, B, and C have 55 full-time employees. The three collective TRUs represent one ALE. The Form 1094-C refers to the same concept as the aggregated ALE group.

- i. For TRU A, you set **Aggregated ALE Group Member** to **Yes**. Its TRU name now appears in **Aggregated ALE Group Name**.
- ii. For TRUs B and C, you set **Aggregated ALE Group Member** to **No**.
- iii. Select TRU A's name for **Aggregated ALE Group Name**.
- iv. Leave these fields blank for any TRU reporting separately.

4. Save your changes.

## Configure the 1094-C Transmission Manifest

Before you can submit your Affordable Care Act (ACA) info to the IRS, you need to update your Form 1094-C transmission manifest.

Use a standard text editor to set these values.

- Unique transmission ID
- Checksum number
- Attachment byte size

For further info, see the following sections.

### How you update the unique transmission ID

The XML schemas for Forms 1094-C and 1095-C include elements designed to uniquely identify ACA Information Returns (AIR) transmissions, submissions within the transmission, and records within the submission. The transmitter that generates the form data file for transmission to the IRS must generate these IDs and maintain them along with their

associated transmissions. They use unique IDs to simplify and increase the precision of communications, corrections, and replacements.

The transmitter uniquely identifies each transmission by the unique transmission identifier (UTID) in the header.

The format for the UTID includes these fields separated by colons.

Field	What it does
UUID	<p>Universally unique identifier (UUID) is an identifier standard defined by the Internet Engineering Task Force (IETF) in Request For Comments (RFC) 4122. The UUID consists of a 16-octet (128-bit) number. In its canonical form, a UUID is represented by 32 hexadecimal digits, displayed in five groups separated by hyphens. It uses the form 8-4-4-4-12 for a total of 36 characters (32 digits and 4 hyphens).</p> <p>For example: 550e8400-e29b-41d4-a716-44665540000</p> <ol style="list-style-type: none"> <li>1. Use an online UUID generator to create this value, such as the Online UUID Generator.</li> <li>2. Open the Manifest file in a text editor, and enter the UUID you created.</li> </ol> <p>Don't change the rest of the data in that line.</p>
Application ID	SYS12
Transmitter Control Code	5-character alphanumeric all-capital string that contains the transmitter's control code (TCC). Specify the TCC the IRS assigned the transmitter when you applied to file electronically.
Reserved	Empty field.
Request type	Must be <b>T</b> (Transactional).

## How you set the checksum

Use an online checksum generator, such as OnlineMD5, to create a checksum number of SHA-256 type and then apply it to the manifest file. For further info, see [Overview of Affordable Care Act Reporting](#) in the Help Center.

After you have the checksum number, open manifest file in a text editor and enter the number.

## How you set the attachment byte size

From File Explorer, right-click on the 1094-C form data file, and select **Properties**. Enter the file's size in bytes in the `<irs:AttachmentByteSizeNum>` tag of the manifest file.

### Related Topics

- [Affordable Care Act Information Returns System](#)
- [Configure Affordable Care Act Reporting](#)
- [How the 1094-C Transmission Manifest Gets Its Info](#)
- [Overview of Affordable Care Act Reporting](#)

## Configure the Form 1095-C Template

When preparing to print Form 1095-C, you have a couple configuration options.

- Print using ComplyRight paper stock with preprinted instructions
- Mask Social Security Numbers (SSNs)

### If you're using ComplyRight paper stock

If you're using ComplyRight plain white paper stock with preprinted instructions, you must edit the predefined template to remove the instructions.

1. Configure the 1095-C template.
  - a. From **Tools**, click **Reports and Analytics**.
  - b. Click **>>**, and select **Shared Folders**.
  - c. Expand **Human Capital Management, Benefits, US**, and then **ACA**.
  - d. Click **Edit** for the 1095-C template.
    - The print folder is **1095c**, and the template is **1095c\_print\_YYYY**.
    - The online folder is **US1095c**, and the template is **1095c\_online\_YYYY**.

Where **YYYY** is the reporting year.

- e. Click **Edit** for the selected template.
 

This downloads the template as an RTF file. Save it to an appropriate location.
  - f. Open the file in a text editor, such as Microsoft Word.
  - g. On the second page, navigate to the `count CoveredIndividualGrp` entry.
  - h. Move it to after the `PrintInstructionsEP` entry on the first page.
  - i. Delete the page that provides the instructions.
  - j. Confirm that Page 3 has changed to Page 2.
  - k. Save the template with a new name.
2. Upload the template.
    - a. From **Reports and Analytics**, click **>>** and select **Shared Folders**.
    - b. Expand **Custom, Human Capital Management, Payroll, Regulatory and Tax Reporting, US**, and then **Year End**.
    - c. Select **+Add New Layout**.
    - d. In **Upload or Generate Layout**, click **Upload**.
    - e. In **Upload Template File**, enter or select the following.

Field name	What you do
Layout Name	Enter a memorable name.
Template File	Select the file you just saved.

Field name	What you do
Type	Select <b>RTF Template</b> .
Locale	Select <b>English</b> .

- f. Click **Upload**.

## If you need to mask Social Security Numbers

To mask the SSNs of employees and their dependents:

1. Open the appropriate predefined 1095-C template.
  - a. From **Tools**, click **Reports and Analytics**.
  - b. Click **>>**, and select **Shared Folders**.
  - c. Expand Human Capital Management, Benefits, US, ACA, and then **1095c**.
  - d. Open the appropriate predefined 1095-C template.
    - The print folder is **1095c**, and the template is **1095c\_print\_YYYY**.
    - The online folder is **US1095c**, and the template is **1095c\_online\_YYYY**.

Where **YYYY** is the reporting year.

2. To mask the employee SSN:
  - a. Navigate to **Part 1: box #2 Social security number (SSN)**.
  - b. Right-click **SSN**, and select **BI-Publisher** and then **Properties**.
  - c. Replace:

```
<?US_ACA_PER_PRIMARY_NID?>
```

with:

```
<?concat('XXX-XX-', substring(US_ACA_PER_PRIMARY_NID,string-length(US_ACA_PER_PRIMARY_NID)-4))?>
```

- d. Click **Apply**.

3. To mask dependent SSNs:

- a. Navigate to Part III: column (b) SSN or other TIN.
- b. Right-click **SSN**, and select **BI-Publisher** and then **Properties**.
- c. For the employee SSNs, replace:

```
<?US_ACA_PER_PRIMARY_NID?>
```

with:

```
<?concat('XXX-XX-', substring(US_ACA_PER_PRIMARY_NID,string-length(US_ACA_PER_PRIMARY_NID)-4)) ?>
```

- d. For the dependent SSNs, replace:

```
<?US_ACA_PER_DEP_INFO/US_ACA_DEP_PER_SSN?>
```

with:

```
<?concat('XXX-XX-', substring(US_ACA_PER_DEP_INFO/US_ACA_DEP_PER_SSN,string-length(US_ACA_PER_DEP_INFO/US_ACA_DEP_PER_SSN)-4)) ?>
```

- e. Click **Apply**.

4. Save the template with a new name.

5. Upload the template.

- a. Open the **Custom** folder.
- b. Select **+Add New Layout**.
- c. In **Upload or Generate Layout**, click **Upload**.
- d. In **Upload Template File**, enter or select the following.

Field name	What you do
Layout name	Enter a memorable name.
Template File	Select the file you just saved.
Type	Select <b>RTF Template</b> .
Locale	Select <b>English</b> .

- e. Click **Upload**.

*Related Topics*

- [Configure Affordable Care Act Reporting](#)
- [Overview of Affordable Care Act Reporting](#)
- [US 1095-C Employee Report](#)

## Define Balance Feeds for Affordable Care Act Employee Eligible Hours

When configuring your balances for Affordable Care Act eligible hours calculation, the steps you take depend on your license type.

- Payroll customers must use balances.
- HR-Only customers must use element entry.

Neither solution works for both.

### What to do if you're a Cloud Payroll customer

Define feeds for the ACA Eligible Employee Hours balance.

1. Start the Balance Definitions task.
2. Select your legislative data group (LDG), and search for **ACA**.
3. Select **ACA Eligible Employee Hours** in the search results.
4. Click **Balance Feeds**.
5. Feed this balance to all qualifying Hours Worked elements.  
Select their Hours input value.

**Note:** The predefined ACA Eligible Employee Hours balance tracks values up to three decimal places, so the feeds you define must be three decimal places.

### What to do if you're not a Cloud Payroll customer

You must define Information elements to track the hours worked for variable-hour employees.

1. Use the Elements task to define Information elements for each earning type.  
Depending on your organization, this can include:
  - Regular pay
  - Overtime pay
  - Jury duty
  - Vacation
2. Identify the elements as nonrecurring.
3. Add these elements with the eligible hours for the measurement period to element entry.  
Be sure the element end date is within the measurement period start and end dates.
4. Create an **Hours** element input value of with these values.
  - Unit of Measure  
Hours in decimal format, 3 places
  - Displayed
  - Allow User Entry

5. Feed the predefined ACA Employee Eligible Hours balance using the **Hours** input value from all qualifying Hours Worked elements.

## Define Your Affordable Care Act Break-in-Service Rules

The ACA Break-in-Service Attributes table determines how your organization handles Affordable Care Act (ACA) eligibility for employees who have been terminated and rehired.

Depending upon the length of time away from employment and the duration of their employment prior to termination, the employee may be eligible to retain their previous benefits status.

There are no defaults and no data validation.

- You must define at least one row for each ACA Eligibility profile you've defined.
- You must define sufficient rows to capture all employee cases.
- Assign lower priority numbers to the more-specific rules. This ensures the Break-in-Service process enforces those rules first.

**Note:** You must ensure the best match has the lower priority. Once an employee is processed, they're ignored for subsequent rows, even if they meet those criteria.

To define the break-in-service rules for your organization:

1. Start the Manage Legal Entity HCM Information task from your implementation project
2. Open your legal entity for editing.
3. Under **Legal Employer**, click **Federal**.
4. In **ACA Break-in-Service Attributes**, click **Add Row**.

For each eligibility profile, you must define sufficient rows to capture all possible benefits restoration and restart outcomes.

5. Define the following.

Column header	What you do
Priority	<p>Set the order in which the Break-in-Service process evaluates the rehired employee.</p> <p>The process runs from lowest priority to highest. Set the priority order to align with the eligibility and row for each day range from lowest to highest.</p>
Eligibility Profile	<p>Select the ACA Eligibility profile for this priority. If all employees follow the same rules, leave this null.</p> <p>For further info, see <a href="#">Configure Benefits for Affordable Care Act Reporting</a> in the Help Center.</p>
Break Days Greater Than or Equal  Break Days Less Than	<p>These two fields define the length of the break-in-service period for this benefits restoration outcome.</p> <p><b>Break Days Greater Than or Equal</b> represents the number of days since the person's termination.</p>



Column header	What you do
	The value you enter for <b>Break Days Less Than</b> must be greater than or equal to the value for <b>Break Days Greater Than or Equal</b> .
Service Greater Than or Equal to Break	Select one: <ul style="list-style-type: none"> <li>○ <b>Yes:</b> Employee's length of service immediately prior to the break is greater than or equal to the duration of the break.</li> <li>○ <b>No:</b> Length of service immediately prior to the break is less than the duration of the break.</li> <li>○ <b>Null:</b> Don't consider.</li> </ul>
Result	For employees that meet these criteria, identify their ACA eligibility. <ul style="list-style-type: none"> <li>○ <b>Restore:</b> Uses their eligibility prior to the break.</li> <li>○ <b>New Hire:</b> Treats them as a new hire.</li> </ul>
Assignment ACA Field Start Date	If you selected the <b>Restore</b> result, select when their restored eligibility begins. <ul style="list-style-type: none"> <li>○ <b>First of month:</b> First day of the month following the date of hire.</li> <li>○ <b>Hire date:</b> Date of employee rehire.</li> <li>○ <b>Start date of next pay period:</b> First payroll period start date following the date of rehire.</li> <li>○ <b>Start of pay period hire or next:</b> Rehire date if the same as a pay period start date, else the next pay period start date.</li> <li>○ <b>Start of month hire or next:</b> Rehire date if the same as the first day of the month, else the first day of the month following date of hire.</li> </ul>

6. Save your work.
7. Repeat until you've defined sufficient rows to capture all possible benefits restoration and restart outcomes for every eligibility profile.

## How the 1094-C Transmission Manifest Gets Its Info

The info 1094-C Transmission Manifest uses comes from multiple sources.

File value	What it does	Where it comes from
<b>UniqueTransmissionId</b>	Unique identifier assigned by the transmitter to each transmission.	Manual entry.  For further info, see <a href="#">Configure the 1094-C Transmission Manifest</a> in the Help Center.
<b>Timestamp</b>	Date and time the data file was created, based on the local time zone of the transmitter.	File transmission date.
<b>PaymentYr</b>	Tax year of this information return.	Set by the US 1094-C Employer Report flow.

File value	What it does	Where it comes from
<b>EIN</b>	<p>Employer identification number (EIN) belonging to the transmitter.</p> <p>For aggregated group employers, this is the federal tax registration number of the aggregated Applicable Large Employer (ALE) group's tax reporting unit (TRU).</p> <p>For single legal employers, it's the TRU federal tax registration number.</p>	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>EIN or TIN</b></li> </ol>
<b>TestFileCd</b>	Identifies the file type as either test or production.	<ul style="list-style-type: none"> <li>• P: Production This is the default.</li> <li>• T: Test Manually set to this value when you are testing.</li> </ul>
<b>BusinessNameLine1Txt</b>	Filer's company name.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Name</b></li> </ol>
<b>CompanyNm</b>	Filer's company name.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Name</b></li> </ol>
<b>AddressLine1Txt</b>	Filer's complete address where all correspondence is to be sent.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
<b>AddressLine2Txt</b>	Filer's complete address where all correspondence is to be sent.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
<b>CityNm</b>	Filer's complete address where all correspondence is to be sent.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
<b>USStateCd</b>	Filer's complete address where all correspondence is to be sent.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
<b>USZIPCd</b>	Filer's complete address where all correspondence is to be sent.	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
<b>PersonFirstNm</b>	Filer's contact person info.	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>ACA Contact First Name</b></li> </ol>

File value	What it does	Where it comes from
<b>PersonMiddleNm</b>	Filer's contact person info.	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>ACA Contact Middle Name</b></li> </ol>
<b>PersonLastNm</b>	Filer's contact person info.	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>ACA Contact Last Name</b></li> </ol>
<b>ContactPhoneNum</b>	Filer's contact person info.	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>ACA Contact Phone</b></li> </ol>
<b>TotalPayeeRecordCnt</b>	Total number of Forms 1095-C included in the entire transmission.	Run the US 1094-C Employer Report flow.
<b>TotalPayerRecordCnt</b>	Total number of Forms 1094-C included in the entire transmission.	Run the US 1094-C Employer Report flow.
<b>SoftwareId</b>	Identifies the reporting year.	Predefined on the file.
<b>ChecksumAugmentationNum</b>	The SHA-256 checksum value on the form data file attached to the transmission.	<p>Manually set this value.</p> <p>For further info, see <a href="#">Configure the 1094-C Transmission Manifest</a> in the Help Center.</p>
<b>AttachmentByteSizeNum</b>	Size in bytes of the form data file attached to the transmission.	<p>Manually set this value. Check the 1094-C form data file size properties, and update the file size in bytes.</p> <p>For further info, see <a href="#">Configure the 1094-C Transmission Manifest</a> in the Help Center.</p>

For further info, see [Configure for Affordable Care Act Reporting](#) in the Help Center.

*Related Topics*

- [Affordable Care Act Information Returns System](#)
- [Configure Affordable Care Act Reporting](#)
- [Configure the 1094-C Transmission Manifest](#)

## How the ACA Eligibility Process Determines Employee Eligibility

The ACA Eligibility Process evaluates each employee to determine their eligibility and then updates their ACA assignment fields appropriately.

For further info, see ACA Eligibility Process in the Help Center.

### Settings that affect this process

Your organization must be completely configured for the ACA Eligibility process to run accurately.

For further info, see Configure Affordable Care Act Reporting in the Help Center.

### How it determines eligibility for new hires

When you run this process:

1. It identifies all active employee primary assignments that fall within the parameters you set when you start the process.
2. For each of these employees, it captures the following.
  - o ACA Eligibility
  - o Limited Nonassessment
  - o ACA Full Time
  - o Measurement Start Date
  - o Measurement End Date
  - o Administrative Start Date
  - o Administrative End Date
  - o Stability Start Date
  - o Stability End Date
3. For each employee, it checks if their hire or rehire date is within the start and end date parameters you set.
4. If the person's hire date is in the process's date range, the process uses the Initial columns of the ACA Eligibility Attributes table.

It uses the Ongoing columns of the table when:

- a. The person's hire isn't within the process's date range.
  - b. One of their measurement, administrative, or stability end dates is within the date range.
  - c. There are no other prohibitions as defined by the process's logic.
5. It checks each row in the ACA Eligibility Attributes table in sequence.
    - o If the employee isn't eligible based on any of the criteria in the Eligibility table, the process skips them and proceeds to the next employee.
    - o If it finds an eligibility match for that person, it uses the info in that row to determine the new values.

The process notes these as being the new values for the assignment parameters listed above.

6. It uses the following to determine what updates are needed on the employee's primary assignment, if any.
  - o Current values on the person's assignment as of the end date of the date range selected
  - o New values determined based on the ACA Eligibility Attributes table
  - o Additional process logic
7. If an existing employee has a status of **Yes-weekly**, **Yes-monthly**, **No-weekly**, or **No-monthly**, the process determines their new status.
  - a. Sums the hours in the predefined ACA Employee Eligible Hours balance for the current measurement period's duration.
  - b. Divides this sum by either the number of weeks or months in the measurement period, depending on the person's eligibility.
  - c. It does the following.

If the person's eligibility is	Then the process
<b>Yes-weekly</b>	i. Determines the number of weeks in the measurement period. ii. If the resulting average hours per week are greater than or equal to 30, it leaves their eligibility as <b>Yes-weekly</b> .  Otherwise, it changes the eligibility to <b>No-weekly</b> .
<b>No-weekly</b>	i. Determines the number of weeks in the measurement period. ii. If the resulting average hours per week are greater than or equal to 30, it sets their eligibility to <b>Yes-weekly</b> .  Otherwise, it leaves the eligibility as <b>No-weekly</b> .
<b>Yes-monthly</b>	i. Determines the number of months in the measurement period. ii. If the resulting average hours per month are greater than or equal to 130, it leaves their eligibility as <b>Yes-monthly</b> .  Otherwise, it changes the eligibility to <b>No-monthly</b> .
<b>No-monthly</b>	i. Determines the number of months in the measurement period. ii. If the resulting average hours per month are greater than or equal to 130, it changes their eligibility to <b>Yes-monthly</b> .  Otherwise, it leaves the eligibility as <b>No-monthly</b> .

8. If the ACA Eligibility process detects a change, it updates the primary assignment.
9. It generates audit and exception reports.

*Related Topics*

- [ACA Eligibility Process](#)
- [Configure Affordable Care Act Reporting](#)

## How the ACA Eligibility Process Handles Crossing the Initial Stability Start Date

In cases where an employee's initial stability start date falls during the ACA Eligibility Process's date range, it makes these changes.

To grant employees this initial ACA eligibility	When this date is within the process range	Process makes these changes
Always Yes-weekly Yes-monthly	Stability period start date	<p><b>Assignment update date:</b> Sets this to the initial stability start date.</p> <p><b>ACA Eligibility:</b> No change.</p> <p><b>ACA Full Time:</b> Sets this to <b>Yes</b>.</p> <p><b>Limited Nonassessment Period:</b> Sets this to <b>No</b>.</p> <p><b>Measurement Period Start Date:</b> No change.</p> <p><b>Measurement Period End Date:</b> No change.</p> <p><b>Administrative Period Start Date:</b> No change.</p> <p><b>Administrative Period End Date:</b> No change.</p> <p><b>Stability Period Start Date:</b> No change.</p> <p><b>Stability Period End Date:</b> No change.</p>

## How the ACA Eligibility Process Handles New Employees

When you onboard a person, either a new employee or rehiring one who is being treated as new, the ACA Eligibility Process assigns them the initial ACA values based on the ACA Eligibility Attributes table.

For employees with a hire or rehire date in the process date range, the process makes these changes to their assignments.

**Note:** For the purpose of clarity, the following table abbreviates the **Yes, Weekly** and **Yes, Monthly** values to **Yes** and the **No, Weekly** and **No, Monthly** values to **No**.

To grant employees this initial ACA eligibility	When this date is within the process range	Process makes these changes
Always	Hire date	<p><b>Assignment update Effective Date:</b> Hire date.</p> <p><b>Effective Start Date:</b> Hire date</p> <p><b>ACA Eligibility:</b> No change</p>

To grant employees this initial ACA eligibility	When this date is within the process range	Process makes these changes
		<p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>If the administrative period dates aren't null, sets this to <b>No</b>.</li> <li>Otherwise, sets this to <b>Yes</b>.</li> </ul> <p><b>Limited Nonassessment Period:</b></p> <ul style="list-style-type: none"> <li>If the administrative period's start date isn't null, sets this to <b>Yes</b>.</li> <li>Otherwise, sets this to <b>No</b>.</li> </ul> <p><b>Measurement Period Start Date:</b> Sets this to the value you set on the ACA Eligibility Attributes table.</p> <p><b>Measurement Period End Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to the measurement period's start date plus its duration.</li> <li>If the period's start date is null, no change.</li> </ul> <p><b>Administrative Period Start Date:</b> Derives this date based on the values you set on the ACA Eligibility Attributes table.</p> <p><b>Administrative Period End Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to the administrative period's start date plus its duration.</li> <li>If the period's start date is null, no change.</li> </ul> <p><b>Stability Period Start Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to 1 day after the initial administrative period's end date.</li> <li>If there's no administrative period start date, sets this to the initial measurement period's start date.</li> <li>If there's no initial measurement period start date, sets this to the person's hire date.</li> </ul> <p><b>Stability Period End Date:</b></p> <ul style="list-style-type: none"> <li>Uses the stability period's start date plus its duration.</li> <li>If there's no stability period start date, no change.</li> </ul>
<p>Yes-weekly Yes-monthly</p>	<p>Hire date</p>	<p><b>Assignment update Effective Date:</b> Hire date.</p> <p><b>Effective Start Date:</b> Hire date</p> <p><b>ACA Eligibility:</b> No change</p> <p><b>ACA Full Time:</b></p>

To grant employees this initial ACA eligibility	When this date is within the process range	Process makes these changes
		<ul style="list-style-type: none"> <li>If the administrative period dates aren't null, sets this to <b>No</b>.</li> <li>Otherwise, sets this to <b>Yes</b>.</li> </ul> <p><b>Limited Nonassessment Period:</b></p> <ul style="list-style-type: none"> <li>If the administrative period's start date isn't null, sets this to <b>Yes</b>.</li> <li>Otherwise, sets this to <b>No</b>.</li> </ul> <p><b>Measurement Period Start Date:</b> Sets this to the value you set on the ACA Eligibility Attributes table.</p> <p><b>Measurement Period End Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to the measurement period's start date plus its duration.</li> <li>If the period's start date is null, no change.</li> </ul> <p><b>Administrative Period Start Date:</b> Derives this date based on the values you set on the ACA Eligibility Attributes table.</p> <p><b>Administrative Period End Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to the administrative period's start date plus its duration.</li> <li>If the period's start date is null, no change.</li> </ul> <p><b>Stability Period Start Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to 1 day after the initial administrative period's end date.</li> <li>If there's no administrative period start date, sets this to the initial measurement period's start date.</li> <li>If there's no initial measurement period start date, sets this to the person's hire date.</li> </ul> <p><b>Stability Period End Date:</b></p> <ul style="list-style-type: none"> <li>Uses the stability period's start date plus its duration.</li> <li>If there's no stability period start date, no change.</li> </ul>
<p>No-weekly No-monthly</p>	<p>Hire date</p>	<p><b>Assignment update Effective Date:</b> Hire date.</p> <p><b>Effective Start Date:</b> Hire date</p> <p><b>ACA Eligibility:</b> No change.</p> <p><b>ACA Full Time:</b> Sets this to <b>No</b>.</p> <p><b>Limited Nonassessment Period:</b> Sets this to <b>No</b>.</p>



To grant employees this initial ACA eligibility	When this date is within the process range	Process makes these changes
		<p><b>Measurement Period Start Date:</b> Uses the value you set on the ACA Eligibility Attributes table.</p> <p><b>Measurement Period End Date:</b></p> <ul style="list-style-type: none"> <li>Sets this to the measurement period's start date plus its duration.</li> <li>If the measurement period's start date is null, no change.</li> </ul> <p><b>Administrative Period Start Date:</b> No change.</p> <p><b>Administrative Period End Date:</b> No change.</p> <p><b>Stability Period Start Date:</b> No change.</p> <p><b>Stability Period End Date:</b> No change.</p>
Never	Hire date	<p><b>Assignment update Effective Date:</b> Hire date.</p> <p><b>Effective Start Date:</b> Hire date</p> <p><b>ACA Eligibility:</b> No change.</p> <p><b>ACA Full Time:</b> Sets this to No.</p> <p><b>Limited Nonassessment Period:</b> Sets this to No.</p> <p><b>Measurement Period Start Date:</b> No change.</p> <p><b>Measurement Period End Date:</b> No change.</p> <p><b>Administrative Period Start Date:</b> No change.</p> <p><b>Administrative Period End Date:</b> No change.</p> <p><b>Stability Period Start Date:</b> No change.</p> <p><b>Stability Period End Date:</b> No change.</p>
Exclude	Hire date	Doesn't update any fields.

*Related Topics*

- [How the ACA Eligibility Process Updates Assignment Data](#)

## How the ACA Eligibility Process Handles Ongoing Employees

Once an employee is in Ongoing status, their Affordable Care Act (ACA) processing primarily consists of checking and maintaining their eligibility

The ACA Eligibility Process considers a person in Ongoing status if their measurement period's end date:

1. Is within the process's date range
2. Is 1 day before the ongoing measurement period start date

The process makes these changes to the assignments belonging to employees who have Ongoing status.

Employees with this ACA eligibility	Migrating to this eligibility	When this date is within the process range	Process makes these changes
Any	Always	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>Always</b>.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>• If this field is <b>Yes</b>, no change.</li> <li>• If this field is <b>No</b>, no change.</li> <li>• If this field is null, sets it to <b>No</b>.</li> </ul> <p><b>Measurement Period Start Date:</b> Sets this to the ongoing date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</p> <p><b>Measurement Period End Date:</b> Sets this to the measurement period's start date plus its duration.</p> <p><b>Administrative Period Start Date:</b></p> <ul style="list-style-type: none"> <li>• Sets this to the ongoing date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</li> <li>• If these values are null in the ACA Eligibility Attributes table, then set it to null.</li> </ul> <p><b>Administrative Period End Date:</b></p> <ul style="list-style-type: none"> <li>• Sets this to the administrative period's start date plus its duration.</li> <li>• If there's no administrative period start date in the ACA Eligibility Attributes table, then sets it to null.</li> </ul> <p><b>Stability Period Start Date:</b> No change.</p> <p><b>Stability Period End Date:</b> No change.</p>

Employees with this ACA eligibility	Migrating to this eligibility	When this date is within the process range	Process makes these changes
		Administrative period end date	<p><b>Assignment update Effective Date:</b> 1 day after the administrative period end date.</p> <p><b>Stability Period Start Date:</b> Sets this to 1 day after the administrative period's end date.</p> <p><b>Note:</b> If this isn't the ongoing stability start date, check your settings in the ACA Eligibility Attributes table.</p> <p><b>Stability Period End Date:</b> Sets this to the stability period's start date plus its duration.</p> <p><b>ACA Full Time:</b> Sets this to <b>Yes</b>.</p>
Any	Yes-weekly Yes-monthly	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>Yes-weekly</b> or <b>Yes-monthly</b>, as appropriate.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>• If this field is <b>Yes</b>, no change.</li> <li>• If this field is <b>No</b>, no change.</li> <li>• If this field is null, sets it to <b>No</b>.</li> </ul> <p><b>Measurement Period Start Date:</b> Sets this to the ongoing measurement period start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</p> <p><b>Measurement Period End Date:</b> Sets this to the measurement period's start date plus its duration.</p> <p><b>Administrative Period Start Date:</b></p> <ul style="list-style-type: none"> <li>• Uses the ongoing administrative period start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</li> <li>• If these values are null in the ACA Eligibility Attributes table, then sets it to null.</li> </ul>

Employees with this ACA eligibility	Migrating to this eligibility	When this date is within the process range	Process makes these changes
			<p><b>Administrative Period End Date:</b></p> <ul style="list-style-type: none"> <li>If the start date is null, sets the end date to null.</li> <li>Otherwise sets this to the administrative period's start date plus its duration.</li> </ul> <p><b>Stability Period Start Date:</b> No change.</p> <p><b>Stability Period End Date:</b> No change.</p>
		Administrative period end date	<p><b>Assignment update Effective Date:</b> 1 day after the administrative period end date.</p> <p><b>Stability Period Start Date:</b> Sets this to 1 day after the current administrative period's end date.</p> <p><b>Note:</b> If this isn't the ongoing stability start date, check your settings in the ACA Eligibility Attributes table.</p> <p><b>Stability Period End Date:</b> Sets this to the stability period's start date plus its duration.</p> <p><b>ACA Full Time:</b> Sets this to <b>Yes</b>.</p>
Any	No-weekly No-monthly	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>No-weekly</b> or <b>No-monthly</b>, as appropriate.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>If this field is <b>Yes</b>, no change.</li> <li>If this field is <b>No</b>, no change.</li> <li>If this field is null, sets it to <b>No</b>.</li> </ul> <p><b>Measurement Period Start Date:</b> Uses the ongoing measurement period start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</p>

Employees with this ACA eligibility	Migrating to this eligibility	When this date is within the process range	Process makes these changes
			<p><b>Measurement Period End Date:</b> Sets this to the measurement period start date plus its duration.</p> <p><b>Administrative Period Start Date:</b> Sets this to null.</p> <p><b>Administrative Period End Date:</b> Sets this to null.</p> <p><b>Stability Period Start Date:</b> No change.</p> <p><b>Stability Period End Date:</b> No change.</p>
		Stability period end date	<p><b>Assignment update Effective Date:</b> 1 day after the stability period end date.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>• If this is <b>Yes</b>, sets it to <b>No</b>.</li> <li>• If this is <b>No</b>, no change.</li> <li>• If this is null, sets it to <b>No</b>.</li> </ul> <p><b>Stability Period Start Date:</b> Sets this to null.</p> <p><b>Stability Period End Date:</b> Sets this to null.</p>
Any	Never	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>Never</b>.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>• If this is <b>Yes</b>, no change.</li> <li>• If this is <b>No</b>, no change.</li> <li>• If this is null, sets it to <b>No</b>.</li> </ul> <p><b>Measurement Period Start Date:</b> Sets this to null.</p> <p><b>Measurement Period End Date:</b> Sets this to null.</p> <p><b>Administrative Period Start Date:</b> Sets this to null.</p> <p><b>Administrative Period End Date:</b> Sets this to null.</p> <p><b>Stability Period Start Date:</b> No change.</p>

Employees with this ACA eligibility	Migrating to this eligibility	When this date is within the process range	Process makes these changes
			<p><b>Stability Period End Date:</b> No change.</p>
		Stability period end date	<p><b>Assignment update Effective Date:</b> 1 day after the stability period end date.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>• If this is <b>Yes</b>, sets it to <b>No</b>.</li> <li>• If this is <b>No</b>, no change.</li> <li>• If this is null, sets it to <b>No</b>.</li> </ul> <p><b>Stability Period Start Date:</b> Sets this to null.</p> <p><b>Stability Period End Date:</b> Sets this to null.</p>
Any	Exclude	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>Exclude</b>.</p> <p><b>Note:</b> This status indicates you're maintaining this employee's eligibility manually or through a third-party application.</p> <p><b>ACA Full Time:</b> Sets this to null.</p> <p><b>Measurement Period Start Date:</b> Sets this to null.</p> <p><b>Measurement Period End Date:</b> Sets this to null.</p> <p><b>Administrative Period Start Date:</b> Sets this to null.</p> <p><b>Administrative Period End Date:</b> Sets this to null.</p> <p><b>Stability Period Start Date:</b> Sets this to null.</p> <p><b>Stability Period End Date:</b> Sets this to null.</p>

## How the ACA Eligibility Process Migrates Employees from Initial to Ongoing Periods

The ACA Eligibility Process migrates new employees to Ongoing status if their initial measurement period's end date is within the process's date range.

- If the initial measurement end date is more than 1 day prior to the ongoing measurement period start month and day, the process assigns the employee ongoing dates that started in the prior year.
- If the initial measurement end date is 1 day prior the ongoing measurement period start month and day or later, the process assigns the employee the ongoing dates that started in the current calendar year.

The process makes these changes to the assignments belonging to employees who are migrating to Ongoing status.

**Note:** If you aren't using measurement dates, the employee goes from Initial to Ongoing status on their initial stability end date.

Employees with this initial ACA eligibility	Migrating to this Ongoing eligibility	When this date is within the process range	Process makes these changes
Yes-weekly Yes-monthly No-weekly No-monthly	Yes-weekly Yes-monthly	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>Yes-weekly</b> or <b>Yes-monthly</b>, as appropriate.</p> <p><b>ACA Full Time:</b> Sets this to <b>Yes</b>.</p> <p><b>Limited Nonassessment Period:</b> Sets this to <b>No</b>.</p> <p><b>Measurement Period Start Date:</b></p> <ul style="list-style-type: none"> <li>• If the measurement period end date is before the ongoing measurement period's start date, sets this to the ongoing measurement period's start date, as defined in the ACA Eligibility Attributes table, and the prior calendar year.</li> <li>• If the measurement period end date is on or after the ongoing measurement period's start date, sets this to the ongoing measurement period's start date, as defined in the ACA Eligibility Attributes table, and the current calendar year.</li> </ul> <p><b>Measurement Period End Date:</b> Sets this to the measurement</p>

Employees with this initial ACA eligibility	Migrating to this Ongoing eligibility	When this date is within the process range	Process makes these changes
			<p>period's start date plus its duration type and number.</p> <p><b>Administrative Period Start Date:</b></p> <ul style="list-style-type: none"> <li>If the measurement period end date is before the ongoing measurement period's start date, sets this to the ongoing administrative period's start date, as defined in the ACA Eligibility Attributes table, and the prior calendar year.</li> <li>If the measurement period end date is on or after the ongoing measurement period's start date, sets this to the ongoing administrative period's start date, as defined in the ACA Eligibility Attributes table, and the current calendar year.</li> </ul> <p><b>Administrative Period End Date:</b> Sets this to the administrative period's start date plus its duration.</p> <p><b>Stability Period Start Date:</b></p> <ul style="list-style-type: none"> <li>If the measurement period end date is before the ongoing measurement period's start date, sets this to the ongoing stability period's start date, as defined in the ACA Eligibility Attributes table, and the prior calendar year.</li> <li>If the measurement period end date is on or after the ongoing measurement period's start date, sets this to the ongoing stability period's start date, as defined in the ACA Eligibility Attributes table, and the current calendar year.</li> </ul> <p><b>Stability Period End Date:</b> Sets this to the stability period's start date plus its duration.</p>
		Stability period end date	<p><b>Assignment update Effective Date:</b> 1 day after the stability period end date.</p> <p><b>Stability Start Date:</b></p>



Employees with this initial ACA eligibility	Migrating to this Ongoing eligibility	When this date is within the process range	Process makes these changes
			<ul style="list-style-type: none"> <li>If the stability period end date isn't the day prior to the ongoing stability start date, sets this to the ongoing stability period's start date, as defined in the ACA Eligibility Attributes table, with calendar year of the current ongoing stability period.</li> <li>If the stability period end date is one day prior to the ongoing stability period's start date, sets this to the ongoing stability period's start date, as defined in the ACA Eligibility Attributes table, and the year of the next ongoing stability start date.</li> </ul> <p><b>Stability End Date:</b> Sets this to the stability period's start date plus its duration.</p>
Yes-weekly Yes-monthly No-weekly No-monthly	No-weekly No-monthly	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> Sets this to <b>No-weekly</b> or <b>No-monthly</b>, as appropriate.</p> <p><b>ACA Full Time:</b></p> <ul style="list-style-type: none"> <li>If the person's initial eligibility was <b>No-weekly</b> or <b>No-monthly</b>, no change.</li> <li>If the person's eligibility is changing to <b>No-weekly</b> or <b>No-monthly</b>, no change.</li> </ul> <p><b>Measurement Period Start Date:</b></p> <ul style="list-style-type: none"> <li>If the measurement period end date is before the ongoing measurement period's start date, sets this to the ongoing measurement period's start date, as defined in the ACA Eligibility Attributes table, and the prior calendar year.</li> <li>If the measurement period end date is on or after the ongoing measurement period's start date, sets this to the ongoing measurement period's start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</li> </ul>

Employees with this initial ACA eligibility	Migrating to this Ongoing eligibility	When this date is within the process range	Process makes these changes
			<p><b>Measurement Period End Date:</b> Sets this to the measurement period's start date plus its duration.</p> <p><b>Administrative Period Start Date:</b> Sets this to null.</p> <p><b>Administrative Period End Date:</b> Sets this to null.</p> <p><b>Stability Dates:</b> No change.</p>
		Stability period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Full Time:</b> Sets this to <b>No</b>.</p> <p><b>Stability Period Start Date:</b> If a date exists, sets this to null.</p> <p><b>Stability Period End Date:</b> If a date exists, sets this to null.</p>
Always	Always	Measurement period end date	<p><b>Assignment update Effective Date:</b> 1 day after the measurement period end date.</p> <p><b>ACA Eligibility:</b> No change.</p> <p><b>ACA Full Time:</b> No change.</p> <p><b>Measurement Period Start Date:</b></p> <ul style="list-style-type: none"> <li>• If the measurement period end date is before the ongoing measurement period's start date, sets this to the ongoing measurement period's start date, as defined in the ACA Eligibility table, and the prior calendar year.</li> <li>• If the measurement period end date is on or after the ongoing measurement period's start date, sets this value to the ongoing measurement period's start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</li> </ul> <p><b>Measurement Period End Date:</b> Sets this to the measurement period's start date plus its duration.</p> <p><b>Administrative Period Start Date:</b></p> <ul style="list-style-type: none"> <li>• If the measurement period end date is before the</li> </ul>

Employees with this initial ACA eligibility	Migrating to this Ongoing eligibility	When this date is within the process range	Process makes these changes
			<p>ongoing measurement period, sets this to the ongoing administrative period's start date as defined in the ACA Eligibility Attributes table, and the prior calendar year.</p> <ul style="list-style-type: none"> <li>If the measurement period end date is on or after the ongoing measurement period's start date, sets this to the ongoing administrative period's start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</li> </ul> <p><b>Administrative Period End Date:</b></p> <ul style="list-style-type: none"> <li>If the administrative period's start date isn't null, sets this to the administrative period's start date plus its duration.</li> <li>If the start date is null, no change.</li> </ul> <p><b>Stability Period Start Date:</b></p> <ul style="list-style-type: none"> <li>If the measurement period end date is before the ongoing measurement period's start date, sets this to the ongoing stability period's start date, as defined in the ACA Eligibility Attributes table, and the prior calendar year.</li> <li>If the measurement period end date is on or after the ongoing measurement period's start date, sets this to the ongoing stability period's start date, as defined in the ACA Eligibility Attributes table, and the appropriate year.</li> </ul> <p><b>Stability Period End Date:</b> Sets this to the stability period's start date plus its duration.</p>
Never	Never		No changes.
Exclude	Exclude		No changes.

## How the ACA Eligibility Process Updates Assignment Data

The ACA Eligibility Process evaluates each employee to determine their eligibility and then updates their Affordable Care Act (ACA) assignment fields appropriately.

For further info, see [ACA Eligibility Process](#) in the Help Center.

It uses these criteria to determine these changes.

- Legal employer ACA settings
- Employee primary assignment ACA field values
- Work hours for employees with a Yes or No eligibility

For employees whose hours fluctuate during a given measurement period, the process can consider them full time in some periods and not in others.

- Any changes you made since the last time you ran the process

You can summarize this process's actions into these scenarios.

- Determining eligibility for new employees

For further info, see [How the ACA Eligibility Process Handles New Employees](#) in the Help Center.

- Processing employee new hires and rehires

For further info, see [How the ACA Eligibility Process Handles New Hires and Rehires](#) in the Help Center.

- Transitioning employees from initial to ongoing periods

For further info, see [How the ACA Eligibility Process Migrates Employees from Initial to Ongoing](#) in the Help Center.

- Evaluating employee eligibility on an ongoing basis

For further info, see [How the ACA Eligibility Process Handles Ongoing Employees](#) in the Help Center.

### *Related Topics*

- [How the ACA Eligibility Process Handles Crossing the Initial Stability Start Date](#)
- [How the ACA Eligibility Process Handles New Employees](#)
- [How the ACA Eligibility Process Handles Ongoing Employees](#)
- [How the ACA Eligibility Process Migrates Employees from Initial to Ongoing Periods](#)

## How the ACA Flows Obtain Their Info

The info the ACA flows use to populate your Forms 1094-C and 1095-C come from multiple sources.

For further info, see [Configure for Affordable Care Act Reporting](#) in the Help Center.

## Form 1094-C

The Form 1094-C electronic XML file reports your employer info as well as the related 1095-C info.

### PART I

This section provides info on the form's ALE (Applicable Large Employer) member.

Form line	Form label	Where you set it
1	Name of ALE Member (Employer)	<ol style="list-style-type: none"> <li>Legal Reporting Unit Registrations task</li> <li>United States Federal Tax jurisdiction</li> <li><b>Registered Name</b></li> </ol>
2	Employer identification number (EIN)	<ol style="list-style-type: none"> <li>Legal Reporting Unit Registrations task</li> <li>United States Federal Tax jurisdiction</li> <li><b>EIN or TIN</b></li> </ol>
3	Street address	<ol style="list-style-type: none"> <li>Legal Reporting Unit Registrations task, United States Federal Tax jurisdiction, <b>Registered Address</b></li> </ol>
4	City or town	<ol style="list-style-type: none"> <li>Legal Reporting Unit Registrations task</li> <li>United States Federal Tax jurisdiction</li> <li><b>Registered Address</b></li> </ol>
5	State or province	<ol style="list-style-type: none"> <li>Legal Reporting Unit Registrations task</li> <li>United States Federal Tax jurisdiction</li> <li><b>Registered Address</b></li> </ol>
6	Country and ZIP or foreign postal code	<ol style="list-style-type: none"> <li>Legal Reporting Unit Registrations task</li> <li>United States Federal Tax jurisdiction</li> <li><b>Registered Address</b></li> </ol>
7	Name of person to contact	<ol style="list-style-type: none"> <li>Manage Legal Reporting Unit HCM Information task</li> <li><b>Tax Reporting Unit</b></li> <li><b>Federal</b></li> <li><b>ACA Reporting Information</b> <ul style="list-style-type: none"> <li>○ <b>ACA Contact First Name</b></li> <li>○ <b>ACA Contact Middle Name</b></li> <li>○ <b>ACA Contact Last Name</b></li> </ul> </li> </ol>
8	Contact telephone number	<ol style="list-style-type: none"> <li>Manage Legal Reporting Unit HCM Information task</li> <li><b>Tax Reporting Unit</b></li> <li><b>Federal</b></li> <li><b>ACA Reporting Information</b></li> <li><b>ACA Contact Phone</b></li> </ol>
9	Name of Designated Government Entity	Designated Government Entities (DGEs) aren't supported
10	Employer Identification Number (EIN)	DGEs aren't supported

Form line	Form label	Where you set it
11	Street address	DGEs aren't supported
12	City or town	DGEs aren't supported
13	State or province	DGEs aren't supported
14	Country and ZIP or foreign postal code	DGEs aren't supported
15	Name of person to contact	DGEs aren't supported
16	Contact telephone number	DGEs aren't supported
18	Total number of Forms 1095-C submitted with this transmittal	Value is derived by the report flow

## PART II

This section collects ALE member (ALEM) info.

Form line	Form label	Where you set it
19	Is this the authoritative transmittal for this ALE Member?	Value is derived by the report flow
20	Total number of Forms 1095-C filed by or on behalf of ALE Member	Value is derived by the report flow
21	Is ALE Member a member of an Aggregated ALE Group?	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Aggregated Group Information</b></li> <li>5. <b>Aggregated ALE Group Member</b></li> </ol>
22	Certifications of Eligibility	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b> <ul style="list-style-type: none"> <li>o <b>Qualifying Offer Method</b></li> <li>o <b>98 Percent Offer Method</b></li> </ul> </li> </ol>

## PART III

Part III reports the following for the ALEM.

- Minimum essential coverage offered by the ALEM to full-time employees
- Full-time employee count
- Total employee count

Form line	Form label	Where you set it
23 (a)	Minimum Essential Coverage Offer Indicator	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>Minimum Coverage Offered All 12 Months</b></li> </ol>
23 (b)	Full-Time Employee Count for ALE Member	Value is derived by the report flow
23 (c)	Total Employee Count for ALE Member	Value is derived by the report flow
23 (d)	Aggregated Group Indicator	Value is derived by the report flow
24 - 35 (a - d)	Minimum Essential Coverage Offer Indicator	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information task</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>Minimum Coverage Offered All 12 Months</b></li> </ol>

## PART IV

Part IV lists all other members of the aggregated ALE group.

Form line	Form label	Where you set it
36 - 65	Name	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Name</b></li> </ol> <p><b>Note:</b> Applies to every TRU you identified as an aggregated ALE group member through <b>Aggregated ALE Group Member</b>.</p>
	EIN	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>EIN or TIN</b></li> </ol>

Form line	Form label	Where you set it
		<p><b>Note:</b> Applies to every TRU you identified as an aggregated ALE group member through <b>Aggregated ALE Group Member</b>.</p>

## Form 1095-C

This form reports info about your ALEs and the group health coverage they offer to your ACA full-time employees. You must provide Form 1095-C to your employees and file electronic copies, along with Form 1094-C (transmittal form), to the IRS.

Before generating this form, be sure you have:

1. Identified all ACA eligible full-time employees. Make sure you date-effectively update any changes to their status.
2. Identified which employees are in limited nonassessment periods. Make sure you date-effectively update any changes to their status.
3. Identified if you offer employer-sponsored self-insured health coverage in which the employee or other individual is enrolled.
4. Provided an SSN for all employees.
5. Provided at least one of the following for each employee dependent:
  - o SSN or TIN
  - o Date-of-birth

### PART I

Identifies info about you as the employer and your employees.

The employer details in Form 1095-C are the same as the employer details on the corresponding 1094-C transmittal file you send to the IRS.

Form line	Form label	Where you set it
1	Name of employee	<ol style="list-style-type: none"> <li>1. Person task</li> <li>2. <b>Person Information</b></li> <li>3. <b>Name and Addresses</b></li> </ol> <ul style="list-style-type: none"> <li>o <b>Last Name</b></li> <li>o <b>First Name</b></li> </ul>
2	Social security number (SSN)	<ol style="list-style-type: none"> <li>1. Person task</li> <li>2. <b>Person Information</b></li> <li>3. <b>National Identifiers</b></li> </ol>
3	Street address	<ol style="list-style-type: none"> <li>1. Person task</li> <li>2. <b>Person Information</b></li> <li>3. <b>Name and Addresses</b></li> <li>4. <b>Address Line 1</b></li> </ol>
4	City or town	<ol style="list-style-type: none"> <li>1. Person task</li> </ol>



Form line	Form label	Where you set it
		<ol style="list-style-type: none"> <li>2. <b>Person Information</b></li> <li>3. <b>Name and Addresses</b></li> <li>4. <b>City</b></li> </ol>
5	State or province	<ol style="list-style-type: none"> <li>1. Person task</li> <li>2. <b>Person Information</b></li> <li>3. <b>Name and Addresses</b></li> <li>4. <b>State</b></li> </ol>
6	Country and ZIP Code or foreign postal code	<ol style="list-style-type: none"> <li>1. Person task</li> <li>2. <b>Person Information</b></li> <li>3. <b>Name and Addresses</b> <ul style="list-style-type: none"> <li>o <b>Country</b></li> <li>o <b>Postal Code</b></li> </ul> </li> </ol>
7	Name of employer	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Name</b></li> </ol>
8	Employer identification number (EIN)	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>EIN or TIN</b></li> </ol>
9	Street address	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
10	Contact telephone number	<ol style="list-style-type: none"> <li>1. Manage Legal Reporting Unit HCM Information</li> <li>2. <b>Tax Reporting Unit</b></li> <li>3. <b>Federal</b></li> <li>4. <b>ACA Reporting Information</b></li> <li>5. <b>ACA Contact Phone</b></li> </ol>
11	City or town	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
12	State or province	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>
13	Country and ZIP Code or foreign postal code	<ol style="list-style-type: none"> <li>1. Legal Reporting Unit Registrations task</li> <li>2. United States Federal Tax jurisdiction</li> <li>3. <b>Registered Address</b></li> </ol>

## PART II

Reports info about your offer of group health coverage.

Form line	Form label	Where you set it
14	Offer of Coverage	<p>The report flow uses this hierarchy to determine the Offer of Coverage value.</p> <ol style="list-style-type: none"> <li>Checks for an override at the legal employer level.  For further info, see Configure for Affordable Care Act Reporting in the Help Center.</li> <li>Uses the ACA Override Upload process to check for an override.  For further info, see ACA Override Upload in the Help Center.</li> <li>Derives the value.</li> </ol> <p>Here's how the flows derive the various values.</p> <ul style="list-style-type: none"> <li>1A  Qualifying offer. Minimum essential coverage that provides minimum value. Available to full-time employees with: <ul style="list-style-type: none"> <li>Self-only coverage contributions equal to or less than 9.5% of the mainland single federal poverty line</li> <li>At least minimum essential coverage offered to their spouse and dependents</li> </ul> </li> </ul> <p><b>Note:</b> Set these on the legal entity:</p> <ul style="list-style-type: none"> <li>Mainland single federal poverty line: <b>Annual Poverty Level Value</b></li> <li>Mainland single federal percentage: <b>Annual Announced Percentage</b></li> </ul> <p>These fields are available in the Legal Entity HCM Information task in <b>Federal ACA Reporting Information</b>.</p> <ul style="list-style-type: none"> <li>1B  Minimum essential coverage. Provides minimum value to the employee.</li> <li>1C  Minimum essential coverage. Provides: <ul style="list-style-type: none"> <li>Minimum value to the employee</li> <li>At least minimum essential coverage to their dependents but not the spouse</li> </ul> </li> </ul>

Form line	Form label	Where you set it
		<ul style="list-style-type: none"> <li>• 1D  Minimum essential coverage. Provides:                             <ul style="list-style-type: none"> <li>○ Minimum value offered to the employee</li> <li>○ At least minimum essential coverage offered to their spouse but not their dependents</li> </ul> </li> <li>• 1E  Minimum essential coverage. Provides:                             <ul style="list-style-type: none"> <li>○ Minimum value to the employee</li> <li>○ At least minimum essential coverage offered to their dependents and spouse</li> </ul> </li> </ul> <p><b>Note:</b> The report flow checks the employees' contact info to derive the 1 series codes. To submit 1095-C forms to all ACA-eligible employees with 1E code, enter an override in Offer of Coverage Override Value at the Legal Employer level.</p> <p>For further info, see Configure for Affordable Care Act Reporting in the Help Center.</p> <ul style="list-style-type: none"> <li>• 1F  Minimum essential coverage that doesn't provide minimum value to:                             <ul style="list-style-type: none"> <li>○ The employee</li> <li>○ The employee and their spouse or dependents</li> <li>○ The employee, their spouse, and their dependents</li> </ul> </li> <li>• 1G  Offer of coverage to employees that:                             <ul style="list-style-type: none"> <li>○ Weren't full-time employees for any month of the calendar year</li> <li>○ Enrolled in self-insured coverage for one or more months of the calendar year</li> </ul> </li> </ul> <p><b>Note:</b> The report uses this coverage code for employees that have <b>ACA Full Time</b> set to <b>No</b> but are enrolled into qualified ACA plans.</p>

Form line	Form label	Where you set it
		<ul style="list-style-type: none"> <li>• 1H  No offer of coverage. The employee:                             <ul style="list-style-type: none"> <li>○ Isn't offered health coverage at any point during the month</li> <li>○ Is offered coverage that's not minimum essential coverage</li> </ul> </li> <li>• 1J  Minimum essential coverage. Provides:                             <ul style="list-style-type: none"> <li>○ Minimum value to the employee</li> <li>○ At least minimum essential coverage conditionally offered to their spouse</li> <li>○ Minimum essential coverage isn't offered to their dependents</li> </ul> </li> <li>• 1K  Minimum essential coverage. Provides:                             <ul style="list-style-type: none"> <li>○ Minimum value offered to the employee</li> <li>○ At least minimum essential coverage offered to their dependents</li> <li>○ At least minimum essential coverage conditionally offered to their spouse</li> </ul> </li> <li>• 1L  Individual coverage HRA. Provides affordable coverage to the employee only. Determines affordability based on the employee's primary residence ZIP Code.</li> <li>• 1M  Individual coverage HRA. Provides affordable coverage to the employee and dependents but not the spouse. Determines affordability based on the employee's primary residence ZIP Code.</li> <li>• 1N  Individual coverage HRA. Provides affordable coverage to the employee, spouse, and dependents. Determines affordability based on the employee's primary residence ZIP Code.</li> <li>• 1O  Individual coverage HRA. Provides affordable coverage to the employee only. Determines affordability based on the employer's primary location ZIP Code.</li> <li>• 1P  Individual coverage HRA. Provides affordable coverage to the employee</li> </ul>

Form line	Form label	Where you set it
		<p>and dependents but not the spouse. Determines affordability based on the employer's primary location ZIP Code.</p> <ul style="list-style-type: none"> <li>1Q</li> </ul> <p>Individual coverage HRA. Provides affordable coverage to the employee, spouse, and dependents. Determines affordability based on the employer's primary location ZIP Code.</p> <ul style="list-style-type: none"> <li>1R</li> </ul> <p>Individual coverage HRA. Doesn't provide affordable coverage.</p> <ul style="list-style-type: none"> <li>1S</li> </ul> <p>Individual coverage HRA. Offered to employees who weren't full-time for any month of the calendar year.</p> <ul style="list-style-type: none"> <li>1T</li> </ul> <p>Individual coverage HRA. Provides affordable coverage to the employee and spouse. Determines affordability based on the employee's primary residence ZIP Code.</p> <ul style="list-style-type: none"> <li>1U</li> </ul> <p>Individual coverage HRA offered to employee and spouse. Uses the employer's primary employment location ZIP Code affordability safe harbor.</p> <p>Alternately, you can use the ACA Override Upload task to override the line 14 data. For further info, see ACA Override Upload in the Help Center.</p> <p><b>Note:</b> You might also need to set the minimum essential coverage and Minimum value for your benefit plan. For further info, see Configure for Affordable Care Act Reporting in the Help Center.</p>
15	Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	<p>Value is derived by the report flow</p> <p>Use the ACA Override Upload task to override any incorrect values. For further info, see ACA Override Upload in the Help Center.</p>
16	Applicable Section 4980H Safe Harbor	<p>The report process uses this hierarchy to determine the appropriate Safe Harbor value.</p>

Form line	Form label	Where you set it
		<ul style="list-style-type: none"> <li>• 2A  Not employed for any days in the reporting month.</li> <li>• 2B  One of the following.                             <ul style="list-style-type: none"> <li>○ The employee isn't an ACA full-time employee for the month and didn't enroll in minimum essential coverage (if offered).</li> <li>○ The employee:                                     <ul style="list-style-type: none"> <li>i. Is an ACA full-time employee for the month.</li> <li>ii. Their offer of coverage (or coverage if the employee was enrolled) ended before the last day of the month. It ended solely because the employee terminated employment during the month.</li> </ul> </li> </ul> </li> <li>• 2C  Employee with an active assignment is enrolled in the offered coverage.  Use the ACA Override Upload task to override value 2C for employees. For further info, see ACA Override Upload in the Help Center.</li> <li>• 2D  Employee's <b>ACA Full Time</b> is set to <b>No</b>, and their <b>Limited Nonassessment Period</b> is set to <b>Yes</b>.  To use codes 2E, 2F, 2G, or 2H, use <b>Safe Harbor Override</b> on the Employment task to override this value at the employee level.  Alternately, use the ACA Override Upload task to override any incorrect values. For further info, see ACA Override Upload in the Help Center.</li> </ul>

### PART III

This section provides info about your self-funded health coverage (if any), including the covered individuals' names, SSNs, and dates-of-birth. The report flow automatically completes this section if you have employees or other individuals enrolled in employer-sponsored self-insured health coverage.

Form line	Form label	Where you set it
(a)	Name of covered individual	1. Person task

Form line	Form label	Where you set it
		<b>2. Contacts</b> <ul style="list-style-type: none"> <li>○ Last Name</li> <li>○ First Name</li> </ul>
(b)	SSN	<b>1. Person task</b> <b>2. Contacts</b> <b>3. TIN Number</b>
(c)	DOB	<b>1. Person task</b> <b>2. Contacts</b> <b>3. Date of Birth</b>
(d)	Covered all 12 months	Value is derived by the report flow
(e)	Months of Coverage	Value is derived by the report flow if you don't select <b>Covered all 12 months</b>  Use the ACA Override Upload task to update coverage info for the employees and dependents. For further info, see ACA Override Upload in the Help Center.

*Related Topics*

- [Configure Affordable Care Act Reporting](#)

## Identify and Update Assignments for ACA Reporting

As part of your ACA reporting, you must regularly review your employees' eligibility and update their assignments appropriately.

### Before you begin

Be sure you have completed all ACA reporting configuration steps. For further info, see [Configure for Affordable Care Act Reporting](#) in the Help Center.

### If this is your first reporting year

If you implemented Oracle Cloud during this reporting year, make sure your employees' hours worked balances for the entire year are available to the ACA reporting processes. For employees experiencing an eligibility change during the reporting year, you must also have their hours worked balances for the prior year.

The payroll process automatically captures this info during the payroll run, but you must make sure you uploaded the legacy hours-worked data before your implementation.

1. Perform a balance initialization for the ACA Employee Eligible Hours balance as of the first month of the lookback period.

For further info, see Oracle Cloud Human Capital Management for the United States: Balance Initialization (1912298.1) on My Oracle Support.

2. Perform balance adjustments for the subsequent months before your first Oracle Cloud payroll run.

For further info, see Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.

**Note:** You don't specify a balance dimension. Elements are loaded as of a specific date during the balance initialization and adjustments.

*Related Topics*

- [Configure Affordable Care Act Reporting](#)
- [Overview of Affordable Care Act Reporting](#)

## Overview of Affordable Care Act Reporting

Use the reports and processes provided by Oracle to generate and submit your annual Affordable Care Act (ACA) forms.

**Note:** Oracle Fusion HCM doesn't support Consolidated Omnibus Budget Reconciliation Act (COBRA) ACA reporting. ACA reporting isn't supported for retirees.

Follow these steps to generate and submit your ACA forms to the IRS.

What you do	Check here for more info
Make sure your organization and person info are up-to-date.	Configure for Affordable Care Act Reporting in the Help Center
Check your employees' assignments for ACA eligibility, and make necessary updates.	Identify and Update Assignments, below
Run the Archive End-of-Year ACA flow.	How You Run the Archive, below
Use its audit report to evaluate the archived data.	How You View the Archive Audit, below
Fix the info reported by the audit report.	How You Fix Your ACA Info, below
Rerun the archive if needed.	



What you do	Check here for more info
Generate Form 1095-C, and check your results.	How You Generate Form 1095-C and View the Results, below
Generate the Form 1094-C, and submit it.	How You Generate the Form 1094-C Electronic Data File, below
Make changes to the manifest file as needed and submit it.	How You Configure the 1094-C Manifest File and Submit Your Data, below  <b>Note:</b> Before submission, you must be registered with the ACA Information Returns (AIR) electronic filing system. For further info, see Affordable Care Act Information Returns System in the Help Center.

## Identify and update assignments

You must periodically evaluate your employees' ACA eligibility and make the appropriate updates. Run it on consecutive time periods to ensure no days are missed. Running it weekly is recommended and monthly at the maximum.

**Note:** When running the process at the end of the calendar year, its end date must be December 31 to ensure the process applies the year correctly. You would then perform the next run with a January 1 start date.

For further info, see Identify and Update Assignments for ACA Reporting in the Help Center.

There are two methods for evaluating and updating employee assignments.

Method	What it does
ACA Eligibility Process	This evaluates each employee to determine their eligibility and then updates their ACA assignment fields appropriately.  For further info, see ACA Eligibility Process in the Help Center.  <b>Note:</b> You can set initial values for most of these fields through the Employment task.  This process doesn't update the <b>Reporting Establishment</b> or <b>Safe Harbor</b> fields.  For further info, see Configure for Affordable Care Act Reporting in the Help Center.
HCM Data Loader (HDL)	Perform a mass upload of the ACA legislative flex fields using HDL. Do this for cases like: <ul style="list-style-type: none"> <li>You have employees that were on-boarded due to a merger or acquisition, and you don't want their hire date to follow the eligibility processing logic.</li> <li>You want to update the ACA fields for employees that were excluded from the ACA Eligibility Process.</li> </ul>

To update your employees' ACA eligibility with the ACA Eligibility Process:

1. Run this flow in Draft mode.
2. Audit the proposed updates.

To review the process's output file:

- a. Start the Person Process Results task.
  - b. Click the process name's link.
  - c. In **Output and Log Files**, open the **US ACA Eligibility.txt** file.
3. Use the Employment task to make any necessary changes.

For further info, see Configure for Affordable Care Act Reporting in the Help Center.

4. Run the process again in Final mode. This applies the actual assignment updates.

The type of assignment update depends on the effective date of the change.

- o **Correct:** Last assignment start date is the same as the effective date from the process.
- o **Update:** Process effective date is later than the last assignment start date.
- o **Update Insert:** Process assignment update date is later than the current assignment but prior to a future dated assignment change.

## How you run the archive

The archival flow picks all employees who have an active assignment during the calendar year.

1. If you have already run the archive for this reporting year, roll back the flow before running the archive again. This makes sure you have the latest software updates and are including all corrections to historical data.
2. Run the Archive End-of-Year ACA Information extract from the Submit a Flow task. For further info, see Archive End-of-Year ACA Information in the Help Center.
3. Click **Submit**.
4. Continue with How You View the Archive Audit below.

## How you view the archive audit

The archive flow generates audit reports for the 1094-C and 1095-C reports.

To view these reports:

1. When the flow completes, click **Archive End-of-Year ACA Information** in **Tasks**.
2. In **Person Process Results**, view the employees processed.
3. In **Output and Log Files**, select the file to view.
  - o 1094Audit.txt
  - o 1095Audit.txt
4. Click **Download**.
5. Save the audit report as a .csv file, and open it in a spreadsheet application, such as Microsoft Excel.
6. Review the audit report.
7. If you find any discrepancies, continue with How You Fix Your ACA Info below. Otherwise, you can skip to How You Generate Form 1095-C and View the Results.

## How you fix your ACA info

After you have run the Archive End-of-Year ACA flow, use the audit report to evaluate the archived data. If anything is incorrect, use the ACA Override Upload task to correct it. For further info, see ACA Override Upload in the Help Center.

Fields that often need fixing are:

- Coverage information values for employees
- Employee share of lowest cost
- Offer of Coverage
- Section 4980H Safe Harbor and Other Relief - Code 2C

To set overrides for your employees' ACA values:

1. Roll back the Archive End-of-Year ACA Information flow if you have already run it for this calendar year.
2. Start the Person Data Loader task.
3. Start the ACA Override Upload task.
  - a. From **Benefits Administration**, click **Evaluation and Reporting**.
  - b. Click **Person Data Loaders**.
  - c. Click **Go to Task** for the ACA Override Upload task.

It opens a Microsoft Excel spreadsheet where you can enter the overrides.

4. Specify values for the following.

Field name	What you enter
Effective Date	Enter the last day of the reporting year, such as 12/31/2017 for 2017.
Changed	Populated automatically.
Status	Populated automatically.
Person Number	Enter the person number of the employee requiring the change.
Participant First Name	Enter the first name of the employee.
Participant Last Name	Enter the last name of the employee.
Contact First Name	If you select <b>Covered Individuals - Dependent</b> for <b>ACA Report Line Number</b> below, enter the contact person's first name.  If not, leave blank.
Legal Entity	Select the appropriate legal entity name.

Field name	What you enter
ACA Report Line Number	<p>The line corresponding to the value you're overriding. Create a separate row for each value you're overriding.</p> <p>For example, use Line 14 to override the Offer of Coverage and Line 15 to override the Employee share of lowest cost. To enter overrides for both, you would create 2 rows for the same employee:</p> <ul style="list-style-type: none"> <li>○ <b>Offer of Coverage</b></li> <li>○ <b>Employee share of lowest cost</b></li> </ul> <p>For Line 14, <b>Offer of Coverage</b>, valid values are:</p> <ul style="list-style-type: none"> <li>○ 1A</li> <li>○ 1B</li> <li>○ 1C</li> <li>○ 1D</li> <li>○ 1E</li> <li>○ 1F</li> <li>○ 1H</li> <li>○ 1I</li> <li>○ 1J</li> <li>○ 1K</li> <li>○ 1L</li> <li>○ 1M</li> <li>○ 1N</li> <li>○ 1O</li> <li>○ 1P</li> <li>○ 1Q</li> <li>○ 1R</li> <li>○ 1S</li> <li>○ 1T</li> <li>○ 1U</li> <li>○ 1V Reserved for future use</li> <li>○ 1W Reserved for future use</li> <li>○ 1X Reserved for future use</li> <li>○ 1Y Reserved for future use</li> <li>○ 1Z Reserved for future use</li> </ul> <p>For Line 15, <b>Employee share of lowest cost</b>, the valid value can be any positive number with decimals, such as 10 . 5. If the value is the same for the whole year, then select <b>All 12 Months</b>.</p>

Field name	What you enter
	<p>For Line 16, <b>Section 4980H Safe Harbor and Other Relief</b>, the valid value is <b>2C</b>.</p> <p>For Line 17, <b>ZIP Code</b>, enter an applicable ZIP Code to use to determine affordability. Do this if you have offered the employee individual Health Reimbursement Account (HRA) coverage.</p> <p>For Lines 18 through 22, <b>Covered Individuals - Dependent</b> and <b>Covered Individuals - Employee</b>, valid values are <b>Y</b> or <b>N</b>.</p>
Year	Enter the reporting year. This must be the same year that you ran the archive against.
January through December	<p>Use these fields to enter overrides for specific months.</p> <p>You must provide a value for every month. If you don't enter an override, the report uses the value provided by the ACA Archival Process.</p> <p><b>Note:</b> If the value for Line 15 is the same for all 12 months, you don't need to set an override for each month.</p>
Override Reason	Enter an optional reason.
Delete	<p>Select <b>No</b> to save the override values in the spreadsheet.</p> <p>Select <b>Yes</b> to remove any previous overrides for the employee.</p>
Flagged	Populated automatically.
Key	Populated automatically.

5. Click **Upload** to apply the changes.
6. Run the Archive End-of-Year ACA Information flow to capture your changes.

For further info, see Archive End-of-Year ACA Information in the Help Center.

7. Continue with How You Generate Form 1095-C and View the Results below.

## How you generate Form 1095-C and view the results

To generate the Forms 1095-C from archived data and distribute them to your employees:

1. Run the US 1095-C Employee Report flow.
  - a. From **My Client Groups**, click **Payroll**.
  - b. Click **Submit a Flow**.
  - c. Select your US legislative data group (LDG).
  - d. Search for and select **US 1095-C Employee Report**.
  - e. Enter the required info, and click **Submit**.

For further info, see US 1095-C Employee Report in the Help Center.

2. View the generated output file.
  - a. When the flow completes, click **US 1095-C Employee Report** in **Tasks**.
  - b. In **Person Process Results**, view the employees processed.
  - c. In **Output and Log Files**, select the file to view.
    - i. 1095C.pdf
  - d. Select **Download**.
  - e. Review the report.
  - f. If you find any discrepancies, continue with How You Fix Your ACA Info below.
3. Use the output file to print your Forms 1095-C.

Use the settings on your printer to produce the required output.

- o Two pages, with the form on one page and instructions on another
- o As a two-sided form
- o This requires a duplex printer.
- o On ComplyRight plain white paper stock with instructions on the back, form L1095CBLK500

Because this stock already includes the instructions, you must edit the 1095-C template to remove them from the print. For further info, see Customize the 1095c Template in the Help Center.

**Note:** You can use a standard business #10-C envelope for mailing.

## How you generate the Form 1094-C electronic data file

To generate your employer Form 1094-C electronic data file and submit it to the IRS:

1. Run the US 1094-C Employer Report flow.
  - a. From My Client Groups, click **Payroll**.
  - b. Click **Submit a Flow**.
  - c. Select your US LDG.
  - d. Search for and select **US 1094-C Employer Report**.
  - e. Enter the required info, and click **Submit**.

For further info, see US 1094-C Employer Report in the Help Center.

2. View the generated output file.
  - a. When the flow completes, click **US 1094-C Employer Report** in **Tasks**.
  - b. In **Person Process Results**, view the employees processed.
  - c. In **Output and Log Files**, select the file to view.
    - 1094C.xml
    - Manifest 1094C.xml
  - d. Select **Download**.
  - e. Review the reports.
  - f. If you find any discrepancies, continue with How You Fix Your ACA Info below.
3. Continue with How You Configure the 1094-C Manifest File and Submit Your Data below.

## How you configure the 1094-C manifest file and submit your data

The Manifest file contains the ACA business header and request manifest details.

1. Update the following in the manifest file.
  - o UniqueTransmissionId
  - o ChecksumAugmentationNum
  - o AttachmentByteSizeNum

For further info, see [Configure the 1094-C Transmission Manifest](#) in the Help Center.

2. Use the AIR electronic filing system to transmit your ACA data to the IRS. This involves uploading the information returns to the channel as XML files through your ACA transmitter's Web browser.

For further info, see [Affordable Care Act Information Returns System](#) in the Help Center.

### Related Topics

- [ACA Eligibility Process](#)
- [Affordable Care Act Information Returns System](#)
- [Configure Affordable Care Act Reporting](#)
- [Configure the 1094-C Transmission Manifest](#)
- [How the ACA Flows Obtain Their Info](#)

## State-Specific Configuration for Affordable Care Act Reporting

Because the ACA reporting flow pattern includes support for files in state-specific formats, you must perform additional configuration for some states before you can generate your Affordable Care Act (ACA) reports.

For this state	Do this
California	Enroll for the Minimum Essential Coverage Information Reporting (MEC IR) program. For further info, see the State of California Franchise Tax Board website.

For this state	Do this
New Jersey	Register for a Division of Revenue and Enterprise Services (DORES) account. For further info, see the New Jersey Treasury website.
Rhode Island	In addition to submitting through the ACA Information Returns (AIR) electronic filing system, you must submit the 1094-C Employer Report electronically to the Rhode Island Division of Taxation. For further info, see the State of Rhode Island Division of Taxation Department of Revenue website.
Washington DC	In addition to submitting through the AIR electronic filing system, you must submit the 1094-C Employer Report electronically with the Office of Tax and Revenue (OTR). For further info, see the Washington DC Office of Tax and Revenue website.

## US 1094-C Employer Report

The US 1094-C Employer Report flow uses the latest Affordable Care Act (ACA) archive info to generate the 1094-C electronic data file for all eligible employees in XML format.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US 1094-C Employer Report**.

### Before you start

Run the archive flow to ensure you capture the latest updates of the ACA data. There's no need to run the archive flow again if:

1. You ran it before and issued 1095-C forms to employees.
2. There are no changes to employee or employer data.

Configure the transmission manifest for this reporting cycle. For further info, see [Configure the 1094-C Transmission Manifest](#) in the Help Center.

### Report parameters

#### Year

Enter the reporting year as a 4-digit number, such as **2022**.

#### Legal Employer

Search for and select the legal employer you want to report. The flow uses the ACA info for all employees attached to it.

#### State

Select **CA** to generate a file in XML format for California.

Select **DC** to generate a file in .txt format for Washington DC.

Select **NJ** to generate a file XML format for New Jersey.



Select **RI** to generate a file XML format for Rhode Island.

The report flow includes any employees who lived in these locations for at least 1 day during the reporting year.

### ACA File Type

Identify the transmittal file as either an original or replacement file.

### Receipt ID

If you're generating a replacement file and using the Transmission mode, specify the receipt ID you received after submitting the original data file to IRS.

### Replacement Mode

If you're generating a replacement file:

- Select **Submission** to generate a replacement file for a submission rejected by the IRS.
- Select **Transmission** to generate a replacement file for a rejected transmission by the IRS. This is required only for original records that were rejected.

Leave blank if this is an original file.

### Process Configuration Group

To post Form 1094-C to Document Records, configure a different process configuration group that has the **XML Data Source** parameter set to **N**. Select this process configuration group here when running the 1094-C employer report.

## Report output

To view the output of this flow:

1. Open the **Navigator**, and select **Reports and Analytics** in **Tools**.
2. Click **>>**, and select **Shared Folders**.
3. Expand **Human Capital Management, Benefits, US**, and then **ACA**.
4. For **1094cElectronicFile**.
5. In **Actions**, click **Report History**.
6. In **Filters**, clear the values in **Owner** and **Start Processing**.
7. Click **Search**.
8. Select the name of the report job you want to view.
9. Select **Output Name** in **Output & Delivery**.

### Related Topics

- [Configure the 1094-C Transmission Manifest](#)
- [Configure Affordable Care Act Reporting](#)
- [Overview of Affordable Care Act Reporting](#)
- [Archive End-of-Year ACA Info](#)

## US 1095-C Employee Report

The US 1095-C Employee Report flow uses the latest Affordable Care Act (ACA) archive info to generate the Form 1095-C employee report for all eligible employees. Use this flow to generate the original or replacement 1095-C form.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US 1095-C Employee Report**.

## Before you start

Run the archive flow to ensure you capture the latest updates of the ACA data. There's no need to run the archive flow again if:

1. You ran it before and issued 1095-C forms to employees.
2. There are no changes to employee or employer data.

To roll back the documents posted to Document Records:

1. Roll back the ACA archive.
2. Rerun the archive and 1095-C flow.

## Report parameters

### Year

Enter the reporting year as a 4-digit number, such as **2022**.

### Legal Employer

Search for and select the legal employer you want to report. The flow uses the ACA info for all employees attached to it.

### Reporting Mode

Choose one of the following.

- Select **Draft** to create a draft of this report for data verification purposes.
- Select **Final** to generate the final version of the report. The report flow automatically publishes a copy of the 1095-C to the Document Records.

### Process Configuration Group

To post Form 1095-C to Document Records, configure a different process configuration group that has the **XML Data Source** parameter set to **N**. Select this process configuration group here when running the 1095-C employee report.

## Report output

This flow generates a 1095-C report for all eligible employees as a PDF file. It stores a copy in Document Records for employee access through their **Me** page.

**Note:** This flow doesn't recognize 1095-C document preferences set by the employee.

## Rerun the report

If you are rerunning this report for a previous reporting period, you must roll back the documents already posted to Document Records.

1. Roll back the 1095-C process.
2. Roll back the ACA archive.

3. Rerun the archive and 1095-C process.

*Related Topics*

- [Configure the 1094-C Transmission Manifest](#)
- [Configure Affordable Care Act Reporting](#)
- [Overview of Affordable Care Act Reporting](#)
- [Archive End-of-Year ACA Info](#)

## Application Configuration

### Configure Additional Person Data for the US

The fields in the Person Management areas include all the options required for Human Resources and legislative reporting. However, your organization might require additional options.

For example, you have an employee who identifies as transgender and doesn't feel **Nonbinary** is applicable. You can modify the **Gender** field to include this as an option.

System lookup codes are predefined values you can use for legislative reporting. You can't modify them. However, you can modify their related user lookup codes. Doing so, and then refreshing their mapping, you can use the new values in your reporting.

You can modify the following codes.

These user lookup codes	Map to these system lookup codes	With this lookup type
PER_ETHNICITY  <b>CAUTION:</b> Best practice is to not modify this code. If you do, your EEO reports might be invalid.	ORA_PER_ETHNICITY	Ethnicity
SEX	ORA_PER_SEX	Gender of person
CONTACT	ORA_PER_CONTACT	Relationship
MAR_STATS	ORA_PER_MAR_STATUS	Marital status for person
PER_HIGHEST_EDUCATION_LEVEL	ORA_PER_HIGHEST_EDUCATION_LEVE	Highest education level
PER_NATIONAL_IDENTIFIER_TYPE	ORA_PER_NATIONAL_IDENTIFIER_TY	National identifier type

## Example

You want to add **Transgender** as an option for employee gender self-identification.

1. Modify the SEX user look-up code to include a "Transgender" option.
  - a. Start the Common Lookups task.
  - b. Search for the SEX user lookup type.
  - c. Add a row to the **Sex: Lookup Codes** table.
  - d. Enter the following values in the new row.

Column name	What you enter
Lookup Code	A simple code to represent your new value.  Enter <b>TG</b> .
Meaning	The value as it would appear in the UI.  Enter <b>Transgender</b> .
Description	Provide a meaningful description.
Tag	Enter <b>+US</b> .

- e. Save your work.
2. Map your new type to an existing system type.

If you don't, the user lookup code you configured won't be available in your legislative reports.

- a. Start the Extended Lookup Codes task.
- b. In **Lookup Type**, locate and select **Sex (System Lookup)**.
- c. Add a row to the **Sex (System Lookup): Extended Lookup Codes** table.
- d. Enter the following values in the new row.

Column name	What you enter
Country	Select <b>United States</b> .  <b>Note:</b> If the lookup code is specific to the US, you must select <b>United States</b> . If you don't, the lookup code is global.
Lookup Code	This refers to the system lookup code.

Column name	What you enter
	<p>Select <b>Nonbinary</b>.</p> <p><b>Note:</b> This is mapping your new Transgender option to the existing Nonbinary option. While your new value appears in fields as "Transgender", it appears in reports as "Nonbinary". This maintains the integrity of your EEO and other reporting.</p>
Extended Code	<p>This must match the lookup code you defined above.</p> <p>Enter <b>TG</b>.</p>
Extended Name	<p>This must match the meaning you defined above.</p> <p>Enter <b>Transgender</b>.</p>
All Enterprises	<p>Select <b>Yes</b>.</p>

- e. Save your work.

## Create an Implementation Project for the US

You define setup tasks for organization hierarchy through implementation projects.

To create an implementation project:

1. Sign in using a role that has the profile of a super-user and privileges to create all organizational structures.
2. Select **Setup and Maintenance** from the Navigator.
3. Click **Manage Implementation Projects**.
4. Click **Create**.
5. Provide a name and start date for your project, and click **Next**.
6. Select **Workforce Deployment**.

This parent project contains all the tasks to set up HCM organizational structures.

7. For Payroll implementations, select **Payroll**.
8. Click **Save and Open Project**.

### Related Topics

- [Overview of Creating HCM Implementation Users](#)

## Disable Address Validation for the US

When you disable address validation, you disable the US-specific programmatic validation rules. You can disable address validation on through the Manage Features by Country or Territory task.

**Note:** The Manage Geographies task provides predefined rules for validating address structure, format, and values. Disabling address validation doesn't have any impact on these validations.

If you're using the Payroll product extension, never disable this programmatic validation.

For example, suppose you have chosen Human Resources with address validation enabled. During data conversion, you want to temporarily bypass address validation rules to load a batch of worker data. You can achieve this by deselecting the **Address Validation** check box before loading your data. After loading the batch, if the address validation remains disabled, any new address data you enter later could be potentially invalid. Errors can occur in subsequent processes and reports. As a result, you must reenable address validation and update your existing address data to resolve validation errors.

### Related Topics

- [Configure Addresses for the US](#)
- [Manage Geography Info for the US](#)
- [Vertex Data for the US](#)

## Balance Adjustments

### Adjust an Employee's Pennsylvania Act 32 City and School District Taxes

In this example, you have found that an employee hasn't been paying sufficient city and school district taxes for their Pennsylvania PA Act 32 jurisdiction. Therefore, you must adjust these local-level balances.

In this case, the employee:

- Works in Salford Township jurisdiction for the entire year (PSD code 461503)
- Resides in Allentown and Allentown City school district jurisdiction for the entire year (PSD code 390101)

The payroll process under-taxed:

- City tax by \$10
- School district by \$5

You want to make these corrections during your next payroll run.

This involves multiple steps.

What you need to do	How you do it
Ensure you created the eligibility links for the elements	Use the Elements task to verify eligibility links exist for these predefined balances. <ul style="list-style-type: none"> <li>• Residence City Tax</li> <li>• Residence School District Tax</li> <li>• Local Wages and Taxes</li> </ul>
Check the employee balances before you adjust them	Use the Person Results task to confirm the taxes' balance results on the person's SOE.
Adjust the balances	Use the Adjust Individual Balances task to correct these balances.
Verify the adjustments	Use the Person Results task to verify you adjusted the balances correctly.

For further info, see the following sections.

## Create the Eligibility Links

You must ensure you have created the eligibility links for your elements. If not, the elements aren't available for adjustment. In this example, you're adjusting the employee's residence city and school district taxes, as well as the local withheld balances.

To adjust the City Withheld, School Withheld, and Local Withheld balances:

1. View these elements in the Element task.
  - Residence City Tax
  - Residence School District Tax
  - Local Wages and Taxes
2. Make sure you have established eligibility links for them.

## Check the Employee Balances

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

1. Start the Person Results task.
2. Search for and select the employee.
3. Navigate to their statement of earnings.
4. Select the **City or Tax District Tax** balance group, and click **Search**.
5. In the search results, select the **City Withheld** balance.
6. Select the **School District Tax** balance group, and click **Search**.
7. In the search results, select the **School Withheld** balance.
8. Select **Payroll Archive**.
9. Select the **Balance group usage used for archiving local city balances** balance group, and click **Search**.
10. In the search results, select the **Local Withheld** balance.

## Adjust the Balances

You must perform individual adjustments for each balance: city, school, and local.

1. Start the **Adjust Individual Balances** task.
2. Search for and select the employee.
3. Enter the appropriate effective date.  
Choose a date that's relevant to the PSD codes at the time of adjustment.
4. Select the **Residence City Tax** element.
5. For **Tax Calculated**, enter \$10 as the adjustment value for the Allentown city balance to resolve the city withheld shortfall.
6. In **Costing and Payment Details**, enter the following.

Field name	What you select
Include adjustment in payment balance	No
Include adjustment in costing process	No

7. Click **Submit**.
8. Click **OK**.
9. Repeat this process to adjust the School Withheld balance for the Residence School District Tax element.
10. Repeat this process to adjust the Local Withheld balance for the Local Wages and Taxes element. This adjustment is required because the employee's work and residence are in a Pennsylvania PA Act 32 jurisdiction.

**Note:** This applies even if this jurisdiction has only one address.

When you perform this adjustment:

- a. Adjust the same withheld values in the Local Wages and Taxes element that you did in the previous two adjustments.

For example, for a total adjustment of \$15, make these adjustments.

- \$10 for Resident City Withheld
- \$5 for Resident School Withheld

- b. Set the **State** input value to **PA**.

11. Click **Submit**.
12. Click **OK**.

## Verify the Adjustment

To review the balances after the adjustment:

1. Click **Person Results** under **My Client Groups**.
2. Search for and select the employee you adjusted.
3. Click **Show Filters**. Clear the filters so the search displays all results.
4. Enter the date of the adjustment as the process date.
5. Click **OK**.
6. Click **Search**. This displays the details of the processes.



**7.** Confirm the balance adjustment of the City Withheld balance.

The results should show the additional \$10 for the Pay run, Calendar month-to-date, Calendar quarter-to-date, and Calendar year-to-date values. If not, verify the adjustment amounts and correct as required.

**8.** Repeat these steps to confirm the adjustment of the School Withheld balance.

The results should show the additional \$5 for the Pay run, Calendar month-to-date, Calendar quarter-to-date, and Calendar year-to-date values. If not, verify the adjustment amounts and correct as required.

**9.** Repeat these steps to confirm the adjustment of the Local Withheld balance.

The results should show:

- o Total of \$15 for both the city and school district tax adjusted values
- o Additional \$15 for the Calendar year-to-date value

If not, verify the adjustment amounts and correct as required.

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Person-Level Balance Adjustments for the US](#)
- [Verify the Results of a Balance Adjustment for the US](#)

## Adjust an Employee's State Disability Insurance Tax Withholding

In this example, an employee working in New York reports that their State Disability Insurance (SDI) Employee Withheld tax was over-taxed by \$10.

You must adjust the tax and refund the money.

**Note:** If there are also Employer taxes requiring adjustment, you would repeat this process to adjust those balances as well.

This involves multiple steps.

What you need to do	How you do it
Ensure you created the eligibility links for the element	Use the Elements task to verify eligibility links exist for the predefined State Disability Insurance Employee Tax element.
Check the employee balance before you adjust it	Use the Person Results task to confirm the tax's SDI Employee Gross balance results on the person's SOE.
Adjust the balance	Use the Adjust Individual Balances task to correct the SDI Employee Gross balance.
Verify the adjustment	Use the Person Results task to verify you adjusted the SDI Employee Gross balance correctly.
Pay the adjusted monies	Use the Calculate Payroll process to generate the adjustment payments.

What you need to do	How you do it

For further info, see the following sections.

## Create the Eligibility Links

You must ensure you have created the eligibility links for your elements. If not, the element isn't available for adjustment. In this example, you're adjusting the employee's SDI tax. To adjust the SDI Employee value:

1. View the element in the Elements task.
2. Make sure you have established eligibility links for it.

## Check the Employee Balance

Before performing the adjustment, verify the employee's current balance value.

1. Start the Person Results task.
2. Search for and select the employee.
3. Navigate to their statement of earnings.
4. Search for and select the **SDI Employee Gross** balance.
5. View the State Disability Insurance Employee Tax run results to determine the current value and the amount to be adjusted.

## Adjust the Balance

To adjust the SDI Employee Gross balance for the employee:

1. Start the **Adjust Individual Balances** task.
2. Search for and select the employee.
3. Enter the appropriate effective date.
4. Select the State Disability Insurance Employee Tax element.
5. In **Adjustment Values**, enter the adjustments for the appropriate balances.

Because you're adjusting a state-level balance to the same state, you must specify New York for the State context. This links the balance adjustment to the state.

6. In **Costing and Payment Details**, select the following.

Field name	What you select
Include adjustment in payment balance	Yes
Include adjustment in costing process	No

7. Click **Submit**.
8. Click **OK**.

## Verify the Adjustment

To review the balances after the adjustment:

1. Click **Person Results** under **My Client Groups**.
2. Search for and select the employee you adjusted.
3. Click **Show Filters**. Clear the filters so the search displays all results.
4. Enter the date of the adjustment as the process date.
5. Click **OK**.
6. Click **Search**. This displays the details of the processes.
7. Click **Adjust Multiple Balances**. This displays of the adjustments you made.
8. Confirm the balance adjustment.

## Pay the Adjusted Monies

To process the payment and verify the adjustment is correctly refunded:

1. Submit the Calculate Payroll process for the next pay period.
2. Use the Person Results task to verify its results.
3. Submit the Calculate Prepayments process.

For this example, the refunded amount on the payment is:

Net Pay + Adjusted Pay = Check Amount

\$1215.89 + \$10 = \$1225.89

**Note:** You don't need to run the payroll process if you're paying only the adjusted value. In this case:

- a. Run the prepayment process. This picks up the adjustment amount.
- b. Pay the adjustment amount through check or electronic funds transfer.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Person-Level Balance Adjustments for the US](#)
- [Verify the Results of a Balance Adjustment for the US](#)

## Adjust an Employee's State Taxes After a Jurisdiction Correction

In this example, you have found an employee with the wrong state jurisdiction configuration. Because of this, their state income taxes (SIT) were deducted for California instead of New York.

Having already corrected the jurisdiction error, you want to perform adjustments to the person's state tax and 401 (k) deductions.

- This person has \$9,318.72 as their subject withholdable income.
- They need to be refunded \$641.38 in California taxes and pay the appropriate amount in New York taxes
- You want to perform these adjustments for your 3/31/2023 quarter-end payroll run.

This involves multiple steps.

What you need to do	How you do it
Ensure you created the eligibility links for the element	Use the Elements task to verify eligibility links exist for the Residence State Income Tax predefined element.
Check the employee balances before you adjust them	Use the Person Results task to confirm the results on the person's SOE for these tax balances. <ul style="list-style-type: none"> <li>• SIT 401k Reductions</li> <li>• SIT Gross</li> <li>• SIT Pretax Reductions</li> <li>• SIT Reduced Subject Withholdable</li> <li>• SIT Subject Withholdable</li> <li>• SIT Withheld</li> </ul>
Adjust the balances	Use the Adjust Individual Balances task to correct the affected balances.
Verify the adjustment	Use the Person Results task to verify you adjusted the balances correctly.
Pay the adjusted monies	Use the Calculate Payroll process for the next pay period to generate the adjustment payments.

For further info, see the following sections.

## Create the Eligibility Links

You must ensure you have created the eligibility links for your elements. If not, the element isn't available for adjustment. In this example, you're adjusting the employee's Residence State Income Tax predefined element.

1. View the element in the Elements task.
2. Make sure you have established eligibility links for it.

## Check the Employee Balances

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

1. Start the Person Results task.
2. Search for and select the employee.
3. Navigate to their statement of earnings.
4. Select the **State Income Tax** balance group, and click **Search**.
5. In the search results, select the balance views of the balances related to SIT.
  - SIT 401k Reductions
  - SIT Gross
  - SIT Pretax Reductions
  - SIT Reduced Subject Withholdable
  - SIT Subject Withholdable
  - SIT Withheld

These balances include **CA** in their references.

6. View the Residence State Income Tax run results. In this case, note the CA state geography code.

## Adjust the Balances

To fix the balances for an employee that was coded for the wrong tax jurisdiction, first go to the **Payroll** work area in **My Client Groups**.

1. Click **Adjust Individual Balances**.
2. Search for and select the employee.
3. Enter **3/31/2023** as the effective date.
4. Select the **Residence State Income Tax** element.
5. Enter the assignment number, if applicable.
6. In **Adjustment Values**, click **Add**.
7. Select **Residence state** as the adjustment element.
8. Select **Residence State Income Tax**.

**Note:** If you don't see the relevant elements here, confirm you set up the element eligibility and that the employee meets the eligibility requirements.

9. Select **CA** as the state.
10. Enter the appropriate balance adjustments to negate the entry to the California jurisdiction.
  - o Gross: -9318.72
  - o Subject withholdable: -9318.72
  - o Reduced subject withholdable: -9318.72
  - o Tax calculated: -641.38
11. In **Costing and Payment Details**, set the following.

Field name	What you select
Include adjustment in payment balance	Yes
Include adjustment in costing process	Yes

12. Click **Submit**.
13. Click **OK**.
14. Repeat this process to perform another adjustment that enters a positive value for the New York SIT deductions.

After you submit the balance adjustments, the task uses the Adjust Multiple Balances flow to submit the changes for the employee. It automatically generates a name for the flow that includes the name of the employee and the date of the balance adjustment. For example, if you performed an adjustment for Patricia Smith on March 31, it would name the flow Balance\_Adjustment\_Patricia\_Smith\_2023\_03\_31.

## Verify the Adjustment

To review the balances after the adjustment:

1. Start the **Person Results** task.
2. Search for and select the employee you adjusted.

3. Click **Show Filters**, and click **Clear**.  
This displays all search results.
4. Enter **3/31/22** as the process date.
5. Click **OK**.
6. Click **Search**.  
The task displays the process details according to your search criteria.
7. Click **Adjust Multiple Balances** to view the details of the adjustments you made.  
The California deductions should be refunded, and the appropriate New York taxes deducted.

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Person-Level Balance Adjustments for the US](#)
- [Verify the Results of a Balance Adjustment for the US](#)

## Adjust an Employee's Union Dues Voluntary Deduction

In this example, you created a voluntary deduction element for union dues. However, the payroll process has over-deducted an employee by \$20, so you must adjust the balance and refund their money.

This involves multiple steps.

What you need to do	How you do it
Ensure you created the eligibility links for the element	Use the Elements task to verify eligibility links exist for the union dues voluntary deductions element.
Review the balance feed	Use the Balance Definitions task to review the balance feed. This identifies the elements feeding the balance.
Check the employee balance before you adjust it	Use the Person Results task to confirm the tax's Employee Union Dues balance results on the person's SOE.
Adjust the balance	Use the Adjust Individual Balances task to correct the Employee Union Dues balance.
Verify the adjustment	Use the Person Results task to verify you adjusted the Employee Union Dues balance correctly.
Pay the adjusted monies	Use the Calculate Payroll process generate the adjustment payments.

For further info, see the following sections.

### Before You Begin

For this example, assume you have defined a Voluntary Deductions element for union dues. In this case, you want the employee to receive a \$25 deduction per weekly pay period.

For the base element, you have performed the following configuration.

1. You defined it with the following values.

Parameter on the element template	What you enter
Legislative Data Group	Your US LDG
Primary Classification	Voluntary Deductions
Secondary Classification	Union Deductions
Name	Employee Union Dues
Reporting Name	Employee Union Dues
Description	Employee Union Dues
Effective Date	Any date after 1950, but before the effective date of the balance adjustment, such as 01/01/1970
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date
Input Value Default	25.00

2. You created the element eligibility for this element.
3. For the base element's Results indirect element, you have done the following.
  - a. Created the element eligibility link.
  - b. Deselected **Accept Results from formulas only**.

## Review the Balance Feed

1. Use the Balance Definitions task to review the balance feed.

For this example, the Employee Union Dues Results element feeds the primary balance of the Employee Union Dues base element.

## Check the Employee Balance

For this example, you ran the weekly payroll five times before becoming aware of the overpayment. This has resulted in a year-to-date value of \$125 for the Employee Union Dues balance.

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

1. Start the View Person Process Results task.
2. Search for and select the employee.
3. Navigate to their statement of earnings.
4. Search for and select the **Employee Union Dues** balance.
5. View the Employee Union Dues run results to determine the current value and the amount to be adjusted.

## Adjust the Balance

To adjust the Employee Union Dues balance for the employee:

1. Start the **Adjust Individual Balances** task.
2. Search for and select the employee.
3. Enter the appropriate effective date.
4. Select the Employee Union Dues Results element.
5. In **Adjustment Values**, enter the adjustments for the appropriate balances.

In this case, enter -20.00 as the **Pay Value**.

6. In **Costing and Payment Details**, enter the following.

Field name	What you select
Include adjustment in payment balance	Yes
Include adjustment in costing process	Yes

7. Click **Submit**.
8. Click **OK**.

## Verify the Adjustment

To review the balances after the adjustment:

1. Click **Person Results** under **My Client Groups**.
2. Search for and select the employee you adjusted.
3. Click **Show Filters**. Clear the filters so the search displays all results.
4. Enter the date of the adjustment as the process date.
5. Click **OK**.



6. Click **Search**. This displays the details of the processes.
7. Click **Adjust Multiple Balances**. This displays of the adjustments you made.
8. Confirm the balance adjustment.

## Pay the Adjusted Monies

To process the payment and verify the adjustment is correctly refunded:

1. Submit the Calculate Payroll process for the next pay period.
2. Use the Person Results task to verify its results.
3. Submit the Calculate Prepayments process.

For this example, the refunded amount on the payment is:

Net Pay + Adjusted Pay = Check Amount

\$1217.27 + \$20 = \$1237.27

**Note:** You don't need to run the payroll process if you're paying only the adjusted value. In this case:

- a. Run the prepayment process. This picks up the adjustment amount.
- b. Pay the adjustment amount through check or electronic funds transfer.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Person-Level Balance Adjustments for the US](#)
- [Verify the Results of a Balance Adjustment for the US](#)

## Adjust Individual Balances for the US

There are three methods for adjusting individual balances.

- Adjust Individual Balances task
- Person Results task
- Balance Results task

After performing the adjustment, verify it with the Payroll Process Results task.

For further info, see the following sections.

### Adjust Individual Balances Task

Use the Adjust Individual Balances task to:

- Adjust balances for elements that you have processed during:
  - Payroll run
  - Balance initialization
- Create balance results for elements that haven't been processed during either of those operations

- Correct balance tax dimensions or tax jurisdictions

## Person Results Task

Use the Person Results task when you need to adjust element entries that:

1. Are already associated with a person
2. Their contexts don't require updates

**Note:** Don't use this method if:

- The person doesn't yet have an element entry to adjust

For example, the element was never assigned to the person and hasn't been processed in any of their previous payrolls.

- The element's input value contexts need to be updated

In these cases, use the Adjust Individual Balances task. For further info, see the previous section.

## Adjust Balances Action

Use **Adjust Balances** on the Balance Results page when you need to adjust element entries that:

1. Are already associated with a person
2. Have contexts that don't require updates

## Verify the Adjustment

After making the adjustments, use the Payroll Process Results task to verify the correct adjusted values.

If you set the adjustment to be refunded in the employee's payment, the payment amount includes the adjusted amount.

You can verify the amount in the employee's payment once a prepayment process runs for an effective date that includes the date of the adjustment.

For further info, see [Verify the Results of a Balance Adjustment for the US](#) in the Help Center.

### *Related Topics*

- [Balance Adjustment Prerequisites for the US](#)
- [Overview of Balance Adjustments for the US](#)
- [Person-Level Balance Adjustments for the US](#)
- [Verify the Results of a Balance Adjustment for the US](#)

## Adjust Multiple Tax Balances for the US

Use the Adjust Multiple Tax Balances task when you need to adjust multiple tax balances for a single employee.

Use this feature to enter common payroll transactions such as third-party sick pay, stock option exercises, and moving and relocation transactions. You can:

1. Enter all person and balance adjustment details.

2. Review before and after results.
3. Submit the transaction from a single page.

## How to Use This Task

Before you can run this task, you must have enabled its UI. For further info, see the next section.

1. Start the Adjust Multiple Tax Balances task.
2. Search for and select the person needing the adjustment.
3. Enter or select the required values in **Person Details**.

Field label	How you use it
Effective Date	Enter the date of the adjustment.
Payroll	Select the payroll and pay period of the results you are adjusting.  The default is the person's payroll for the effective date. If the person has more than one, you can select a different one.
Payroll Period	This is derived based on the payroll and the effective date.
Tax Reporting Unit	Select the tax reporting unit (TRU) associated with the adjustment. This defaults to the person's TRU as of the effective date.
Consolidation Group	Select the consolidation group associated with the adjustment. This defaults to the consolidation group as of the effective date.

4. Enter or select the required values in **Gross-to-Net**.

This section identifies the element you are adjusting as well as the gross and net adjustment values. The process uses this to determine the amount of the tax balance adjustment.

For example, if you enter \$5,000 gross and \$4,000 net, the tax adjustment would be \$1,000.

Field label	How you use it
Element Name	Select the Results element you are adjusting.  This field lists only elements applicable to the selected employee.
Gross Adjustment Value	Use these fields to identify the tax amount you are adjusting.
Net Adjustment Value	For example, if you set the gross amount as \$5,000 and the net as \$4,000, the tax amount to adjust is \$1,000.

5. Identify the employee tax balances that were withheld and require adjustment in **Employee Tax**.

This section identifies the employee tax balances that were withheld and require adjustment as well as their required contexts, such as state, county, and city. This section accumulates the tax adjustment amounts to make sure the total equals your adjustment amount.

**Note:** **Unallocated Taxes** represents the remaining tax amount that still needs adjustment. You can't click **Continue** until this value is \$0.

To select the balances:

- a. Click **Add**.
- b. Select the appropriate employee tax balance.  
Based on what you select, other fields might become available.  
For example, if you select a state-level tax, you can select the state.
- c. Enter an amount.
- d. Enter other context values as needed.
- e. Repeat for any other employee tax balances until **Unallocated Taxes** equals \$0.

After you allocate all taxes, you can proceed with the adjustment.

6. Identify any employer tax balances that were withheld and require adjustment in **Employer Tax**.

- a. Click **Add**.
- b. Select the appropriate employer tax balance.  
Based on what you select, other fields might become available.
- c. Enter an amount.
- d. Enter other context values as needed.

**Taxable or Reduced Subject Wage** shows the amount being used to calculate the employer tax. It's informational to the user.

- e. Repeat for any other employer tax balances.

7. In **Calculation Review**, click **Calculate**.

This button isn't available until **Unallocated Taxes** equals \$0.

This displays an analysis of how your entries affect the various tax balances.

Section	How you use it
Balances Prior to Adjustment	Review the balance details as they are before adjustment.
Tax Adjustments	Review the balance details as they would be after adjustment. Click <b>Edit</b> to make manual changes to individual balance adjustments.  Based on the amount you enter in <b>Gross-to-Net</b> , all applicable balances are automatically calculated and displayed here (for example, Gross, Subject Withholdable, Reduced Subject Withholdable).

Section	How you use it
	<b>Calculated Tax</b> represents either the employee tax withheld or the employer liability, depending on if it's an employee or employer tax.

8. In **Costing and Payment**, designate whether to include adjustments in the costing or payment processes. These boxes aren't available until **Unallocated Taxes** equals \$0. For costing, the values you enter are overrides.
9. In **Comments**, select a reason for the adjustment. This list is extensible by the user.
10. Review the changes. If they are acceptable, click **Submit**. This submits the balance adjustment entries to the balance adjustment process.
11. Use the Balance Exception Report to determine if any limits are exceeded. For further info, see Balance Exception Report for the US in the Help Center.

## What the Task Does

Here's what Adjust Multiple Balances does:

1. Based on the values you set, it determines which balances and dimensions to update.
2. It uses the **Adjust Multiple Balances** flow to submit the changes for the employee.
3. It generates a name for the flow that includes the name of the employee and the date of the balance adjustment.
4. It performs gross-to-net adjustments to a selected Results element belonging to one of these primary classifications.
  - o Absences
  - o Imputed Earnings
  - o Standard Earnings
  - o Supplemental Earnings

**Note:** The element you adjust must be applicable to the user you select and have eligibility configured.

## How You Enable This Task

Before you can run this task, you must enable the interface. This involves multiple steps.

1. Configure the profile options.
2. Create the Adjust US Tax Balances role.
3. Assign the security profiles to the role.
4. Attach the role to your users.
5. Confirm the Adjust Multiple Tax Balances UI is available.

For additional info, see Oracle Applications Cloud: Securing Applications Guide on the Help Center.

### Configure the Profile Options

1. Start the **Manage Administrator Profile Values** task.

2. Ensure the following profile option codes contain **Y** in **Profile Value**.
  - ORA\_PAY\_PAYROLL\_ADMIN\_PHASE\_2\_RESPONSIVE\_ENABLED
  - HCM\_RESPONSIVE\_PAGES\_ENABLED
  - HCM\_SAVE\_CHANGES\_WARNING\_ENABLED
3. If required for any missing profile values, perform the following to set the profile option codes to **Y**.
  - a. Click **New** to add a profile value.
  - b. Select **Site** as the profile level.
  - c. Enter **Y** for **Profile Value**.
4. Click **Save and Close**.

### Create a Role for the Adjust US Tax Balances Task

1. In **Tools**, start the Security Console.
2. Click **Roles**, and then click **Create Role**.
3. Enter a role name and a role code.
4. Select **HCM - Job Roles** as the role category.
5. Click **Next**, **Next**, and **Next**.
6. In the Role Hierarchy task, click **Add Role**.
7. In **Add Role Membership**, search for and select **Adjust US Tax Balances**.
8. Click **Add Role Membership** and then **Cancel**.
9. Click **Next** and then **Next**.
10. Click **Save and Close**.

### Assign the Security Profiles

1. Start the Data Roles and Security Profiles task.
2. Search for the role you created.
3. Click **Edit** and then **Yes**.
4. Click **Next** and then **Next**.
5. Start the Security Criteria task.
6. Select an LDG security profile, such as **View All Legislative Data Groups**.
7. Select a person security profile, such as **View All People**.
8. Click **Next** and then **Next**.
9. Click **Submit**.

### Attach the New Role to Users

1. In **Tools**, start the Security Console.
2. Click **Users** and then **Create Role**.
3. Search for and select the user requiring the role.
4. Click **Edit** and then **Add Role**.
5. Search for the newly created role, and then click **Add Role Membership**.
6. Click **Done** and then **Save and Close**.

### Confirm the User Interface Is Available

1. Sign in with user credentials having the role and the assigned security profiles.
2. Start the Adjust Multiple Tax Balances task.

*Related Topics*

- [Balance Adjustment Prerequisites for the US](#)
- [Overview of Balance Adjustments for the US](#)
- [Balance Exception Report for the US](#)

## Balance Adjustment Prerequisites for the US

Before performing a balance adjustment, you must have completed these tasks.

**Sample Table**

What you need to do	How you do it
Complete the setup of your organization	For further info, see Define Enterprise Structures for the US in the Help Center.
Create definitions for your employees, and attach payrolls to them	<p>This occurs when you perform the Hire an Employee task for the person.</p> <p>Use the Employment task to assign a payroll to a person definition that doesn't already have one.</p> <p>For further info, see Personal Payroll Info for the US in the Help Center.</p>
Establish eligibility links	<p>To perform adjustments on an element, you must have created their eligibility links.</p> <p>For further info, see Element Eligibility in the Help Center.</p>
Establish balance feeds	<p>To perform adjustments on an element, you must have created an eligibility link.</p> <p>If you're performing a balance adjustment on an employee tax element, you must create balance feeds for these balances.</p> <ul style="list-style-type: none"> <li>• Net Pay</li> <li>• Gross Pay</li> <li>• Any balances associated with the employee tax-deduction element</li> </ul> <p>For example, if you're adjusting an employee tax deduction, you configure balance feeds for:</p> <ul style="list-style-type: none"> <li>• Net pay</li> <li>• Gross pay</li> <li>• Balances associated with the Employer Liability element</li> </ul> <p>However, if you were performing a balance adjustment for a 401(k) deferred compensation element, no action is needed. The Elements task automatically sets up the necessary balance feeds for elements of that type.</p> <p>For further info, see Balance Feeds for the US in the Help Center.</p>

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Define Enterprise Structures for the US](#)
- [Personal Payroll Info for the US](#)

## Balance Category Eligibility for Initialization and Adjustment for the US

There are four categories of balances eligible for initialization and adjustment. Each has its own adjustment requirements.

- Legislative balances
- User-defined balances
- Summary-level balances
- Miscellaneous balances

For further info, see US Legislative Balances in the Help Center.

When identifying these balances, consider the following.

Issue	Considerations
Overtime balances	<ol style="list-style-type: none"> <li>1. When initializing balances related to the overtime base rate, you must also initialize these balances.                             <ul style="list-style-type: none"> <li>○ Overtime Earnings</li> <li>○ Overtime Hours</li> <li>○ Total Overtime Earnings</li> <li>○ Total Overtime Hours</li> </ul> </li> <li>2. Perform the Overtime balance initialization for mid-pay period conversions whenever the payroll period start date overlaps with the overtime period start and end dates.                             <p>You initialize the Overtime and Total Overtime balances with the same values.</p> </li> <li>3. Initialize the Assignment Tax Unit, Balance Date, Time Definition Run dimension for these balances.</li> </ol> <p>For example, for a payroll run using these dates:</p> <ul style="list-style-type: none"> <li>• Payroll Period Start Date: 1-Jan-17</li> <li>• Overtime Period Dates: 25-Dec -2016 to 01-Jan-2017</li> <li>• Go-Live Date: 01-Jan-2017</li> </ul> <p>You would calculate the following for the overlapping payroll start date and overtime period start and end dates.</p> <ul style="list-style-type: none"> <li>• Blended rate for overtime premium calculation</li> <li>• Overtime Hours balance</li> <li>• Overtime Earnings balance</li> </ul>



Issue	Considerations
	<ul style="list-style-type: none"> <li>Total Overtime Hours balance</li> <li>Total Overtime Earnings balance</li> </ul>
Associated hours balances	<ol style="list-style-type: none"> <li>When initializing balances, you must also initialize any associated hours balances to the base balance (such as Vacation and Vacation Hours).</li> <li>When initializing the hours balances, the dimension must be the same as the associated base balance.</li> </ol>
Inception-to-date balances	<p>When initializing Inception-to-Date balances, the payroll you reference in the batch must:</p> <ol style="list-style-type: none"> <li>Exist in the previous year</li> <li>Have payroll periods defined for that previous year</li> </ol> <p>The process attempts to create a balance initialization in the previous year. The process goes as far back as required to distinguish between the dimensions in the batch.</p> <p>For example, if the batch contains only a period-to-date (PTD) and an inception-to-date (ITD), it must go back only as far as the beginning of an earlier period to be able to satisfy the rows written. However, if there are YTD and ITD lines, it uses the first day in the year for YTD and then looks for a day earlier than that to set the ITD.</p>
Year to Date dimension	<p>All dimension names refer only to the "Year to Date" dimension. You may need to load other periods, depending on your implementation date, such as "Quarter to Date" or "Period to Date". The additional dimensions required depend on when you perform the upload activity and your specific requirements.</p>
Relationship dimension	<p>All dimension names refer to the "Relationship" dimension, establishing a connection with the payroll relationship. Assignment-level dimensions may also be required, depending on the level of the element.</p>
Dimension eligibility	<p>Some dimensions are valid only for specific levels of balances, such as state and local-level taxes.</p> <p>For example, the City Gross balance has the "Relationship Area1,2,3 Year to Date" dimension. It requires this dimension because the Geography area codes 1, 2, and 3 accompanying it identify the jurisdiction to which the balance relates.</p>
Employment model	<p>The payroll process calculates taxes at the relationship level, so it requires initialization of dimensions at this level. However, if you defined other elements at the assignment level, you must initialize dimensions at that level.</p>

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Overview of Balance Initialization for the US](#)

## Balance Limit Validation During Adjustments for the US

The balance adjustment process bypasses any legislative balance validation.

Vertex validation occurs during payroll processing but not during balance adjustment processing. Therefore, legislative limits aren't verified. It's your responsibility to ensure you don't adjust taxable balances beyond the government-regulated limit.

For further info, see Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.

*Related Topics*

- [Overview of Balance Adjustments for the US](#)

## Configure City Tax Residence Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for residence city tax.

For further info, see Use Element Entries for Tax Refund Balance Adjustments for the US in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Residence City Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Resident City Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Resident City Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Resident City Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date

Field name	What you enter
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
City	3		Integer	Yes	Yes	No	No	No
County	2		Integer	Yes	Yes	No	No	No
Deferred Compensation 401K Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	110		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	120		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Dependent Care Reductions	130		Money	Yes	Yes	No	No	No
Exempt Income	50		Money	Yes	Yes	No	No	No
Gross	40		Money	Yes	Yes	No	No	No
Other Pretax Reductions	140		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
Resident PSD Code	301		Integer	Yes	Yes	No	No	No
Section 125 Reductions	90		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	60		Money	Yes	Yes	No	No	No
Tax Calculated	150	Primary output value	Money	Yes	Yes	No	No	No
Tax Collection District Code	302		Integer	Yes	Yes	No	No	No
Work PSD Code	201		Integer	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Residence City Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
City 401k Reductions	Deferred Compensation 401K Reductions	Add
City 403b Reductions	Deferred Compensation 403B Reductions	Add
City 457 Reductions	Deferred Compensation 457 Reductions	Add
City Dependent Care Reductions	Dependent Care Reductions	Add
City Exempt	Excess Income	Add
City Gross	Gross	Add
City Gross Resident	Gross	Add
City Other Pretax Reductions	Other Pretax Reductions	Add
City Pretax Reductions	Deferred Compensation 401K Reductions	Add
City Pretax Reductions	Deferred Compensation 403B Reductions	Add
City Pretax Reductions	Deferred Compensation 457 Reductions	Add
City Pretax Reductions	Dependent Care Reductions	Add
City Pretax Reductions	Other Pretax Reductions	Add
City Pretax Reductions	Section 125 Reductions	Add
City Reduced Subject Withholdable	Reduced Subject Withholdable	Add

Feed these balances	Using these input values	Add or subtract
City Reduced Subject Withholdable Resident	Reduced Subject Withholdable	Add
City Section 125 Reductions	Section 125 Reductions	Add
City Subject Not Withholdable	Subject Not Withholdable	Add
City Subject Not Withholdable Resident	Subject Not Withholdable	Add
City Subject Withholdable	Subject Withholdable	Add
City Withheld	Tax Calculated	Add
City Withheld Resident	Tax Calculated	Add
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subject
Net Payment	Tax Calculated	Subject
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure City Tax Work Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for work city tax. For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Work City Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Work City Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Work City Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Work City Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
City	3		Integer	Yes	Yes	No	No	No
County	2		Integer	Yes	Yes	No	No	No
Deferred Compensation 401K Reductions	130		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	140		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	150		Money	Yes	Yes	No	No	No
Dependent Care Reductions	160		Money	Yes	Yes	No	No	No
Exempt Income	50		Money	Yes	Yes	No	No	No
Gross	40		Money	Yes	Yes	No	No	No
Other Pretax Reductions	170		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
Resident PSD Code	301		Integer	Yes	Yes	No	No	No
Reverse Gross	90		Money	Yes	Yes	No	No	No



Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Reverse Subject Not Withholdable	110		Money	Yes	Yes	No	No	No
Reverse Subject Withholdable	100		Money	Yes	Yes	No	No	No
Section 125 Reductions	120		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	60		Money	Yes	Yes	No	No	No
Tax Calculated	180	Primary output value	Money	Yes	Yes	No	No	No
Tax Collection District Code	302		Integer	Yes	Yes	No	No	No
Work PSD Code	201		Integer	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Work City Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
City 401k Reductions	Deferred Compensation 401K Reductions	Add
City 403b Reductions	Deferred Compensation 403B Reductions	Add
City 457 Reductions	Deferred Compensation 457 Reductions	Add
City Dependent Care Reductions	Dependent Care Reductions	Add
City Exempt	Excess Income	Add
City Gross	Gross	Add
City Gross Nonresident	Gross	Add
City Other Pretax Reductions	Other Pretax Reductions	Add
City Pretax Reductions	Deferred Compensation 401K Reductions	Add
City Pretax Reductions	Deferred Compensation 403B Reductions	Add
City Pretax Reductions	Deferred Compensation 457 Reductions	Add
City Pretax Reductions	Dependent Care Reductions	Add
City Pretax Reductions	Other Pretax Reductions	Add
City Pretax Reductions	Section 125 Reductions	Add
City Reduced Subject Withholdable	Reduced Subject Withholdable	Add
City Reduced Subject Withholdable Nonresident	Reduced Subject Withholdable	Add
City Section 125 Reductions	Section 125 Reductions	Add
City Subject Not Withholdable	Subject Not Withholdable	Add
City Subject Not Withholdable Nonresident	Subject Not Withholdable	Add
City Subject Withholdable	Subject Withholdable	Add

Feed these balances	Using these input values	Add or subtract
City Withheld	Tax Calculated	Add
City Withheld Nonresident	Tax Calculated	Add
Employee Tax Deductions	Tax Calculated	Add
Head Tax Withheld	Tax Calculated	Add
Net	Tax Calculated	Subject
Net Payment	Tax Calculated	Subject
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure County Mental Health Tax Work Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for work county mental health tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Work County Mental Health Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions

Field name	What you enter
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Work County Mental Health Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Work County Mental Health Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Work County Mental Health Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
County	2		Integer	Yes	Yes	No	No	No
Excess	100		Money	Yes	Yes	No	No	No
Exempt	40		Money	Yes	Yes	No	No	No
Gross	110		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	70		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	30	Primary output value	Money	Yes	Yes	No	No	No
Taxable	90		Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Work County Mental Health Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Use the [Balance Definitions](#) task to add the input values as balance feeds to the tax balances. For info on what balances to feed, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure County School District Tax Work Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for work county school district tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Work County School District Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Work County School District Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Work County School District Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Work County School District Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No

Field name	What you enter
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	120		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	130		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	140		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Dependent Care Reductions	150		Money	Yes	Yes	No	No	No
Exempt Income	40		Money	Yes	Yes	No	No	No
Gross	30		Money	Yes	Yes	No	No	No
Other Pretax Reductions	160		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	70		Money	Yes	Yes	No	No	No
Reverse Gross	80		Money	Yes	Yes	No	No	No
Reverse Subject Not Withholdable	100		Money	Yes	Yes	No	No	No
Reverse Subject Withholdable	90		Money	Yes	Yes	No	No	No
School	4		Integer	Yes	Yes	No	No	No
Section 125 Reductions	110		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	170	Primary output value	Money	Yes	Yes	No	No	No



## Use the HCM Data Loader

To define the Work County School District Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Use the Balance Definitions task to add the input values as balance feeds to the tax balances. For info on what balances to feed, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

### *Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure County Tax Residence Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for residence county tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

## Use the Elements Task

You define the element with the same values as your predefined Residence County Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Residence County Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Residence County Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Resident County Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
County	2		Integer	Yes	Yes	No	No	No
Deferred Compensation 401K Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	110		Money	Yes	Yes	No	No	No
Dependent Care Reductions	120		Money	Yes	Yes	No	No	No
Exempt Income	40		Money	Yes	Yes	No	No	No
Gross	30		Money	Yes	Yes	No	No	No
Other Pretax Reductions	130		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	70		Money	Yes	Yes	No	No	No
Section 125 Reductions	80		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Tax Calculated	140	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Residence County Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see Example of Creating Earnings Element for Payroll in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the Use the Elements Task section above.  
For further info, see Example of Updating Payroll Element Definitions in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
County 401k Reductions	Deferred Compensation 401K Reductions	Add
County 403b Reductions	Deferred Compensation 403B Reductions	Add
County 457 Reductions	Deferred Compensation 457 Reductions	Add
County Dependent Care Reductions	Dependent Care Reductions	Add
County Exempt	Excess Income	Add
County Gross	Gross	Add
County Gross Resident	Gross	Add

Feed these balances	Using these input values	Add or subtract
County Other Pretax Reductions	Other Pretax Reductions	Add
County Pretax Reductions	Deferred Compensation 401K Reductions	Add
County Pretax Reductions	Deferred Compensation 403B Reductions	Add
County Pretax Reductions	Deferred Compensation 457 Reductions	Add
County Pretax Reductions	Dependent Care Reductions	Add
County Pretax Reductions	Other Pretax Reductions	Add
County Pretax Reductions	Section 125 Reductions	Add
County Reduced Subject Withholdable	Reduced Subject Withholdable	Add
County Reduced Subject Withholdable Resident	Reduced Subject Withholdable	Add
County Section 125 Reductions	Section 125 Reductions	Add
County Subject Not Withholdable	Subject Not Withholdable	Add
County Subject Not Withholdable Resident	Subject Not Withholdable	Add
County Subject Withholdable	Subject Withholdable	Add
County Withheld	Tax Calculated	Add
County Withheld Resident	Tax Calculated	Add
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subject
Net Payment	Tax Calculated	Subject
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure County Tax Work Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for work county tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Element Task

You define the element with the same values as your predefined Work County Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Work County Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Work County Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Work County Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close

Field name	What you enter
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
County	2		Integer	Yes	Yes	No	No	No
Deferred Compensation 401K Reductions	120		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	130		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	140		Money	Yes	Yes	No	No	No
Dependent Care Reductions	150		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Exempt Income	40		Money	Yes	Yes	No	No	No
Gross	30		Money	Yes	Yes	No	No	No
Other Pretax Reductions	160		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	70		Money	Yes	Yes	No	No	No
Reverse Gross	80		Money	Yes	Yes	No	No	No
Reverse Subject Not Withholdable	100		Money	Yes	Yes	No	No	No
Reverse Subject Withholdable	90		Money	Yes	Yes	No	No	No
Section 125 Reductions	110		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	170		Primary output value	Yes	Yes	No	No	No



## Use the HCM Data Loader

To define the Work County Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the [Use the Elements Task](#) section above.  
For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
County 401k Reductions	Deferred Compensation 401K Reductions	Add
County 403b Reductions	Deferred Compensation 403B Reductions	Add
County 457 Reductions	Deferred Compensation 457 Reductions	Add
County Dependent Care Reductions	Dependent Care Reductions	Add
County Exempt	Excess Income	Add
County Gross	Gross	Add
County Gross Nonresident	Gross	Add
County Other Pretax Reductions	Other Pretax Reductions	Add
County Pretax Reductions	Deferred Compensation 401K Reductions	Add
County Pretax Reductions	Deferred Compensation 403B Reductions	Add
County Pretax Reductions	Deferred Compensation 457 Reductions	Add

Feed these balances	Using these input values	Add or subtract
County Pretax Reductions	Dependent Care Reductions	Add
County Pretax Reductions	Other Pretax Reductions	Add
County Pretax Reductions	Section 125 Reductions	Add
County Reduced Subject Withholdable	Reduced Subject Withholdable	Add
County Reduced Subject Withholdable Nonresident	Reduced Subject Withholdable	Add
County Section 125 Reductions	Section 125 Reductions	Add
County Subject Not Withholdable	Subject Not Withholdable	Add
County Subject Not Withholdable Nonresident	Subject Not Withholdable	Add
County Subject Withholdable	Subject Withholdable	Add
County Withheld	Tax Calculated	Add
County Withheld Nonresident	Tax Calculated	Add
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subject
Net Payment	Tax Calculated	Subject
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Employee Disabilities for the US

Before you assign disabilities to employees, you must define the specific disability types and statuses required for your organization's business needs.

Use the **Manage Common Lookups** task to set the valid entries for these lookups.

Lookup	Field
HRX_US_ADA_TYPE	Type
HRX_US_ADA_STATUSES	Requested Accommodation Status

**Note:** When using the Person task, you select these values using **Type** and **Requested Accommodation Status** in the **Legislative Information** region on the **Disabilities** tab.

Global Human Resources also provides additional person disability lookups you can enable. For further info, see Person Lookups in the Help Center.

### Related Topics

- [Person Lookups](#)

## Configure FIT Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for tax adjustment element for federal income tax (FIT).

**Note:** FIT has no annual taxable limit. For an example of configuring a tax adjustment element with a taxable limit, see Configure SUI Employee Elements for Balance Adjustments in the Help Center.

For further info, see Use Element Entries for Tax Refund Balance Adjustments for the US in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Federal Income Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US legislative data group (LDG), such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions

Field name	What you enter
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Federal Income Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Federal Income Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Federal Income Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default during pay run
Deferred Compensation 401K Reductions	70		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default during pay run
Deferred Compensation 403B Reductions	80		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	90		Money	Yes	Yes	No	No	No
Dependent Care Reductions	100		Money	Yes	Yes	No	No	No
Exempt Income	20		Money	Yes	Yes	No	No	No
Gross	10		Money	Yes	Yes	No	No	No
Other Pretax Reductions	110		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	50		Money	Yes	Yes	No	No	No
Section 125 Reductions	60		Money	Yes	Yes	No	No	No
Subject Not Withholdable	40		Money	Yes	Yes	No	No	No
Subject Withholdable	30		Money	Yes	Yes	No	No	No
Tax Calculated	120	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Federal Income Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

For example, here's how you'd use the **PayrollElementDetails** and **PayrollElementQuestionnaire** sections to define the FIT element.

```
METADATA|PayrollElementDetails|ElementName|ReportingName|Description|LegislativeDataGroupName|
PrimaryClassificationName|SecondaryClassificationName|Category|ElementStartDate
MERGE|PayrollElementDetails|TA Federal Income Tax|TA Federal Income Tax|Element for adjusting
Federal Income Tax|My US LDG|Employee Tax Deductions|||1951/01/01
METADATA|PayrollElementQuestionnaire|ElementName|LegislativeDataGroupName|RuleCode|Rule|Response
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|My US LDG|SpecCurrency|Input Currency|US
Dollar
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Availability Rule|Should every
person eligible for the element automatically receive it?|No
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Hire Process|What is the
earliest entry date for this element?|First Standard Earning Date
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Terminate Process|What is the
latest entry date for this element?|Final Close
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Processing Level|At which
employment level should this element be attached?|Assignment level
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Processing Asg Level|Do you want
the element to be processed at Payroll Assignment level?|Yes
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Recurring Or NonRecurring|Does
this element recur each payroll period, or does it require explicit entry?|Nonrecurring
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|Multiple Entries|Can a person
have more than one entry of this element in a payroll period?|Yes
MERGE|PayrollElementQuestionnaire|TA Federal Income Tax|MY US LDG|CalculationRuleBasic|What is the
calculation rule?|Flat amount
```

- b. Define a DAT file for the required input values. These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

For example, here's how you'd define the **Gross** input value.

```
MERGE|InputValue|1951/01/01||Gross|Y|Y|Money |Y|Y||TA Federal Income Tax|10|My USA LDG|Gross|N
```

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
FIT 401k Reductions	Deferred Compensation 401K Reductions	Add
FIT 403b Reductions	Deferred Compensation 403B Reductions	Add
FIT 457 Reductions	Deferred Compensation 457 Reductions	Add
FIT Dependent Care Reductions	Dependent Care Reductions	Add
FIT Exempt	Exempt Income	Add
FIT Gross	Gross	Add
FIT Other Pretax Reductions	Other Pretax Reductions	Add
FIT Pretax Reductions	Other Pretax Reductions	Add
FIT Pretax Reductions	Section 125 Reductions	Add
FIT Pretax Reductions	Dependent Care Reductions	Add
FIT Pretax Reductions	Deferred Compensation 401K Reductions	Add
FIT Pretax Reductions	Deferred Compensation 403B Reductions	Add
FIT Pretax Reductions	Deferred Compensation 457 Reductions	Add
FIT Reduced Subject Withholdable	Reduced Subject Withholdable	Add
FIT Section 125 Reductions	Section 125 Reductions	Add
FIT Subject Not Withholdable	Subject Not Withholdable	Add
FIT Subject Withholdable	Subject Withholdable	Add
FIT Withheld	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract

Feed these balances	Using these input values	Add or subtract
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure FLI Employee Tax Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employee family leave insurance (FLI) tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Family Leave Insurance Employee Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Family Leave Insurance Employee Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Family Leave Insurance Employee Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Family Leave Insurance Employee Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No



Field name	What you enter
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
FLI Gross	100		Money	Yes	Yes	No	No	No
FLI Reduced Subject Withholdable	280		Money	Yes	Yes	No	No	No
FLI Tax Calculated	350	Primary output value	Money	Yes	Yes	No	No	No
FLI Taxable Income	250		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Family Leave Insurance Employee Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the [Use the Elements Task](#) section above.  
For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Use the Balance Definitions task to add the input values as balance feeds to the tax balances. For info on what balances to feed, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure FUTA Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for Federal Unemployment Tax Act (FUTA).

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

## Use the Elements Task

You define the element with the same values as your predefined Federal Unemployment Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>

Field name	What you enter
Primary Classification	Employer Taxes
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Federal Unemployment Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Federal Unemployment Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Federal Unemployment Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default during pay run
Deferred Compensation 401K Reductions	80		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	100		Money	Yes	Yes	No	No	No
Dependent Care Reductions	110		Money	Yes	Yes	No	No	No
Excess Income	30		Money	Yes	Yes	No	No	No
Exempt Income	20		Money	Yes	Yes	No	No	No
FUTA Taxable	40		Money	Yes	Yes	No	No	No
Gross	10		Money	Yes	Yes	No	No	No
Other Pretax Reductions	120		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
Section 125 Reductions	70		Money	Yes	Yes	No	No	No
State	140		Integer	No	No	No	Yes	Yes
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	130	Primary input value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the FUTA adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for the required input values.  
These are the same input values as described in the [Use the Elements Task](#) section above.  
For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
FIT 401k Reductions	Deferred Compensation 401K Reductions	Add
FIT 403b Reductions	Deferred Compensation 403B Reductions	Add
FIT 457 Reductions	Deferred Compensation 457 Reductions	Add
FIT Dependent Care Reductions	Dependent Care Reductions	Add
FIT Exempt	Exempt Income	Add
FIT Gross	Gross	Add
FIT Other Pretax Reductions	Other Pretax Reductions	Add
FIT Pretax Reductions	Other Pretax Reductions	Add
FIT Pretax Reductions	Section 125 Reductions	Add

Feed these balances	Using these input values	Add or subtract
FIT Pretax Reductions	Dependent Care Reductions	Add
FIT Pretax Reductions	Deferred Compensation 401K Reductions	Add
FIT Pretax Reductions	Deferred Compensation 403B Reductions	Add
FIT Pretax Reductions	Deferred Compensation 457 Reductions	Add
FIT Reduced Subject Withholdable	Reduced Subject Withholdable	Add
FIT Section 125 Reductions	Section 125 Reductions	Add
FIT Subject Not Withholdable	Subject Not Withholdable	Add
FIT Subject Withholdable	Subject Withholdable	Add
FIT Withheld	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Head Tax Work Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for work head tax. For use when the employee's work or residence is in a Pennsylvania Act 32 jurisdiction or in Colorado.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Work Head Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Work Head Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Work Head Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Work Head Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
City	3		Integer	Yes	Yes	No	No	No
County	2		Integer	Yes	Yes	No	No	No
Deferred Compensation 401K Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	110		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	120		Money	Yes	Yes	No	No	No
Dependent Care Reductions	130		Money	Yes	Yes	No	No	No
Exempt Income	50		Money	Yes	Yes	No	No	No
Gross	40		Money	Yes	Yes	No	No	No
Other Pretax Reductions	140		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
Section 125 Reductions	90		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No



Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Subject Withholdable	60		Money	Yes	Yes	No	No	No
Tax Calculated	40	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Work Head Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the Effective As-of Date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
Head Tax Withheld	Tax Calculated	Add
Net	Tax Calculated	Subject
Net Payment	Tax Calculated	Subject
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Medicare Employee Tax Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employee Medicare.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Medicare Employee Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Medicare Employee Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Medicare Employee Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Medicare Employee Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date

Field name	What you enter
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	60		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	70			Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	80			Yes	Yes	No	No	No
Dependent Care Reductions	90			Yes	Yes	No	No	No
Exempt Income	20			Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Gross	10			Yes	Yes	No	No	No
Other Pretax Reductions	100			Yes	Yes	No	No	No
Reduced Subject Withholdable	40			Yes	Yes	No	No	No
Section 125 Reductions	50			Yes	Yes	No	No	No
Subject Withholdable	30			Yes	Yes	No	No	No
Tax Calculated	110	Primary output value		Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Medicare Employee Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add

Feed these balances	Using these input values	Add or subtract
Medicare Employee 401k Reductions	Deferred Compensation 401K Reductions	Add
Medicare Employee 403b Reductions	Deferred Compensation 403B Reductions	Add
Medicare Employee 457 Reductions	Deferred Compensation 457 Reductions	Add
Medicare Employee Dependent Care Reductions	Dependent Care Reductions	Add
Medicare Employee Exempt	Exempt Income	Add
Medicare Employee Gross	Gross	Add
Medicare Employee Other Pretax Reductions	Other Pretax Reductions	Add
Medicare Employee Pretax Reductions	Section 125 Reductions	Add
Medicare Employee Pretax Reductions	Dependent Care Reductions	Add
Medicare Employee Pretax Reductions	Other Pretax Reductions	Add
Medicare Employee Pretax Reductions	Deferred Compensation 401K Reductions	Add
Medicare Employee Pretax Reductions	Deferred Compensation 403B Reductions	Add
Medicare Employee Pretax Reductions	Deferred Compensation 457 Reductions	Add
Medicare Employee Reduced Subject Withholdable	Reduced Subject Withholdable	Add
Medicare Employee Section 125 Reductions	Section 125 Reductions	Add
Medicare Employee Subject Withholdable	Subject Withholdable	Add
Medicare Employee Withheld	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
Tax Deductions	Tax Calculated	Add

Feed these balances	Using these input values	Add or subtract

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Medicare Employer Tax Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employer Medicare.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Medicare Employer Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employer Liabilities
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Medicare Employer Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Medicare Employer Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Medicare Employer Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No

Field name	What you enter
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	60		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	70		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	80		Money	Yes	Yes	No	No	No
Dependent Care Reductions	90		Money	Yes	Yes	No	No	No
Exempt Income	20		Money	Yes	Yes	No	No	No
Gross	10		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Other Pretax Reductions	100		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	40		Money	Yes	Yes	No	No	No
Section 125 Reductions	50		Money	Yes	Yes	No	No	No
Subject Withholdable	30		Money	Yes	Yes	No	No	No
Tax Calculated	110	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Medicare Employer Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employer Liabilities	Tax Calculated	Add



Feed these balances	Using these input values	Add or subtract
Medicare Employer 401k Reductions	Deferred Compensation 401K Reductions	Add
Medicare Employer 403b Reductions	Deferred Compensation 403B Reductions	Add
Medicare Employer 457 Reductions	Deferred Compensation 457 Reductions	Add
Medicare Employer Dependent Care Reductions	Dependent Care Reductions	Add
Medicare Employer Exempt	Exempt Income	Add
Medicare Employer Gross	Gross	Add
Medicare Employer Liability	Tax Calculated	Add
Medicare Employer Other Pretax Reductions	Other Pretax Reductions	Add
Medicare Employer Pretax Reductions	Deferred Compensation 401K Reductions	Add
Medicare Employer Pretax Reductions	Deferred Compensation 403B Reductions	Add
Medicare EmployerPretax Reductions	Deferred Compensation 457 Reductions	Add
Medicare Employer Pretax Reductions	Dependent Care Reductions	Add
Medicare Employer Pretax Reductions	Other Pretax Reductions	Add
Medicare Employer Pretax Reductions	Section 125 Reductions	Add
Medicare Employer Reduced Subject Withholdable	Reduced Subject Withholdable	Add
Medicare Employer Section 125 Reductions	Section 125 Reductions	Add
Medicare Employer Subject Withholdable	Subject Withholdable	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure School District Tax Residence Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for residence school district tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Residence School District Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Residence School District Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Residence School District Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting School District Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level

Field name	What you enter
	<p><b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.</p>
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	110		Money	Yes	Yes	No	No	No
Dependent Care Reductions	120		Money	Yes	Yes	No	No	No
Exempt Income	40		Money	Yes	Yes	No	No	No
Gross	30		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Other Pretax Reductions	130		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	70		Money	Yes	Yes	No	No	No
Resident PSD Code	301		Integer	Yes	Yes	No	No	No
School	4		Integer	Yes	Yes	No	No	No
Section 125 Reductions	80		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	140	Primary output value	Money	Yes	Yes	No	No	No
Tax Collection District Code	302		Integer	Yes	Yes	No	No	No
Work PSD Code	201		Integer	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Residence School District Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
School 401k Reductions	Deferred Compensation 401K Reductions	Add
School 403b Reductions	Deferred Compensation 403B Reductions	Add
School 457 Reductions	Deferred Compensation 457 Reductions	Add
School Dependent Care Reductions	Dependent Care Reductions	Add
School Exempt	Exempt Income	Add
School Gross	Gross	Add
School Other Pretax Reductions	Other Pretax Reductions	Add
School Pretax Reductions	Deferred Compensation 401K Reductions	Add
School Pretax Reductions	Deferred Compensation 403B Reductions	Add
School Pretax Reductions	Deferred Compensation 457 Reductions	Add
School Pretax Reductions	Dependent Care Reductions	Add
School Pretax Reductions	Other Pretax Reductions	Add
School Pretax Reductions	Section 125 Reductions	Add
School Reduced Subject Withholdable	Reduced Subject Withholdable	Add

Feed these balances	Using these input values	Add or subtract
School Section 125 Reductions	Section 125 Reductions	Add
School Subject Not Withholdable	Subject Not Withholdable	Add
School Subject Withholdable	Subject Withholdable	Add
School Withheld	Tax Calculated	Add
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure SDI Employee Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employee state disability insurance (SDI).

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined State Disability Insurance Employee Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA State Disability Insurance Employee Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA State Disability Insurance Employee Tax</b>

Field name	What you enter
Description	Enter a meaningful description, such as <b>Element for adjusting State Disability Insurance Employee Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display Sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation	110		Money	Yes	Yes	No	No	No

Name	Display Sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
403B Reductions								
Deferred Compensation 457 Reductions	120		Money	Yes	Yes	No	No	No
Dependent Care Reductions	130		Money	Yes	Yes	No	No	No
Excess Income	40		Money	Yes	Yes	No	No	No
Exempt Income	30		Money	Yes	Yes	No	No	No
FLI Employee Taxable	250		Money	Yes	Yes	No	No	No
FLI Reduced Subject Withholdable	280		Money	Yes	Yes	No	No	No
FLI Tax Calculated	350		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	140		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
SDI Employee Taxable	50		Money	Yes	Yes	No	No	No
Section 125 Reductions	90		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	60		Money	Yes	Yes	No	No	No



Name	Display Sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Tax Calculated	150	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the State Disability Insurance Employee Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see Example of Creating Earnings Element for Payroll in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the Use the Elements Task section above.  
For further info, see Example of Updating Payroll Element Definitions in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the Effective As-of Date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	FLI Tax Calculated	Add
Employee Tax Deductions	Tax Calculated	Add
Family Leave Insurance Employee Gross	Gross	Add
Family Leave Insurance Employee Reduced Subject Withholdable	FLI Reduced Subject Withholdable	Add
Family Leave Insurance Employee Taxable	FLI Employee Taxable	Add
Family Leave Insurance Employee Withheld	FLI Tax Calculated	Add
Net	FLI Tax Calculated	Subtract

Feed these balances	Using these input values	Add or subtract
Net	Tax Calculated	Subtract
Net Payment	FLI Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
SDI Employee 401k Reductions	Deferred Compensation 401K Reductions	Add
SDI Employee 403b Reductions	Deferred Compensation 403B Reductions	Add
SDI Employee 457 Reductions	Deferred Compensation 457 Reductions	Add
SDI Employee Dependent Care Reductions	Dependent Care Reductions	Add
SDI Employee Excess	Excess Income	Add
SDI Employee Exempt	Exempt Income	Add
SDI Employee Gross	Gross	Add
SDI Employee Other Pretax Reductions	Other Pretax Reductions	Add
SDI Employee Pretax Reductions	Deferred Compensation 401K Reductions	Add
SDI Employee Pretax Reductions	Deferred Compensation 403B Reductions	Add
SDI Employee Pretax Reductions	Deferred Compensation 457 Reductions	Add
SDI Employee Pretax Reductions	Dependent Care Reductions	Add
SDI Employee Pretax Reductions	Other Pretax Reductions	Add
SDI Employee Pretax Reductions	Section 125 Reductions	Add
SDI Employee Reduced Subject Withholdable	Reduced Subject Withholdable	Add
SDI Employee Section 125 Reductions	Section 125 Reductions	Add
SDI Employee Subject Withholdable	Subject Withholdable	Add
SDI Employee Taxable	SDI Employee Taxable	Add

Feed these balances	Using these input values	Add or subtract
SDI Employee Withheld	Tax Calculated	Add
Tax Deductions	FLI Tax Calculated	Add
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure SDI Employer Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employer state disability insurance (SDI).

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined State Disability Insurance Employer Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as My US LDG
Primary Classification	Employer Taxes
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA State Disability Insurance Employer Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA State Disability Insurance Employer Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting State Disability Insurance Employer Tax</b>
Effective Date	1/1/1951

Field name	What you enter
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	110		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	120		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Dependent Care Reductions	130		Money	Yes	Yes	No	No	No
Excess Income	40		Money	Yes	Yes	No	No	No
Exempt Income	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	140		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
SDI Employer Taxable	50		Money	Yes	Yes	No	No	No
Section 125 Reductions	90		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	60		Money	Yes	Yes	No	No	No
Tax Calculated	150	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the State Disability Insurance Employer Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the [Use the Elements Task](#) section above.  
For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employer Liabilities	Tax Calculated	Add
SDI Employer 401k Reductions	Deferred Compensation 401K Reductions	Add
SDI Employer 403b Reductions	Deferred Compensation 403B Reductions	Add
SDI Employer 457 Reductions	Deferred Compensation 457 Reductions	Add
SDI Employer Dependent Care Reductions	Dependent Care Reductions	Add
SDI Employer Excess	Excess Income	Add
SDI Employer Exempt	Exempt Income	Add
SDI Employer Gross	Gross	Add
SDI Employer Liability	Tax Calculated	Add
SDI Employer Other Pretax Reductions	Other Pretax Reductions	Add
SDI Employer Pretax Reductions	Deferred Compensation 401K Reductions	Add

Feed these balances	Using these input values	Add or subtract
SDI Employer Pretax Reductions	Deferred Compensation 403B Reductions	Add
SDI Employer Pretax Reductions	Deferred Compensation 457 Reductions	Add
SDI Employer Pretax Reductions	Dependent Care Reductions	Add
SDI Employer Pretax Reductions	Other Pretax Reductions	Add
SDI Employer Pretax Reductions	Section 125 Reductions	Add
SDI Employer Reduced Subject Withholdable	Reduced Subject Withholdable	Add
SDI Employer Section 125 Reductions	Section 125 Reductions	Add
SDI Employer Subject Withholdable	Subject Withholdable	Add
SDI Employer Taxable	SDI Employer Taxable	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure SIT Residence Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for residence state income tax (SIT).

**Note:** SIT has no taxable limit. For an example of configuring a state tax adjustment element with a taxable limit, see [Configure SUI Employee Elements for Balance Adjustments](#) in the Help Center.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Residence State Income Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Residence State Income Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Residence State Income Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting resident State Income Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.



Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	80		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	100		Money	Yes	Yes	No	No	No
Dependent Care Reductions	110		Money	Yes	Yes	No	No	No
Exempt Income	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	120		Money	Yes	Yes	No	No	No
PR Exempt Income	250		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
Section 125 Reductions	70		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Not Withholdable	50		Money	Yes	Yes	No	No	No
Subject Withholdable	40		Money	Yes	Yes	No	No	No
Tax Calculated	130	Primary output value	Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time

## Use the HCM Data Loader

To define the Residence State Income Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
SIT 401k Reductions	Deferred Compensation 401K Reductions	Add
SIT 403b Reductions	Deferred Compensation 403B Reductions	Add
SIT 457 Reductions	Deferred Compensation 457 Reductions	Add
SIT Dependent Care Reductions	Dependent Care Reductions	Add
SIT Exempt	Exempt Income	Add

Feed these balances	Using these input values	Add or subtract
SIT Gross	Gross	Add
SIT Other Pretax Reductions	Other Pretax Reductions	Add
SIT Pretax Reductions	Other Pretax Reductions	Add
SIT Pretax Reductions	Section 125 Reductions	Add
SIT Pretax Reductions	Dependent Care Reductions	Add
SIT Pretax Reductions	Deferred Compensation 401K Reductions	Add
SIT Pretax Reductions	Deferred Compensation 403B Reductions	Add
SIT Pretax Reductions	Deferred Compensation 457 Reductions	Add
SIT Reduced Subject Withholdable	Reduced Subject Withholdable	Add
SIT Section 125 Reductions	Section 125 Reductions	Add
SIT Subject Not Withholdable	Subject Not Withholdable	Add
SIT Subject Withholdable	Subject Withholdable	Add
SIT Withheld	Tax Calculated	Add
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure SIT Work Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for work state income tax (SIT).

**Note:** SIT has no taxable limit. For an example of configuring a state tax adjustment element with a taxable limit, see [Configure SUI Employee Elements for Balance Adjustments in the Help Center](#).

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US in the Help Center](#).

## Use the Elements Task

You define the element with the same values as your predefined Work State Income Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Work State Income Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Work State Income Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting work State Income Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring

Field name	What you enter
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	110		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	120		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	130		Money	Yes	Yes	No	No	No
Dependent Care Reductions	140		Money	Yes	Yes	No	No	No
Exempt Income	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	150		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
Reverse Gross	70		Money	Yes	Yes	No	No	No
Reverse Subject Not Withholdable	90		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Reverse Subject Withholdable	80		Money	Yes	Yes	No	No	No
Section 125 Reductions	100		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Not Withholdable	50		Money	Yes	Yes	No	No	No
Subject Withholdable	40		Money	Yes	Yes	No	No	No
Tax Calculated	160	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Work State Income Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
SIT 401k Reductions	Deferred Compensation 401K Reductions	Add
SIT 403b Reductions	Deferred Compensation 403B Reductions	Add
SIT 457 Reductions	Deferred Compensation 457 Reductions	Add
SIT Dependent Care Reductions	Dependent Care Reductions	Add
SIT Exempt	Exempt Income	Add
SIT Gross	Gross	Add
SIT Other Pretax Reductions	Other Pretax Reductions	Add
SIT Pretax Reductions	Other Pretax Reductions	Add
SIT Pretax Reductions	Section 125 Reductions	Add
SIT Pretax Reductions	Dependent Care Reductions	Add
SIT Pretax Reductions	Deferred Compensation 401K Reductions	Add
SIT Pretax Reductions	Deferred Compensation 403B Reductions	Add
SIT Pretax Reductions	Deferred Compensation 457 Reductions	Add
SIT Reduced Subject Withholdable	Reduced Subject Withholdable	Add
SIT Section 125 Reductions	Section 125 Reductions	Add
SIT Subject Not Withholdable	Subject Not Withholdable	Add
SIT Subject Withholdable	Subject Withholdable	Add
SIT Withheld	Tax Calculated	Add

Feed these balances	Using these input values	Add or subtract
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Social Security Employee Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employee Social Security.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Social Security Employee Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Social Security Employee Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Social Security Employee Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting TA Social Security Employee Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No



Field name	What you enter
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	80		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	100		Money	Yes	Yes	No	No	No
Dependent Care Reductions	110		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Excess Income	30		Money	Yes	Yes	No	No	No
Exempt Income	20		Money	Yes	Yes	No	No	No
Gross	10		Money	Yes	Yes	No	No	No
Other Pretax Reductions	120		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
Section 125 Reductions	70		Money	Yes	Yes	No	No	No
Social Security Employee Taxable	40		Money	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	130	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Social Security Employee Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
Social Security Employee 401k Reductions	Deferred Compensation 401K Reductions	Add
Social Security Employee 403b Reductions	Deferred Compensation 403B Reductions	Add
Social Security Employee 457 Reductions	Deferred Compensation 457 Reductions	Add
Social Security Employee Dependent Care Reductions	Dependent Care Reductions	Add
Social Security Employee Excess	Excess Income	Add
Social Security Employee Exempt	Exempt Income	Add
Social Security Employee Gross	Gross	Add
Social Security Employee Other Pretax Reductions	Other Pretax Reductions	Add
Social Security Employee Pretax Reductions	Deferred Compensation 401K Reductions	Add
Social Security Employee Pretax Reductions	Deferred Compensation 403B Reductions	Add
Social Security Employee Pretax Reductions	Deferred Compensation 457 Reductions	Add
Social Security Employee Pretax Reductions	Dependent Care Reductions	Add
Social Security Employee Section 125 Reductions	Section 125 Reductions	Add
Social Security Employee Subject Withholdable	Subject Withholdable	Add

Feed these balances	Using these input values	Add or subtract
Social Security Employee Taxable	Social Security Employee Taxable	Add
Social Security Employee Withheld	Tax Calculated	Add
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Social Security Employer Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employer Social Security.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Social Security Employer Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employer Liabilities
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Social Security Employer Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Social Security Employer Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting TA Social Security Employer Tax</b>
Effective Date	1/1/1951

Field name	What you enter
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	80		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation	100		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
457 Reductions								
Dependent Care Reductions	110		Money	Yes	Yes	No	No	No
Excess Income	30		Money	Yes	Yes	No	No	No
Exempt Income	20		Money	Yes	Yes	No	No	No
Gross	10		Money	Yes	Yes	No	No	No
Other Pretax Reductions	120		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
Section 125 Reductions	70		Money	Yes	Yes	No	No	No
Social Security Employer Taxable	40		Money	Yes	Yes	No	No	No
Subject Withholdable	50		Money	Yes	Yes	No	No	No
Tax Calculated	130	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Social Security Employer Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the [Use the Elements Task](#) section above.  
For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employer Liabilities	Tax Calculated	Add
Social Security Employer 401k Reductions	Deferred Compensation 401K Reductions	Add
Social Security Employer 403b Reductions	Deferred Compensation 403B Reductions	Add
Social Security Employer 457 Reductions	Deferred Compensation 457 Reductions	Add
Social Security Employer Dependent Care Reductions	Dependent Care Reductions	Add
Social Security Employer Excess	Excess Income	Add
Social Security Employer Exempt	Exempt Income	Add
Social Security Employer Gross	Gross	Add
Social Security Employer Liability	Tax Calculated	Add
Social Security Employer Other Pretax Reductions	Other Pretax Reductions	Add

Feed these balances	Using these input values	Add or subtract
Social Security Employer Pretax Reductions	Dependent Care Reductions	Add
Social Security Employer Pretax Reductions	Deferred Compensation 401K Reductions	Add
Social Security Employer Pretax Reductions	Deferred Compensation 403B Reductions	Add
Social Security Employer Pretax Reductions	Deferred Compensation 457 Reductions	Add
Social Security Employer Pretax Reductions	Section 125 Reductions	Add
Social Security Employer Section 125 Reductions	Section 125 Reductions	Add
Social Security Employer Subject Withholdable	Subject Withholdable	Add
Social Security Employer Taxable	Social Security Employer Taxable	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure State Transit Tax Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for state transit tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined State Transit Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions



Field name	What you enter
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA State Transit Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA State Transit Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting State Transit Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Exempt Income	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	40		Money	Yes	Yes	No	No	No
Tax Calculated	70		Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the State Transit Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see Example of Creating Earnings Element for Payroll in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the Use the Elements Task section above.

For further info, see Example of Updating Payroll Element Definitions in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Use the Balance Definitions task to add the input values as balance feeds to the tax balances. For info on what balances to feed, see Use Element Entries for Tax Refund Balance Adjustments for the US in the Help Center.

Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure SUI Employee Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employee state unemployment insurance (SUI).

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined State Unemployment Insurance Employee Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA State Unemployment Insurance Employee Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA State Unemployment Insurance Employee Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting State Unemployment Insurance Employee Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date

Field name	What you enter
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	110		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	120		Money	Yes	Yes	No	No	No
Dependent Care Reductions	130		Money	Yes	Yes	No	No	No
Excess Income	40		Money	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Exempt Income	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	140		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
SUI Employee Taxable	50		Money	Yes	Yes	No	No	No
SUI Wage Base	150		Money	Yes	Yes	No	No	No
Section 125 Reductions	90		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	60		Money	Yes	Yes	No	No	No
Tax Calculated	150	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the State Unemployment Insurance Employee Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract?
Employee Tax Deductions	Tax Calculated	Add
Net	Tax Calculated	Subtract
Net Payment	Tax Calculated	Subtract
SUI Employee 401k Reductions	Deferred Compensation 401K Reductions	Add
SUI Employee 403b Reductions	Deferred Compensation 403B Reductions	Add
SUI Employee 457 Reductions	Deferred Compensation 457 Reductions	Add
SUI Employee Dependent Care Reductions	Dependent Care Reductions	Add
SUI Employee Excess	Excess Income	Add
SUI Employee Exempt	Exempt Income	Add
SUI Employee Gross	Gross	Add
SUI Employee Other Pretax Reductions	Other Pretax Reductions	Add
SUI Employee Pretax Reductions	Deferred Compensation 401K Reductions	Add
SUI Employee Pretax Reductions	Deferred Compensation 403B Reductions	Add
SUI Employee Pretax Reductions	Deferred Compensation 457 Reductions	Add
SUI Employee Pretax Reductions	Dependent Care Reductions	Add
SUI Employee Pretax Reductions	Other Pretax Reductions	Add
SUI Employee Pretax Reductions	Section 125 Reductions	Add

Feed these balances	Using these input values	Add or subtract?
SUI Employee Reduced Subject Withholdable	Reduced Subject Withholdable	Add
SUI Employee Section 125 Reductions	Section 125 Reductions	Add
SUI Employee Subject Withholdable	Subject Withholdable	Add
SUI Employee Taxable	SUI Employee Taxable	Add
SUI Employee Withheld	Tax Calculated	Add
Tax Deductions	Tax Calculated	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure SUI Employer Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for employer state unemployment insurance (SUI)

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined State Unemployment Insurance Employer Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employer Taxes
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA State Unemployment Insurance Employer Tax</b>

Field name	What you enter
Reporting Name	Enter a meaningful name, such as <b>TA State Unemployment Insurance Employer Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting State Unemployment Insurance Employer Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:** Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	100		Money	Yes	Yes	No	No	No



Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 403B Reductions	110		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	120		Money	Yes	Yes	No	No	No
Dependent Care Reductions	130		Money	Yes	Yes	No	No	No
Excess Income	40		Money	Yes	Yes	No	No	No
Exempt Income	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	140		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	80		Money	Yes	Yes	No	No	No
SUI Employer Taxable	50		Money	Yes	Yes	No	No	No
SUI Wage Base	150		Money	Yes	Yes	No	No	No
Section 125 Reductions	90		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	60		Money	Yes	Yes	No	No	No
Tax Calculated	150	Primary output value	Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the State Unemployment Insurance Employer Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.
  - a. Define a DAT file with the necessary element details.  
For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.
  - b. Define a DAT file for these input values.  
These are the same input values as described in the [Use the Elements Task](#) section above.  
For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.
2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Start the Balance Definitions task, and add these input values as balance feeds to the tax balance. Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the effective as-of date.

Feed these balances	Using these input values	Add or subtract
Employer Liabilities	Tax Calculated	Add
SUI Employer 401k Reductions	Deferred Compensation 401K Reductions	Add
SUI Employer 403b Reductions	Deferred Compensation 403B Reductions	Add
SUI Employer 457 Reductions	Deferred Compensation 457 Reductions	Add
SUI Employer Dependent Care Reductions	Dependent Care Reductions	Add
SUI Employer Excess	Excess Income	Add
SUI Employer Exempt	Exempt Income	Add
SUI Employer Gross	Gross	Add
SUI Employer Liability	Tax Calculated	Add
SUI Employer Other Pretax Reductions	Other Pretax Reductions	Add
SUI Employer Pretax Reductions	Deferred Compensation 401K Reductions	Add

Feed these balances	Using these input values	Add or subtract
SUI Employer Pretax Reductions	Deferred Compensation 403B Reductions	Add
SUI Employer Pretax Reductions	Deferred Compensation 457 Reductions	Add
SUI Employer Pretax Reductions	Dependent Care Reductions	Add
SUI Employer Pretax Reductions	Other Pretax Reductions	Add
SUI Employer Pretax Reductions	Section 125 Reductions	Add
SUI Employer Reduced Subject Withholdable	Reduced Subject Withholdable	Add
SUI Employer Section 125 Reductions	Section 125 Reductions	Add
SUI Employer Subject Withholdable	Subject Withholdable	Add
SUI Employer Taxable	SUI Employer Taxable	Add

*Related Topics*

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Voluntary Plan Employee Disability Insurance Tax Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for voluntary disability insurance employee tax.

For further info, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

### Use the Elements Task

You define the element with the same values as your predefined Voluntary Plan Employee Disability Insurance Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employee Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Voluntary Plan Employee Disability Insurance Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Voluntary Plan Employee Disability Insurance Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Voluntary Plan Employee Disability Insurance Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	110		Money	Yes	Yes	No	No	No
Dependent Care Reductions	120		Money	Yes	Yes	No	No	No
Employee Taxable	70		Money	Yes	Yes	No	No	No
Excess	190		Money	Yes	Yes	No	No	No
Exempt	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	130		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No
Section 125 Reductions	80		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Subject Withholdable	40		Money	Yes	Yes	No	No	No
Tax Calculated	180		Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Voluntary Plan Employee Disability Insurance Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Use the Balance Definitions task to add the input values as balance feeds to the tax balances. For info on what balances to feed, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the Effective As-of Date.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Configure Voluntary Plan Employer Disability Insurance Tax Elements for Balance Adjustments

You can use either the Elements task or HCM Data Loader (HDL) to define the tax adjustment element for voluntary disability insurance employer tax.

For further info, see Use Element Entries for Tax Refund Balance Adjustments for the US in the Help Center.

## Use the Elements Task

You define the element with the same values as your predefined Voluntary Plan Employee Disability Insurance Tax element, with the exception that you define this tax adjustment element at the assignment level.

Field name	What you enter
Legislative Data Group	Select your US LDG, such as <b>My US LDG</b>
Primary Classification	Employer Tax Deductions
Secondary Classification	Leave blank
Name	Enter a meaningful name, such as <b>TA Voluntary Plan Employer Disability Insurance Tax</b>
Reporting Name	Enter a meaningful name, such as <b>TA Voluntary Plan Employer Disability Insurance Tax</b>
Description	Enter a meaningful description, such as <b>Element for adjusting Voluntary Plan Employer Disability Insurance Tax</b>
Effective Date	1/1/1951
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Final Close
At which employment level should this element be attached?	Assignment level  <b>Note:</b> This results in elements processing in the payroll run. If you defined elements at the Relationship level and not the Assignment level, the adjustment amounts aren't reflected in the payroll run.
Does this element recur each payroll period, or does it require explicit entry?	Nonrecurring
Can a person have more than one entry of this element in a payroll period?	Yes

Field name	What you enter

Configure these input values on the element.

**Note:**

- Don't define the Statutory Reference Type or Statutory Reference Code input values, as they aren't applicable for tax adjustments.
- Don't define the Subject Not Withholdable input value, as it's valid for federal and state income taxes only.

Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Deferred Compensation 401K Reductions	90		Money	Yes	Yes	No	No	No
Deferred Compensation 403B Reductions	100		Money	Yes	Yes	No	No	No
Deferred Compensation 457 Reductions	110		Money	Yes	Yes	No	No	No
Dependent Care Reductions	120		Money	Yes	Yes	No	No	No
Employee Taxable	70		Money	Yes	Yes	No	No	No
Excess	190		Money	Yes	Yes	No	No	No
Exempt	30		Money	Yes	Yes	No	No	No
Gross	20		Money	Yes	Yes	No	No	No
Other Pretax Reductions	130		Money	Yes	Yes	No	No	No
Reduced Subject Withholdable	60		Money	Yes	Yes	No	No	No



Name	Display sequence	Special purpose	Unit of measure	Displayed	Allow user entry	Required	Create a database item	Apply default at run time
Section 125 Reductions	80		Money	Yes	Yes	No	No	No
State	1		Integer	Yes	Yes	No	No	No
Subject Withholdable	40		Money	Yes	Yes	No	No	No
Tax Calculated	180		Money	Yes	Yes	No	No	No

## Use the HCM Data Loader

To define the Voluntary Plan Employee Disability Insurance Tax adjustment element:

1. Define HDL upload files to upload the element and its input values.

- a. Define a DAT file with the necessary element details.

For further info, see [Example of Creating Earnings Element for Payroll](#) in the Help Center.

- b. Define a DAT file for these input values.

These are the same input values as described in the [Use the Elements Task](#) section above.

For further info, see [Example of Updating Payroll Element Definitions](#) in the Help Center.

2. Use HDL to upload the files.

## Feed the Balances

After creating the input values for the element, link the element to the balances you intend to update.

Use the [Balance Definitions](#) task to add the input values as balance feeds to the tax balances. For info on what balances to feed, see [Use Element Entries for Tax Refund Balance Adjustments for the US](#) in the Help Center.

Feed these balances before you feed the balances to the parent tax elements.

**Note:** You must use 1951-01-01 as the Effective As-of Date.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Example of Creating Earnings Element for Payroll](#)
- [Example of Updating Payroll Element Definitions](#)

## Overview of Balance Adjustments for the US

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

- Correct balances that have these issues.
  - Incorrect tax balance dimensions
  - Assigned to the incorrect state tax jurisdiction
  - Over or understated wage or tax amounts
  - Balances you didn't load initially, and you have since processed payroll for the person
- Adjust balances you loaded with the Load Initial Balances task.
- Load balances for payroll payments administered by a third-party, such as:
  - Sick pay
  - Stock options
  - Relocation expenses

**Note:** Though a third party is calculating these payments, you must report the earnings and taxes withheld. Therefore, you must import the details using balance adjustments.

- Zero out arrears after you have manually recovered or written off the dues from terminated employees after processing their final pay.
- Process retrospective changes to elements that don't support retroactive payroll processing.

For further info, see [Payroll Balance Definitions for the US](#) in the Help Center.

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

- [Balance Limit Validation During Adjustments for the US](#)
- [Balances Eligible for Adjustment for the US](#)
- [Balance Adjustment Prerequisites for the US](#)
- [Perform Balance Adjustments for the US](#)

### Check Here for Additional Info

Refer to the following on My Oracle Support.

- [Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments \(2053488.1\)](#)
- [Oracle Cloud Human Capital Management for United States: HR Implementation and Use \(1676530.1\)](#)
- [Oracle Cloud Human Capital Management for the United States: US Balance Adjustments \(1600728.1\)](#)
- [All Documents for Oracle Cloud Human Capital Management Applications \(1504483.1\)](#)

*Related Topics*

- [Balance Limit Validation During Adjustments for the US](#)
- [Balance Adjustment Prerequisites for the US](#)
- [Perform Balance Adjustments for the US](#)
- [Payroll Balance Definitions for the US](#)

## Perform Balance Adjustments for the US

Here's how you perform a balance adjustment.

**1.** Document the changes you plan to make.

Before making a balance adjustment, use the Person Results task to view the balance results for the employee and document these details.

- Employee name
- Effective date of adjustment
- Balance before your adjustment
- Adjustment amount
- Expected balance after adjustment

You will use this info to keep track of what you're adjusting, when it's adjusted, and for whom.

**2.** Choose your preferred method of balance adjustment.

When it comes to performing balance adjustments, you have multiple options.

What you want to do	How you do it
Perform an adjustment for a specific person	<p>You have two options.</p> <ul style="list-style-type: none"> <li>○ Adjust Individual Balances task.</li> <li>○ Adjust Balance action.</li> </ul> <p>For further info, see Person-Level Balance Adjustments for the US in the Help Center.</p>
Perform balance adjustments for multiple people or multiple balances	<p>Perform a batch balance adjustment.</p> <p>For further info, see Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments (2053488.1) on My Oracle Support.</p>
Perform a mass balance adjustment for federal or regional taxes, such as after a credit-reduction rate change	<p>You have three options.</p> <ul style="list-style-type: none"> <li>○ For a single employee, use the Adjust Multiple Tax Balances task.</li> </ul> <p>For further info, see Adjust Multiple Tax Balances for the US in the Help Center.</p>

What you want to do	How you do it
	<ul style="list-style-type: none"> <li>○ For multiple employees, use the US Tax Balance Adjustment flow.</li> </ul> <p>For further info, see US Tax Balance Adjustment Flow in the Help Center.</p> <ul style="list-style-type: none"> <li>○ For multiple employees, use HCM Data Loader.</li> </ul> <p>This method also determines the additional tax balances to adjust based on your input.</p> <p>For further info, see Oracle Fusion Cloud HCM: HCM Data Loader on the Help Center.</p>
Perform an adjustment using element entries	<p>Define elements specifically designed for tax balance adjustments. Use the Element Entry task or the HCM Data Loader to enter this info en masse.</p> <p>For further info, see the following.</p> <ul style="list-style-type: none"> <li>○ Balance Adjustments for Tax Refunds Using Element Entries for the US in the Help Center</li> <li>○ Loading Balance Adjustments for the US Using HCM Data Loader (2558276.1) on My Oracle Support</li> </ul>

*Related Topics*

- [Adjust Multiple Tax Balances for the US](#)
- [Balance Adjustment Prerequisites for the US](#)
- [Use Element Entries for Tax Refund Balance Adjustments for the US](#)
- [Overview of Balance Adjustments for the US](#)
- [Person-Level Balance Adjustments for the US](#)
- [Batch Balance Adjustments](#)
- [Loading Balance Adjustments for the US Using HCM Data Loader](#)
- [US Tax Balance Adjustment Flow](#)

## Person-Level Balance Adjustments for the US

You have these options for performing balance adjustments for an individual.

If the context requires updating, do it by setting a new effective date, element name, and other element-level values.

Adjustment method	Use it to	Where you can find it	Do you need to update the context?
Adjust individual balances	<ul style="list-style-type: none"> <li>• Adjust balances for elements that have been processed in a payroll run.</li> <li>• Create balance results for elements that haven't been processed in a payroll run.</li> </ul>	<ol style="list-style-type: none"> <li>1. In <b>My Client Groups</b>, click <b>Payroll</b>.</li> <li>2. Click <b>Adjust individual Balances</b>.</li> </ol> <p>For further info, see Adjust Individual Balances for the US in the Help Center.</p>	Yes

Adjustment method	Use it to	Where you can find it	Do you need to update the context?
Adjust multiple tax balances	<ul style="list-style-type: none"> <li>Perform a mass balance adjustment for federal or regional taxes, such as after a credit-reduction rate change.</li> </ul>	<ol style="list-style-type: none"> <li>In <b>My Client Groups</b>, click <b>Payroll</b>.</li> <li>Click <b>Adjust multiple tax balances</b>.</li> </ol> <p>For further info, see Adjust Multiple Tax Balances for the US in the Help Center.</p>	Yes
Person Results task	<ul style="list-style-type: none"> <li>Adjust balances for a specific person.</li> </ul>	<ol style="list-style-type: none"> <li>In <b>My Client Groups</b>, click <b>Person Management</b>.</li> <li>Search for and select the person.</li> <li>Click <b>Employee More Information</b>, and select <b>Payroll</b>.</li> <li>Click <b>Adjust Individual Balances</b>.</li> </ol>	No, the payroll run's parameters and other derived values determine the context
Adjust Balances action	<ul style="list-style-type: none"> <li>Adjust balances for a specific person.</li> </ul>	<ol style="list-style-type: none"> <li>In <b>My Client Groups</b>, click <b>Person Management</b>.</li> <li>Search for and select the person.</li> <li>Click <b>Person Results</b>.</li> <li>Click <b>Balance Results</b>.</li> <li>Select <b>Adjust Balances</b> from <b>Actions</b>.</li> </ol>	No, payroll run's parameters and other derived values determine the context

For further info, see the following sections.

## What Elements Do These Adjustment Use

These processes use one of these element types to perform the balance adjustments.

**Note:** Use the predefined adjustment elements to perform balance adjustments. Don't attempt to create adjustment elements of your own.

Primary classification	Secondary classification	Element name	Required Input value
Employee Tax Deductions	All	<Predefined Element>	Tax Calculated
Imputed Earnings	All	<Base Element> Results	Earnings Calculated
Involuntary Deductions	All	<Base Element> Results	DeductionsCalculated
Involuntary Deductions	All	<Base Element> Organization Fee Results	FeeCalculated
Involuntary Deductions	All	<Base Element> Person Fee Results	FeeCalculated

Primary classification	Secondary classification	Element name	Required Input value
Involuntary Deductions	All	<Base Element> Processing Fee Results	FeeCalculated
Nonpayroll Payment	All	<Base Element> Results	Earnings Calculated
Pretax Deductions	Deferred Compensation 401k	<Base Element> Results	Deduction Calculated
Pretax Deductions	Deferred Compensation 401k Catch Up	<Base Element> Results	Catchup Deduction Calculated
Pretax Deductions	All other secondary classifications	<Base Element> Results	Pay Value
Standard Earnings	All	<Base Element> Results	Earnings Calculated
Supplemental Earnings	All	<Base Element> Results	Earnings Calculated
Voluntary Deductions	All	<Base Element> Results	Pay Value

## Examples

Here are some examples of person-level balance adjustments.

To do this	Consider this
Perform a balance adjustment after a transfer	<p>Perform a separate adjustment for each tax reporting unit (TRU) if:</p> <ol style="list-style-type: none"> <li>1. The employee has transferred to a new TRU within the calendar year.</li> <li>2. You want to perform a balance adjustment for each TRU.</li> </ol> <p>Use the process date of when the transfer took place.</p> <p><b>Note:</b> The calculation breakdown component automatically defaults to the TRU.</p>
Adjust regional tax balances	<p>Adjusting some regional balances might require adjusting related balances.</p> <p>Here are some examples.</p> <ul style="list-style-type: none"> <li>• When using the Adjust Individual Balances task to adjust the City Withheld balance, you must also adjust one of these balances. <ul style="list-style-type: none"> <li>○ City Withheld Resident</li> <li>○ City Withheld Nonresident</li> </ul> </li> </ul>

To do this	Consider this
	<ul style="list-style-type: none"> <li>• When using the Adjust Individual Balances task to adjust city tax balances using the tax element, use one of these elements.                             <ul style="list-style-type: none"> <li>○ Work City Tax</li> <li>○ Residence City Tax</li> </ul> </li> </ul> <p>With this method, no other action is needed. The process automatically feeds the appropriate resident and nonresident balances.</p>
Adjust Pennsylvania Act 32 balances	<p>You must adjust the employee's local level balances when:</p> <ol style="list-style-type: none"> <li>1. The employee's work or residence is in a Pennsylvania Act 32 jurisdiction.</li> <li>2. You didn't initialize the local level balances for city and school district balances.</li> </ol> <p>Local Income Tax: City and School balances are listed in the Balance Initialization technical brief.</p> <p><b>Note:</b> City and school local income tax balances are listed in the Balance Initialization technical brief.</p> <p>For further info, see Oracle Cloud Human Capital Management for the United States: Balance Initialization (1912298.1) on My Oracle Support.</p> <p>If you're performing adjustments in place of the balance initialization process, you might need to perform multiple adjustments for every combination of resident and work PSD codes.</p> <p>For example, if the employee moved into a different jurisdiction, they might require adjustments to multiple local-level balances.</p>

*Related Topics*

- [Balance Adjustment Prerequisites for the US](#)
- [Overview of Balance Adjustments for the US](#)
- [Adjust an Employee's Pennsylvania Act 32 City and School District Taxes](#)
- [Adjust an Employee's State Disability Insurance Tax Withholding](#)
- [Adjust an Employee's State Taxes After a Jurisdiction Correction](#)
- [Adjust an Employee's Union Dues Voluntary Deduction](#)
- [Balance Feeds for the US](#)
- [Element Eligibility for the US](#)

## Roll Back a Balance Adjustment for the US

If you need to correct or undo a balance adjustment, you must roll back the adjustment process.

Do this through either the Person Results or Process Results Summary tasks.

## How to Use the Person Results Task

To roll back balances through the Person Results task:

1. Start the **Person Results** task.
2. Search for and select the person.
3. In **Results Listing**, select **Actions** and then **Roll Back** for the adjustment process you want to roll back.

## How to Use the Process Results Summary Task

To roll back balances through the Process Results Summary task:

1. Start the **Process Results Summary** task.
2. Select the payroll run you want to adjust.
3. In **Person Process Results**, locate the person requiring the adjustment.

Use the search field if necessary.

4. For that person's row, select **Actions** and then **Roll Back**.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Adjust an Employee's Pennsylvania Act 32 City and School District Taxes](#)
- [Adjust an Employee's State Disability Insurance Tax Withholding](#)
- [Adjust an Employee's State Taxes After a Jurisdiction Correction](#)
- [Adjust an Employee's Union Dues Voluntary Deduction](#)

# Use Element Entries for Tax Refund Balance Adjustments for the US

You can define elements specifically for tax balance adjustments. Use them to adjust the predefined taxes through their element entries.

You have a couple options when it comes to configuring these elements and their input values.

What you can do	How you do it
Use the Elements task	Use the Elements task to define elements strictly for adjusting tax balances. These elements use the Employee Tax Deductions and Employer Taxes primary classifications.
Use the HCM Data Loader (HDL)	Use HDL to define multiple tax elements and their related input values simultaneously. For further info, see HCM Data Loader guide in the Help Center.

This method:

- Reduces the steps involved when performing multiple balance adjustments



- Gives you the ability to define costing that might be different than what you have set up for the predefined tax elements
- Lets you process these adjustments in a payroll calculation or QuickPay process and have the results reflected on the employee's payslips

This is especially useful when you want to:

- Refund taxes withheld in error.
  - Have them included in the employee's payment.
  - Have them displayed at the same time on the payslip.
- Can have its transactions picked up by downstream tax reporting processes and reports

To perform this type of balance adjustment:

1. Identify the tax balances you're adjusting.
2. Define the tax adjustment elements.
3. Add element entries for these elements.
4. Process payroll.

The payroll process adjusts the corresponding taxes using the element entries.

For further info, see the following sections.

## What Tax Balances Need Adjusting

This method uses elements you've defined for balance adjustments. Therefore, you must manually identify which tax balances are impacted and define their feeds.

Use the Balance Results task to see what tax balances apply to a balance group in the target person's payroll relationship. For example, a search for the Federal Income Tax (FIT) balance group returns balances for FIT Gross, FIT Subject Withholdable, FIT Subject Withholdable, and FIT Withheld.

These tax balances form the basis for that tax's reporting.

For example, the sum of the Subject Not Withholdable and Reduced Subject Withholdable balances for FIT is the amount Form W-2 reports as "Wages, tips, other compensation" in Box 1. FIT Withheld is the balance reported as "Federal income tax withheld" in Box 2. Because adjusting tax balances can impact legislative reporting, it's important you know what balances you are updating. Otherwise, it could result in out-of-balance conditions that you must address when you perform periodic or year-end tax reporting.

Here's an overview of the different types of tax balances you can adjust.

Type of tax balance	What it tracks
Gross	Total earnings, calculated from earnings elements (regular, supplemental, and imputed earnings), except nonpayroll payments.
Exempt	Earnings elements that aren't subject to tax. Some imputed earnings fall into this category.
Subject Withholdable	All taxable earnings from which the payroll process calculates taxes that pretax deductions don't reduce. Most regular, supplemental, and imputed earnings are subject to tax.
Subject Not Withholdable	All taxable earnings from which taxes aren't calculated or withheld during payroll processing. Group Term Life Insurance imputed income is an example of a taxable earning for which taxes aren't withheld.

Type of tax balance	What it tracks
Pretax Reductions	The total amount of pretax deductions that reduce taxable earnings, such as 401 (k), 403 (b), 457, Dependent Care, and Section 125.
Deferred Compensation 401k Reductions	Section 401 (k) amount that reduces taxable earnings.
Deferred Compensation 403b Reductions	Section 403 (b) amount that reduces taxable earnings.
Deferred Compensation 457 Reductions	Section 457 (b) amount that reduces taxable earnings.
Dependent Care Reductions	Dependent care amount that reduces taxable earnings.  <b>Note:</b> This isn't included in the Section 125 Reductions total because it's covered separately according to Section 129 of the IRS code.
Section 125 Reductions	Section 125 amount that reduces taxable earnings.
Other Reductions	Pretax amount that: <ol style="list-style-type: none"> <li>1. Doesn't fall into the 401 (k), 403 (b), 457 (b), Dependent Care, and Section 125 categories.</li> <li>2. Reduces taxable earnings.</li> </ol>
Reduced Subject Withholdable	All taxable earnings reduced by Subject Not Withholdable earnings and pretax reductions.
Taxable	The amount of taxable earnings subject to limits, such as Social Security (SS), Federal Unemployment Tax (FUTA), State Disability Insurance (SDI), and State Unemployment Insurance (SUI). When earnings reach the limit, taxable amounts don't continue to increase past the limit. Thus, when you're making balance adjustments for taxes subject to limits you must make sure you keep this upper limit in mind.
Excess	Taxable earnings subject to earnings limits, such as SS, FUTA, SDI, and SUI, whose taxable earnings are greater than the defined limit. If the taxable balance isn't equal to the government-regulated limit, the excess balance should be \$0.
Withheld	The amount of tax withheld from the employee and is reported on the W-2.
Liability	The amount of the employer tax.

## How to Configure the Tax Adjustment Elements

If you plan to use HCM Data Loader (HDL), use these Task and Task Action Names to configure the element and input values. For further info, see the following.

- Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support
- Overview of Loading Elements in the Help Center

You can create elements to adjust these taxes.

For this tax type	Check here in the Help Center
City taxes	<ul style="list-style-type: none"> <li>Configure City Tax Residence Elements for Balance Adjustments</li> <li>Configure City Tax Work Elements for Balance Adjustments</li> <li>Configure Head Tax Elements for Balance Adjustments</li> </ul>
County taxes	<ul style="list-style-type: none"> <li>Configure County Mental Health Work Tax Elements for Balance Adjustments</li> <li>Configure County School District Tax Work Elements for Balance Adjustments</li> <li>Configure County Residence Tax Elements for Balance Adjustments</li> <li>Configure County Work Tax Elements for Balance Adjustments</li> </ul>
Federal taxes	<ul style="list-style-type: none"> <li>Configure FIT Elements for Balance Adjustments</li> <li>Configure FUTA Elements for Balance Adjustments</li> <li>Configure Medicare Employee Tax Elements for Balance Adjustments</li> <li>Configure Medicare Employer Tax Elements for Balance Adjustments</li> <li>Configure Social Security Employee Elements for Balance Adjustments</li> <li>Configure Social Security Employer Elements for Balance Adjustments</li> </ul>
School district tax	<ul style="list-style-type: none"> <li>Configure School District Residence Tax Elements for Balance Adjustments</li> </ul>
State taxes	<ul style="list-style-type: none"> <li>Configure FLI Employee Tax Elements for Balance Adjustments</li> <li>Configure SDI Employee Elements for Balance Adjustments</li> <li>Configure SDI Employer Elements for Balance Adjustments</li> <li>Configure SIT Residence Elements for Balance Adjustments</li> <li>Configure SIT Work Elements for Balance Adjustments</li> <li>Configure SUI Employee Elements for Balance Adjustments</li> <li>Configure SUI Employer Elements for Balance Adjustments</li> <li>Configure State Transit Tax Elements for Balance Adjustments</li> </ul>
Voluntary tax	<ul style="list-style-type: none"> <li>Configure Voluntary Plan Employee Disability Insurance Tax Elements for Balance Adjustments</li> </ul>

During element definition:

- Be sure to give them meaningful names to help you remember they're for tax adjustments.

Such as **Tax Adjustment State Income Tax** or **TA State Income Tax**.

- If you're using the state, county, or city geography codes as input values, configure their display sequence in this order.

Geography code	Display sequence
State	1
County	2
City	3

## Create the Element Entries for Your Elements

You perform the balance adjustment by creating the element entries for your tax balance adjustment elements.

### Related Topics

- [Overview of Balance Adjustments for the US](#)
- [Configure FIT Elements for Balance Adjustments](#)
- [Loading US Data Using HCM Data Loader](#)

## US Tax Balance Adjustment Flow

Use the US Tax Balance Adjustment flow to perform a mass balance adjustment for tax balances, such as after a credit-reduction rate change. This process generates a balance adjustment batch file that you then process through HCM Data Loader (HDL).

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US Tax Balance Adjustment**.

### Before You Begin

Before starting this flow, you must define a formula for the appropriate tax balance. Some sample formulas are available for your reference on Customer Connect and My Oracle Support. For further info, see [Sample Tax Balance Adjustment Formulas \(2470020.1\)](#) on My Oracle Support.

**Note:** This doesn't apply to FUTA balances. This process uses a FUTA formula by default.

To make your formula available for use with this process:

1. Start the Calculations Value Definitions task.
2. Click **Create**.
3. Enter a meaningful name, and select your US LDG.

4. Select **Use existing value definition group**.
5. Select the **US Tax Balance Adjustment** value definition group.
6. Select the **Text** calculation type
7. In **Calculation Values**, click **Add Row** and attach the formula as text.

Field name	What you enter
From Value	0
To Value	99999
Text Value	Your formula name

8. Save your changes.

## Process Parameters

### Effective Date

Enter the effective date of the adjustment.

### Payroll

Select the payroll run you're adjusting.

### Payroll Relationship Group

Select the payroll relationship group name if you defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

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

### Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

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

### Payroll Statutory Unit

Select the payroll statutory unit (PSU) of the people whose tax balances you're adjusting.

### Tax Reporting Unit

Select the tax reporting unit (TRU) of the people whose tax balances you're adjusting.

### Balance Adjustment Level

Select the jurisdiction level of the taxes you're adjusting.

### State

For nonfederal tax adjustments, select the state.

### Mode

Search for and select the tax balance formula you defined. If you leave this blank, the process runs the default FUTA formula.

### Multiple Batches by Date

Select **Yes** to create separate batches by date. The process automatically populates the effective date for all lines in the batch with the effective date you provided.

When adjusting balances for terminated employees, the process might use the final close date instead of the effective date to create the separate batches. It does so when the final close date is earlier than the effective date.

## Perform the Balance Adjustment

After running this flow:

1. Use the balance adjustment batch output to review the info for accuracy before transferring and processing it.
2. Download the batch to the HDL. There's no separate audit report.
3. Verify the batch through HDL.
4. Run the Transfer Batch Process.
5. Run the Adjust Multiple Balances process.

This process pushes the HCM Data Loader values to Oracle Cloud.

### Related Topics

- [Balance Adjustment Prerequisites for the US](#)
- [Overview of Balance Adjustments for the US](#)
- [Federal Unemployment Tax Act Calculations](#)

## Verify the Results of a Balance Adjustment for the US

After performing a balance adjustment, verify the balances now have the expected amounts.

1. Start the **Person Results** task.
2. Search for and select the person.
3. In **Results Listing**, select **Balance Results** for the adjustment process you want to verify.
4. Indicate if you want to search by balance group or balance name, and select the appropriate balance value.
5. Select any additional search criteria.
6. Click **Search**.

Optionally, use the Payroll Process Summary task to query the balance adjustment process. After you have started, you can navigate to the Person Results task where you can use the steps above to view and verify the balances.

If you configured the adjustment to refund the employee's payment, the payment amount includes the adjusted amount. You can verify this in the employee's payment after a prepayment process runs for an effective date that includes the date the adjustment was made.

### Related Topics

- [Person-Level Balance Adjustments for the US](#)
- [Adjust an Employee's Pennsylvania Act 32 City and School District Taxes](#)
- [Adjust an Employee's State Disability Insurance Tax Withholding](#)
- [Adjust an Employee's State Taxes After a Jurisdiction Correction](#)
- [Adjust an Employee's Union Dues Voluntary Deduction](#)

## Balance Initialization

### Balance Initialization Dimensions for the US

The payroll process calculates taxes at the relationship level, so they require initialization of the applicable contexts needed by the dimensions at the payroll relationship level. If you can have defined elements at the assignment level, you must initialize their associated dimensions at that level.

Oracle Cloud Payroll has predefined dimensions at these levels.

- Payroll relationship
- Assignment
- Group tax

For example, if you include the “Assignment Area1,2,3 Period to Date” dimension in the batch loader, you would provide the following to the process (in addition to the other data required for the process).

- Assignment
- Area1

This refers to the state.

- Area2

This refers to the county.

- Area3

This refers to the city and tax district.

In this case, the balance you are initializing must be at the assignment and city levels.

### Balance Initialization Elements for the US

The Load Initial Balances process uses initial balance feed elements to initialize each balance. It creates these elements automatically before processing the upload.

These elements use the Balance Initialization primary element classification, and the process adds them to the balance as balance feeds.

**Note:** Don't manually create these balance initialization elements or any of their input values, balance feeds, or eligibility links.

For each balance you're initializing, the process:

1. Creates two elements of the Balance Initialization primary element classification, one for each employment level.
  - o Payroll relationship
  - o Assignment
2. Adds these elements to the balance as balance feeds.
3. Sets these elements as nonrecurring.
4. Creates each balance initialization element these input values.
  - o One to feed the balance
  - o One for each context required by the balance
5. Creates the element eligibility for the corresponding element types to the defined balances.

#### Related Topics

- [Overview of Balance Initialization for the US](#)

## Balance Initialization Results Summary

To access initialized balances using the Process Results Summary task:

1. From **My Client Groups**, click **Payroll**.
2. In **Flow Submission and Results**, click **Process Results Summary**.
3. Click **Show Filters**.
4. Select the **Load Initial Balances** flow pattern, and enter any additional search criteria.
5. Select the appropriate Load Initial Balances process.

The Person Process Results search page displays.

6. Enter a batch field to filter the result.

#### Related Topics

- [Overview of Balance Initialization for the US](#)

## Configure Legacy Balances for Initialization for the US

Before you can initialize your Cloud payroll balances, you must extract your legacy balances.

There are multiple methods for extracting your balance data from a legacy system.

Choose the method that best suits the volume, complexity of the data, and accessibility of your legacy systems. Regardless of the method you choose, your goal is to conform the data so you can enter it into the HCM Data Loader (HDL) data files for processing by the payroll process.



Regardless of the method you use, there are some things you can do to improve the performance of the balance initialization process. Following these steps creates balance initialization elements where each input value represents a balance to be initialized.

1. Organize each legacy balance by how many employees use them.

For example, the Gross Earnings balance would be needed for nearly all employees. However, a voluntary deduction balance might be needed for fewer.

2. Sort your balances from most to least used, and then break them up into groups of 20.

When you upload them with HDL, load them in these batches of 20 to maximize performance.

**Note:** Twenty is the optimum number of input values to have in a balance initialization element.

For further info, see [Create Balance Initialization Batches for the US](#) in the Help Center.

#### Related Topics

- [Create Balance Initialization Batches for the US](#)
- [Overview of Balance Initialization for the US](#)

## Confirm the Results of Your Balance Initialization

It's the responsibility of your conversion team to choose a balance reconciliation method that best ensures a complete match between your legacy balances and the predefined Oracle Cloud balances.

Your Payroll Administrator must then account for any variance, especially the tax-related balances. Oracle Cloud Payroll uses these balances not only for payroll calculation but also for quarter and year-end tax reporting.

To do this:

1. Begin by inspecting the balance values of a few employees that represent a good statistical sampling of the balances you initialized.

For example, to inspect employee balances using the Person Results task:

- a. From **My Client Groups**, click **Payroll**.
  - b. In **Flow Submission and Results**, click **Person Results**.
  - c. Search for and select the person.
  - d. For the Balance Initialization process, select **Balance Results**.
  - e. In **Balance Results**, select **Balance Name**.
  - f. Select the name of the balance you want to view.
  - g. Click **Search**.
2. Identify and correct any errors to these and other employees as your research dictates.
  3. Continue checking the balance load results until you are satisfied all issues have been addressed.
  4. Repeat these steps for the entire company population.

These tools are available to assist in your research.

Tool	Description
Balance Results page	Accessible through the Person Results or Process Results Summary tasks.
Payroll Activity Report for the Latest Process	<p>Reports on different process types processed in each period, including balance initialization.</p> <p>When you run this report, make sure you use a date range that captures when your balance initialization transactions occurred. For example, if initializing balances as of 06/30/2023, make sure you run the report with a date range of 01/01/2023 through 06/30/2023.</p> <p><b>Note:</b> This report doesn't include all balances that you may have initialized.</p>
Employee Active Payroll Balances Report	Use to validate the tax balances you loaded.
Periodic Statutory Deduction Register	Use to validate the employer liabilities, involuntary deductions, employee taxes, and employer taxes you loaded.
BI Publisher	A technical member of the conversion team can write queries to meet the needs of the reconciliation process.

#### Related Topics

- [Overview of Balance Initialization for the US](#)
- [Latest Process Year-to-Date and Periodic Balances Reporting](#)
- [Payroll Activity Reports](#)

## Create Balance Initialization Batches for the US

When it's time to do the initialization, use HCM Data Loader (HDL) to load your balance values to these interface tables.

- PAY\_BAL\_BATCH\_HEADERS
- PAY\_BAL\_BATCH\_LINES

To do this:

1. Make your first balance conversion a small one. Build separate HDL files for each group of 20 balances you prepared in the previous section.  
Use one assignment number per balance, and use it for all elements.  
This creates the necessary balance initialization elements.  
For further info, see [Set Initial Balance Values for the US](#) in the Help Center.
2. When configuring HDL, set the transfer group size to **20000**.  
This forces the process to use 10 threads.
3. For subsequent batch files, don't exceed 200,000 records.
4. Use the Delete Stage Table Data task to purge all staging data.

Do this periodically during your HDL batch loads, such as after loading every 10 HDL files.

For further info, see [Overview of Maintaining the Stage Tables](#) in the Help Center.

*Related Topics*

- [Overview of Balance Initialization for the US](#)
- [Set Initial Balance Values for the US](#)
- [Loading US Data Using HCM Data Loader](#)
- [Overview of Maintaining the Stage Tables](#)

## Geography Area Codes for the US

Some balances require geography area codes to identify their jurisdiction contexts.

- Area1 = State
- Area2 = County
- Area3 = City and tax district
- Area4 = School district
- Area5 = Resident Political Subdivision (PSD) code
- Area6 = Work PSD code

These codes identify what jurisdiction the balance is related to.

For example, this table displays the geocode for Columbus, Ohio for the county of Franklin. Multiple postal codes and school districts exist for this combination.

Area	Represents	Geocode	Value
Area1	State	36	Ohio
Area2	County	49	Franklin
Area3	City and tax district	570	Columbus
Area4	School district	2104	Multiple values exist, see Geocodes for Area4

This data is held in these tables.

- HZ\_GEOGRAPHIES
- HZ\_GEOGRAPHY\_IDENTIFIERS

### Geocodes for Area1, Area2, and Area3

You need to determine the correct Geography codes for Area1, Area2 and Area3.

For further info, see [Using BI Publisher Reports to Retrieve Data for the US with HCM Data Loader \(2558276.1\)](#) on My Oracle Support.

## Geocodes for Area4

Use the following SQL query.

```
select ageo.geography_name
,ageo.area4 school_district_code
,decode(ageo.area1, null, null, 1, 'AL', 2, 'AK', 3, 'AZ', 4, 'AR', 5, 'CA', 6, 'CO', 7, 'CT', 8, 'DE', 9,
'DC', 10, 'FL',
11, 'GA', 12, 'HI', 13, 'ID', 14, 'IL', 15, 'IN', 16, 'IA', 17, 'KS', 18, 'KY', 19, 'LA', 20, 'ME',
21, 'MD', 22, 'MA', 23, 'MI', 24, 'MN', 25, 'MS', 26, 'MO', 27, 'MT', 28, 'NE', 29, 'NV', 30, 'NH',
31, 'NJ', 32, 'NM', 33, 'NY', 34, 'NC', 35, 'ND', 36, 'OH', 37, 'OK', 38, 'OR', 39, 'PA', 40, 'RI',
41, 'SC', 42, 'SD', 43, 'TN', 44, 'TX', 45, 'UT', 46, 'VT', 47, 'VA', 48, 'WA', 49, 'WV', 50, 'WI',
51, 'WY', 60, 'American Samoa', 61, 'F.S. of Micronesia', 66, 'Guam', 67, 'Marshall Islands',
68, 'N. Mariana Islands', 69, 'Palau', 72, 'Puerto Rico', 78, 'Virgin Islands') state_abbrev
,decode(ageo.area2, null, null, (select geo_ident_name.identifier_value
from fusion.hz_geographies geo,
fusion.hz_geography_identifiers geo_ident,
fusion.hz_geography_identifiers geo_ident_name
where geo.geography_type = 'COUNTY'
and geo.geography_use = 'MASTER_REF'
and geo.country_code = 'US'
and geo.geography_id = geo_ident.geography_id
and geo_ident.geo_data_provider = 'VERTEX'
and geo_ident.geography_use = 'MASTER_REF'
and geo_ident.identifier_subtype = 'GEO_CODE'
and geo.geography_id = geo_ident_name.geography_id
and geo_ident_name.geography_use = 'MASTER_REF'
and geo_ident_name.identifier_type = 'NAME' and geo_ident_name.primary_flag = 'Y'
and geo_ident.identifier_value = ageo.area1 || '-' || ageo.area2 || '-0')) county_name
,decode(ageo.area3, null, null, (select hzg.geography_name city
From fusion.hz_geographies hzg,
fusion.hz_geography_identifiers hzgi,
fusion.hz_geography_identifiers_vl hzgivp
where hzg.country_code = 'US'
and hzg.geography_type = 'CITY'
and hzg.geography_use = 'MASTER_REF'
and hzg.geography_element1 = 'United States'
and hzg.geography_element1_code = 'US'
and hzg.geography_id = hzgi.geography_id
and hzgi.identifier_type = 'CODE'
and hzgi.identifier_subtype = 'GEO_CODE'
and hzgi.primary_flag = 'N'
and hzgi.geography_use = 'MASTER_REF'
and hzgi.geography_type = 'CITY'
and hzgi.language_code = 'US'
and hzgi.geography_id = hzgivp.geography_id
and hzgi.identifier_value = ageo.area1 || '-' || ageo.area2 || '-' || ageo.area3 fetch first row only))
city_name
,ageo.area1, ageo.area2, ageo.area3, ageo.area4
from fusion.pay_amer_geographies ageo where ageo.geography_type = 'SCHOOL_DISTRICT';
```

### Related Topics

- [Using BI Publisher Reports to Retrieve Data for the US with HCM Data Loader](#)

# How the Load Initial Balances Process Initializes Balances for the US

The Load Initial Balances process uploads your balance info into the Payroll tables using HCM Data Loader (HDL).

Here's how a simple initialization of three balances would work.

You begin by building your HDL batch upload file. It has three lines, one for each balance and dimension.

Defined balance	Value
GROSS_EARNINGS_ASG_TU_PTD	100
GROSS_EARNINGS_ASG_TU_QTD	250
GROSS_EARNINGS_ASG_TU_YTD	500

You load this batch on June 18, 2023, and the Load Initial Balances process creates an adjustment on the first day of the time period relevant to each dimension.

Adjustment (upload) date	Value	Defined balance
June 1	100	GROSS_EARNINGS_ASG_TU_PTD
April 1	150	GROSS_EARNINGS_ASG_TU_QTD
January 1	250	GROSS_EARNINGS_ASG_TU_YTD

Here's what the Load Initial Balances process does.

1. Sets the values for each balance relative to the upload date.

This is the date the balances become effective.

Because you ran the upload on June 18, 2023, the balance values loaded reflect the employee's balances that include all payment dates up to and including June 18, 2023.

**Note:** When you initialize a balance value, such as Regular Salary, the process doesn't feed any associated balances derived from that balance, such as Gross Earnings. When you upload the initial balances, the run results you create feed only the balances for which they were loaded

2. It creates date-effective balance entries (adjustments) to ensure the legislative balances are correct.
3. It calculates the actual values required for each entry and the effective date for these entries.

As a the result of this calculation, the process creates and loads three balance entries into the payroll run results.

- Gross Earnings, Asg Tax Unit-PTD = 100.00  
With an effective date of June 1, 2023, the beginning of the period for the upload date
- Gross Earnings, Asg Tax Unit-QTD = 150.00  
With an effective date of April 1, 2023, the beginning of the quarter for the upload date
- Gross Earnings, Asg Tax Unit-YTD = 250.00  
With an effective date of January 1, 2023, the beginning of the year for the upload date

The cumulative values of the individual entries would match the initial amount loaded for each balance.

- Gross Earnings, Asg Tax Unit-PTD = 100.00
- Gross Earnings, Asg Tax Unit-QTD = 100.00 + 150.00 = 250.00
- Gross Earnings, Asg Tax Unit-YTD = 100.00 + 150.00 + 250.00 = 500.00

For this example, the process initializes three dimensions (PTD, QTD, and YTD). However, you could have chosen to initialize just the YTD dimension. You'd do this by including only the YTD batch line entry as of January 1.

Defined balance	Value
GROSS_EARNINGS_ASG_TU_YTD	500

The Load Initial Balances process would create an adjustment only for the first day of the time period relevant to the YTD dimension.

Adjustment (Upload) Date	Value	Defined balance
January 1	500	GROSS_EARNINGS_ASG_TU_YTD

*Related Topics*

- [Overview of Balance Initialization for the US](#)

## Initialize Pennsylvania Act 32 Local Income Tax Balances

In this example, you want to initialize an employee's Pennsylvania Act 32 withheld balances with specific contexts.

When initializing balances specific to Pennsylvania Act 32, you must also initialize any related balances for the combined city and school balances. For example, if you are initializing City Withheld or School Withheld balances, you must also include related balances, such as Local Withheld.

## Assumptions

This example assumes you have defined the following.

- Your employees, such as through the Hire Person task

For this example, assume the employee has these values.

Data	Value	Comments
Legislative Data Group (LDG)	PM US Sun Power	
Tax Reporting Unit (TRU) Name	PM US Sun Power Inc	
Payroll Name	PM US Sun Power Weekly	
Payroll Relationship Number	123456	
Assignment Number	E123456	
Work Location	Harrisburg, Dauphin County, Pennsylvania	The employee worked in this location the entire year
Resident Location	Pittsburgh, Allegheny County, Pennsylvania	The employee lived in this location the entire year  This location puts them in the Pittsburgh Unified School District

- Eligibility links for the balance you are initializing, through the Elements task

Base element	Balance being adjusted	Balance dimension	Comments
Residence City Tax	City Withheld	Year To Date	At the payroll relationship level
Residence School District Tax	School Withheld	Year To Date	At the payroll relationship level
Local Wages and Taxes	Local Withheld	Year To Date	At the payroll relationship level

## Create a batch using HDL

Create the HCM Data Loader (HDL) batch header and the batch lines.

1. For the **Batch Header**, use this as a guide.

Metadata	Value	Comments
LegislativeDataGroupName	PM US Sun Power	
BatchName	Balance Initialization	
UploadDate	2023-06-30	Must use the YYYY-MM-DD format

2. For the **Batch Lines**, use this as a guide.

- a. Enter these details to initialize the City Withheld balance and Year To Date balance dimension.

Metadata	Value	Comments
LegislativeDataGroupName	PM US Sun Power	
BatchName	Batch Initialization	
LineSequence	1	
PayrollRelationshipNumber	123456	
TermNumber	ET123456	This is the person number prefixed with <b>ET</b>
AssignmentNumber	123456	
PayrollName	PM US Sun Power Weekly	
TaxUnitName	PM US Sun Power Inc	
BalanceName	City Withheld	
DimensionName	Relationship Tax Unit,City Year to Date	



Metadata	Value	Comments
AreaOne	39	State context for Pennsylvania
AreaTwo	3	County context for Allegheny
AreaThree	3040	City context for Pittsburgh
Value	400.00	This is either: <ul style="list-style-type: none"> <li>- Amount you're initializing</li> <li>- Amount you're importing from your legacy application</li> </ul>

b. Enter these details to initialize the School Withheld balance and Year To Date balance dimension.

Metadata	Value	Comments
LegislativeDataGroupName	PM US Sun Power	
BatchName	Batch Initialization	
LineSequence	2	
PayrollRelationshipNumber	123456	
TermNumber	ET123456	This is the person number prefixed with <b>ET</b>
AssignmentNumber	123456	
PayrollName	PM US Sun Power Weekly	
TaxUnitName	PM US Sun Power Inc	
BalanceName	School Withheld	
DimensionName	Relationship Tax Unit,School Year to Date	

Metadata	Value	Comments
AreaOne	39	State context for Pennsylvania
AreaFour	2745	School context for the Pittsburg Unified School District
Value	800.00	This is either: <ul style="list-style-type: none"> <li>- Amount you're initializing</li> <li>- Amount you're importing from your legacy application</li> </ul>

- c. Enter these details to initialize the Local Withheld balance and Year To Date balance dimension.

Metadata	Value	Comments
LegislativeDataGroupName	PM US Sun Power	
BatchName	Batch Initialization	
LineSequence	3	
PayrollRelationshipNumber	123456	
TermNumber	ET123456	This is the person number prefixed with <b>ET</b>
AssignmentNumber	123456	
PayrollName	PM US Sun Power Weekly	
TaxUnitName	PM US Sun Power Inc	
BalanceName	Local Withheld	
DimensionName	Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date	
AreaOne	39	State context for Pennsylvania

Metadata	Value	Comments
Value	1200.00	Sum of the City Withheld and the School Withheld balances
ContextOneName	Area5	Resident Political Subdivision (PSD) Code context definition
ContextOneValue	700102	Resident PSD Code
ContextTwoName	Area6	Work PSD Code context definition  <b>Note:</b> You would populate the Area6 context value with the same value as in Area5 if:  <ul style="list-style-type: none"> <li>i. The person lives in Pennsylvania but works out-of-state.</li> <li>ii. You are withholding the local income taxes for Pennsylvania.</li> </ul>
ContextTwoValue	220401	Work PSD Code
ContextThreeName	Tax Unit 2	Tax Collection District Code context definition
ContextThreeValue	22	Tax Collection District Code  <b>Note:</b> If you are a Pennsylvania Act 32 combined filer, enter your employer-designated Tax Collection District Code.

## Run the Load Initial Balances process

Once you have created the data files and imported the batches, run the load process.

1. From **My Client Groups**, click **Payroll**.
2. Under **Flow Submission and Results**, click **Submit a Flow**.
3. Select your US LDG.
4. Search for and select **Load Initial Balances**.

5. Enter a payroll flow name.
6. Select the **Transfer** or **Validate** mode operation from the list of values.

The Transfer mode performs both validation and transfer in the same process, while Validate only validates the lines.

7. Enter or search for the batch name you created using HDL.
8. Click **Submit**.

## Results

After the Load Initial Balances process runs successfully in Transfer mode, you can view the results in Process Results Summary or Person Results.

### Related Topics

- [Overview of Balance Initialization for the US](#)
- [Loading Initial Balances for the United States Using HCM Data Loader](#)

## Initialize Salary, FIT, Medicare, and SIT Balances

In this example, you want to initialize an employee's federal and state-level balances with specific contexts.

**Note:** This example initializes only the employee balances, but you can repeat these steps for employer balances, such as Medicare Employer Tax.

When initializing year-to-date and quarter-to-date balances, you must also initialize any related balances. For example, when initializing FIT Withheld, you must also include related balances, such as FIT Gross, FIT Reduced Subject Withholdable, and so on.

## Assumptions

This example assumes you have defined the following.

- Your employees, such as through the Hire Person task
- These base elements and eligibility links for the balance you are initializing, through the Elements task

Base element	Comments
Regular Salary	At the assignment level
Federal Income Tax	At the payroll relationship level
Medicare Employee Tax	At the payroll relationship level
Residence State Income Tax	At the payroll relationship level  Work at Home = Yes

Base element	Comments

## Create a batch using HDL

Run the Import and Load Process to load the PAY\_BAL\_BATCH\_HEADERS and PAY\_BAL\_BATCH\_LINES interface tables. For further info, see Integrating with Oracle Human Resources Cloud in the Help Center.

## Run the Load Initial Balances process

Once you have created the data files and imported the batches, run the load process.

1. From **My Client Groups**, click **Payroll**.
2. Under **Flow Submission and Results**, click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Load Initial Balances**.
5. Enter a payroll flow name.
6. Select the **Transfer** or **Validate** mode operation from the list of values.  
The Transfer mode performs both validation and transfer in the same process, while Validate only validates the lines.
7. Enter or search for the batch name you created using HDL.
8. Click **Submit**.

## Results

After the Load Initial Balances process runs successfully in Transfer mode, you can view the results in Process Results Summary or Person Results.

### Related Topics

- [Overview of Balance Initialization for the US](#)
- [Loading Initial Balances for the United States Using HCM Data Loader](#)

## Map Legacy Balances for Initialization for the US

Once you have identified the balances you want to initialize, you must perform a mapping exercise from the legacy payroll system to Oracle Cloud.

Be careful when performing this exercise, as these decisions become a major factor in determining the number of iterations needed to complete the balance initialization process.

Some things to consider during this mapping activity.

- One legacy balance can feed one or more Fusion balances.
- Multiple legacy balances can feed one Fusion balance.
- Your legacy balances can come from many sources (such as a payroll system, benefits system, and absence system)  
These source-of-truth systems could be managed in-house or by an outside supplier.

For info on what predefined balances are available for mapping, see US Legislative Balances in the Help Center.

#### Related Topics

- [Overview of Balance Initialization for the US](#)
- [US Legislative Balances](#)

## Overview of Balance Initialization for the US

Setting initial balances values is an essential task when you migrate payroll data from another system.

### What are the prerequisites

Before you can perform balance initialization, you must:

1. Complete your organization set up.
2. Create your employee definitions.
3. Attach payrolls to your employees.
4. Define all employee deduction cards and their associations.

### What are the high-level Steps

The balance initialization process involves these steps.

1. Determine the balances you want to initialize.

For further info, see [Balance Category Eligibility for Initialization and Adjustment for the US](#) in the Help Center.

2. Map your legacy balances to the equivalent Oracle Cloud HCM balances.

For further info, see [Map Legacy Balances for Initialization for the US](#) in the Help Center.

3. Determine how to collect and configure your legacy balances prior to loading them into Oracle Cloud HCM.

For further info, see [Configure Legacy Balances for Initialization for the US](#) in the Help Center.

4. Create balance initialization batches using HCM Data Loader (HDL).

For further info, see [Create Balance Initialization Batches for the US](#) in the Help Center.

5. Run the Load Initial Balances process.

For further info, see [Set Initial Balance Values for the US](#) in the Help Center.

6. Verify your balances.

For further info, see [Confirm the Results of Your Balance Initialization](#) in the Help Center.

**Note:** These steps don't represent a comprehensive checklist of activities that may be required to upload your initialization balances.

### Related Topics

- [Balance Category Eligibility for Initialization and Adjustment for the US](#)
- [Balance Initialization Elements for the US](#)
- [Balance Initialization Results Summary](#)
- [Configure Legacy Balances for Initialization for the US](#)
- [Confirm the Results of Your Balance Initialization](#)
- [Create Balance Initialization Batches for the US](#)
- [Map Legacy Balances for Initialization for the US](#)
- [Set Initial Balance Values for the US](#)
- [Troubleshoot Balance Initialization Errors for the US](#)
- [US Legislative Balances](#)

## Set Initial Balance Values for the US

Setting initial balance values is an essential task when you migrate payroll data from another system. It involves use of the HCM Data Loader (HDL) to migrate this info.

For further info, see Oracle Human Capital Management Cloud: HCM Integrations and Data Loading in the Help Center.

To set the initial balances:

1. Create the HDL .dat files for loading the balance values.
2. Load balance values into the batch interface tables using the Import and Load Process for HCM Data Loader.
3. Submit the Load Initial Balances process.

This process uses initial balance feed elements to initialize each balance.

This process:

- a. Automatically creates the balance feed elements before processing the upload.
- b. Validates the batch data.
- c. Processes the batch to load the balance data.
- d. Creates balance adjustments to set the required balance values.

For details on these steps, see the following sections.

### How you run the process

To run the Load Initial Balances process:

1. From **My Client Groups**, click **Payroll**.
2. In **Flow Submission and Results**, click **Submit a Flow**.
3. Select the legislative data group (LDG).
4. Select the **Load Initial Balances** flow.
5. Enter a payroll flow name.

6. Select the operation mode.

**Note:** If you previously ran the Validate operation mode, you must run this process in Transfer mode to transfer the batch.

7. Enter or search for the batch name you created with HDL.

8. Click **Submit**.

## What happens when you validate a batch

When you select the Validate batch operation mode, the Load Initial Balances process:

1. Validates the header and detail lines of the batch.
2. Confirms that a transfer would be successful.
3. Confirms the entities referenced in the batch data exist, including:
  - o Balances
  - o Balance dimensions
  - o Tax reporting units
  - o Payroll definitions
  - o Payroll relationships
  - o Assignments
4. If all required entities exist, it creates the structure that includes the balance initialization element itself, as well as its input values, balance feeds, and eligibility links.
5. Checks that values are available for the contexts used by each balance dimension.
6. Sets the status of valid batch lines to **V**, validated.

The batch isn't transferred until you complete the Transfer Batch operation.

**Note:** You can also use this process to roll back the batch if you need to correct and reprocess errors. The Load Initial Balances process contains a batch operation mode where you can select the mode of operation.

## What happens when you transfer a batch

When you select the Transfer batch operation mode, the Load Initial Balances process performs the actual transfer of the batch lines into the payroll system by creating the balance adjustments to initialize the balances. It creates these adjustments as element entries for the employee.

For every batch line it successfully processes, it:

1. Sets the status to **T**, transferred.
2. Updates the PAYROLL\_REL\_ACTION\_ID to point to the balance adjustment.



3. Validates any lines that haven't already been validated.

If you run the Transfer operation without first validating, it performs the full Validate operation, validating data and creating missing balance initialization entities.

**Note:** If it encounters any errors that require correction, you must either:

- a. Correct the rejected entries for the impacted employees.
- b. Do one of the following.
  - Perform a batch transfer to load the rejected employees.
  - Load the rejected employees in a separate batch process.

## What happens when you undo a batch transfer

When you select the Undo batch operation mode parameter, the Load Initial Balances process:

1. Performs an undo of the batch transfer.
2. Rolls back any balance initializations.
3. Returns the status of each batch line to an unprocessed state.

You can now perform corrections and reprocess the batch.

## How you can resolve errors

If you encounter errors after transferring the batch, perform these steps.

1. Correct the batch data.
2. Transfer the batch.

For further info, see [Troubleshoot Balance Initialization Errors for the US](#) in the Help Center.

### Related Topics

- [Overview of Balance Initialization for the US](#)
- [Troubleshoot Balance Initialization Errors for the US](#)

# Troubleshoot Balance Initialization Errors for the US

To help resolve common balance initialization issues, here are the kinds of messages the process can return, their solutions, and any additional notes.

Error message	Solution	Additional notes
A value was not provided for the CALC_BREAKDOWN_ID reference.	Provide on the related batch line either: <ul style="list-style-type: none"> <li>• Person number of the employee prefixed with <b>ET</b></li> <li>• Calculation breakdown ID</li> </ul>	The employee's person number must be prefixed with <b>ET</b> .  Providing the person number helps avoid errors by allowing the process to derive the calculation breakdown ID based on it.

Error message	Solution	Additional notes
No appropriate payroll time periods exist to allow the creation of a nonrecurring entry.	Define least one active payroll period at the effective date for the upload date.	If you are posting an initialization at the beginning of the year, you may need a period set up in the prior year depending on the dimension you are initializing.
The balance doesn't exist. The balance dimension doesn't exist.	Either correct the entry or create the missing balance or balance dimension.	
The adjustment isn't valid on {ADJ_DATE}.	Correct the upload date in either the header or the batch line.	The process was unable to create the adjustment due to the invalid date. The adjustment date is derived from the dimension specified.  Some causes of this error can be: <ul style="list-style-type: none"> <li>The date required for the adjustment is after the upload date.</li> <li>There's an invalid date on the batch line itself. The upload date in the batch lines should not be populated unless different from the one specified in the batch header.</li> </ul>
The adjustment isn't valid on adjustment date {ADJ_DATE}.	The payroll you specified isn't valid for the employee on the batch line. <ul style="list-style-type: none"> <li>Assign the specified payroll to the employee.</li> <li>Correct the payroll for the batch line.</li> </ul>	
ORA-01722: invalid number ORA XXXX: Number format error	The data you entered in the upload file must be the same type as the underlying tables (pay_batch_lines, pay_batch_line_values).	Some causes of this error can be: <ul style="list-style-type: none"> <li>There's a non-numeric value in the actual Balance Value column in the batch line.</li> <li>The file contains white space.</li> </ul>
ORA-20001: An assertion failure was detected at location pay_core_dates.fiscal_year;pasu_fiscal_year_start Details: Contact your help desk.  ORA-06512: at "FUSION.PAY_BALANCE_VIEW_PKG", line 1290 ORA-06512: at line 1	Enter a Fiscal Year Start date for the legal entity.	Use the Legal Entity HCM Information task, in the <b>Payroll Statutory Unit</b> tab, <b>Payroll Statutory Unit Details</b> link, to find this value.
ORA-01861: literal doesn't match format string ORA-01843: not a valid month	Enter the date in the correct format.	Date must be in YYYY-MM-DD format, such as 2023-06-30.

*Related Topics*

- [Overview of Balance Initialization for the US](#)

## US Legislative Balances

Oracle Cloud HCM uses predefined balances to perform accurate tax reporting and payroll tax calculations, such as for W-2 reporting. Refer to this topic when preparing for balance initialization and adjustment.

Not every employee requires every balance. For example, if an employee doesn't participate in the company 401 (k) plan, they don't need the Deferred Compensation 401k balance.

The following sections describe balances in these categories.

<ul style="list-style-type: none"> <li>• Tax</li> <li>• Year-End</li> <li>• Other</li> <li>• User-Defined</li> </ul>	<ul style="list-style-type: none"> <li>• Summary-Level</li> <li>• Miscellaneous</li> <li>• Not Eligible</li> </ul>
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**Note:** For additional info, see Important Notes at the end of this topic.

### Tax balances

Here are the various kinds of predefined tax balances.

<ul style="list-style-type: none"> <li>• Federal Income Tax (FIT)</li> <li>• Federal Unemployment Tax (FUTA)</li> <li>• Federal Social Security Employee</li> <li>• Federal Social Security Employer</li> <li>• Federal Medicare Employee</li> <li>• Federal Medicare Employer</li> <li>• State Disability Insurance (SDI) Employee</li> <li>• SDI Employer</li> <li>• Voluntary Plan for Disability Insurance (VPDI) Employee</li> <li>• VPDI Employer</li> <li>• State Family and Medical Leave Insurance (FLI and MLI) Employee</li> <li>• State FLI and MLI Employer</li> <li>• State Long Term Care (LTC) Employee</li> </ul>	<ul style="list-style-type: none"> <li>• State Transit Tax</li> <li>• State Income Tax (SIT)</li> <li>• State Unemployment Insurance (SUI) Employee</li> <li>• SUI Employer</li> <li>• State Miscellaneous Tax Employee</li> <li>• City Income Tax</li> <li>• City Miscellaneous Employee</li> <li>• City Miscellaneous Employer</li> <li>• County Income Tax</li> <li>• County Miscellaneous Tax</li> <li>• Head Tax</li> <li>• School District Income Tax</li> <li>• City and School Local Income Tax</li> </ul>
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**Note:** The following tables list their balances from gross to net.

### FIT Balances

Balance name	Dimension name	Required for initialization	Definition
FIT Gross	Relationship Tax Unit Year to Date	Yes	Gross pay earned for FIT. <ul style="list-style-type: none"> <li>Includes regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
FIT Exempt	Relationship Tax Unit Year to Date	No	Total exemption amount that reduces FIT gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>FIT withholding</li> <li>Reporting of wages</li> </ul>
FIT Subject Withholdable	Relationship Tax Unit Year to Date	No	FIT gross subject to income tax and is withholdable.
FIT Subject Not Withholdable	Relationship Tax Unit Year to Date	Yes	FIT gross subject to income tax and isn't withholdable.
FIT 401k Reductions	Relationship Tax Unit Year to Date	No	Pretax 401 (k) amount that reduces FIT gross.  Applies to base 401 (k) contributions only.
FIT 403b Reductions	Relationship Tax Unit Year to Date	No	Pretax 403 (b) amount that reduces FIT gross.  Applies to base 403 (b) contributions only.
FIT 457 Reductions	Relationship Tax Unit Year to Date	No	Pretax 457 (b) amount that reduces FIT gross.  Applies to base 457 (b) contributions only.
FIT Dependent Care Reductions	Relationship Tax Unit Year to Date	No	Pretax dependent care amount that reduces FIT gross.  Includes any Section 125 dependent care flexible spending account (FSA).
FIT Section 125 Reductions	Relationship Tax Unit Year to Date	No	Pretax Section 125 amount that reduces FIT gross.  Includes pretax medical, dental, vision, and so on.

Balance name	Dimension name	Required for initialization	Definition
FIT Other Pretax Reductions	Relationship Tax Unit Year to Date	No	Other pretax amounts that reduce FIT gross.  Includes pretax deductions for Health Savings Account (HSA), 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
FIT Pretax Reductions	Relationship Tax Unit Year to Date	No	Total pretax deductions that reduce FIT gross.  Represents the sum of FIT 401k Reductions, FIT Dependent Care Reductions, FIT Section 125 Reductions, and FIT Other Pretax Reductions.
FIT Reduced Subject Withholdable	Relationship Tax Unit Year to Date	Yes	FIT gross subject to income tax and is withholdable after all pretax reductions.  Amount the tax is calculated against.
FIT Withheld	Relationship Tax Unit Year to Date	Yes	Total amount of FIT withheld from the employee.
FIT Withheld Not Taken	Relationship Tax Unit Year to Date	No	Amount of any FIT calculated but not withheld from the employee.
FIT Not Aggregated	Relationship Tax Unit Year to Date	Yes	Total supplemental earnings for FIT. The payroll process uses this amount to determine the tax for supplemental earnings over \$1 million.  <b>Note:</b> Special rules apply for supplemental wages paid to any one employee during the calendar year that exceed \$1 million, as the excess amount is taxed at the highest rate.

### FUTA Balances

You must include the state jurisdiction in the dimension for FUTA. This is required to initialize the balance by the state where the employee has worked. This accounts for the state FUTA credit reduction.

Balance name	Dimension name	Required for initialization	Definition
FUTA Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for Federal Unemployment Tax (FUTA). <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
FUTA Excess	Relationship Tax Unit,State Year to Date	No	Total excess amount of FUTA gross.  Amount of gross wages above the taxable limit.
FUTA Exempt	Relationship Tax Unit,State Year to Date	No	Total exemption amount that reduces FUTA gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>FUTA withholding</li> <li>Reporting of wages</li> </ul>
FUTA Subject Withholdable	Relationship Tax Unit,State Year to Date	No	FUTA gross subject to income tax and is withholdable.
FUTA 401k Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 401 (k) amount that reduces FUTA gross.  Applies to base 401 (k) contributions only.
FUTA 403b Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 403 (b) amount that reduces FUTA gross.  Applies to base 403 (b) contributions only.
FUTA 457 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 457 (b) amount that reduces FUTA gross.  Applies to base 457 (b) contributions only.
FUTA Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	Pretax dependent care amount that reduces FUTA gross.  Includes any Section 125 dependent care FSA.
FUTA Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax Section 125 amount that reduces FUTA gross.

Balance name	Dimension name	Required for initialization	Definition
			Includes pretax medical, dental, vision, and so on.
FUTA Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Other pretax amounts that reduce FUTA gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
FUTA Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce FUTA gross.  Represents the sum of FUTA 401k Reductions, FUTA Dependent Care Reductions, FUTA Section 125 Reductions, and FUTA Other Pretax Reductions.
FUTA Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	FUTA gross subject to income tax but is withholdable after all pretax reductions.
FUTA Taxable	Relationship Tax Unit,State Year to Date	Yes	FUTA gross subject to tax and is withholdable.  Amount the tax is calculated against.
FUTA Liability	Relationship Tax Unit,State Year to Date	Yes	FUTA employer tax liability.

### Federal Social Security Employee Balances

Balance name	Dimension name	Required for initialization	Definition
Social Security Employee Gross	Relationship Tax Unit Year to Date	Yes	Gross pay earned for employee Social Security.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Social Security Employee Exempt	Relationship Tax Unit Year to Date	No	Total exemption amount that reduces Social Security employee gross.  Includes any amount of gross that is exempt from:

Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>• Social Security withholding</li> <li>• Reporting of wages</li> </ul>
Social Security Employee Excess	Relationship Tax Unit Year to Date	No	<p>Total excess amount of Social Security employee gross.</p> <p>Amount of gross wages above the taxable limit.</p>
Social Security Employee Subject Withholdable	Relationship Tax Unit Year to Date	No	Social Security employee gross subject to income tax and is withholdable.
Social Security Employee 401k Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax 401 (k) amount that reduces Social Security employee gross.</p> <p>Applies to base 401 (k) contributions only.</p>
Social Security Employee 403b Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax 403 (b) amount that reduces Social Security employee gross.</p> <p>Applies to base 403 (b) contributions only.</p>
Social Security Employee 457 Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax 457 (b) amount that reduces Social Security employee gross.</p> <p>Applies to base 457 (b) contributions only.</p>
Social Security Employee Dependent Care Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax dependent care amount that reduces Social Security employee gross.</p> <p>Includes any Section 125 dependent care FSA.</p>
Social Security Employee Section 125 Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax Section 125 amount that reduces Social Security employee gross.</p> <p>Includes pretax medical, dental, vision, and so on.</p>
Social Security Employee Other Pretax Reductions	Relationship Tax Unit Year to Date	No	<p>Other pretax amounts that reduce Social Security employee gross.</p> <p>Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.</p>



Balance name	Dimension name	Required for initialization	Definition
Social Security Employee Pretax Reductions	Relationship Tax Unit Year to Date	No	Total pretax deductions that reduce Social Security employee gross.  Represents the sum of Social Security Employee 401k Reductions, Social Security Employee Dependent Care Reductions, Social Security Employee Section 125 Reductions, and Social Security Employee Other Pretax Reductions.
Social Security Employee Reduced Subject Withholdable	Relationship Tax Unit Year to Date	Yes	Social Security employee gross subject to income tax but is withholdable after all pretax reductions.
Social Security Employee Taxable	Relationship Tax Unit Year to Date	Yes	Social Security employee gross subject to income tax and is withholdable.  Amount that the tax is calculated against.
Social Security Employee Withheld	Relationship Tax Unit Year to Date	Yes	Social Security employee income tax withheld.
Social Security Employee Withheld Not Taken	Relationship Tax Unit Year to Date	No	Social Security employee income tax withheld but not taken.

### Federal Social Security Employer Balances

Balance name	Dimension name	Required for initialization	Definition
Social Security Employer Gross	Relationship Tax Unit Year to Date	Yes	Gross pay earned for employer Social Security.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Social Security Employer Exempt	Relationship Tax Unit Year to Date	No	Total exemption amount that reduces Social Security employer gross.  Includes any amount of gross that is exempt from: <ul style="list-style-type: none"> <li>Social Security withholding</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Reporting of wages</li> </ul>
Social Security Employer Excess	Relationship Tax Unit Year to Date	No	<p>Total excess amount of Social Security employer gross.</p> <p>Amount of gross wages above the taxable limit.</p>
Social Security Employer Subject Withholdable	Relationship Tax Unit Year to Date	No	Social Security employer gross subject to income tax and is withholdable.
Social Security Employer 401k Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax 401 (k) amount that reduces Social Security employer gross.</p> <p>Applies to base 401 (k) contributions only.</p>
Social Security Employer 403b Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax 457 (b) amount that reduces Social Security employer gross.</p> <p>Applies to base 457 (b) contributions only.</p>
Social Security Employer 457 Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax 457 (b) amount that reduces Social Security employer gross.</p> <p>Applies to base 457 (b) contributions only.</p>
Social Security Employer Dependent Care Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax dependent care amount that reduces Social Security employer gross.</p> <p>Includes any Section 125 dependent care FSA.</p>
Social Security Employer Section 125 Reductions	Relationship Tax Unit Year to Date	No	<p>Pretax Section 125 amount that reduces Social Security employer gross.</p> <p>Includes pretax medical, dental, vision, and so on.</p>
Social Security Employer Other Pretax Reductions	Relationship Tax Unit Year to Date	No	<p>Other pretax amounts that reduce Social Security employer gross.</p> <p>Represents the sum of Social Security Employer 401k Reductions, Social Security Employer Dependent Care Reductions, Social Security Employer Section 125 Reductions, and Social Security Employer Other Pretax Reductions.</p>

Balance name	Dimension name	Required for initialization	Definition
Social Security Employer Pretax Reductions	Relationship Tax Unit Year to Date	No	Total pretax deductions that reduce Social Security employer gross.  Represents the sum of 401k Reductions, Dependent Care Reductions, Section 125 Reductions, and Other Pretax Reductions.
Social Security Employer Reduced Subject Withholdable	Relationship Tax Unit Year to Date	Yes	Social Security employer gross subject to income tax but is withholdable after all pretax reductions.
Social Security Employer Taxable	Relationship Tax Unit Year to Date	Yes	Social Security employer gross subject to income tax and is withholdable.  Amount the tax is calculated against.
Social Security Employer Liability	Relationship Tax Unit Year to Date	Yes	Social Security employer tax liability.

### Federal Medicare Employee Balances

Balance name	Dimension name	Required for initialization	Definition
Medicare Employee Gross	Relationship Tax Unit Year to Date	Yes	Gross pay earned for employee Medicare.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Medicare Employee Exempt	Relationship Tax Unit Year to Date	No	Total exemption amount that reduces Medicare employee gross.  Includes any amount of gross that is exempt from: <ul style="list-style-type: none"> <li>Medicare withholding</li> <li>Reporting of wages</li> </ul>
Medicare Employee Subject Withholdable	Relationship Tax Unit Year to Date	No	Medicare employee gross subject to income tax and is withholdable.

Balance name	Dimension name	Required for initialization	Definition
Medicare Employee 401k Reductions	Relationship Tax Unit Year to Date	No	Pretax 401 (k) amount that reduces Medicare employee gross.  Applies to base 401 (k) contributions only.
Medicare Employee 403b Reductions	Relationship Tax Unit Year to Date	No	Pretax 403 (b) amount that reduces Medicare employee gross.  Applies to base 403 (b) contributions only.
Medicare Employee 457 Reductions	Relationship Tax Unit Year to Date	No	Pretax 457 (b) amount that reduces Medicare employee gross.  Applies to base 457 (b) contributions only.
Medicare Employee Dependent Care Reductions	Relationship Tax Unit Year to Date	No	Pretax dependent care amount that reduces Medicare employee gross.  Includes any Section 125 dependent care FSA.
Medicare Employee Section 125 Reductions	Relationship Tax Unit Year to Date	No	Pretax Section 125 amount that reduces Medicare employee gross.  Includes pretax medical, dental, vision, and so on.
Medicare Employee Other Pretax Reductions	Relationship Tax Unit Year to Date	No	Other pretax amounts that reduce Medicare employee gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
Medicare Employee Pretax Reductions	Relationship Tax Unit Year to Date	No	Total pretax deductions that reduce Medicare employee gross.  Represents the sum of Medicare Employee 401k Reductions, Medicare Employee Dependent Care Reductions, Medicare Employee Section 125 Reductions, and Medicare Employee Other Pretax Reductions.
Medicare Employee Reduced Subject Withholdable	Relationship Tax Unit Year to Date	Yes	Medicare employee gross subject to income tax but is withholdable after all pretax reductions.

Balance name	Dimension name	Required for initialization	Definition
			Amount the tax is calculated against.
Medicare Employee Withheld	Relationship Tax Unit Year to Date	Yes	Medicare employee income tax withheld.
Medicare Employee Withheld Not Taken	Relationship Tax Unit Year to Date	No	Medicare employee income tax withheld but not taken.

### Federal Medicare Employer Balances

Balance name	Dimension name	Required for initialization	Definition
Medicare Employer Gross	Relationship Tax Unit Year to Date	Yes	Gross pay earned for employer Medicare. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Medicare Employer Exempt	Relationship Tax Unit Year to Date	No	Total exemption amount that reduces Medicare employer gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>Medicare withholding</li> <li>Reporting of wages</li> </ul>
Medicare Employer Subject Withholdable	Relationship Tax Unit Year to Date	No	Medicare employer gross subject to income tax and is withholdable.
Medicare Employer 401k Reductions	Relationship Tax Unit Year to Date	No	Pretax 401 (k) amount that reduces Medicare employer gross.  Applies to base 401 (k) contributions only.
Medicare Employer 403b Reductions	Relationship Tax Unit Year to Date	No	Pretax 403 (b) amount that reduces Medicare employer gross.  Applies to base 403 (b) contributions only.
Medicare Employer 457 Reductions	Relationship Tax Unit Year to Date	No	Pretax 457 (b) amount that reduces Medicare employer gross.  Applies to base 457 (b) contributions only.

Balance name	Dimension name	Required for initialization	Definition
Medicare Employer Dependent Care Reductions	Relationship Tax Unit Year to Date	No	Pretax dependent care amount that reduces Medicare employer gross.  Includes any Section 125 dependent care FSA.
Medicare Employer Section 125 Reductions	Relationship Tax Unit Year to Date	No	Pretax Section 125 amount that reduces Medicare employer gross.  Includes pretax medical, dental, vision, and so on.
Medicare Employer Other Pretax Reductions	Relationship Tax Unit Year to Date	No	Other pretax amounts that reduce Medicare employer gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
Medicare Employer Pretax Reductions	Relationship Tax Unit Year to Date	No	Total pretax deductions that reduce Medicare employer gross.  Represents the sum of Medicare Employer 401k Reductions, Medicare Employer Dependent Care Reductions, Medicare Employer Section 125 Reductions, and Medicare Employer Other Pretax Reductions.
Medicare Employer Reduced Subject Withholdable	Relationship Tax Unit Year to Date	Yes	Medicare employer gross subject to income tax but is withholdable after all pretax reductions.  Amount the tax is calculated against.
Medicare Employer Liability	Relationship Tax Unit Year to Date	Yes	Medicare employer tax liability.

### SDI Employee Balances

Balance name	Dimension name	Required for initialization	Definition
SDI Employee Gross	Relationship Tax Unit, State Year to Date	Yes	Gross pay earned for employee SDI.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Doesn't include nonpayroll payments.</li> </ul>
SDI Employee Exempt	Relationship Tax Unit,State Year to Date	No	<p>Total exemption amount of SDI employee gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>SDI withholding</li> <li>Reporting of wages</li> </ul>
SDI Employee Excess	Relationship Tax Unit,State Year to Date	No	<p>Total excess amount of SDI employee gross.</p> <p>Amount of gross wages above the taxable limit.</p>
SDI Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	SDI employee gross subject to income tax and is withholdable.
SDI Employee 401k Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 401 (k) amount that reduces SDI employee gross.</p> <p>Applies to base 401 (k) contributions only.</p>
SDI Employee 403b Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 403 (b) amount that reduces SDI employee gross.</p> <p>Applies to base 403 (b) contributions only.</p>
SDI Employee 457 Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 457 (b) amount that reduces SDI employee gross.</p> <p>Applies to base 457 (b) contributions only.</p>
SDI Employee Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax dependent care amount that reduces SDI employee gross.</p> <p>Includes any Section 125 dependent care FSA.</p>
SDI Employee Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax Section 125 amount that reduces SDI employee gross.</p> <p>Includes pretax medical, dental, vision, and so on.</p>
SDI Employee Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Other pretax amounts that reduce SDI employee gross.

Balance name	Dimension name	Required for initialization	Definition
			Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
SDI Employee Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce SDI employee gross.  Represents the sum of SDI Employee 401k Reductions, SDI Employee Dependent Care Reductions, SDI Employee Section 125 Reductions, and SDI Employee Other Pretax Reductions.
SDI Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	SDI employee gross subject to income tax but is withholdable after all pretax reductions.
SDI Employee Taxable	Relationship Tax Unit,State Year to Date	Yes	SDI employee gross subject to income tax and is withholdable.  Amount the tax is calculated against.
SDI Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	SDI employee income tax withheld for the area.
SDI Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	SDI employee income tax not withheld for the area.

### SDI Employer Balances

Balance name	Dimension name	Required for initialization	Definition
SDI Employer Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employer SDI.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
SDI Employer Exempt	Relationship Tax Unit,State Year to Date	No	Total exemption amount that reduces SDI employer gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>SDI withholding</li> </ul>



Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Reporting of wages</li> </ul>
SDI Employer Excess	Relationship Tax Unit,State Year to Date	No	<p>Total excess amount of SDI employer gross.</p> <p>Amount of gross wages above the taxable limit.</p>
SDI Employer Subject Withholdable	Relationship Tax Unit,State Year to Date	No	SDI employer gross subject to income tax and is withholdable.
SDI Employer 401k Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 401 (k) amount that reduces SDI employer gross.</p> <p>Applies to base 401 (k) contributions only.</p>
SDI Employer 403b Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 403 (b) amount that reduces SDI employer gross.</p> <p>Applies to base 403 (b) contributions only.</p>
SDI Employer 457 Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 457 (b) amount that reduces SDI employer gross.</p> <p>Applies to base 457 (b) contributions only.</p>
SDI Employer Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax dependent care amount that reduces SDI employer gross.</p> <p>Includes any Section 125 dependent care FSA.</p>
SDI Employer Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax Section 125 amount that reduces SDI employer gross.</p> <p>Includes pretax medical, dental, vision, and so on.</p>
SDI Employer Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	<p>Other pretax amounts that reduce SDI employer gross.</p> <p>Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.</p>
SDI Employer Pretax Reductions	Relationship Tax Unit,State Year to Date	No	<p>Total pretax deductions that reduce SDI employer gross.</p> <p>Represents the sum of SDI Employer 401k Reductions,</p>

Balance name	Dimension name	Required for initialization	Definition
			SDI Employer Dependent Care Reductions, SDI Employer Section 125 Reductions, and SDI Employer Other Pretax Reductions.
SDI Employer Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	SDI employer gross subject to income tax but is withholdable after all pretax reductions.
SDI Employer Taxable	Relationship Tax Unit,State Year to Date	Yes	SDI employer gross subject to tax and is withholdable.  Amount the tax is calculated against.
SDI Employer Liability	Relationship Tax Unit,State Year to Date	Yes	SDI employer income tax liability for the area.

### VPDI Employee Balances

Balance name	Dimension name	Required for initialization	Definition
VPDI Employee Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employee VPDI.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
VPDI Employee Exempt	Relationship Tax Unit,State Year to Date	No	Total exemption amount of VPDI employee gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>VPDI withholding</li> <li>Reporting of wages</li> </ul>
VPDI Employee Excess	Relationship Tax Unit,State Year to Date	No	Total excess amount of VPDI employee gross.  Amount of gross wages above the taxable limit.
VPDI Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	VPDI employee gross subject to income tax and is withholdable.
VPDI Employee 401k Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 401 (k) amount that reduces VPDI employee gross.

Balance name	Dimension name	Required for initialization	Definition
			Applies to base 401 (k) contributions only.
VPDI Employee 403b Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 403 (b) amount that reduces VPDI employee gross.  Applies to base 403 (b) contributions only.
VPDI Employee 457 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 457 (b) amount that reduces VPDI employee gross.  Applies to base 457 (b) contributions only.
VPDI Employee Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	Pretax dependent care amount that reduces VPDI employee gross.  Includes any Section 125 dependent care FSA.
VPDI Employee Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax Section 125 amount that reduces VPDI employee gross.  Includes pretax medical, dental, vision, and so on.
VPDI Employee Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Other pretax amounts that reduce VPDI employee gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
VPDI Employee Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce VPDI employee gross.  Represents the sum of VPDI Employee 401k Reductions, VPDI Employee Dependent Care Reductions, VPDI Employee Section 125 Reductions, and VPDI Employee Other Pretax Reductions.
VPDI Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	VPDI employee gross subject to income tax but is withholdable after all pretax reductions.
VPDI Employee Taxable	Relationship Tax Unit,State Year to Date	Yes	VPDI employee gross subject to income tax and is withholdable.  Amount the tax is calculated against.

Balance name	Dimension name	Required for initialization	Definition
VPDI Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	VPDI employee income tax withheld for the area.
VPDI Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	VPDI employee income tax not withheld for the area.

### VPDI Employer Balances

Balance name	Dimension name	Required for initialization	Definition
VPDI Employer Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employer VPDI. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
VPDI Employer Exempt	Relationship Tax Unit,State Year to Dat	No	Total exemption amount that reduces VPDI employer gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>VPDI withholding</li> <li>Reporting of wages</li> </ul>
VPDI Employer Excess	Relationship Tax Unit,State Year to Date	No	Total excess amount of VPDI employer gross.  Amount of gross wages above the taxable limit.
VPDI Employer Subject Withholdable	Relationship Tax Unit,State Year to Date	No	VPDI employer gross subject to income tax and is withholdable.
VPDI Employer 401k Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 401 (k) amount that reduces VPDI employer gross.  Applies to base 401 (k) contributions only.
VPDI Employer 403b Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 403 (b) amount that reduces VPDI employer gross.  Applies to base 403 (b) contributions only.

Balance name	Dimension name	Required for initialization	Definition
VPDI Employer 457 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 457 (b) amount that reduces VPDI employer gross.  Applies to base 457 (b) contributions only.
VPDI Employer Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	Pretax dependent care amount that reduces VPDI employer gross.  Includes any Section 125 dependent care FSA.
VPDI Employer Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax Section 125 amount that reduces VPDI employer gross.  Includes pretax medical, dental, vision, and so on.
VPDI Employer Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Other pretax amounts that reduce VPDI employer gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
VPDI Employer Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce VPDI employer gross.  Represents the sum of VPDI Employer 401k Reductions, VPDI Employer Dependent Care Reductions, VPDI Employer Section 125 Reductions, and VPDI Employer Other Pretax Reductions.
VPDI Employer Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	VPDI employer gross subject to income tax but is withholdable after all pretax reductions.
VPDI Employer Taxable	Relationship Tax Unit,State Year to Date	Yes	VPDI employer gross subject to tax and is withholdable.  Amount the tax is calculated against.
VPDI Employer Liability	Relationship Tax Unit,State Year to Date	Yes	VPDI employer income tax liability for the area.

### State FLI and MLI Employee Balances

Balance name	Dimension name	Required for initialization	Definition
Family Leave Insurance Employee Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employee FLI for states subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Family Leave Insurance Employee Excess Income	Relationship Tax Unit,State Year to Date	No	FLI employee income that exceeds the taxable amount.
Family Leave Insurance Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	FLI employee gross subject to income tax but is withholdable after all pretax reductions.
Family Leave Insurance Employee Taxable	Relationship Tax Unit,State Year to Date	Yes	FLI employee gross subject to tax and is withholdable up to the taxable limit.
Family Leave Insurance Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	FLI employee income tax withheld.
Family Leave Insurance Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	Yes	FLI employee income tax not withheld for the area.
Medical Leave Insurance Employee Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employee MLI for states subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Medical Leave Insurance Employee Excess Income	Relationship Tax Unit,State Year to Date	No	MLI employee income that exceeds the taxable amount.
Medical Leave Insurance Employee Exempt	Relationship Tax Unit,State Year to Date	No	MLI employee income exempt from tax.
Medical Leave Insurance Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	MLI employee gross subject to income tax but is withholdable after all pretax reductions.
Medical Leave Insurance Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	MLI employee gross subject to income tax and is withholdable.
Medical Leave Insurance Employee Taxable	Relationship Tax Unit,State Year to Date	Yes	MLI employee gross subject to tax and is withholdable up to the taxable limit.

Balance name	Dimension name	Required for initialization	Definition
Medical Leave Insurance Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	MLI employee income tax withheld.
Medical Leave Insurance Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	MLI employee income tax not withheld for the area.

### State FLI and MLI Employer Balances

Balance name	Dimension name	Required for initialization	Definition
Family Leave Insurance Employer Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for the employer FLI for states subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Family Leave Insurance Employer Exempt	Relationship Tax Unit,State Year to Date	No	FLI employer income exempt from tax.
Family Leave Insurance Employer Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	FLI employer gross subject to income tax but is withholdable after all pretax reductions.
Family Leave Insurance Employer Subject Withholdable	Relationship Tax Unit,State Year to Date	No	FLI employer gross subject to income tax and is withholdable.
Family Leave Insurance Employer Subject Not Withholdable	Relationship Tax Unit,State Year to Date	Yes	FLI employer gross subject to income tax and isn't withholdable.
Family Leave Insurance Employer Taxable	Relationship Tax Unit,State Year to Date	Yes	FLI employer gross subject to tax and is withholdable up to the taxable limit.
Family Leave Insurance Employer Liability	Relationship Tax Unit,State Year to Date	Yes	FLI employer income tax liability for the area.
Medical Leave Insurance Employer Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employer MLI for states subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
Medical Leave Insurance Employer Exempt	Relationship Tax Unit,State Year to Date	No	MLI employer income exempt from tax.
Medical Leave Insurance Employer Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	MLI employer gross subject to income tax but is withholdable after all pretax reductions.
Medical Leave Insurance Employer Subject Withholdable	Relationship Tax Unit,State Year to Date	No	MLI employer gross subject to income tax and is withholdable.
Medical Leave Insurance Employer Subject Not Withholdable	Relationship Tax Unit,State Year to Date	Yes	MLI employer gross subject to income tax and isn't withholdable.
Medical Leave Insurance Employer Taxable	Relationship Tax Unit,State Year to Date	Yes	MLI employer gross subject to tax and is withholdable.
Medical Leave Insurance Employer Liability	Relationship Tax Unit,State Year to Date	Yes	MLI employer income tax liability for the area.

### State LTC Employee Balances

Balance name	Dimension name	Required for initialization	Definition
Long Term Care Employee Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employee LTC for states subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Long Term Care Employee Excess Income	Relationship Tax Unit,State Year to Date	No	LTC employee income that exceeds the taxable amount.
Long Term Care Employee Exempt	Relationship Tax Unit,State Year to Date	No	LTC employee income exempt from tax.
Long Term Care Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	LTC employee gross subject to income tax and is withholdable.
Long Term Care Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	LTC employee gross subject to income tax but is withholdable after all pretax reductions.
Long Term Care Employee Taxable	Relationship Tax Unit,State Year to Date	No	LTC employee gross subject to tax and is withholdable up to the taxable limit.



Balance name	Dimension name	Required for initialization	Definition
Long Term Care Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	LTC employee income tax withheld.
Long Term Care Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	LTC employee income tax not withheld for the area.

### State Transit Tax Balances

State Transit Tax balances apply to the Oregon Transit Tax.

Balance name	Dimension name	Required for initialization	Definition
State Transit Tax Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
State Transit Tax Exempt	Relationship Tax Unit,State Year to Date	No	Income exempt from tax.
State Transit Tax Subject Withholdable	Relationship Tax Unit,State Year to Date	No	Income subject to tax and is withholdable.
State Transit Tax Subject Not Withholdable	Relationship Tax Unit,State Year to Date	Yes	Income subject to tax and isn't withholdable.
State Transit Tax Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	Income subject to tax but is withholdable after all pretax reductions.
State Transit Tax Withheld	Relationship Tax Unit,State Year to Date	Yes	Tax withheld for the area.
State Transit Tax Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	Tax not withheld for the area.

### SIT Balances

Balance name	Dimension name	Required for initialization	Definition
SIT Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned in states subject to SIT.

Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
SIT Exempt	Relationship Tax Unit,State Year to Date	No	<p>Total exemption amount that reduces state gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>SIT withholding</li> <li>Reporting of wages</li> </ul>
SIT Subject Withholdable	Relationship Tax Unit,State Year to Date	No	State gross subject to SIT and is withholdable.
SIT Subject Not Withholdable	Relationship Tax Unit,State Year to Date	Yes	State gross subject to SIT but isn't withholdable.
SIT 401k Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax 401 (k) amount that reduces state gross.</p> <p>Applies to base 401 (k) contributions only.</p>
SIT 403b Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 403 (b) amount that reduces state gross.
SIT 457 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 457 (b) amount that reduces state gross.
SIT Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax dependent care amount that reduces state gross.</p> <p>Includes any Section 125 dependent care FSA.</p>
SIT Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	<p>Pretax Section 125 amount that reduces state gross.</p> <p>Includes pretax medical, dental, vision, and so on.</p>
SIT Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	<p>Other pretax amounts that reduce state gross.</p> <p>Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.</p>

Balance name	Dimension name	Required for initialization	Definition
SIT Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce state gross.  Represents the sum of SIT 401k Reductions, SIT Dependent Care Reductions, SIT Section 125 Reductions, and SIT Other Pretax Reductions.
SIT Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	State gross subject to SIT but is withholdable after all pretax reductions.  Amount that the tax is calculated against.
SIT Withheld	Relationship Tax Unit,State Year to Date	Yes	SIT withheld for the area.
SIT Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	SIT not withheld for the area.

### SUI Employee Balances

Balance name	Balance dimension	Required for initialization	Definition
SUI Employee Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employee SUI for states subject to the tax.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
SUI Employee Exempt	Relationship Tax Unit,State Year to Date	No	Total exemption amount that reduces SUI employee gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>SUI withholding</li> <li>Reporting of wages</li> </ul>
SUI Employee Excess	Relationship Tax Unit,State Year to Date	No	Total excess amount of SUI employee gross.  Amount of gross wages above the taxable limit.

Balance name	Balance dimension	Required for initialization	Definition
SUI Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	SUI employee gross subject to income tax and is withholdable.
SUI Employee 401k Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 401 (k) amount that reduces SUI employee gross.  Applies to base 401 (k) contributions only.
SUI Employee 403b Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 403 (b) amount that reduces SUI employee gross.  Applies to base 403 (b) contributions only.
SUI Employee 457 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 457 (b) amount that reduces SUI employee gross.  Applies to base 457 (b) contributions only.
SUI Employee Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	Pretax dependent care amount that reduces SUI employee gross.  Includes any Section 125 dependent care FSA.
SUI Employee Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax Section 125 amount that reduces SUI employee gross.  Includes pretax medical, dental, vision, and so on.
SUI Employee Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Other pretax amounts that reduce SUI employee gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
SUI Employee Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce SUI employee gross.  Represents the sum of SUI 401k Reductions, SUI Dependent Care Reductions, SUI Section 125 Reductions, and SUI Other Pretax Reductions.
SUI Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	SUI employee gross subject to income tax but is withholdable after all pretax reductions.

Balance name	Balance dimension	Required for initialization	Definition
SUI Employee Taxable	Relationship Tax Unit,State Year to Date	Yes	SUI employee gross subject to income tax and is withholdable.  Amount the tax is calculated against.
SUI Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	SUI employee income tax withheld for the area.
SUI Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	SUI employee income tax but not withheld for the area.

### SUI Employer Balances

Balance name	Dimension name	Required for initialization	Definition
SUI Employer Gross	Relationship Tax Unit,State Year to Date	Yes	Gross pay earned for employer SUI for states that are subject to the tax.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
SUI Employer Exempt	Relationship Tax Unit,State Year to Date	No	Total exemption amount that reduces SUI employer gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>SUI withholding</li> <li>Reporting of wages</li> </ul>
SUI Employer Excess	Relationship Tax Unit,State Year to Date	No	Total excess amount of SUI employer gross.  Amount of gross wages above the taxable limit.
SUI Employer Subject Withholdable	Relationship Tax Unit,State Year to Date	No	SUI employer gross subject to income tax and is withholdable.
SUI Employer 401k Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 401 (k) amount that reduces SUI employer gross.  Applies to base 401 (k) contributions only.

Balance name	Dimension name	Required for initialization	Definition
SUI Employer 403b Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 403 (b) amount that reduces SUI employer gross.  Applies to base 403 (b) contributions only.
SUI Employer 457 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax 457 (b) amount that reduces SUI employer gross.  Applies to base 457 (b) contributions only.
SUI Employer Dependent Care Reductions	Relationship Tax Unit,State Year to Date	No	Pretax dependent care amount that reduces SUI employer gross.  Includes any Section 125 dependent care FSA.
SUI Employer Section 125 Reductions	Relationship Tax Unit,State Year to Date	No	Pretax Section 125 amount that reduces SUI employer gross.  Includes pretax medical, dental, vision, and so on.
SUI Employer Other Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Other pretax amounts that reduce SUI employer gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
SUI Employer Pretax Reductions	Relationship Tax Unit,State Year to Date	No	Total pretax deductions that reduce SUI employer gross.  Represents the sum of SUI Employer 401k Reductions, SUI Employer Dependent Care Reductions, SUI Employer Section 125 Reductions, and SUI Employer Other Pretax Reductions.
SUI Employer Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	SUI employer gross subject to income tax but is withholdable after all pretax reductions.
SUI Employer Taxable	Relationship Tax Unit,State Year to Date	Yes	SUI employer gross subject to tax and is withholdable.  Amount the tax is calculated against.
SUI Employer Liability	Relationship Tax Unit,State Year to Date	Yes	SUI employer income tax liability for the area.

Balance name	Dimension name	Required for initialization	Definition

### Metro Tax Employee Balances

Balance name	Dimension name	Required for initialization	Definition
Metro Employee Gross	Relationship Tax Unit,State Year to Date	Yes	<p>Oregon Metro employee gross pay subject to the tax.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Metro Employee Gross Resident	Relationship Tax Unit,State Year to Date	Yes	<p>Oregon Metro employee resident gross pay subject to the tax.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Metro Employee Gross Nonresident	Relationship Tax Unit,State Year to Date	Yes	<p>Oregon Metro employee nonresident gross pay subject to the tax.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Metro Employee Excess Income	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee income that exceeds the taxable amount.
Metro Employee Excess Income Resident	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee resident income that exceeds the taxable amount.
Metro Employee Excess Income Nonresident	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee nonresident income that exceeds the taxable amount.
Metro Employee Exempt	Relationship Tax Unit,State Year to Date	No	<p>Oregon Metro Total exemption amount that reduces Metro employee gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>Metro withholding</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Reporting of wages</li> </ul>
Metro Employee Exempt Resident	Relationship Tax Unit,State Year to Date	No	<p>Oregon Metro Total exemption amount that reduces Metro employee resident gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>Metro withholding</li> <li>Reporting of wages</li> </ul>
Metro Employee Exempt Nonresident	Relationship Tax Unit,State Year to Date	No	<p>Oregon Metro Total exemption amount that reduces Metro employee nonresident gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>Metro withholding</li> <li>Reporting of wages</li> </ul>
Metro Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee gross subject to income tax and is withholdable.
Metro Employee Subject Withholdable Resident	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee resident gross subject to income tax and is withholdable.
Metro Employee Subject Withholdable Nonresident	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee nonresident gross subject to income tax and is withholdable.
Metro Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	Oregon Metro employee gross subject to income tax and is withholdable after all pretax reductions.
Metro Employee Reduced Subject Withholdable Resident	Relationship Tax Unit,State Year to Date	Yes	Oregon Metro employee resident gross subject to income tax and is withholdable after all pretax reductions.
Metro Employee Reduced Subject Withholdable Nonresident	Relationship Tax Unit,State Year to Date	Yes	Oregon Metro employee nonresident gross subject to income tax and is withholdable after all pretax reductions.
Metro Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	Oregon Metro employee income tax withheld.



Balance name	Dimension name	Required for initialization	Definition
Metro Employee Withheld Resident	Relationship Tax Unit,State Year to Date	Yes	Oregon Metro employee resident income tax withheld.
Metro Employee Withheld Nonresident	Relationship Tax Unit,State Year to Date	Yes	Oregon Metro employee nonresident income tax withheld.
Metro Employee Withheld Not Taken	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee income tax not withheld for the area.
Metro Employee Withheld Not Taken Resident	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee resident income tax not withheld for the area.
Metro Employee Withheld Not Taken Nonresident	Relationship Tax Unit,State Year to Date	No	Oregon Metro employee nonresident income tax not withheld for the area.

### State Miscellaneous Tax Employee Balances

Currently, only Vermont childcare contributions use these balances.

Balance name	Dimension name	Required for initialization	Definition
State Miscellaneous Employee Gross	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employee gross pay subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
State Miscellaneous Employee Exempt	Relationship Tax Unit,State Year to Date	No	Vermont Child Care Contribution employee income exempt from tax.
State Miscellaneous Employee Subject Withholdable	Relationship Tax Unit,State Year to Date	No	Vermont Child Care Contribution employee gross subject to tax and is withholdable.
State Miscellaneous Employee Subject Not Withholdable	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employee gross subject to tax but isn't withholdable.
State Miscellaneous Employee Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employee gross subject to tax and is withholdable after all pretax reductions.

Balance name	Dimension name	Required for initialization	Definition
State Miscellaneous Employee Withheld	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employee income tax withheld.

### State Miscellaneous Tax Employer Balances

Currently, only Vermont childcare contributions use these balances.

Balance name	Dimension name	Required for initialization	Definition
State Miscellaneous Employer Gross	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employer gross pay subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
State Miscellaneous Employer Exempt	Relationship Tax Unit,State Year to Date	No	Vermont Child Care Contribution employer income exempt from tax.
State Miscellaneous Employer Subject Withholdable	Relationship Tax Unit,State Year to Date	No	Vermont Child Care Contribution employer gross subject to tax and is withholdable.
State Miscellaneous Employer Subject Not Withholdable	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employer gross subject to tax but isn't withholdable.
State Miscellaneous Employer Reduced Subject Withholdable	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employer gross subject to tax and is withholdable after all pretax reductions.
State Miscellaneous Employer Liability	Relationship Tax Unit,State Year to Date	Yes	Vermont Child Care Contribution employer income tax liability.

### City Income Tax Balances

**Note:** If an employee's work or residence is in a Pennsylvania PA Act 32 jurisdiction, you must initialize additional local-level balances. These balances are listed in the Pennsylvania Act 32 City and School Local Income Tax Balances table. For Pennsylvania Act 32 balances:

- Initialize the city balances using the "Relationship Tax Unit City Year to Date" dimension.
  - Philadelphia isn't a Pennsylvania Act 32 jurisdiction.
- Don't initialize Pennsylvania Act 32 city balances using the "Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date" dimension.

Balance name	Dimension name	Required for initialization	Definition
City Gross		Yes	<p>Gross pay earned in the city for cities subject to the tax.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
City Gross Resident		Yes	<p>Gross pay earned in the resident city.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul> <p><b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.</p>
City Gross Nonresident		Yes	<p>Gross pay earned in the nonresident city.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul> <p><b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.</p>
City Exempt	Relationship Tax Unit, City Year to Date	No	<p>Total exemption amount that reduces city gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>City withholding</li> <li>Reporting of wages</li> </ul>
City Subject Withholdable	Relationship Tax Unit, City Year to Date	No	<p>City gross subject to income tax and is withholdable.</p>

Balance name	Dimension name	Required for initialization	Definition
City Subject Not Withholdable	Relationship Tax Unit, City Year to Date	Yes	City gross subject to income tax but isn't withholdable.
City Subject Not Withholdable Resident	Relationship Tax Unit, City Year to Date	Yes	City gross resident wages subject to income tax but aren't withholdable.  <b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.
City Subject Not Withholdable Nonresident	Relationship Tax Unit, City Year to Date	Yes	City gross nonresident wages subject to income tax but aren't withholdable.  <b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.
City 401k Reductions	Relationship Tax Unit, City Year to Date	No	Pretax 401 (k) amount that reduces city gross.  Applies to base 401 (k) contributions only.
City 403b Reductions	Relationship Tax Unit, City Year to Date	No	Pretax 403 (b) amount that reduces city gross.  Applies to base 403 (b) contributions only.
City 457 Reductions	Relationship Tax Unit, City Year to Date	No	Pretax 457 (b) amount that reduces city gross.  Applies to base 457 (b) contributions only.
City Dependent Care Reductions	Relationship Tax Unit, City Year to Date	No	Pretax dependent care amount that reduces city gross.  Includes any Section 125 dependent care FSA.
City Section 125 Reductions	Relationship Tax Unit, City Year to Date	No	Pretax Section 125 amount that reduces city gross.

Balance name	Dimension name	Required for initialization	Definition
			Includes pretax medical, dental, vision, and so on.
City Other Pretax Reductions	Relationship Tax Unit, City Year to Date	No	Other pretax amounts that reduce city gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
City Pretax Reductions	Relationship Tax Unit, City Year to Date	No	Total pretax deductions that reduce city gross.  Represents the sum of City 401k Reductions, City Dependent Care Reductions, City Section 125 Reductions, and City Other Pretax Reductions.
City Reduced Subject Withholdable	Relationship Tax Unit, City Year to Date	Yes	City gross subject to income tax but is withholdable after all pretax reductions.  Amount the tax is calculated against.
City Reduced Subject Withholdable Resident	Relationship Tax Unit, City Year to Date	Yes	City gross resident wages subject to income tax but are withholdable after all pretax reductions.  Amount the tax is calculated against.  <b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.
City Reduced Subject Withholdable Nonresident	Relationship Tax Unit, City Year to Date	Yes	City gross nonresident wages subject to income tax but are withholdable after all pretax reductions.  Amount the tax is calculated against.  <b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.

Balance name	Dimension name	Required for initialization	Definition
City Withheld	Relationship Tax Unit, City Year to Date	Yes	City income tax withheld for the area.
City Withheld Resident	Relationship Tax Unit, City Year to Date	Yes	City income tax withheld for the resident jurisdiction.  <b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.
City Withheld Nonresident	Relationship Tax Unit, City Year to Date	Yes	City income tax withheld for the nonresident jurisdiction.  <b>Note:</b> Don't initialize this balance if the employee's work or residence is in a Pennsylvania Act 32 jurisdiction.
City Withheld Not Taken	Relationship Tax Unit, City Year to Date	No	City income tax not withheld for the area.
City Uncollected Tax Tip Wages Resident	Relationship Tax Unit, City Year to Date	Yes	Total resident wages for tipped employees for which no city tax was withheld.  <b>Note:</b> For Philadelphia, Pennsylvania reporting only.
City Uncollected Tax Tip Wages Nonresident	Relationship Tax Unit, City Year to Date	Yes	Total nonresident wages for tipped employees for which no city tax was withheld.  <b>Note:</b> For Philadelphia, Pennsylvania reporting only.
City Uncollected Tax Tip Withheld Nonresident	Relationship Tax Unit, City Year to Date	Yes	Total nonresident uncollected tax withheld for tipped employees for which no city tax was withheld.

Balance name	Dimension name	Required for initialization	Definition
			<p><b>Note:</b> For Louisville, Kentucky reporting only.</p>
City Uncollected Tax Tip Withheld Resident	Relationship Tax Unit, City Year to Date	Yes	<p>Total resident uncollected tax withheld for tipped employees for which no city tax was withheld.</p> <p><b>Note:</b> For Louisville, Kentucky reporting only.</p>

### City Miscellaneous Tax Employee Balances

Currently, these balances apply only to the Eugene, Oregon Safety Tax.

Balance name	Dimension name	Required for initialization	Definition
City Miscellaneous Employee Gross	Relationship Tax Unit, City Year to Date	Yes	<p>Gross pay earned in the city that is subject to the tax.</p> <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
City Miscellaneous Employee Exempt	Relationship Tax Unit, City Year to Date	No	<p>Total exemption amount that reduces city gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>Withholding</li> <li>Reporting of wages</li> </ul>
City Miscellaneous Employee Subject Withholdable	Relationship Tax Unit, City Year to Date	Yes	<p>City gross subject to income tax and is withholdable.</p>
City Miscellaneous Employee Reduced Subject Withholdable	Relationship Tax Unit, City Year to Date	Yes	<p>City gross subject to income tax but is withholdable after all pretax reductions.</p>
City Miscellaneous Employee Taxable	Relationship Tax Unit, City Year to Date	Yes	<p>City gross subject to tax and is withholdable up to the taxable limit.</p> <p>Amount the tax is calculated against.</p>

Balance name	Dimension name	Required for initialization	Definition
City Miscellaneous Employee Withheld	Relationship Tax Unit, City Year to Date	Yes	City tax withheld for the area.
City Miscellaneous Employee Withheld Not Taken	Relationship Tax Unit, City Year to Date	No	City tax but not withheld for the area.

### City Miscellaneous Tax Employer Balances

Currently, these balances apply only to the Eugene, Oregon Safety Tax.

Balance name	Dimension name	Required for initialization	Definition
City Miscellaneous Employer Gross	Relationship Tax Unit, City Year to Date	Yes	Gross pay earned in the city subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
City Miscellaneous Employer Exempt	Relationship Tax Unit, City Year to Date	No	Total exemption amount that reduces city gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>Withholding</li> <li>Reporting of wages</li> </ul>
City Miscellaneous Employer Subject Withholdable	Relationship Tax Unit, City Year to Date	No	City gross subject to income tax and is withholdable.
City Miscellaneous Employer Reduced Subject Withholdable	Relationship Tax Unit, City Year to Date	Yes	City gross subject to income tax but is withholdable after all pretax reductions.
City Miscellaneous Employer Taxable	Relationship Tax Unit, City Year to Date	Yes	City gross subject to tax and is withholdable up to the taxable limit.  Amount the tax is calculated against.
City Miscellaneous Employer Liability	Relationship Tax Unit, City Year to Date	Yes	City tax liability for the area.

### County Income Tax Balances



Balance name	Dimension name	Required for initialization	Definition
County Gross	Relationship Tax Unit,County Year to Date	Yes	Gross pay earned in the county for counties subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
County Gross Resident	Relationship Tax Unit,County Year to Date	Yes	Gross pay earned in the resident county subject to tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
County Gross Nonresident	Relationship Tax Unit,County Year to Date	Yes	Gross pay earned in the nonresident county subject to tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
County Exempt	Relationship Tax Unit,County Year to Date	No	Total exemption amount that reduces county gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>County withholding</li> <li>Reporting of wages</li> </ul>
County Subject Withholdable	Relationship Tax Unit,County Year to Date	No	County gross subject to income tax and is withholdable.
County Subject Not Withholdable	Relationship Tax Unit,County Year to Date	Yes	County gross subject to income tax but isn't withholdable.
County Subject Not Withholdable Resident	Relationship Tax Unit,County Year to Date	Yes	County gross resident wages subject to income tax but aren't withholdable.
County Subject Not Withholdable Nonresident	Relationship Tax Unit,County Year to Date	Yes	County gross nonresident wages subject to income tax but aren't withholdable.
County 401k Reductions	Relationship Tax Unit,County Year to Date	No	Pretax 401 (k) amount that reduces county gross.

Balance name	Dimension name	Required for initialization	Definition
			Applies to base 401 (k) contributions only.
County 403b Reductions	Relationship Tax Unit, City Year to Date	No	Pretax 403 (b) amount that reduces county gross.  Applies to base 403 (b) contributions only.
County 457 Reductions	Relationship Tax Unit, City Year to Date	No	Pretax 457 (b) amount that reduces county gross.  Applies to base 457 (b) contributions only.
County Dependent Care Reductions	Relationship Tax Unit, County Year to Date	No	Pretax dependent care amount that reduces county gross.  Includes any Section 125 dependent care FSA.
County Section 125 Reductions	Relationship Tax Unit, County Year to Date	No	Pretax Section 125 amount that reduces county gross.  Includes pretax medical, dental, vision, and so on.
County Other Pretax Reductions	Relationship Tax Unit, County Year to Date	No	Other pretax amounts that reduce county gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
County Pretax Reductions	Relationship Tax Unit, County Year to Date	No	Total pretax deductions that reduce county gross.  Represents the sum of County 401k Reductions, County Dependent Care Reductions, County Section 125 Reductions, and County Other Pretax Reductions.
County Reduced Subject Withholdable	Relationship Tax Unit, County Year to Date	Yes	County gross subject to income tax but is withholdable after all pretax reductions.  Amount the tax is calculated against.
County Reduced Subject Withholdable Resident	Relationship Tax Unit, County Year to Date	Yes	County gross resident wages subject to income tax but are

Balance name	Dimension name	Required for initialization	Definition
			withholdable after all pretax reductions.  Amount the tax is calculated against.
County Reduced Subject Withholdable Nonresident	Relationship Tax Unit,County Year to Date	Yes	County gross nonresident wages subject to income tax but are withholdable after all pretax reductions.  Amount the tax is calculated against.
County Withheld	Relationship Tax Unit,County Year to Date	Yes	County income tax withheld for the area.
County Withheld Resident	Relationship Tax Unit,County Year to Date	Yes	County income tax withheld for the resident jurisdiction.
County Withheld Nonresident	Relationship Tax Unit,County Year to Date	Yes	County income tax withheld for the nonresident jurisdiction.
County Withheld Not Taken	Relationship Tax Unit,County Year to Date	No	County income tax but not withheld for the area.

### County Mental Health Tax Balances

Currently, these balances apply to only the Boone County and Campbell County, Kentucky Mental Health Tax. This tax is a work tax, and resident balances aren't applicable.

Balance name	Dimension name	Required for initialization	Definition
Mental Health Tax Nonresident Gross	Relationship Tax Unit,County Year to Date	Yes	Gross pay earned in the nonresident county that is subject to tax.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Mental Health Tax Nonresident Exempt	Relationship Tax Unit,County Year to Date	No	Total exemption amount that reduces gross.  Includes any amount of gross exempt from:  <ul style="list-style-type: none"> <li>Withholding</li> <li>Reporting of wages</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
Mental Health Tax Nonresident Subject Withholdable	Relationship Tax Unit,County Year to Date	No	Gross nonresident wages subject to income tax and are withholdable.
Mental Health Tax Nonresident Subject Not Withholdable	Relationship Tax Unit,County Year to Date	Yes	Gross nonresident wages subject to income tax but aren't withholdable.
Mental Health Tax Nonresident Reduced Subject Withholdable	Relationship Tax Unit,County Year to Date	Yes	Gross nonresident wages subject to income tax but are withholdable after all pretax reductions.
Mental Health Tax Nonresident Taxable	Relationship Tax Unit,County Year to Date	Yes	Gross nonresident wages subject to tax and are withholdable up to the taxable limit.  <b>Note:</b> Applies to Boone County only. Support for Campbell County begins January 2025.
Mental Health Tax Withheld	Relationship Tax Unit,County Year to Date	Yes	Tax withheld for the area.
Mental Health Tax Not Taken	Relationship Tax Unit,County Year to Date	No	Tax not withheld for the area.

### County Miscellaneous Tax Balances

Currently, these balances apply to only the Campbell County, KY Senior Citizen Tax.

Balance name	Dimension name	Required for initialization	Definition
County Miscellaneous Employee Gross	Relationship Tax Unit,County Year to Date	Yes	Gross pay earned in the nonresident county that is subject to tax.  <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
County Miscellaneous Employee Subject Withholdable	Relationship Tax Unit,County Year to Date	No	County miscellaneous tax subject to income tax and is withholdable.
County Miscellaneous Employee Reduced Subject Withholdable	Relationship Tax Unit,County Year to Date	Yes	County miscellaneous tax subject to income tax but is withholdable after all pretax reductions.

Balance name	Dimension name	Required for initialization	Definition
County Miscellaneous Employee Withheld	Relationship Tax Unit,County Year to Date	Yes	County miscellaneous tax withheld for the area.
County Miscellaneous Employee Withheld Not Taken	Relationship Tax Unit,County Year to Date	No	County miscellaneous tax not withheld for the area.

## Head Tax Balances

Balance name	Dimension name	Required for initialization	Definition
Head Tax Gross	Relationship Tax Unit,City Year to Date	Yes	Gross pay earned in cities subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
Head Tax Exempt	Relationship Tax Unit,City Year to Date	No	Total exemption amount that reduces head tax gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>Withholding</li> <li>Reporting of wages</li> </ul>
Head Tax Subject Withholdable	Relationship Tax Unit,City Year to Date	No	Head tax gross subject to income tax and is withholdable.
Head Tax Subject Not Withholdable	Relationship Tax Unit,City Year to Date	Yes	Head tax gross subject to income tax but isn't withholdable.
Head Tax 401k Reductions	Relationship Tax Unit,City Year to Date	No	Pretax 401 (k) amount that reduces head tax gross.  Applies to base 401 (k) contributions only.
Head Tax 403b Reductions	Relationship Tax Unit,City Year to Date	No	Pretax 403 (b) amount that reduces head tax gross  Applies to base 403 (b) contributions only.
Head Tax 457 Reductions	Relationship Tax Unit,City Year to Date	No	Pretax 457 (b) amount that reduces head tax gross  Applies to base 457 (b) contributions only.

Balance name	Dimension name	Required for initialization	Definition
Head Tax Dependent Care Reductions	Relationship Tax Unit, City Year to Date	No	Pretax dependent care amount that reduces head tax gross.  Includes any Section 125 dependent care FSA.
Head Tax Section 125 Reductions	Relationship Tax Unit, City Year to Date	No	Pretax Section 125 amount that reduces head tax gross.  Includes pretax medical, dental, vision, and so on.
Head Tax Other Pretax Reductions	Relationship Tax Unit, City Year to Date	No	Other pretax amounts that reduce head tax gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
Head Tax Pretax Reductions	Relationship Tax Unit, City Year to Date	No	Total pretax deductions that reduce head tax gross.  Represents the sum of the Head Tax 401k Reductions, Head Tax Dependent Care Reductions, Head Tax Section 125 Reductions, and Head Tax Other Pretax Reductions balances.
Head Tax Reduced Subject Withholdable	Relationship Tax Unit, City Year to Date	Yes	Head tax gross subject to tax but is withholdable after all pretax reductions.  Amount the tax is calculated against.
Head Tax Withheld	Relationship Tax Unit, City Year to Date	Yes	Head tax withheld for the area.
Head Tax Withheld Not Taken	Relationship Tax Unit, City Year to Date	No	Head tax not withheld for the area.

### School District Income Tax Balances

**Note:** If the employee's work or residence is in a Pennsylvania Act 32 jurisdiction, you must initialize additional local-level balances. These balances are listed in the Pennsylvania Act 32 City and School Local Income Tax Balances table.

Balance name	Dimension name	Required for initialization	Definition
School Gross	Relationship Tax Unit,School Year to Date	Yes	Gross pay earned in the school district for districts subject to the tax. <ul style="list-style-type: none"> <li>Includes all regular, supplemental, and imputed earnings.</li> <li>Doesn't include nonpayroll payments.</li> </ul>
School Exempt	Relationship Tax Unit,School Year to Date	No	Total exemption amount that reduces school district gross.  Includes any amount of gross exempt from: <ul style="list-style-type: none"> <li>School district withholding</li> <li>Reporting of wages</li> </ul>
School Subject Withholdable	Relationship Tax Unit,School Year to Date	No	School district gross subject to income tax and is withholdable.
School Subject Not Withholdable	Relationship Tax Unit,School Year to Date	Yes	School district gross subject to income tax but isn't withholdable.
School 401k Reductions	Relationship Tax Unit,School Year to Date	No	Pretax 401 (k) amount that reduces school district gross.  Applies to base 401 (k) contributions only.
School 403b Reductions	Relationship Tax Unit,School Year to Date	No	Pretax 403 (b) amount that reduces school district gross.  Applies to base 403 (b) contributions only.
School 457 Reductions	Relationship Tax Unit,School Year to Date	No	Pretax 457 (b) amount that reduces school district gross.  Applies to base 457 (b) contributions only.
School Dependent Care Reductions	Relationship Tax Unit,School Year to Date	No	Pretax dependent care amount that reduces school district gross.  Includes any Section 125 dependent care FSA.
School Section 125 Reductions	Relationship Tax Unit,School Year to Date	No	Pretax Section 125 amount that reduces school district gross.  Includes pretax medical, dental, vision, and so on.

Balance name	Dimension name	Required for initialization	Definition
School Other Pretax Reductions	Relationship Tax Unit,School Year to Date	No	Other pretax amounts that reduce school district gross.  Includes pretax deductions for HSA, 401 (k) catch-up, 403 (b) catch-up, 457 (b) catch-up, and Nonqualified Deferred Compensation.
School Pretax Reductions	Relationship Tax Unit,School Year to Date	No	Total pretax deductions that reduce school district gross.  Represents the sum of School 401k Reductions, School Dependent Care Reductions, School Section 125 Reductions, and School Other Pretax Reductions.
School Reduced Subject Withholdable	Relationship Tax Unit,School Year to Date	Yes	School district gross subject to income tax but is withholdable after all pretax reductions.  Amount the tax is calculated against.
School Withheld	Relationship Tax Unit,School Year to Date	Yes	School district income tax withheld for the area.
School Withheld Not Taken	Relationship Tax Unit,School Year to Date	No	School district income tax not withheld for the area.

### Pennsylvania Act 32 City and School Local Income Tax Balances

For dimensions other than Year to Date, the dimension name follows a different format. For example: **Relationship Tax Unit, Area1, TaxUnit2, Area5,6 Quarter to Date.**

**Note:** For Pennsylvania Act 32 jurisdictions, in addition to the balances in this table, you must initialize the balances in:

- City Income Tax
- School District Income Tax

Balance name	Dimension name	Required for initialization	Definition
Local Gross	Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date	Yes	Gross pay earned.  • Includes all regular, supplemental, and imputed earnings.



Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Doesn't include nonpayroll payments.</li> </ul> <p><b>Note:</b> When initializing this balance, use the value for whichever of these balances is the highest.</p> <ul style="list-style-type: none"> <li>City Gross</li> <li>School Gross</li> <li>SIT Gross</li> </ul>
Local Exempt	Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date	No	<p>Total exemption amount that reduces city and school district gross.</p> <p>Includes any amount of gross exempt from:</p> <ul style="list-style-type: none"> <li>City and school district withholding</li> <li>Reporting of wages</li> </ul> <p><b>Note:</b> When initializing this balance, use the value for whichever of these balances is the highest.</p> <ul style="list-style-type: none"> <li>City Exempt</li> <li>School Exempt</li> <li>SIT Exempt</li> </ul>
Local Subject Not Withholdable	Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date	Yes	<p>Gross subject to income tax but isn't withholdable.</p> <p><b>Note:</b> When initializing this balance, use the value for whichever of these balances is the highest.</p> <ul style="list-style-type: none"> <li>City Subject Not Withholdable</li> <li>School Subject Not Withholdable</li> <li>SIT Subject Not Withholdable</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
Local Reduced Subject Withholdable	Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date	Yes	<p>Gross subject to income tax and is withholdable after all pretax reductions.</p> <p>Amount the tax is calculated against.</p> <p><b>Note:</b> When initializing this balance, use the value for whichever of these balances is the highest.</p> <ul style="list-style-type: none"> <li>• City Reduced Subject Withholdable</li> <li>• School Reduced Subject Withholdable</li> <li>• SIT Reduced Subject Withholdable</li> </ul>
Local Withheld	Relationship Tax Unit, State, TCD, Resident PSD, Work PSD Year to Date	Yes	<p>Sum of the city and school district income tax withheld for the area.</p> <p><b>Note:</b> When initializing this balance, use the value for whichever of these balances is the highest.</p> <ul style="list-style-type: none"> <li>• City Withheld</li> <li>• School Withheld</li> </ul>

## Year-end balances

These tables are sorted by balance name.

- Year-End Balances
- Year End Balances (Form 1099-R Reporting Only)
- Year End Balances (Puerto Rico Only)

For further info on these balances and how they are used, see *Administering US End of Year Processing* in the Help Center.

### Year-End Balances

Balance name	Dimension name	Required for initialization	Definition
W2 401k	Relationship Tax Unit Year to Date	Yes	Elective deferrals to a section 401 (k) cash or deferred arrangement.
W2 403b	Relationship Tax Unit Year to Date	Yes	Elective deferrals under a section 403 (b) salary reduction agreement.
W2 408k	Relationship Tax Unit Year to Date	Yes	Elective deferrals under a section 408 (k)(6) salary reduction Simplified Employee Pension (SEP) plan.
W2 408p	Relationship Tax Unit Year to Date	Yes	Employee salary reduction contributions under a section 408 (p) SIMPLE plan.
W2 409a Nonqualified Income	Relationship Tax Unit Year to Date	Yes	Income under section 409A on a nonqualified deferred compensation plan.
W2 457	Relationship Tax Unit Year to Date	Yes	All deferrals under a section 457 (b) deferred compensation plan.
W2 501c	Relationship Tax Unit Year to Date	Yes	Elective deferrals to a section 501 (c)(18)(D) tax-exempt organization plan.
W2 Adoption	Relationship Tax Unit Year to Date	Yes	Adoption benefits.
W2 Aggregate Deferrals	Relationship Tax Unit Year to Date	Yes	Aggregated deferrals under section 83(i) elections as of the close of the calendar year.
W2 Allocated Tips	Relationship Tax Unit Year to Date	Yes	Allocated tips.
W2 BOX 14A	Relationship Tax Unit Year to Date	Yes	User-defined.  <b>Note:</b> For the New York domestic partner benefits contribution, use the W2 BOX 14A balance and Box 14A lookup code.
W2 BOX 14B	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14C	Relationship Tax Unit Year to Date	Yes	User-defined.

Balance name	Dimension name	Required for initialization	Definition
W2 BOX 14D	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14E	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14F	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14G	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14H	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14I	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14J	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14X	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 BOX 14Z	Relationship Tax Unit Year to Date	Yes	User-defined.
W2 Dependent Care	Relationship Tax Unit Year to Date	Yes	Dependent care.
W2 Employer Health Reimbursement Benefits	Relationship Tax Unit Year to Date	Yes	Permitted benefits under a qualified small employer health reimbursement arrangement.  Applies to employers with fewer than 50 employees.
W2 Excise Parachute	Relationship Tax Unit Year to Date	Yes	20% excise tax on excess golden parachute payments.
W2 Expense Reimbursement	Relationship Tax Unit Year to Date	Yes	Substantiated employee business expense reimbursements.
W2 Family Leave Insurance	Relationship Tax Unit Year to Date	Yes	Family leave insurance.
W2 Group Term Life	Relationship Tax Unit Year to Date	Yes	Cost of group-term life insurance over \$50,000.
W2 Health Coverage	Relationship Tax Unit Year to Date	Yes	Health coverage.
W2 Health Saving Account	Relationship Tax Unit Year to Date	Yes	Employer contributions to an HSA.
W2 Medical Saving Account	Relationship Tax Unit Year to Date	Yes	Employer contributions to a Medical Savings Account (MSA).

Balance name	Dimension name	Required for initialization	Definition
W2 Nonqualified 457	Relationship Tax Unit Year to Date	Yes	Nonqualified plans.
W2 Nonqualified Deferred Compensation	Relationship Tax Unit Year to Date	Yes	Nonqualified plans.
W2 Nonqualified Plan	Relationship Tax Unit Year to Date	Yes	Nonqualified plans.
W2 Nonqualified Stock	Relationship Tax Unit Year to Date	Yes	Nonqualified plans.
W2 Nontax Combat	Relationship Tax Unit Year to Date	Yes	Nontaxable combat pay.
W2 Nontax Sick	Relationship Tax Unit Year to Date	Yes	Nontaxable sick pay.
W2 Pension Plan	Relationship Tax Unit Year to Date	Yes	Pension plans.
W2 Qualified Equity Grants	Relationship Tax Unit Year to Date	Yes	Income from qualified equity grants under section 83(i).
W2 Qualified Move	Relationship Tax Unit Year to Date	Yes	Excludable moving expense reimbursement paid directly to an employee who is a member of the U.S. Armed Forces.
W2 Roth 401k	Relationship Tax Unit Year to Date	Yes	Elective deferrals to a section Roth 401 (k) cash or deferred arrangement.
W2 Roth 403b	Relationship Tax Unit Year to Date	Yes	Elective deferrals under a section Roth 403 (b) salary reduction agreement.
W2 Roth 457B	Relationship Tax Unit Year to Date	Yes	Elective deferrals under a section Roth 457 (b) salary reduction agreement.
W2 Social Security Tips	Relationship Tax Unit Year to Date	Yes	Amount of tips paid to the employee during the calendar year.
W2 Third Party Sick Pay	Relationship Tax Unit Year to Date	Yes	Third-party sick pay.
W2 Uncollected Medicare Group Term Life	Relationship Tax Unit Year to Date	Yes	Uncollected Medicare tax on cost of group-term life insurance over \$50,000 (for former employees).
W2 Uncollected Medicare Tips	Relationship Tax Unit Year to Date	Yes	Uncollected Medicare tax on tips.

Balance name	Dimension name	Required for initialization	Definition
W2 Uncollected Social Security Group Term Life	Relationship Tax Unit Year to Date	Yes	Uncollected Social Security or Railroad Retirement (RRTA) tax on cost of group-term life insurance over \$50,000 (for former employees).
W2 Uncollected Social Security Tax Tips	Relationship Tax Unit Year to Date	Yes	Uncollected Social Security or RRTA tax on tips.

### Year-End Balances (Form 1099-R Reporting Only)

If you are reporting balances for retirees for Form 1099-R (such as distributions from pensions, annuities, retirement or profit-sharing Plans, IRAs, insurance contracts, and so on), in addition to the balances listed in this table, you must initialize these balances.

- FIT Gross
- FIT Withheld
- SIT Reduced Subject Withholdable
- SIT Subject Not Withholdable
- SIT Withheld

Balance name	Dimension name	Required for initialization	Definition
Form 1099R Capital Gain	Relationship Tax Unit Year to Date	Yes	Amount of the total distribution eligible for capital gains.
Form 1099R Employee Contributions or Insurance Premiums	Relationship Tax Unit Year to Date	Yes	Contributions to a profit-sharing, retirement plan, or insurance premiums that the person may recover tax-free.
Form 1099R In Plan Roth Rollover	Relationship Tax Unit Year to Date	Yes	Amount of the distribution for the year, allocable to an In-Plan Roth Rollover. This In-Plan Roth Rollover must be made within 5 years of the rollover's tax year.
Form 1099R Net Unrealized Appreciation	Relationship Tax Unit Year to Date	Yes	Distribution from a qualified plan that includes securities of the employer.
Form 1099R Other	Relationship Tax Unit Year to Date	Yes	Current actuarial value of an annuity contract that is part of a lump-sum distribution.
Form 1099R Taxable Distribution	Relationship Tax Unit Year to Date	Yes	Taxable amount of the total distribution before income tax or other deductions are withheld.

Balance name	Dimension name	Required for initialization	Definition
Form 1099R Total Employee Contributions	Relationship Tax Unit Year to Date	No	Total employee contributions or designated Roth contributions.  This is informational only.

### Year End Balances (Puerto Rico Only)

Balance name	Dimension name	Required for initialization	Definition
W2 Territory 401k	Relationship Tax Unit,State Year to Date	Yes	Territory 401 (k).  <b>Note:</b> You must set the <b>State</b> input value on the results elements of any user-defined deductions that feed this balance. Set this input value to <b>72</b> .
W2 Territory Allowances	Relationship Tax Unit,State Year to Date	Yes	Excess of the Puerto Rico Young Entrepreneurs Act for eligible employees.
W2 Territory Charitable Contributions	Relationship Tax Unit,State Year to Date	Yes	Amount of charitable contributions during the calendar year.
W2 Territory Commissions	Relationship Tax Unit,State Year to Date	Yes	Excess of the Puerto Rico Young Entrepreneurs Act for eligible employees.
W2 Territory Compensation paid due to dismissal	Relationship Tax Unit,State Year to Date	Yes	Territory compensation or indemnification paid to an employee due to dismissal.
W2 Territory Disaster Assistance Qualified Payment	Relationship Tax Unit,State Year to Date	Yes	Territory disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States.
W2 Territory Exempt Salary	Relationship Tax Unit,State Year to Date	Yes	Territory exempt salary.
W2 Territory Fringe Benefits	Relationship Tax Unit,State Year to Date	Yes	Territory fringe benefits.
W2 Territory Government Employee Savings Plan	Relationship Tax Unit,State Year to Date	Yes	Territory government employee savings plan.

Balance name	Dimension name	Required for initialization	Definition
			<p><b>Note:</b> You must set the <b>State</b> input value on the results elements of any user-defined deductions that feed this balance. Set this input value to <b>72</b>.</p>
W2 Territory Government Retirement Fund	Relationship Tax Unit,State Year to Date	Yes	<p>Territory government retirement fund.</p> <p><b>Note:</b> You must set the <b>State</b> input value on the results elements of any user-defined deductions that feed this balance. Set this input value to <b>72</b>.</p>
W2 Territory Payments to professionals regarding hard-to-fill positions	Relationship Tax Unit,State Year to Date	Yes	Territory payments to professionals regarding hard-to-fill positions.
W2 Territory Payments under the Voluntary Transition Program	Relationship Tax Unit,State Year to Date	Yes	Territory payments to public employees under the Voluntary Transition Program.
W2 Territory Physician Stipend	Relationship Tax Unit,State Year to Date	Yes	Territory physician stipend.
W2 Territory Police Overtime Wages	Relationship Tax Unit,State Year to Date	Yes	Territory police overtime wages.
W2 Territory Public Employee Emergency Overtime Wages	Relationship Tax Unit,State Year to Date	Yes	Territory public employee emergency overtime wages.
W2 Territory Researcher Compensation	Relationship Tax Unit,State Year to Date	Yes	Territory researcher compensation.
W2 Territory Tips	Relationship Tax Unit Year to Date	Yes	Excess of the Puerto Rico Young Entrepreneurs Act for eligible employees.
W2 Territory Vacation and Sick Leave Liquidation Payment Early Retirement	Relationship Tax Unit,State Year to Date	Yes	Territory vacation and sick leave payment.



## Other balances

These balances don't fit into a single category.

Balance name	Dimension name	Required for initialization	Definition
ACA Employee Eligible Hours	Relationship No Calculation Breakdown Inception to Date	No	Affordable Care Act (ACA) hours worked-to-date for the employee, for the measurement period.  Measurement period for the employee is any 12-month period.
Gross Earnings	Relationship Tax Unit Year to Date	No	Total of all earnings, including imputed earnings.
Gross Pay	Relationship Tax Unit Year to Date	No	Total of all earnings, excluding imputed earnings.
Net	Relationship Tax Unit Year to Date	No	Gross earnings reduced by taxes, pretax deductions, and all other deductions.
Net Payment	Relationship Tax Unit Year to Date	No	Sum of net and all nonpayroll payments, such as expense reimbursements, if paid through payroll.
PR Youth Exempt Wages	Relationship Tax Unit, State Year to Date	Yes	For employees age 16 through 26, gross annual income up to the \$40,000 maximum.

## User-defined balances

User-defined balances help you manage values required for a configured element. This includes elements and balances for a customer-specific requirement, such as setting up support for a customized 401 (k). Any balances you create and maintain for these kinds of elements may require initialization. Refer to the Secondary Classification Summary-Level Balances section below to determine what associated balances require initialization.

You must review each user-defined element to see if its associated balances require initialization. For involuntary deduction elements subject to a total owed, you must initialize the element's base balance.

Balance name	Dimension name	Required for initialization	Definition
<element_name>	Relationship No Calculation Breakdown, Reference code 1,2 Inception to Date	Yes	The inception-to-date value that has already been accrued toward the total owed.  <ul style="list-style-type: none"> <li>Reference code 1 is the reference code from the card component.</li> </ul>

Balance name	Dimension name	Required for initialization	Definition
			<ul style="list-style-type: none"> <li>Reference code 2 is the element entry ID.</li> </ul>

## Summary-level balances

Summary-level balances can be:

- A grouping of other balances
- A total of other balances

A primary classification summary-level balance inherits with both its primary and secondary classification balances. For example, the Pretax Deductions primary classification has Deferred Compensation 401k as a secondary classification. Therefore, the summary-level balance for Pretax Deductions automatically includes Deferred Compensation 401k balances as well as the balances for all other pretax secondary classifications.

**Note:** Use the Pretax Deductions balance for all the elements with the Pretax Deductions primary classification. You may initialize this balance based on your own organizational requirements. The Deferred Compensation 401k balance represents the summary-level balance for the Deferred Compensation 401k secondary classification. This balance may require initialization based on your own organizational requirements.

To use the balances at these levels, initialize the balances associated with these classifications.

If you initialize an element-level balance, the initialization process doesn't include its summary-level balance. You must initialize it separately.

For example, if you are initializing a balance called **Company X Deferred Compensation 401k**, the process doesn't automatically initialize its summary-level balances, such as:

- Deferred Compensation 401k
- Pretax Deductions

To initialize these summary-level balances, you can:

- Initialize the summary level balances along with the other balances
- Manually add additional balance feeds to the summary-level balances

The following table contains all secondary classification balances associated to the primary classification elements eligible for initialization.

**Note:** This table describes the balances that are:

1. Associated with primary classification elements
2. Eligible for initialization

### Summary-Level Balances for Primary Element Classifications

Balance name	Dimension name	Definition
Deductions	Relationship Tax Unit Year to Date	Total of all values calculated by the elements using the Pretax Deductions, Tax Deductions,

Balance name	Dimension name	Definition
		Employee Tax Credits, Involuntary Deductions, and Voluntary Deductions primary classifications.
Employee Tax Credits	Relationship Tax Unit Year to Date	Total of all elements of the Employee Tax Credits primary classification.
Employee Tax Deductions	Relationship Tax Unit Year to Date	Total of all elements of the Employee Tax Deductions primary classification.
Employer Liabilities	Relationship Tax Unit Year to Date	Total of all elements of the Employer Liabilities primary classification.
Employer Taxes	Relationship Tax Unit Year to Date	Total of all elements of the Employer Taxes primary classification.
Imputed Earnings	Relationship Tax Unit Year to Date	Total of all elements of the Imputed Earnings primary classification.
Involuntary Deductions	Relationship Tax Unit Year to Date	Total of all elements of the Involuntary Deductions primary classification.
Nonpayroll Payment	Relationship Tax Unit Year to Date	Total of all elements of the Nonpayroll Payment primary classification.
Pretax Deductions	Relationship Tax Unit Year to Date	Total of all elements of the Pretax Deductions primary classification.
Standard Earnings	Relationship Tax Unit Year to Date	Total of all elements of the Standard Earnings primary classification.
Supplemental Earnings	Relationship Tax Unit Year to Date	Total of all elements of the Supplemental Earnings primary classification.
Voluntary Deductions	Relationship Tax Unit Year to Date	Total of all elements of the Voluntary Deductions primary classification.

### Summary-Level Balances for Secondary Element Classifications

This table contains all secondary classification summary balances associated to the primary classification elements eligible for initialization. For any summary balances not listed, you must define them manually with the Balance Definitions task.

**Note:** When defining elements or balances, don't give them the same names as any summary-level balances. This would create a conflict when the initialization process tries to derive the balance feeds for the initialization elements.

Primary classification balance	Secondary classification balance	Dimension
Employer Liabilities	Benefits Employer Paid  <b>Note:</b> This balance isn't predefined. You must manually configure it.	Relationship Tax Unit Year to Date
Imputed Earnings	Domestic Partner Dependent	Relationship Tax Unit Year to Date
	Domestic Partner Nondependent	Relationship Tax Unit Year to Date
	Group Term Life	Relationship Tax Unit Year to Date
	Moving Expense Nonqualified and Taxable	Relationship Tax Unit Year to Date
	Moving Expense Qualified and Nontaxable	Relationship Tax Unit Year to Date
	Noncash Award	Relationship Tax Unit Year to Date
	Personal Use of Company Car	Relationship Tax Unit Year to Date
Involuntary Deductions	Alimony	Relationship Tax Unit Year to Date
	Bankruptcy Order	Relationship Tax Unit Year to Date
	Child Support	Relationship Tax Unit Year to Date
	Creditor Debt	Relationship Tax Unit Year to Date
	Debt Collection Improvement Act	Relationship Tax Unit Year to Date
	Educational Loan	Relationship Tax Unit Year to Date
	Employee Requested	Relationship Tax Unit Year to Date
	Garnishment	Relationship Tax Unit Year to Date
	Spousal Support	Relationship Tax Unit Year to Date
	Regional Tax Levy	Relationship Tax Unit Year to Date
	Tax Levy	Relationship Tax Unit Year to Date

Primary classification balance	Secondary classification balance	Dimension
Nonpayroll Payment	Expense Reimbursement	Assignment Tax Unit Year to Date
Pretax Deductions	Deferred Compensation 401k	Relationship Tax Unit Year to Date
	Deferred Compensation 401k Catch-Up	Relationship Tax Unit Year to Date
	Deferred Compensation 403b	Relationship Tax Unit Year to Date
	Deferred Compensation 403b Catch-Up	Relationship Tax Unit Year to Date
	Deferred Compensation 457	Relationship Tax Unit Year to Date
	Deferred Compensation 457 Catch-Up	Relationship Tax Unit Year to Date
	Dental Care 125	Relationship Tax Unit Year to Date
	Dependent Care 125	Relationship Tax Unit Year to Date
	Flexible Spending Account	Relationship Tax Unit Year to Date
	Health Care 125	Relationship Tax Unit Year to Date
	Health Savings Account	Relationship Tax Unit Year to Date
	Health Savings Account Catch-Up	Relationship Tax Unit Year to Date
	Nonqualified Deferred Compensation	Relationship Tax Unit Year to Date
	Vision Care 125	Relationship Tax Unit Year to Date
Standard Earnings	Overtime	Relationship Tax Unit Year to Date
	Premium	Relationship Tax Unit Year to Date
	Regular	Relationship Tax Unit Year to Date
	Regular Not Worked	Relationship Tax Unit Year to Date
	<p><b>Note:</b> This balance isn't predefined. You must manually configure it.</p>	

Primary classification balance	Secondary classification balance	Dimension
	Shift	Relationship Tax Unit Year to Date
Supplemental Earnings	Awards and Prizes	Relationship Tax Unit Year to Date
	Bonuses	Relationship Tax Unit Year to Date
	Cafeteria Plan	Relationship Tax Unit Year to Date
	Commission	Relationship Tax Unit Year to Date
	Deceased Employee Wages	Relationship Tax Unit Year to Date
	Deferred Compensation Distribution	Relationship Tax Unit Year to Date
	Dismissal Payments	Relationship Tax Unit Year to Date
	Job-Related Educational Assistance	Relationship Tax Unit Year to Date
	Jury Duty Pay	Relationship Tax Unit Year to Date
	Moving Expense Nonqualified	Relationship Tax Unit Year to Date
	Moving Expense Qualified	Relationship Tax Unit Year to Date
	Paid Time Off Payout	Relationship Tax Unit Year to Date
	Pension and Annuities	Relationship Tax Unit Year to Date
	Sick Pay	Relationship Tax Unit Year to Date
	Travel Taxable Reimbursement	Relationship Tax Unit Year to Date
Voluntary Deductions	Benefits After Tax	Relationship Tax Unit Year to Date
	Deferred Compensation Roth 401k	Relationship Tax Unit Year to Date
	Deferred Compensation Roth 401k Catch Up	Relationship Tax Unit Year to Date
	Deferred Compensation 403b Roth	Relationship Tax Unit Year to Date
	Deferred Compensation 403b Roth Catch-Up	Relationship Tax Unit Year to Date

Primary classification balance	Secondary classification balance	Dimension
	Deferred Compensation 457 Roth	Relationship Tax Unit Year to Date
	Deferred Compensation 457 Roth Catch-Up	Relationship Tax Unit Year to Date
	Employer Reimbursements	Relationship Tax Unit Year to Date
	Life Insurance	Relationship Tax Unit Year to Date
	Loans	Relationship Tax Unit Year to Date
	Pension Plan After Tax	Relationship Tax Unit Year to Date
	Pension Plan After Tax 403b	Relationship Tax Unit Year to Date
	Pension Plan After Tax 457	Relationship Tax Unit Year to Date
	Union Deductions	Relationship Tax Unit Year to Date

## Miscellaneous balances

For the balances in the following table:

- You can use them to initialize limits or other important user-defined balances.
- They aren't summary-level balances like those described previously.
- They may be balances associated with elements automatically created by the Element task when you defined their base element.

**Note:** Don't initialize the balances related to total deferral or total pensions if your organization has only a single PSU (such as Total Deferred Compensation 401k and Total Pension Plan After Tax). These balances require initialization only if:

1. There are multiple PSUs within the LDG.
2. Employees can be transferred across these PSUs.

Balance name	Dimension name	Notes
Deferred Compensation 401k Catch Up Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation 401K Eligible Earnings	Relationship Tax Unit Year to Date	
Deferred Compensation 401k Employer Match	Relationship Tax Unit Year to Date	

Balance name	Dimension name	Notes
Deferred Compensation 403b Catch Up Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation 403b Eligible Earnings	Relationship Tax Unit Year to Date	
Deferred Compensation 403b Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation 457 Catch Up Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation 457 Eligible Earnings	Relationship Tax Unit Year to Date	
Deferred Compensation 457 Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation After Tax 403b Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation After Tax 457 Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation Roth 401k Catch Up Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation Roth 401k Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation Roth 403b Catch Up Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation Roth 403b Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation Roth 457 Catch Up Employer Match	Relationship Tax Unit Year to Date	
Deferred Compensation Roth 457 Employer Match	Relationship Tax Unit Year to Date	
Other Pretax	Relationship Tax Unit Year To Date	
Pension Plan After Tax Employer Match	Relationship Tax Unit Year to Date	
Sick Pay Wages	Relationship Tax Unit,State Year to Date	
State Worked Hours	Relationship Tax Unit State, Quarter to Date	Initialize for mid-quarter conversions only.



Balance name	Dimension name	Notes
		Used by quarterly tax filing for state unemployment reporting.  For further info, see Hours Worked for State Unemployment Insurance Reporting (2729519.1) on My Oracle Support.
Total Deferred Compensation 401k	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 401k Catch Up	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 401k Catch Up Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 401k Eligible Earnings	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 401k Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 403b	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 403b Catch Up	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 403b Catch Up Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 403b Eligible Earnings	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 403b Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 457	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 457 Catch Up	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 457 Catch Up Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation 457 Eligible Earnings	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.

Balance name	Dimension name	Notes
Total Deferred Compensation 457 Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation After Tax 403b	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation After Tax 403b Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation After Tax 457	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation After Tax 457 Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 401k	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 401k Catch Up	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 401k Catch Up Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 401k Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 403b	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 403b Catch Up	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 403b Catch Up Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 403b Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 457	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth 457 Catch Up Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.

Balance name	Dimension name	Notes
Total Deferred Compensation Roth 457 Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Deferred Compensation Roth Catch Up 457	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Pension Plan After Tax	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.
Total Pension Plan After Tax Employer Match	Relationship NoCB Year to Date	Used by the Local and Global Transfer process to copy balances.

## Balances not eligible for initialization or adjustment

The balance initialization or adjustment processes don't support the balances in the following tables.

### Workers' Compensation

Balance name	Definition
Workers Compensation	Employer liability for Workers' Compensation.
Workers Compensation Two Employer	Employer liability for Workers' Compensation two.
Workers Compensation Three Employer	Employer liability for Workers' Compensation three.
Workers Compensation Two Withheld	Employee tax withheld for Workers' Compensation two.
Workers Compensation Two Withheld Not Taken	Employee tax withheld but not taken for Workers' Compensation two.
Workers Compensation Withheld	Employee tax withheld for Workers' Compensation.
Workers Compensation Withheld Not Taken	Employee tax withheld but not taken for Workers' Compensation.

### Year End

Balance name	Definition
W2 No Gross Earnings	

### Other

Use the Relationship Tax Unit, Balance Date Time Definition Period to Date dimension when initializing these balances.

Balance name	Definition
Cash Tips Reported	Summary-level under Imputed Earnings classification.
Tips Regular	Summary-level under Regular Earnings classification.
Tips Supplemental	Summary-level under Supplemental Earnings classification.

#### Related Topics

- [Overview of Balance Initialization for the US](#)

## Document Preferences

### Document Record and Attachment Preferences for the US

By default, the preferences for document records and attachments are restricted, not allowing employees or payroll professionals to add, update, or delete completed year-end documents and attachments. This disables updates and removals of the forms after they're created and posted. This applies to all year-end document types, as well as original, canceled, and amended forms.

Here's a list of the predefined restrictions.

- Restrict Create = Yes
- Restrict Update = Yes
- Restrict Delete = Yes
- Restrict Add Attachment = Yes
- Restrict Update Attachment = Yes
- Restrict Delete Attachment = Yes

These restrictions are predefined for these year-end document types.

- W-2
- W-2c

If required, you can remove these restrictions by updating the record and attachment preferences for a document type.

To access the document record and attachment preferences, use the Document Types task.

## Document Types for the US

The Document Delivery Preferences task provides these types for generating employee forms.

Type	Category	Country	Is used for
1095-C	Benefits	United States	ACA Form 1095-C  For further info, see US 1095-C Employee Report in the Help Center.
Payslip	Payroll	All	Detail for payroll payments received  For further info, see View Payments in the Help Center.
W_2	Payroll	United States	Employee Forms W-2, W-2GU, and W-2PR  For further info, see Document Delivery Preferences for Year End for the US in the Help Center.
W_2c	Payroll	United States	Employee Forms W-2c, W-2cGU, and W-2cPR  For further info, see Document Delivery Preferences for Year End for the US in the Help Center.  <b>Note:</b> The task uses the W_2 preferences for document delivery.

*Related Topics*

- [Document Delivery Preferences for Year End for the US](#)
- [US 1095-C Employee Report](#)
- [View Payments](#)

## Element Upgrade Flow

### Element Upgrade Flow

Use the Element Upgrade flow to upgrade your existing elements whenever new features become available.

To run this flow:

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

3. Select your US legislative data group.
4. Search for and select **Element Upgrade**.

## Flow Parameters

The Element Upgrade flow uses these parameters.

### Mode

Select one of the following.

- Select **Draft** to perform a test run of this flow for data verification purposes.
- Select **Final** to run this flow against your active data.

### Primary Classification

Select the primary element classification of the elements you want to upgrade.

### Secondary Classification

Select the secondary element classification of the elements you want to upgrade.

The primary classification you select determines the values in this field.

Leave blank to run for all secondary classifications.

### Enable Feature

Select one of the following.

- Iteration on Pretax Element  
Use this option to enable iteration on pretax elements. This option is available when you select the **Pretax Deductions** primary classification.
- Disposable Income Recalculation  
Use this option to enforce the recalculation of disposable income for your involuntary deduction elements and to apply any new features.  
This option is available when you select the **Involuntary Deduction** primary classification.

### Element Name

Select the element you want to upgrade.

Leave blank to run for all elements.

### Formula Upgrade Option

Select one of these values.

- Display all formulas  
Generates a list of all formulas that would be impacted during a Final run. Applicable to Draft mode only.
- Override the existing formula  
Replaces any existing formulas with new ones and renames the original formulas. Applicable to Final mode only.

- Don't make changes to the existing formula  
Makes no changes to formulas. New formulas aren't added.

## Flow Results

When you run this flow, it performs different actions upon the objects related to the elements. It also generates an output file that describes these changes.

### Element Upgrade of Objects

When run in Final mode, this flow upgrades the different objects and their dependents in different ways. If a new version of the element template includes any other objects apart from those listed in this table, the flow doesn't upgrade those objects.

Here are the conditions that determine when the flow updates the various objects.

**Note:** In most cases, when this flow makes changes to existing objects, it applies them as corrections. However, in the case of pretax deductions, you must perform additional configuration that applies the upgrades as date-effective changes. For further info, see Upgrade Pretax Deductions for the US in the Help Center.

Object	Condition
Defined Balances	There are no conditions. The flow always updates the defined balances.
Fast Formulas	Updates them based on the value you selected for <b>Formula Upgrade Option</b> when you run the flow.
Formula Results	Conditions exist only when a dependent object exists.  For example, if the Element Upgrade process is creating a status processing rule for a fast formula, then that formula must already exist.
Status Processing Rules	Applies specific conditions if the dependent object exists.  For example, if the Element Upgrade process is creating a status processing rule for a fast formula, then that formula must already exist.
Balances	Conditions exist only when a dependent object exists.  For example, if the Element Upgrade process is creating a balance with new element input values, then those input values must already exist. When the process creates the balance, it creates it with an effective date of 01-JAN-1951. If any of the element balance feeds don't exist as of this date, the flow uses the effective date of the element when creating the feed.
Balance Feeds	The Element Upgrade flow must have created the element input values before it creates any balance feeds.
Input Values	The Element Upgrade flow creates an input value when at least one of these are true. <ul style="list-style-type: none"> <li>• Element isn't retroactively enabled.</li> <li>• Input value isn't required.</li> <li>• Input value doesn't have default values.</li> </ul>

Object	Condition
	<ul style="list-style-type: none"> <li>Input value doesn't have <b>Default at Run Time</b> enabled.</li> <li>No user-defined input value exists.</li> <li>The new input value is enabled for DBI, and that DBI exists.</li> <li><b>Special Purpose</b> value of the new input value doesn't exist for any existing input values on the same element.</li> </ul>
Element Eligibility Input Values	<p>Before the Element Upgrade flow adds the element-eligibility input values, those input values must exist.</p> <p>See the previous parameter for conditions on input values.</p>
Element Entries	The Element Upgrade flow creates the appropriate element entries with the new input values. It creates the entry for all date-effective records.
Calculation Unit	There are no conditions. The Element Upgrade flow links the calculation value definition, element, and calculation logic.
Calculation Card Override Usages	There are no conditions. The Element Upgrade flow links the calculation component as the override usage for a calculation value definition. This is listed on the flow output report as DIR Override Usages.
Calculation Card Components	<p>The flow links <b>Component Details</b> with the calculation components. The components include:</p> <ul style="list-style-type: none"> <li><b>DIR Comp Flex</b></li> <li><b>DIR Comp Flex Usages</b></li> <li><b>DIR Comp Flex Rships</b></li> </ul>

### Flow Output

This flow generates an output report in Microsoft Excel format. This report includes multiple worksheets.

Worksheet name	What it includes
Parameters	Displays the parameter values you set when you started the flow.
Upgrade Details	<p>Displays info on each object changed by the flow.</p> <p>For details on the columns of this worksheet, see below.</p>

The output report spreadsheet has multiple columns.

Column title	Description
Primary Classification	Primary classification of the element being upgraded.
Secondary Classification	Secondary classification of the element.



Column title	Description
Element Name	Name of the element.
Upgrade Object	Type of object being upgraded, such as Balance Type, Input Value, Fast Formula, or Formula Results.
Object Name	Actual name of the object.
Object Details	<p>Any additional details with respect to the object.</p> <p>For example, if the upgrade object is <b>Balance Feed</b>:</p> <ol style="list-style-type: none"> <li>1. The object name displays the actual balance feed (element input value).</li> <li>2. The object details display the balance type associated with this balance feed.</li> </ol>
New or Existing	<p>Identifies if the flow is making a change to an existing object or creating one.</p> <p>For example, if the flow is modifying a fast formula, it would be considered an existing object on this report. However, if an input value is being added, it would display as <b>New</b>.</p>
Backup Formula Name	When the flow upgrades a fast formula, it saves the original formula as a backup. This column of the report displays the backup formula name in Final mode.
Status	Upgrade status of the object.
Message	Displays any messages related to the upgraded object.
Oracle Delivered Modified Formula	<p>Identifies if the user has modified a predefined formula. This column populates only when you run the flow in Draft mode.</p> <p>Use this column to help you decide if you want to upgrade your formulas. If you elect to upgrade the formulas in Final mode, your configurations would be lost. You can refer to the backup formulas generated in Final mode if needed.</p> <p><b>Note:</b> This column is blank when you run this flow in Final mode.</p>

*Related Topics*

- [Upgrade Elements for the US](#)

## Apply Iterative Calculation Enhancements to Your Pretax Deductions

This example assumes you're using existing pretax and involuntary deduction elements that you have defined prior to Release 18C and you have never upgraded them.

To take advantage of the new iterative calculation enhancements, you must upgrade any existing elements of these types.

- Select pretax deductions
- All involuntary deductions

For this example, Company ABC decides to upgrade their 401 (k) pretax elements to use iterative calculations. Company ABC has already updated the default payroll process configuration group to set the date used for the Element Upgrade flow to 2018-12-01.

## Upgrade the Elements

Perform these steps in your test environment.

1. Run the flow in Draft mode.
  - a. Start the Element Upgrade flow.
  - b. Enter the following.

Parameter name	What you enter
Mode	Draft
Primary Classification	Pretax Deductions
Secondary Classification	Deferred Compensation 401k
Enable Feature	Iteration on Pretax Element
Element Name	Leave blank
Formula Upgrade Option	Display All Formulas

2. Review the output of the report. Ensure the pretax elements you want to upgrade are showing on the report.
3. If you're satisfied with the proposed changes, run it again in Final mode.
  - a. Start the flow.
  - b. Enter the following.

Parameter name	What you enter
Mode	Final
Primary Classification	Pretax Deductions

Parameter name	What you enter
Secondary Classification	Deferred Compensation 401k
Enable Feature	Iteration on Pretax Element
Element Name	Leave blank
Formula Upgrade Option	Override the Existing Formula

- c. Review the output of the report. Ensure the pretax elements you want to upgrade are showing on the report.
4. Repeat these steps for every applicable pretax secondary classification.
5. Compile the elements' fast formulas.
  - a. Start the Compile Formula flow.
  - b. Enter % as the formula and **Oracle Payroll** as the formula type.
6. Optionally enable your involuntary deductions to work with the pretax elements enabled for iterative functionality.

For further info, see [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#) in the Help Center.

7. Run payroll, and verify the results.
8. After you have tested each pretax iteration scenario and ensured they process correctly in payroll, repeat these steps in your production environment.

**Note:** After you have performed these steps for each element, you don't need to perform them again in the applicable environment, even if you later decide to upgrade other pretax secondary classifications.

#### Related Topics

- [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#)
- [Upgrade Elements for the US](#)
- [Upgrade Pretax Deductions for the US](#)
- [Element Upgrade Flow](#)

## Enable Disposable Income Recalculation for Your Involuntary Deductions

For this example, Company ABC wants to enable disposable income recalculation and apply new features to all their involuntary deduction elements.

## Upgrade the Elements

Perform these steps in your test environment.

1. Run the Element Upgrade flow in Draft mode.
  - a. Start the Element Upgrade flow.
  - b. Enter the following.

Parameter name	What you enter
Mode	Draft
Primary Classification	Involuntary Deductions
Secondary Classification	Garnishment
Enable Feature	Disposable Income Recalculation
Element Name	ABC Garnishment
Formula Upgrade Option	Display All Formulas

- c. Review the output of the flow. Ensure the involuntary deduction element has no errors on the report.
2. Repeat these steps for each secondary classification and element combination.
3. If you are satisfied with the proposed changes, run the flow again in Final mode.
  - a. Start the flow.
  - b. Enter the following.

Parameter name	What you enter
Mode	Final
Primary Classification	Involuntary Deductions
Secondary Classification	Garnishment
Enable Feature	Disposable Income Recalculation
Element Name	ABC Garnishment

Parameter name	What you enter
Formula Upgrade Option	Override the Existing Formula

- c. Review the output of the flow. Ensure the involuntary deduction element has no errors on the report.
4. Repeat these steps for each secondary classification and element combination.
5. Compile the elements' fast formulas.
  - a. Start the Compile Formula flow.
  - b. Enter % as the formula and **Oracle Payroll** as the formula type.
6. Run payroll, and verify the results.
7. After you have tested each pretax iteration scenario and ensured they process correctly in payroll, repeat these steps in your production environment.

#### Related Topics

- [Upgrade Elements for the US](#)
- [Upgrade Involuntary Deductions for the US](#)
- [Element Upgrade Flow](#)

## Manually Upgrade Involuntary Deductions for Use with Pretax Iteration

Use these steps to allow your older involuntary deduction elements to work with pretax deduction elements you've enabled for iterative functionality.

This involves editing the base fast formula for each involuntary deduction element.

**Note:** These steps aren't necessary for:

- Involuntary deduction elements you created for Release 18C or later
- Any involuntary deduction elements you have already upgraded for the recalculation of disposable income

For further info, see [Upgrade Involuntary Deductions for the US](#) in the Help Center.

To upgrade your elements:

1. From **My Client Groups**, click **Show More**.
2. In **Payroll**, click **Fast Formulas**.
3. Open the <element name>\_Base formula for editing.
4. Search for the following statement.

```
IF(1_tmp_rel_action_id <> 1_payroll_rel_action_id) THEN
```

**5.** Replace this line with the following.

```
/*Pretax Iteration Flag Key is needed to cleanup the Global WSA cache*/l_pretax_iterator_flag_key
= 'PRETAX_ITERATE_FLAG' || TO_CHAR(l_payroll_rel_action_id)l_pretax_iterator_flag
= WSA_GET(l_pretax_iterator_flag_key, 'N')l_prev_pretax_iter_counter_key =
'PRETAX_ITERATE_PREV_COUNTER' || TO_CHAR(l_payroll_rel_action_id)l_prev_pretax_iter_counter =
WSA_GET(l_prev_pretax_iter_counter_key, 0)dummy = PAY_INTERNAL_LOG_WRITE(' (GLBINV_BASE) Previous
Pretax Iteration counter ::::' || to_char(l_prev_pretax_iter_counter))GLB_PRETAX_ITERATE_COUNTER_KEY
= 'PRETAX_ITERATE_COUNTER' || TO_CHAR( l_payroll_rel_action_id)l_pretax_iterate_counter
=WSA_GET(GLB_PRETAX_ITERATE_COUNTER_KEY,0)dummy =PAY_INTERNAL_LOG_WRITE(' (GLBINV_BASE)
GLB_PRETAX_ITERATE_COUNTER=' ||to_char(l_pretax_iterate_counter))/* Call formula to clean WSA
variables */IF(l_tmp_rel_action_id <> l_payroll_rel_action_id OR ( l_pretax_iterator_flag = 'Y' AND
l_prev_pretax_iter_counter!= l_pretax_iterate_counter ) ) THEN
```

**6.** Save and compile the formula**7.** Repeat for each involuntary deduction base-element formula.*Related Topics*

- [Upgrade Involuntary Deductions for the US](#)
- [Upgrade Pretax Deductions for the US](#)

## Upgrade Elements for the US

As Oracle Cloud delivers new features, you might need to upgrade your existing elements to support them.

When you create an element through the element template, it creates many child objects, such as input values, formulas, and balances. When you install a patch or upgrade to a new release, it might include changes to these objects. Any new elements you

For further info, see Element Upgrade Flow in the Help Center.

### What You Can Upgrade

The Element Upgrade flow is a useful tool for ensuring your elements use all the latest enhancements. With it, you can:

**1.** Upgrade your pretax deduction elements

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

- [Upgrade Pretax Deductions for the US](#)
- [How You Apply Iterative Calculation Enhancements to Your Pretax Deductions](#)

**2.** Upgrade your involuntary deduction elements

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

- [Upgrade Involuntary Deductions for the US](#)
- [How You Enable Disposable Income Recalculation for Your Involuntary Deductions](#)

### Critical Considerations

Consider the following before running this flow.

- Before you perform any action in a production environment, run this flow in a test environment. This flow performs changes to your elements that can't be rolled back. You must first thoroughly test your scenarios to

ensure they will perform correctly during payroll processing after the upgrade. Only after you have verified your scenarios in a test environment should you run this flow in a production environment.

- Run this flow initially in Draft mode, and use the output report to review the changes to be made. It doesn't matter if you're in the test or production environment. After your evaluation is complete, and you approve of the changes, perform it in Final mode to implement the element upgrade.
- By default, when you enter the primary classification, this flow runs against all eligible secondary classifications and elements. To limit the scope of the output, run it against specific secondary classification and element combinations.
- When this flow updates formula objects, it overrides any manual configurations you made to the formulas. Check the **Oracle Delivered Modified Formula** column of the Draft mode output report to identify these formula objects. Use **Formula Upgrade Option** to replace or preserve these formulas. After updating formulas, run the Compile Formula flow to recompile them. Use \* as a wildcard entry for the formula and **Oracle Payroll** for the formula type parameter.
- When you upgrade Involuntary Deduction support elements for the Child Support, Spousal Support, and Alimony secondary classifications, the Process Output file might include these entries.

Upgrade object	Object details
DIR Comp Flex	HRX_US_EIWO_HEADER_DATA
DIR Comp Flex	HRX_US_EIWO_RECEIPT_DATA
DIR Comp Flex	HRX_US_EIWO_DETAIL_DATA
DIR Comp Flex	HRX_US_EIWO_ACKN_DATA
DIR Comp Flex Usages	HRX_US_EIWO_HEADER_DATA
DIR Comp Flex Usages	HRX_US_EIWO_RECEIPT_DATA
DIR Comp Flex Usages	HRX_US_EIWO_DETAIL_DATA
DIR Comp Flex Usages	HRX_US_EIWO_ACKN_DATA

These values are no longer used, and you can disregard them.

- If you have involuntary deduction elements you defined before Release 18C, you can manually upgrade them for use with pretax iteration. You don't need to run this flow. For further info, see [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#) in the Help Center.

*Related Topics*

- [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#)
- [Upgrade Involuntary Deductions for the US](#)
- [Upgrade Pretax Deductions for the US](#)
- [Element Upgrade Flow](#)
- [Apply Iterative Calculation Enhancements to Your Pretax Deductions](#)
- [Enable Disposable Income Recalculation for Your Involuntary Deductions](#)

## Upgrade Involuntary Deductions for the US

Use the Element Upgrade flow to apply new features to your involuntary deduction elements.

This can include:

- Legislative changes
- New calculation value overrides
- Formula changes
- Calculation changes
- New balances

Run this flow regularly, such as after each release.

For further info, see [Oracle Cloud Human Capital Management for the US: Element Upgrade Flow \(2458385.1\)](#) on My Oracle Support.

Here's some reasons to upgrade your elements.

Feature example	This is what it does
Ongoing features	<p>Sometimes a new feature requires an element upgrade, even if you have already upgraded that element for a previous release. The What's New documentation for a release tells you if a new feature requires an upgrade.</p> <p>For further info, see <a href="#">Oracle Cloud Readiness for Human Resources Workforce Rewards What's New</a>.</p>
Recalculate disposable income	<p>Before Release 18C, the payroll process calculated disposable income once for the highest priority order. The exception was regional tax levies, which automatically recalculated disposable income.</p> <p>For involuntary deductions you defined before this release, you must upgrade them to automatically recalculate disposable income.</p> <p><b>Note:</b> If you have defined involuntary deductions after this release, you must upgrade your legacy deduction elements.</p>
Prorate support orders	As of Release 18C, you can prorate support orders.



Feature example	This is what it does
	To enable this feature for older elements, you must upgrade the elements for all involuntary deduction secondary classifications.
Common calculation rules for involuntary deductions	<p>Common component overrides are no longer available for any involuntary deduction elements you created or upgraded after 18C. Instead, you add the overrides on the deduction's component on the calculation card.</p> <p>For further info, see Set Overrides on the Involuntary Deductions Card for the US in the Help Center.</p>

## Before You Start

When upgrading your involuntary deductions, consider the following.

- Perform the upgrade first in a test environment. Verify all involuntary scenarios to confirm they process correctly in payroll. Only after you have successfully verified the results should you perform these steps in your production environment.
- If you have Involuntary Deduction elements you defined before Release 18C, you must upgrade them. The payroll process might generate unpredictable results if you run it against older elements.
- Run the Element Upgrade flow for each Involuntary Deduction secondary classification and element name combination separately.

## Run the Flow

To upgrade your involuntary deduction elements:

1. Run the Element Upgrade flow in Draft mode for a given involuntary deduction secondary classification and element name combination.  
For further info, see How You Enable Disposable Income Recalculation for Your Involuntary Deductions in the Help Center.
2. Select **Disposable Income Recalculation** as the feature you're enabling. Don't leave this parameter blank.
3. Review the output of the report, and resolve any issues it identifies.
4. Repeat these steps for each secondary classification and element name combination.  
Proceed to the next step only if no issues are identified.
5. Submit the Element Upgrade flow in Final mode for the involuntary deduction secondary classification and element name combination.
6. Select **Disposable Income Recalculation** as the feature you're enabling. Don't leave this parameter blank.
7. Review the output of the report, and resolve any issues it identifies.
8. Repeat the steps for each secondary classification and element name combination.
9. Compile the elements' fast formulas.
  - a. In **My Client Groups**, click **Payroll**.
  - b. Click **Submit a Flow**.
  - c. Select your US legislative data group.
  - d. Search for and select **Compile Formula**.
  - e. Enter % as the formula and **oracle Payroll** as the formula type.
10. Run payroll, and verify the results.
11. Perform test payroll runs, and verify the results.

12. After you have tested all involuntary deduction scenarios and ensured they process correctly in payroll, repeat these steps in your production environment.

#### Related Topics

- [Upgrade Elements for the US](#)
- [Element Upgrade Flow](#)
- [How You Apply Iterative Calculation Enhancements to Your Pretax Deductions](#)
- [Enable Disposable Income Recalculation for Your Involuntary Deductions](#)
- [Set Overrides on the Involuntary Deductions Card for the US](#)

## Upgrade Pretax Deductions for the US

Use the Element Upgrade flow to apply new features to your pretax deduction elements, such as enabling iterative functionality.

**Note:** Any elements you created as of Release 18C and later automatically have iterative functionality enabled.

### Before You Start

When upgrading your pretax deductions, consider the following.

- If you have enabled proration on a pretax element, you can't upgrade it.
- To upgrade your pretax deductions:
  - a. Run the Element Upgrade flow on your pretax deduction elements.
  - b. Manually upgrade your Involuntary Deduction formulas.

For further info, see [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#) in the Help Center.
- To ensure a methodical and comprehensive upgrade approach, run the Element Upgrade flow in one of these ways.
  - For each pretax secondary classification separately
  - For each pretax element individually
- To ensure a methodical and comprehensive upgrade approach for your existing Involuntary Deduction elements, manually upgrade the formulas for each applicable Involuntary Deduction element.

For further info, see [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#) in the Help Center.
- Because iterative processing requires the following values, the Element Upgrade flow ignores any settings you made during element definition.
  - **Retroactive Processing** check
  - **Required** option
  - **Default value** check
  - **Apply default at run time** check

**Note:** These conditions remain valid for all other element classifications.

## Run the Flow

To upgrade your pretax deduction elements:

1. Configure the necessary payroll process configuration options in your test environment.
  - a. In **My Client Groups**, click **Show More**.
  - b. In **Payroll**, click **Payroll Process Configuration**.
  - c. Click **Default Group**.
  - d. Click **Create**.
  - e. Add this parameter.

**Date used in element upgrade process for iteration indicator. The date used by the element upgrade process to update the iteration indicator for pretax element. This indicates the effective date for pretax iteration process.**
  - f. Set this configuration parameter to the next date after the latest payroll process for all payrolls.

The flow uses this date to create the **Enable Iterative Calculation** field on the pretax element. To avoid triggering retroactive processing before this date, set this parameter appropriately.

For example, if the latest payroll process's completion date is November 15, 2018, set this parameter to 2018-11-16.
  - g. To change the number of iterations the payroll process performs, add this parameter.

**Maximum Iterations allowed per Run Action Maximum number of iterations allowed per run action. Default: 15.**

Change the default to the number of iterations if you require a different value.

**Note:** Increasing iterations can impact performance.
2. Run the Element Upgrade flow for all pretax deduction secondary classifications that need iterative functionality.

For further info, see [How You Apply Iterative Calculation Enhancements to Your Pretax Deductions](#) in the Help Center.
3. Compile the elements' fast formulas.
  - a. In **My Client Groups**, click **Payroll**.
  - b. Click **Submit a Flow**.
  - c. Select your US legislative data group.
  - d. Search for and select **Compile Formula**.
  - e. Enter % as the formula and `oracle Payroll` as the formula type.
4. Manually upgrade the formulas for each applicable Involuntary Deduction element. This is every Involuntary Deduction element you defined before Release 18C that has never been upgraded.

This enables older involuntary deductions to work with the pretax elements enabled for iterative processing.

For further info, see [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#) in the Help Center.
5. Perform test payroll runs, and verify the results.

6. After you have tested each pretax iteration scenario and ensured they process correctly in payroll, repeat these steps in your production environment.

#### Related Topics

- [Manually Upgrade Involuntary Deductions for Use with Pretax Iteration](#)
- [Upgrade Elements for the US](#)
- [Element Upgrade Flow](#)
- [How You Apply Iterative Calculation Enhancements to Your Pretax Deductions](#)

## Equal Employment Opportunity Report

### EEO-1 Establishment Electronic Report

Use the EEO-1 Establishment Electronic Report process for your EEO-1 reporting.

Eligible employers must file the Employer Information Report EEO-1, also known as the EEO-1 Report, with the US Equal Employment Opportunity Commission.

For further info, see the US Equal Employment Opportunity Commission website.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **EEO-1 Establishment Electronic Report**.

### Before You Start

Before you can generate reports, you must define the following.

1. Use the Locations task to configure your locations.

A valid address is required for proper reporting.

- a. Use the **United States Reporting Information** table to set info that applies to all US HR reports.
- b. Use the fields in **United States EEO-1 and Veteran Reporting Info** to capture the data about your HR reporting locations.
- c. Identify if the location is a headquarters establishment in **United States EEO-1 Reporting Information**.

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

## 2. Configure your jobs.

Use the Job task to associate your organization's jobs with EEO job categories.

Use **EEO-1 Category** to ensure you have assigned each employee job to the most appropriate job category.

**Note:** Make sure that your employees are assigned a job appropriate to their current job duties. Don't report them in the job in which they might have been trained, if that's different. Ensure you have assigned each employee to an actual major job activity. They must be defined according to the EEO-1 definitions and not by company job titles.

For example, assume you have an employee that:

- a. Is trained as an accountant
- b. Is working as a bookkeeper or accounting clerk

You would report this person in the **Administrative Support** job category.

## 3. Configure your payroll statutory units (PSUs).

Use the Manage Legal Entity HCM Information task to enter required info.

- a. Use the fields in **EEO-1 Reporting Rules** to define the required details for your organization.

**Note:** You can override some of these values at the tax reporting unit (TRU) level.

- b. Use the fields in **EEO-1 and VETS Reporting Info** to define the employment categories and establishment employer type.

For further info, see Define Legal Entities for the US in the Help Center.

- c. Use the fields in **United States Reporting Entity Data** to identify the parent legal employers.
- d. Use the fields in **New Hire Reporting Rules** to associate a default TRU to a legal employer.

**Note:** The TRU you select here requires additional EEO and VETS reporting info. Use the Manage Legal Reporting Unit HCM Information task to set these values for the TRU in **EEO and VETS Reporting Rules**.

- e. Use **EEO-1 and VETS Assignment Category** to exclude certain employee types from the report, such as part-time temporary.

## 4. Configure your TRUs.

- a. Use the fields in **EEO-1 and VETS Reporting Rules** in the Manage Legal Reporting Unit HCM Information task to define the employment categories.

This helps you to override the establishment employer type at the TRU level if needed and to identify the headquarters for each TRU.

For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

- b. Use the fields in **EEO-1 Reporting Info** to set any necessary overrides of your PSU configuration.
- c. Use the Manage Legal Reporting Unit Registrations task to verify the federal employer identification number (EIN) is set up for United States Federal tax.

5. Make sure your employee definitions have the required info.

- a. Assign employees to a reporting establishment for nonpayroll implementations.

If you don't, the EEO-1 report process associates the employees to the TRU you identified as the **TRU for the New Hire Report** in the Manage Legal Entity HCM Information task.

**Note:** Assigning the employee to a reporting establishment isn't required for payroll implementations.

- b. Assign the appropriate ethnicity data to employees.

Use the Personal Details task to set these fields after the hiring process is complete if:

- You have migrated to the Responsive User Interface.
- You implemented with release 19D or later.

**Tip:** If an employee selects **Hispanic or Latino** and one or more race, the process reports them on the EEO-1 as "Hispanic or Latino". If an employee doesn't select **Hispanic or Latino**, but selects multiple races, it reports them on the EEO-1 as "Two or more races".

- c. Populate the location for work-at-home employees.

The EEO-1 report uses the work location set at the assignment level. To capture this type of employee on the EEO-1 report, populate **Location** with one of these values on the employee's assignment.

- Location where they were hired
- Headquarters location
- Manager's location

## Report Parameters

### Legal Employer

Select a parent legal employer to report all employees attached to it and any child legal employers.

### Establishment Employer Type

Select **Multiple** if you have multiple establishments. Otherwise, select **Single**.

### Payroll Period Start Date

Select any payroll period start date occurring during the fourth quarter of the survey year (October, November, or December).

### Payroll Period End Date

Select any payroll period end date occurring during the fourth quarter of the survey year (October, November, or December).

### Title of Certifying Official

Use to override the contact info. The default is the HR Representative title specified on the TRU contact info.

### Name of Certifying Official

Use to override the contact info. The default is the HR Representative name as specified on the TRU contact info.

### Phone Number

Use to override the contact info. The default is the HR Representative phone number as specified on the TRU contact info.

### Email of Certifying Official

Use to override the contact info. The default is the HR Representative email address as specified on the TRU contact info.

### Process Configuration Group

Use this field to report persons belonging to a specific payroll relationship group.

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

## Run and View the EEO-1 Report

The EEO-1 Establishment Electronic Report flow creates one or more electronic files.

A single establishment generates a single Standard Form 100 electronic report.

A multiple establishment generates files for each of the following.

- Principal or headquarters office report
- Separate report for each establishment employing 50 or more persons
- Consolidated report that includes all employees by race, gender, and job category sorted by:
  - All establishments with 50 or more employees
  - All establishments with fewer than 50 employees
- List of establishments employing fewer than 50 persons  
Includes their name, address, total employment, and major activity.

The reports use this sort order.

1. Company Number
2. Status Code
3. Unit Number

You can't override this order.

To view the output files of the EEO-1 report.

1. Start Reports and Analytics.
2. In the tree structure, expand **Shared Folders**, then **Human Capital Management**, then **Workforce Management**, then **Person Management**, then **US**, and then expand **EEO**.
3. Select **EEO-1 Electronic Report**.
4. In the resulting window, click **History**.
5. Clear the default value in **Owner**, and click **Search**.
6. In **Report Job Histories**, select the link for the report version you want to view.
  - EEO1ETextReport
  - EEO1AuditReport
  - EEO1AuditDetailReport

- EEO1ExceptionReport

7. Double-click **Output Name**.

8. In **Output and Delivery**, open or save the report file.

**Note:** The output file (eText) generated is based on the EEO-1 data file specifications. You must modify the file name according to the EEOC guidelines and then upload it to the EEO website.

#### Related Topics

- [Overview of Equal Employment Opportunity Reporting](#)
- [Define Legal Entities for the US](#)

## Examples of Employer Configuration for Equal Employment Opportunity Reporting

The following examples show how you can set up different types of reporting location and proxy structures.

They also identify which settings you would use for each case.

- Configuring multiple locations to report as a single entity
- Defining headquarters establishments
- Defining different names for report
- Configuring multiple employers to consolidate their headcount
- Generating a single EEO-1 file for a single establishment employer
- Generating a single EEO-1 file for multiple establishment employers
- Generating multiple EEO-1 files for multiple establishment employers
- Report configuration examples

### Configure Multiple Locations to Report as a Single Entity

Your organization includes a campus of four separate buildings (A, B, C, and D) with a fifth building (E) some blocks away. Although having different addresses, you consider all locations to be part of the same entity. You want them to appear on your EEO-1 report as a single entry.

To do this, configure an HR reporting proxy.

1. For Building A, set **HR Reporting Location** to **Yes** in the Locations task to designate Building A as the primary location.
2. For the other four locations on campus, set that value to **No** and select Building A's location from the **HR Reporting Proxy** list.

**Note:** The VETS-4212 report also uses the reporting structure defined by these fields.

### Define Headquarters Establishments

Your organization has a headquarters in Salt Lake City and a location in San Francisco, and you want to define the headquarters location. A legal employer can have only one location as the headquarters.



To define the headquarters:

1. Using the Legal Entities task, create a legal employer for your Salt Lake City organization.
2. Use **HR Reporting Location** and **HR Reporting Proxy** in the Locations task. Identify the location of each organization as a reporting location.
3. In the Manage Legal Entity HCM Information task, set **Establishment Employer Type** to **Multiple**.
4. Identify Salt Lake City as a **Parent Legal Employer**. This setting means you can optionally group other locations with this location for reporting purposes.
5. Use **Parent Company** to specify Salt Lake City as the legal employer's headquarters. If a reporting location is marked as a headquarters establishment, the MHQ (headquarters) record of the report is populated with data for only that location.

**Note:** The VETS-4212 report also uses the reporting structure defined by these fields.

## Define Different Names for Reports

You have several methods to define the names of companies and locations used in your HR reports.

- To identify the parent company of the legal employer, use **Parent Company** in the Manage Legal Entity HCM Information task. This value automatically applies to all subordinate tax reporting units and identifies the headquarters.
- To identify the parent company of the TRU, use **Parent Company** in the Manage Legal Reporting Unit HCM Information task. This value overrides any value set at the legal employer level. If there isn't a value in this field, then the TRU federal Employer Identification Number (EIN) name is used as the parent company name.
- To identify the headquarters for a TRU separately from the parent company value, use **Headquarters Establishment**. Set this value in the **EEO and VETS Reporting Rules** section of the Manage Legal Reporting Unit HCM Information task. It displays the list of locations you have identified as HR reporting locations.
- To set an HR reporting location, use **HR Reporting Location** and **HR Reporting Proxy** in the Locations task.

## Configure Multiple Employers to Consolidate Their Headcount

Your organization has three legal employers: California, Texas, and New York. You want to group them such that the EEO-1 report consolidates their headcount into a single report. In this example, the California legal employer is the parent and the other two locations are children.

To group legal employers, you configure one legal employer as the parent legal employer first and configure the other legal employers as children.

1. Define each location as a separate legal employer using the Legal Entities task.
2. Use **HR Reporting Location** and **HR Reporting Proxy** in the Locations task. Identify the location of each establishment as a reporting location.
3. Use **Headquarters Establishment** to specify California as the headquarters establishment in the **EEO and VETS Reporting Rules** section. Use the Manage Legal Reporting Unit HCM Information task.
4. In the Manage Legal Entity HCM Information task for each legal employer:
  - a. Set **Establishment Employer Type** to **Multiple**.
  - b. Choose **Yes** to identify the California legal employer as a **Parent Legal Employer**.
  - c. For the Texas and New York legal employers, set **Parent Legal Employer** to **No**. Use **Proxy Legal Employer** to identify the California legal employer as their parent.

**Note:** The VETS-4212 report also uses the reporting structure defined by these fields.

## Generate a Single EEO-1 File for a Single Establishment Employer

To configure a business for single establishment EEO-1 reporting:

1. Use **HR Reporting Location** and **Headquarters Establishment** in the Locations task. Identify the location of the establishment as a reporting location.
2. Set up this business as a separate legal employer using the Legal Entities task.
3. In the Manage Legal Entity HCM Information task, set the **Establishment Employer Type** to **Single**.
4. Set the location to be a **Parent Legal Employer** by choosing **Yes**.

## Generate a Single EEO-1 File for Multiple Establishment Employers

Your organization has a presence in three states, California, Texas, and New York. You want them combined into a single report with New York as the headquarters. Your organization has one legal employer, and a TRU represents each state.

If employees aren't associated with a TRU, the report process checks to see if they're attached to a reporting establishment. The process uses the TRU for that establishment. Otherwise the reporting process uses the TRU you selected in the **New Hire Report** field.

To configure the New York headquarters TRU:

1. Define New York as a legal employer using the Legal Entities task.
2. Set up New York as a reporting location using **HR Reporting Location** and **HR Reporting Proxy** in the Locations task.
3. Use **Headquarters Establishment** to identify New York as the headquarters establishment in the **EEO and VETS Reporting Rules** section. Use the Manage Legal Reporting Unit HCM Information task.
4. In the Manage Legal Entity HCM Information task:
  - a. Set the **Establishment Employer Type** to **Multiple**.
  - b. Set New York as a **Parent Legal Employer** by clicking **Yes**.
  - c. Select New York as the **Headquarters Establishment**.

To configure the California and Texas TRUs:

1. Set up California and Texas as reporting locations using **HR Reporting Location** and **HR Reporting Proxy** in the Locations task.
2. Set up California and Texas using the Manage Legal Reporting Unit HCM Information task **Federal** tab.
  - a. Set the **Establishment Employer Type** to **Multiple**.
  - b. Select New York as the **Headquarters Establishment**.

When you run the EEO-1 report, New York is listed first in the output file, followed by separate records for locations employing 50 or more persons. In addition, there are separate records for locations employing fewer than 50 persons.

**Note:** The VETS-4212 report also uses the reporting structure defined by these fields.

## Generate Multiple EEO-1 Files for Multiple Establishment Employers

Your organization includes a campus of four separate buildings (A, B, C, and D) with a fifth building (E) some blocks away. You consider all five locations to be separate legal entities and want them to appear in separate EEO-1 reports. You can configure each building as a separate legal employer and run the report for each legal employer.

To configure a business with more than one location to create a separate EEO-1 report for each location:

1. Using the Legal Entities task, create separate legal employers for each location.
2. Use **HR Reporting Location** and **HR Reporting Proxy** in the Locations task to set up each location as a reporting location.
3. Use **Headquarters Establishment** in the Manage Legal Reporting Unit HCM Information task to identify Building A as the headquarters establishment.
4. In the Manage Legal Entity HCM Information task for each legal employer:
  - a. Set **Establishment Employer Type** to **Multiple**.
  - b. Set **Parent Legal Employer** to **Yes**.

**Note:** The VETS-4212 report also uses the reporting structure defined by these fields.

#### Related Topics

- [Equal Employment Opportunity Reporting](#)
- [Run EEO-1 Establishment Electronic Report](#)

## How can I identify employees as corporate officers?

Use **Corporate Officer** in the Reporting Information Calculation card to identify your corporate officers.

Most states require **Yes** or **No** values for this field. However, Washington DC allows other values. If you use a different value for any state other than Washington DC, ADP interprets the value as **No**.

#### Related Topics

- [Reporting Information Card for the US](#)

## How can I identify my headquarters for VETS and EEO reporting?

To identify the headquarters for a legal employer, use **Parent Company** in the **Federal** section on the **Legal Employer** tab of the Manage Legal Reporting Unit HCM Information task.

To override this value for specific tax reporting units:

1. Start the Manage Legal Reporting Unit HCM Information task.
2. Select **Legal Employer**.
3. Click **Federal**.
4. In **EEO and VETS Reporting Rules**, select a headquarters establishment.

**Note:** To be eligible to be a headquarters, you must have designated the location as an HR reporting location. To designate the reporting location, use the **United States EEO and Veteran Reporting Information** section of the Locations task.

### Related Topics

- [Veterans' Employment and Training Service Reporting: Explained](#)
- [Employer Configuration for VETS Reporting: Examples](#)
- [How can I report multiple VETS establishments when they have the same unit number](#)
- [How can I set my organization's establishment type for VETS reporting?](#)

## How do I identify employer organizations in the US?

Use **New Hire Reporting Rules** in the Manage Legal Entity HCM Information task. Access this task from **My Client Groups > Workforce Structures**.

Associate a default tax reporting unit (TRU) to a legal employer. HR reports such as EEO and VETS then uptake the TRU's registration details, such as:

- Employer federal employer identification number
- Registered name
- Contacts

## How do I report multiple EEO-1 establishments when they have the same unit number?

Use the Locations task from your implementation project to establish an HR reporting relationship between the locations.

Define locations as an HR reporting establishment or associated with an HR reporting establishment. To define locations, use the fields in **United States EEO and Veteran Reporting Information**.

## How do I set the location of work-at-home employees for EEO-1 reporting?

The EEO-1 report uses the location you set at the assignment level for work-at-home employees.

Use the Locations task to set the location.

## Overview of Equal Employment Opportunity Reporting

The US Equal Employment Opportunity (EEO) Commission's EEO-1 Joint Reporting Committee requires that federal contractors and subcontractors and private employers report all employees.

As an employer, you must file the annual Employer Information Report EEO-1 (Standard Form 100) with the EEO-1 Joint Reporting Committee no later than September 30. Use employment numbers from any pay period in July through September of the reporting year.

This topic covers the following subjects.

- EEO-1 Establishment Electronic Report flow
- Report eligibility and schedule
- Single and multiple establishments
- Reporting locations and reporting proxies
- Locations representing multiple federal EINs
- Headquarters establishment, parent company name, and company number
- Parent and child legal employers
- Reporting establishments
- Employee configuration

## EEO-1 Flow

To generate the EEO-1 report:

1. From **My Client Lists**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **EEO-1 Establishment Electronic Report**.

## Eligibility and Schedule

If you're a nonexempt federal contractor or subcontractor, with contracts of \$50,000 or more, you must generate and submit this report. You must also file an EEO-1 report if you're a private employer with 100 or more employees, excluding:

- State and local governments
- Primary and secondary school systems
- Institutions of higher education
- Indian tribes
- Tax-exempt private membership clubs other than labor organizations

Only those establishments located in the District of Columbia and the 50 states are required to submit an EEO-1 report.

## Single and Multiple Establishments

The EEO-1 report categorizes your organization's employment info based on the number of reporting locations you have. Each location represents the physical plant, office, job site, or work center that the employees are assigned to. A location address and unit number identify each location.

You define a legal employer as a single or multiple-establishment employer through **Establishment Employer Type**. Use the Manage Legal Entity HCM Information task to set this at the legal employer level. The value you set applies to all subordinate tax reporting units (TRUs). You can override this value for individual TRUs through the same field on the Manage Legal Reporting Unit HCM Information task.

Field name	What it does
Single Establishment	<p>An organization that has employees working at only one location is considered a single establishment and is required to file as a single establishment employer.</p> <p>You can configure your organization so that multiple physical locations close to each other can be considered a single establishment. For example, when you have multiple buildings on a single campus. To do this, use the Locations task to configure an HR reporting proxy.</p> <p>The electronic file includes a single record type for that location (Status Code 1).</p>
Multiple Establishment	<p>If your organization has employees working in multiple reporting locations, you're required to file as a multiple establishment.</p> <p>The electronic file includes the following record types.</p> <ul style="list-style-type: none"> <li>Consolidated Report (Status Code 2) <p>Includes all employees in the 50 states and the District of Columbia, including employees working at establishments employing fewer than 50 employees.</p> </li> <li>Headquarters Report (Status Code 3) <p>Includes only those employees working in the main office location of the parent company. Identify the headquarters with <b>Headquarters Establishment</b> in the <b>EEO and VETS Reporting Rules</b> section of the Manage Legal Reporting Unit HCM Information task.</p> </li> <li>Establishment Reports (Status Code 4) <p>Includes establishments employing 50 or more employees.</p> </li> <li>Establishment Reports (Status Code 8) <p>Includes establishments employing fewer than 50 employees.</p> </li> <li>Establishment Reports (Status 9 Code) <p>Includes establishments that are being reported for the first time (never assigned a unit number) and have 50 or more employees.</p> </li> </ul>

## Reporting Locations and Reporting Proxies

US HR reports such as EEO-1 and VETS-4212 use **HR Reporting Location** to group HR locations. Each location represents the physical plant, office, job site, or work center that the employees are assigned to. You identify them by the location address.

Use a proxy to group reporting locations if you want the headcount of multiple physical locations to be included as a single report entry.

In the Locations task, set the following in the **United States EEO and Veteran Reporting Info** section.

Field name	What this is
HR Reporting Location	Set to <b>Yes</b> to use this location as a reporting location for your HR reports. When set to <b>No</b> , assign the reporting location to a reporting proxy.
HR Reporting Proxy	If you set <b>HR Reporting Location</b> to <b>No</b> , this field automatically populates with a list of HR reporting locations. Select a location reporting proxy from the list of HR reporting location names. The location's headcount is included in the selected proxy location's report.

Field name	What this is

## Headquarters Establishment, Parent Company Name, and Company Number

You can define a variety of HR-related identifiers to aid you in properly configuring your organization for US HR reporting.

Field name	What this is
Headquarters Establishment	<p>Identifies the headquarters location of your tax reporting unit (TRU). Select the headquarters from the list of HR reporting locations.</p> <p>You set this value in <b>EEO and VETS Reporting Rules</b> in the Manage Legal Reporting Unit HCM Information task.</p>
Parent Company	<p>The EEO and VETS reports use this field to identify the parent company headquarters.</p> <p>To identify the parent company of the legal employer, use the Manage Legal Entity HCM Information task. This value automatically applies to all subordinate TRUs.</p> <p>To identify the parent company of the TRU, use the Manage Legal Reporting Unit HCM Information task. This value overrides any value set at the legal employer level. If there's not a value in this field, then the report uses the TRU federal employer identification number (EIN) name as the parent company name.</p>
Company Number	<p>The EEO report uses this unique company identifier assigned by the Equal Employment Opportunity Commission (EEOC) to identify the company.</p> <p><b>Note:</b> The EEOC previously assigned the Company Number (CO=XXXXXX-X) to the headquarters establishment.</p> <p>You set this value in <b>EEO Reporting Information</b> in the Manage Legal Reporting Unit HCM Information task.</p>

## Locations Representing Multiple Federal EINs

The EEO report process organizes employees based on the work location of their primary assignment. So employees in different payroll statutory units or TRUs (and therefore different federal EINs) are grouped together if they have the same work location.

## Parent and Child Legal Employers

Parent legal employers represent themselves and all assigned child legal employers in the HR reports. The EEO-1 and VETS-4212 report processes use **Parent Legal Employer** and **Proxy Legal Employer** to group legal employers for reporting. Group legal employers if you want the child legal employer headcount to be included in the parent legal employer's report.

Field name	What this is
Parent Legal Employer	<p>Set to <b>Yes</b> to designate the legal employer is a parent. If you set this to <b>No</b>, the legal employer is a child. Assign it to a parent proxy.</p> <p><b>CAUTION:</b> Although the default value displays as <b>Yes</b>, the report processes don't automatically use this value. You must explicitly select either <b>Yes</b> or <b>No</b> while in Correction mode.</p>
Proxy Legal Employer	<p>If you set <b>Parent Legal Employer</b> to <b>No</b>, this field automatically populates with a list of parent legal employers. Select a parent legal employer from the list. The legal employer's headcount is included in the selected parent legal employer's report.</p>

Define a legal employer as a parent or child through the Manage Legal Entity HCM Information task. If you identify more than one legal employer as a parent legal employer, you must generate a separate EEO-1 and VETS-4212 report for each one.

## Reporting Establishments

A reporting establishment is an organization used for HR statutory reporting.

Identify your legislative reporting units (LRU) as reporting units based on your license type.

License	Reporting Establishment
Nonpayroll	<p>If you have multiple LRUs, selection is required for each.</p> <p>If you have a single LRU, selection is optional, but you must associate the TRU to a legal employer at the legal entity level. Use <b>TRU for the New Hire Report</b> in the Manage Legal Entity HCM Information task.</p>

To identify an LRU as a reporting establishment when you define it, use the Manage Legal Reporting Unit HCM Information task. To identify an existing TRU as a reporting establishment, use the Reporting Establishments task.

## Employee Configuration

To be eligible for EEO reporting, an employee must have the following settings.

Requirement	What you need
Person type	<p>Must be of the Employee type and an active employee between the report start and end dates.</p>
Assignment	<p>Must have an active assignment.</p> <p>In the case of multiple assignments, the report uses the primary assignment (where the employee presumably spends most of the time).</p>
Location	<p>Attached to an active location.</p>



Requirement	What you need
	The report process uses the employee's work location as the location of their TRU.
Employment category	Have an employment category defined.
Ethnicity	Have ethnicity data defined
Job category	<p>Have one of the following job categories (as of the report end date).</p> <ul style="list-style-type: none"> <li>• Executive or senior level officials and managers</li> <li>• First or middle level officials and managers</li> <li>• Professionals</li> <li>• Technicians</li> <li>• Sales workers</li> <li>• Administrative support workers</li> <li>• Craft workers</li> <li>• Operatives</li> <li>• Laborers and helpers</li> <li>• Service workers</li> </ul> <p>Use <b>EEO-1 Category</b> in the Job Details task to associate each employee's job to a Job category. You can exclude an employment category from the LE or TRU level using <b>Exclude Assignment Category</b>.</p> <p>Ensure you have assigned each employee to a Job category appropriate to their current job duties. Don't report them in the job in which they might have trained, if that's different. For example, an employee trained as an accountant, that's working as a bookkeeper, must be reported in the Administrative Support job category.</p> <p>Ensure you have assigned each employee to an actual major job activity. It must be according to the EEO-1 definition and not by company job title.</p>
Work-at-home employees	<p>For work-at-home employees, the EEO-1 report uses their work location as set at the assignment level. To include this type of employee on the EEO-1 report, populate the location field with one of the following on the employee's assignment.</p> <ul style="list-style-type: none"> <li>• Location where they were hired</li> <li>• Headquarters location</li> <li>• Manager's location</li> </ul>

*Related Topics*

- [Examples of Employer Configuration for Equal Employment Opportunity Reporting](#)
- [How can I identify my headquarters for VETS and EEO reporting](#)
- [How do I report multiple EEO-1 establishments when they have the same unit number](#)
- [EEO-1 Establishment Electronic Report](#)

## Summary of EEO-1 Establishment Electronic Report

The Employer Information Report EEO-1 (EEO-1 Report) is a federally-mandated annual compliance report for employers with more than 100 employees. It provides employment data categorized by race, gender, and predefined job categories.

This process produces an output file suitable for electronic submission to the EEO-1 Joint Reporting Committee.

### Frequently Asked Questions

The following table lists frequently asked questions about this report.

What you want to do	How you do it
How do I find this report?	<ol style="list-style-type: none"> <li>1. From <b>My Client Groups</b>, click <b>Payroll</b>.</li> <li>2. Click <b>Submit a Flow</b>.</li> <li>3. Enter your US legislative data group (LDG).</li> <li>4. Search for and select <b>EEO-1 Establishment Electronic Report</b>.</li> </ol>
Who uses this report?	Human Resource Analyst Human Resource Manager Human Resource Specialist Human Resources VP
When do I use this report?	You must file EEO-1 Report with the EEO-1 Joint Reporting Committee not later than September 30. It must use employment numbers from any pay period in July through September of the reporting year.
How do I share this report?	<ul style="list-style-type: none"> <li>• Add to briefing book</li> <li>• Schedule an agent to run the report</li> </ul>
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

#### Related Topics

- [EEO-1 Establishment Electronic Report](#)
- [How You Create and Edit Reports](#)

## Human Resources

### Are employees eligible for overtime if they aren't assigned a job?

Employees that don't have a job identified for their assignment are considered to have "exempt" status and aren't eligible for overtime (unless the employer elects to pay overtime).

If the employer pays overtime for exempt employees, there would be no FLSA premium rate calculation.

### Configure Employee Disabilities for the US

Before you assign disabilities to employees, you must define the specific disability types and statuses required for your organization's business needs.

Use the **Manage Common Lookups** task to set the valid entries for these lookups.

Lookup	Field
HRX_US_ADA_TYPE	Type
HRX_US_ADA_STATUSES	Requested Accommodation Status

**Note:** When using the Person task, you select these values using **Type** and **Requested Accommodation Status** in the **Legislative Information** region on the **Disabilities** tab.

Global Human Resources also provides additional person disability lookups you can enable. For further info, see Person Lookups in the Help Center.

#### Related Topics

- [Person Lookups](#)

### Configure Workforce Structures for the US

You set up your workforce structures after you have finished setting up your organization structures.

You use workforce structures to:

- Define additional partitioning of the workers within the organization, including divisions, departments, locations, and reporting establishments
- Assign roles to workers within the organization, including grades, jobs, and positions

- Set up actions and reasons that apply to the work relationship cycle of workers and retirees

There are no predefined workforce structures. Your Implementation Team is responsible for defining all the workforce structures that apply to your enterprise. That means some workforce structures don't apply to every enterprise.

Workforce structure configuration includes:

What you can do	How you do it
Create and manage locations	Use the Locations task. Be sure to enter all the info you need for HR and payroll reporting.
Define departments	Use the Departments task from your implementation project.
Define grades	Use the Grades task from your implementation project.
Define jobs	Use the Jobs task from your implementation project. Be sure to enter all the info you need for HR and payroll reporting.
Upload workforce structures using a spreadsheet	Rather than define locations, grades, or jobs manually, you can upload them from a spreadsheet.

For further info, see the following sections.

## Create and Manage Locations

All of your workers must have a work location, including the ones with work-at-home status.

**Note:** This includes retirees, even though they're not active workers. You assign them a work location to identify the location from which they retired. If you haven't tracked this info, define a generic location to assign to them.

To create locations:

1. Start the Locations task.
2. Click **Create**.
3. Enter an effective start date.

When editing the location record, use **Correct** to make the changes effective to the start of the existing record. Otherwise use **Update**.

4. Define the required fields in the following sections.
  - Basic Details
  - Location Information
  - Main Address

5. In **United States Multiple Worksite Reporting Information**, define the following.

These values are shared by all HR reports.

Column	What you enter
Tax Reporting Unit	Tax reporting unit (TRU) you are generating the report for.
Unit Number  Unit Name	Enter the unique unit number and name for this TRU.  <b>Note:</b> Leave these values blank if this TRU wasn't included in last year's EEO-1 report.
D-U-N-S Number	TRU's 9-digit business identifier assigned by Dun & Bradstreet.
NAICS Number	TRU's 6-digit North American Industry Classification System (NAICS) code. Federal statistical agencies use this number in classifying business establishments.
Main Activities, Line 1  Main Activities, Line 2	Describe your establishment's primary business activity, the products or services provided, and so on.
Included Last year in EEO-1 Report	Select either <b>Yes</b> or <b>No</b> .
Included Last Year in CA Pay Data Report	Select either <b>Yes</b> or <b>No</b> .

6. In **United States Veteran Reporting Information**, define the following.

Field name	What you enter
Hiring Location Number	Hiring location number for VETS reporting.
Maximum Number of Employees	Greatest number of employees currently hired during the 12-month period covered by this report.  You can enter a maximum of 8 digits.
Minimum Number of Employees	Fewest number of employees currently hired during the 12-month reporting period.  You can enter a maximum of 8 digits.

Field name	What you enter

**Note:** The VETS-4212 Establishment Electronic Report flow uses the values you enter in the **Maximum** and **Minimum Number of Employees** fields for employee counts. If you leave these fields blank, the process derives the employee counts based on the reporting period start and end dates.

7. In **United States EEO-1 Reporting Information**, define the following.

Field name	What you enter
Headquarters Establishment	Select <b>Yes</b> to identify this location as your headquarters for EEO and VETS reporting.

8. In **United States Unemployment Reporting Information**, define the following.

Field name	What you enter
Employer Unit Number	<p>For New Mexico, Massachusetts, Minnesota, Iowa, and Michigan, enter a 3, 4, or 5-digit number, depending on the state.</p> <p>For Indiana, enter a 3-digit code if:</p> <ul style="list-style-type: none"> <li>○ You are assigned a single enterprise filing status by the Indiana Department of Workforce Security</li> <li>○ You elected to report multiple locations with the Department of Workforce Security</li> </ul>

9. For locations in Pennsylvania, in **Pennsylvania Work Location PSD Information**, provide the Political Subdivision code (PSD) for the work location.

Every employee assigned to this location inherits this value defaults in **Work PSD Code** of their Residency Certificate.

10. Don't enter a value in **Non-Resident EIT Rate for Pennsylvania Work Location**. This field isn't used for tax calculation.
11. In **United States EEO and Veteran Reporting Information**, identify the HR reporting locations.

A location is identified as a reporting location when you set **HR Reporting Location** to **Yes**.

For example, an employer might have multiple physical locations that are close to each other and are therefore reported as a single HR Reporting Location. To represent this, use this configuration.

Field name	What you enter
HR Reporting Location	No
HR Reporting Proxy	Reporting location

12. Click **Submit**.

**Note:** When you change a location's address, the Sync Calculation Card process doesn't apply that change to any employees already assigned to the location. You must make the applicable updates to the employees' records manually.

## Define Departments

To create departments:

1. Start the Departments task from your implementation project.
2. Click **Create**.
3. Define the info required for this department.
4. Click **Next** to provide additional department details.
5. Click **Next**.
6. Review your data, and click **Submit**.

## Define Grades

To create grades:

1. Start the Grades task from your implementation project.
2. Click **Create**.
3. Define the info required for this grade.
4. Click **Next**, and define the order of progression between grades.
5. Click **Next**, and define the grade rates.

You can add a rate you have previously defined or create one. Grade rates are optional.

6. Click **Next**.
7. Review your data, and click **Submit**.

## Defining Jobs

To create jobs:

1. Start the Jobs task from your implementation project.
2. Click **Create**.
3. Define the info required for this job.
4. Click **Next**, and enter the job details.

This info is used in HR reporting and payroll processing.

5. Enter the following info in **United States Job Information**.

Field name	What you enter
Overtime Status	Select a code to indicate whether this job is exempt or nonexempt according to the Fair Labor Standards Act Status.
EEO-1 Category	To report valid job codes for EEO-1 and VETS reporting, select an EEO-1 category to which this job belongs.

Field name	What you enter
Job Group	Used to store jobs of a similar type together in one group. To further classify the job categories, select the job group to which this job belongs.
Standard Occupational Classification	Use to specify this job with a specific SOC code for reporting on the quarterly tax-filing interface.  Required for AK, IN, and LA.

6. Click **Submit**.

## Uploading Workforce Structures Using a Spreadsheet

If you have a list of locations, grades, or jobs already defined for your enterprise, you can upload them from a spreadsheet.

To use this option:

- Download a spreadsheet template
- Add your location info to the spreadsheet
- Upload directly to your enterprise configuration

You can upload the spreadsheet multiple times to accommodate revisions.

For further info, see [Upload Workforce Structures Using a Spreadsheet](#) in the Help Center.

### Related Topics

- [Departments for the US](#)
- [Grades for the US](#)
- [Jobs for the US](#)
- [Locations for the US](#)
- [Upload Workforce Structures Using a Spreadsheet](#)

## Departments for the US

A department is a division of a business enterprise dealing with a particular area or activity to which you can assign workers. Departments are organizations with one or more operational objectives or responsibilities that exist independently of their manager.

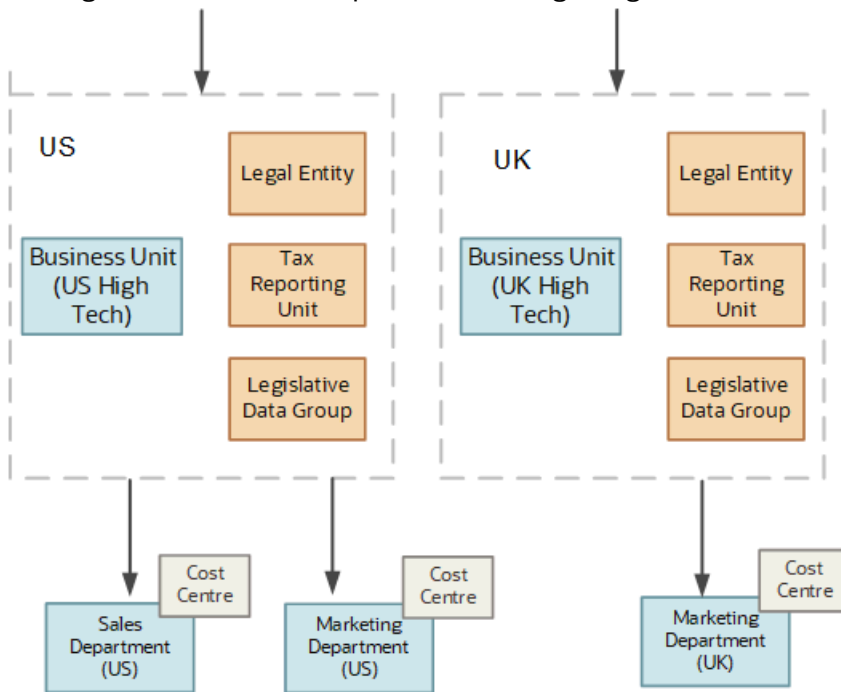
For example, sales, research and development, and Human Resources.

No data is required or captured at this level. However, Implementation Teams can create a department structure for an enterprise in the organizational structure setup phase of the project.

Here's an example of departments and cost centers.



This figure illustrates how departments belong to legal entities within a multinational enterprise structure.



## Departments and Cost Centers

You track a department's financial performance through one or more cost centers.

A cost center represents the smallest segment of an organization for which you allocate and report on costs. The manager of a department is typically responsible for cost control by meeting a budget. They might be responsible for the assets used by the department.

## Tracking Headcount

You can report and keep track of headcount by creating a department hierarchy using Oracle Fusion Trees.

### Related Topics

- [Configure Workforce Structures for the US](#)
- [Upload Workforce Structures Using a Spreadsheet](#)

## Enable MSRRA for Military Spouses

Full Military Spouses Residency Relief Act (MSRRA) support is available for workers married to active duty military personnel.

Workers who are accompanying their military spouses on deployment to a new state can work in the new state while continuing to enjoy the tax and voting benefits of their original state of residence.

## Scenario

To accomplish this for each eligible worker:

1. Update the appropriate assignment location with a location in the worker's new work state.
2. If you don't have a presence in that state:
  - a. Create a location for it.
  - b. Create a Work Tax Address override for the assignment.

It must represent an address in the employee's original state of residence.

3. As the worker is moving to a new state but retaining residency in their original state, leave their Home Address unchanged.

However, you must create a Mailing Address to represent the employee's residence in the new state.

## Examples of Person Records for the US

You create a person record when you:

- Hire a worker
- Rehire an employee
- On-board a retiree
- Transition an employee to retiree
- Add the contact of another person

Person records are global, independent of legal employers, and created once only for any person.

### Note:

- When the person leaves the enterprise, you terminate the person's work relationships.
- If the person later rejoins the enterprise, you create a new work relationship.

The person record continues to exist, even if:

- a. The person has no current work relationships in the enterprise.
  - b. They have no current contact relationships with other workers.
- When you add a person, if you click any of the fields in the Managers section, specify a value for the required fields. Otherwise, you won't be able to proceed with the transaction.

## How You Hire a Worker

The New Hire process is the first task in the workforce lifecycle.

**Note:** Before you can hire an employee, you must have already defined all available business units, jobs, grades, departments, locations, overtime periods, and other payroll values must have been previously defined. The business unit you select determines which job, grades, and department you can select.

There are several person types you can onboard.

Person type	What task you use
Employee	Hire an Employee
Contingent Worker	Add a Contingent Worker
Nonworker	Add a Nonworker
Pending Worker	Add a Pending Worker

For example, to hire an employee:

1. From **My Client Groups** quick actions, click **Hire an Employee**.
2. On **Identification**, provide the required info in **Basic Details**.
3. Provide the required info in **Personal Details**.
  - Note:** **Date of Birth** isn't required for HR implementations. However, you can't assign a payroll to a worker if you don't provide a date of birth.
4. In **National Identifiers**, click **Add Row** to enter the Social Security number.
5. Click **Next**.
6. On **Person Information**, provide an address that conforms to the predefined address format in **Home Address**. Enter the ZIP Code first to automatically populate the city, county, and state.
  - Note:** All employees you plan to attach to a payroll must have a home address throughout their period of employment. You can't delete or end-date the home address of a person who has been assigned to a payroll. To add another address to your employee's record, such as a mailing address, do so after completing the hiring process. On the Manage Person page, click **Add** next to **Addresses**. By doing this, you can add additional Mailing Address and Resident Tax Address types. You can't add multiple addresses for a given address type on a given effective date.
7. Specify any of the following optional info.
  - o Phone and email
  - o Marital status
  - o Ethnicity and race
  - o Veteran self identification
  - o Citizenship and Visa information
  - o Emergency contacts

Some of these fields are required for HR reporting, such as EEO and VETS.

8. Click **Next**.
9. On **Employment Information**, enter the following.
  - o Work relationship
  - o Payroll relationship
  - o Assignment
  - o Job
  - o Manager
  - o Payroll
  - o Salary details
10. Use **Payroll Details** to associate a TRU and payroll with the employee.

If you opt not to, this employee won't automatically receive a Tax Withholding card, including the Federal W-4. You must create it manually.

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

11. For nonpayroll implementations, attach the person to a reporting establishment.

For EEO reporting, persons without a reporting establishment are associated with a default TRU. The EEO-1 report process uses **TRU for the New Hire Report** in the Manage Legal Entity HCM Information task.

Assigning the employee to a reporting establishment isn't required for payroll implementations.

12. Click **Submit**.

## When You Rehire an Employee

When you rehire an employee:

1. Because your enterprise previously employed the person, they already have a person record.
2. When you attempt to hire them, the task finds their existing person record.
3. When you confirm that the existing record is theirs, you continue the rehire process by creating an employee work relationship with their new legal employer.

## When You On-Board a Retiree

To add a retiree to your organization as a new person record:

1. Select **New Person** in Workforce Management.
2. Select **Add a Nonworker**.
3. On **Identification**, provide the required info in **Basic Details**.

Field name	What you enter
Start Date	Date the person retired
Action	Add Non-Worker
Nonworker Type	Retiree

Field name	What you enter

4. Provide the required info in **Personal Details**.

**Note:** **Date of Birth** isn't required for HR implementations. However, you can't assign a payroll to a worker if you don't provide a date of birth.

5. Use **National Identifiers** to enter one of the following.

- o Social Security Number (SSN)
- o Individual Taxpayer Identification Number (ITIN)  
Used for individuals who have a US taxpayer ID but aren't eligible to obtain an SSN.
- o Taxpayer Identification Number (TIN)  
Also known as an Employer Identification Number (EIN). Use this when the payments and Form 1099-R go to a nonperson entity, such as an estate.

6. Click **Next**.

7. On **Person Information**, provide an address that conforms to the predefined address format in **Home Address**.

All retirees you attach to a payroll must have a home address throughout their period of paid retirement. You can't delete or end-date the home address of a person who has been assigned to a payroll. When you enter a new address for a retiree, the task automatically end-dates the old address record for you.

Enter the ZIP Code first to automatically populate the city, county, and state.

**Note:** To add another address to your employee's record, such as a mailing address, do so after completing the on-boarding process. On the Manage Person page, click **Add** next to **Addresses**. By doing this, you can add additional Mailing Address and Resident Tax Address types. You can't add multiple addresses for a given address type on a given effective date.

8. Specify any of the following optional information.

- o Phone Details
- o Email Details
- o Info in **Legislative Information**
  - Marital status
  - Education level
  - Ethnicity and race
  - Veteran self identification

**Note:** Ethnicity and Veteran fields are required for EEO and VETS reporting.

- o Citizenship and Visa Information
- o Emergency Contacts

9. Click **Next**.

10. On **Employment Information**, provide the necessary assignment details.

An assignment is required for the retiree to be included in payroll processing and receive payments.

Required fields are:

Field name	What you enter
Business Unit	
Person Type	Retiree
Assignment Status	Active - Payroll Eligible
Location	
Work-at-Home	Yes

**Note:** Use **Payroll Details** to associate a TRU and payroll with the retiree. If you opt not to, this retiree wouldn't automatically receive a Tax Withholding Card, and you would have to create it manually. For further info, see the Manual Tax Withholding Card Creation section.

11. Use **Payroll Details** to associate a TRU and payroll with the employee.  
If you opt not to, this employee wouldn't automatically receive a Tax Withholding card, and you would have to create it manually.  
For further info, see Tax Withholding Card in the Help Center.
12. Click **Next**.
13. On **Compensation and Other Information**, provide the salary basis and salary amount if your retiree is eligible for periodic payments.
14. Click **Next**.
15. Review your entered data, and click **Submit**.

## How You Transition an Employee to Retiree

To transition an existing employee into retiree status:

1. Terminate the employee record.
2. In **My Client Groups** quick links, click **Add a Nonworker**.
3. On **Identification**, provide the required info in **Basic Details**, including the following.

Field Name	Value
Start Date	Date the person retired
Action	Add Non-Worker
Nonworker Type	Retiree

Field Name	Value

4. Provide the required info in **Personal Details**.

**Note:** **Date of Birth** isn't required for HR implementations. You can't assign a payroll to a worker if you don't enter a date of birth.

5. Use **National Identifiers** to enter one of the following.

- o SSN
- o ITIN  
Typically used by individuals who have a US taxpayer ID but aren't eligible to obtain an SSN.
- o TIN  
Use this when the payments and Form 1099-R go to a nonperson entity, such as an estate.

6. Click **Next**.

This returns a warning message that a matching person record already exists.

7. Click **Select Person**.

8. Select **Yes** on the resulting warning message.

The person's prior personal info automatically populates.

9. Add or update this info as needed.

10. Click **Next**.

11. On **Employment Information**, provide the necessary assignment details.

An assignment is required for the retiree to be included in payroll processing and receive payments.

Required fields are:

Field Name	Value
Business Unit	
Person Type	Retiree
Assignment Status	Active - Payroll Eligible
Location	
Work-at-Home	Yes

**Note:** The Tax Withholding for Pensions and Annuities card doesn't automatically establish a TRU association.

12. Click **Next**.
13. On **Compensation and Other Information**, provide the salary basis and salary amount if your retiree is eligible for periodic payments.
14. Click **Next**.
15. Review your entered data, and click **Submit**.
16. Start the Calculation Cards task, and open the person's Tax Withholding for Pensions and Annuities card for editing.
17. Create the appropriate tax card TRU association.

## When You Add the Contact of Another Person

In this example, Mary Wood starts her employment with the enterprise tomorrow.

- Mary has never been an employee, contingent worker, or nonworker in any legal employer in the enterprise.
- Mary is married to Joe Wood, who's a contingent worker elsewhere in the enterprise.
- Joe has identified Mary as an emergency contact; therefore, Mary already has a person record.

When you attempt to hire Mary, if there is enough info in her contact record to identify her, the application finds her existing person record.

You continue the hiring process by creating an employee work relationship with the new legal employer. Otherwise, the hiring process creates both a person record and a work relationship for Mary.

### *Related Topics*

- [Tax Withholding Card](#)

## Grades for the US

Grades define the relative rank, level, or status of your workers. They are one of the key building blocks you use for managing compensation.

Use the Grades task to create grades that record the level of compensation for workers. You can:

- Create grades for multiple pay components, such as salary, bonus, and overtime rates
- Define one or more grades that are applicable for jobs and positions

This list of valid grades, combined with the settings for two profile options, enables you to restrict the grades that can be selected when you set up assignments for a worker.

## Grades and Sets

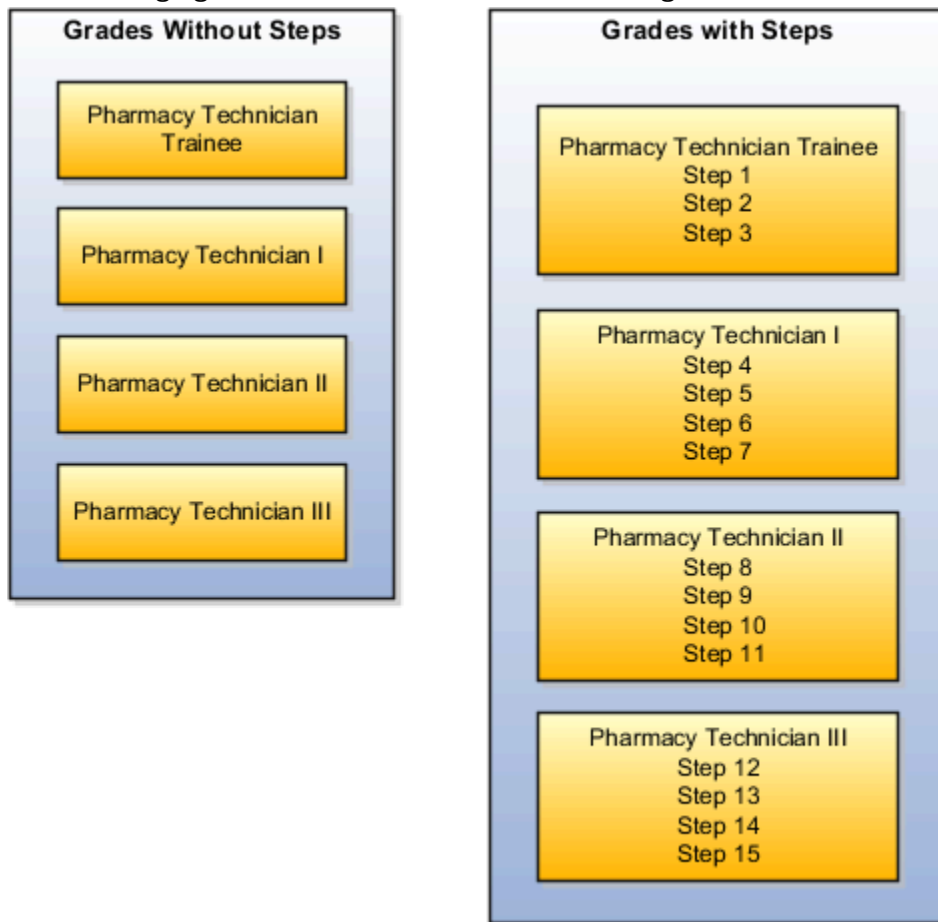
You assign each grade to a set. If you assign a grade to the common set, then the grade is available for use in all business units. To limit a grade to a single business unit, assign it to a set that's specific to that business unit.

## Grade Steps

Grade steps are distinct increments of progression within a grade. You can set up grades with or without grade steps.



The following figure illustrates the difference between grades with and without steps.



## Grade Rates

Grade rate values are the compensation amounts associated with each grade. Use them to define pay values for grades in your legislative data group.

You can set up rates at the same time that you create grades or set them up independently from grades. For grades with steps, you set up the step rates when you include them in a grade ladder. Grade rates are optional.

## Grade Ladders

You can combine grades into grade ladders to group your grades or grades with steps in the sequence in which your workers typically progress. For example, you might create three grade ladders for your enterprise: one for technical grades, another for management grades, and a third for administrative grades.

### Related Topics

- [Configure Workforce Structures for the US](#)
- [Examples of Grades, Grade Rates, and Grade Ladders](#)
- [Grade Ladders](#)
- [Grade Rates](#)
- [How Grades and Grade Rates Work with Jobs, Positions, Assignments, Compensation, and Payroll](#)

## Grant Self-Service Access to Terminated Employees for the US

Allowing terminated employees to access Oracle Applications Cloud involves these steps.

- Create the Ex-Worker role.
- Add the appropriate function security, aggregate, and child privileges to it.
- Provision the role to your former workers.

### Create the Role

To allow terminated employees to access Oracle Applications Cloud, create this role.

Role name	Role code
Ex-Worker	ORA_PER_EX-WORKER

### Add Privileges

For the privileges you want to provide, add these function security, aggregate, and child privileges to the new Ex-Worker role. Use the Employee Role as a reference for what you would like to add.

Here are some examples.

#### **Function Security Privileges**

Function security privilege name and code	Parent role name and code
Access FUSE Personal Information Page PER_FUSE_PERSONAL_INFORMATION_PRIV	Ex-Worker ORA_PER_EX-WORKER
Access HCM Common Components HRC_ACCESS_HCM_COMMON+COMPONENTS_PRIV	Ex-Worker ORA_PER_EX-WORKER

#### **Aggregate Privileges**

Aggregate privilege name and code	Parent role name and code
View Person Address ORA_PER_VIEW_PERSON_ADDRESS_DUTY	Ex-Worker ORA_PER_EX-WORKER

Aggregate privilege name and code	Parent role name and code
Person Communication Methods Management ORA_PER_PERSON_COMMUNICATION_METHODS_MANAGEMENT_DUTY	Ex-Worker ORA_PER_EX-WORKER
View Portrait Personal Information Card ORA_PORTRAIT_PERSONAL_AND_EMPLOYMENT_DUTY	Ex-Worker ORA_PER_EX-WORKER
Manage Person Documentation by Worker ORA_PER_WORKER_DOCUMENT_MANAGEMENT_DUTY	Ex-Worker ORA_PER_EX-WORKER
Manage Person Name ORA_PER_PERSON_NAME_MAINTENANCE_DUTY	Ex-Worker ORA_PER_EX-WORKER
Manage Personal Payment Method ORA_PAY_PERSONAL_PAY_METHOD_MANAGEMENT_DUTY	Ex-Worker ORA_PER_EX-WORKER
View Payslip ORA_PAY_VIEW_PAYSLIP_MANAGEMENT_DUTY	Ex-Worker ORA_PER_EX-WORKER
Access Portrait Payslip ORA_PAY_PORTRAIT_PAYSLIP_DUTY	Ex-Worker ORA_PER_EX-WORKER
View Worker Payslip ORA_PAY_VIEW_WORKER_PAYSLIP	Ex-Worker ORA_PER_EX-WORKER
View Worker Personal Payment Method ORA_PAY_VIEW_THE_WORKER_PPM	Ex-Worker ORA_PER_EX-WORKER
Access Portrait Personal Payment Method ORA_PAY_PORTRAIT_PERSONAL_PAYMENT_METHOD_DUTY	Ex-Worker ORA_PER_EX-WORKER
View Year-End Documents ORA_PAY_VIEW_YEAR_END_DOCUMENTS	Ex-Worker ORA_PER_EX-WORKER

Aggregate privilege name and code	Parent role name and code
Print Worker Portrait ORA_PER_PORTRAIT_MAINTENANCE_DUTY	Ex-Worker ORA_PER_EX-WORKER
Manage Person Document Delivery Preferences ORA_PER_MANAGE_PERSON_DOCUMENT_DELIVERY_PREFERENCES	Ex-Worker ORA_PER_EX-WORKER

## Grant Self-Service Access to Workers

You use employee self-service to update your personal info. In some cases, there is more than one way to update that info.

People of type *Employee* automatically have access to update personal info after they're hired. To enable other person types from updating their personal info, assign the *Employee* role to them.

## How can I access my personal info quickly?

From your home page, click **Me**. Select **Personal Information** and then **Personal Details**. On **Personal Details**, select the **i** icon next to your initials in the top left corner.

Choose from the listed categories.

## How can I access Self-Service?

To access self-service, from your home page, click **Me**.

Then select either **Personal Information** or **Pay**.

## How can I update worker veteran status?

From **My Client Groups**, click **Person**.

1. Search for and select the person.
2. In **Person Information**, click **Edit** next to **Gender and Marital Status** and then **Update**.
3. In **Update Gender and Marital Status**, set an effective start date and click **OK**.
4. Click **View More Details**.
5. Make your changes to their veteran status, and click **OK**.

## Job and Position Structures

Job and position structures identify the descriptive flexfield structure that enables you to specify additional attributes that you want to capture when you define jobs and positions.

Job and position attributes provide further detail to make jobs and positions more specific. You also use attributes to define the structure of your jobs and positions. You can specify attributes at the enterprise level for jobs and positions, at the business unit level for positions, and at the reference data set level for jobs. Job and position structures are optional.

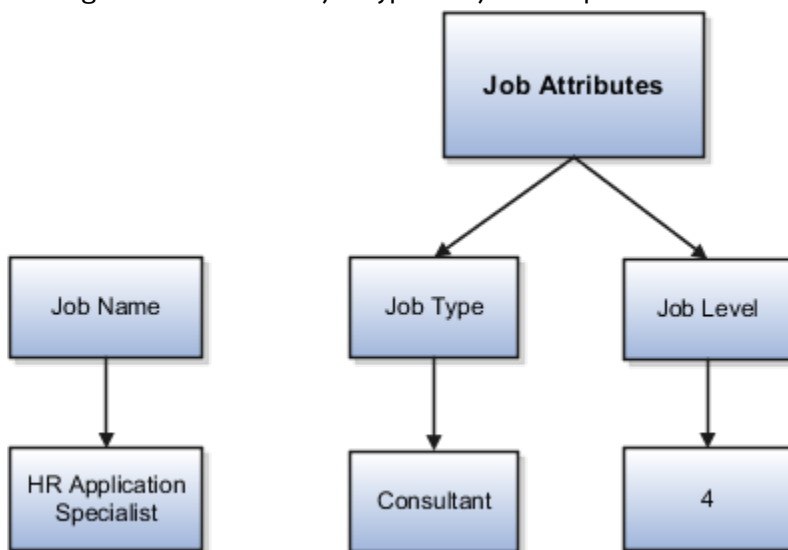
### Enterprise-Level Job Attributes

When you define a job, you enter a value for the name of the job. To make job names more specific, set up attributes to identify additional details about the job. This includes the nature of the work that is performed or the relative skill level required. If these attributes apply to all jobs within your enterprise, set up enterprise-level job attributes. Standard capabilities mean that you can use the different segments of the name to:

- Identify common jobs or job holders for analysis or compensation.
- Group records in reports, such as to find all jobs of a specific job type.

Don't use attributes with values that change regularly, for example, salary ranges or expense approval levels that change every year.

This figure illustrates how job type and job level provide further details for the HR Application Specialist job.



### Enterprise-Level Position Attributes

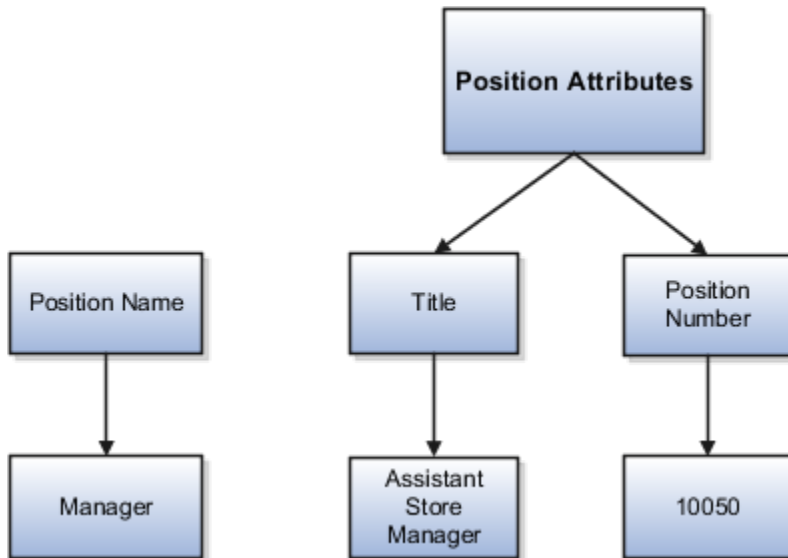
Position attributes at the enterprise level are similar to those for jobs. Each position that you define identifies a specific role in the enterprise, which you can manage independently of the person in the position. A position belongs to one specific department or organization. The name of each position must be unique. To simplify the process of managing unique names for positions, set up enterprise-level attributes to identify separate components of the position name. For example, you can set up an attribute for position title and one for position number. When defining the attributes that make up the structure of a position name, consider whether any of your attributes are part of the definition of

a common job type. Using job types for a position can help you manage common information that applies to many different positions.

For example, you can:

1. Define a job type of Manager.Level 1.
2. Use it for comparison of positions across departments or lines of business or for setting common job requirements.
3. Define multiple manager-type positions in your HR department, each of which has responsibility for a different management function or group.

This figure illustrates how title and position number provide further details for the manager position.



## Business Unit-Level Attributes for Positions

If you have information that you want to capture for positions that are specific to each business unit, then you can define attributes at the business unit level for positions. When you create positions, these attributes appear in addition to any enterprise-level attributes. For example, you might want to identify the sales region for all positions in the sales business unit. You can set up a text attribute called Sales Region and use it to enter the necessary information when creating positions for the sales business unit.

## Reference Data Set-Level Attributes for Jobs

If you have information for jobs that applies to specific reference data sets, set up attributes for jobs at the reference data set level. When you create jobs, these attributes appear in addition to any enterprise-level attributes. For example, you might want to identify all information technology (IT) jobs within a specific set. You can set up a text attribute called Function and use it to enter IT in jobs that you create that perform an IT function within a specific set.

## Jobs for the US

As part of your initial implementation, you specify whether to use:

- Jobs and positions

- Jobs only

If you're in a service industry where flexibility and organizational change are key features, you would typically use jobs without positions.

Use the Jobs task to define jobs for your organization.

## Job Details

Details for a job include an effective start date, a job set, a name, and a code. They also include settings for Fair Labor Standards Act compliance and EEO and VETS reporting.

A job code must be unique within a set. Therefore, you can:

- Create a job with the code `DEV01` in the US set.
- Create another job with the same code in the UK set.

However, if you create a job with the code `DEV01` in the Common set, then you can't create a job with the same code in any other set.

## Benchmark Info

You can identify a job as being a benchmark job. A benchmark job represents other jobs in reports and salary surveys. You can also select the benchmark for jobs. Benchmark details are for informational purposes only.

## Progression Info

A progression job is the next job in a career ladder. Progression jobs enable you to create a hierarchy of jobs. Use them to provide the list of values for **Job** in the Promote Worker and Transfer Worker tasks.

The list of values includes the next three jobs in the progression job hierarchy.

For example, assume that you create a job called Junior Developer and select **Developer** as the progression job. In the Developer job, you select **Senior Developer** as the progression job. When you promote a junior developer, the list of values for the new job includes **Developer** and **Senior Developer**. You can select one of these values, or select another one.

## Jobs and Grades

You can assign grades that are valid for each job. If you're using positions, then the grades that you specify for the job become the default grades for the position.

## Evaluation Criteria

You can define evaluation criteria for a job, including the evaluation system, a date, and the unit of measure. The Hay system is the predefined evaluation system that's available. An additional value of Custom is included in the list of values for **Evaluation System**, but you must add your own criteria and values for this system.

### Related Topics

- [Configure Workforce Structures for the US](#)
- [Considerations for Enforcing Grades at Assignment Level](#)
- [Guidelines for Using Desktop Integrated Excel Workbooks](#)
- [Overtime Status for the US](#)

## Locations for the US

A location identifies physical addresses of a workforce structure, such as a department or a job.

They include:

- Where business is conducted, including the physical location of a workforce structure, such as a department or a job
- Workers' physical work locations, including the Pennsylvania Political Subdivision code
- Last work location of a retiree
- Info required for reporting, such as Multiple Worksite Reporting, VETS, and EEO
- Other areas of interest to the business, such as employment agencies, tax authorities, and insurance or benefits carriers

The locations you create exist as separate structures that you can use for reporting purposes. Their rules help determine employee eligibility for various types of compensation and benefits. You enter info about a location only once. Afterwards, when you set up other workforce structures, you select the location from a list.

You create and manage locations using the Locations task from your implementation project.

### Location Sets

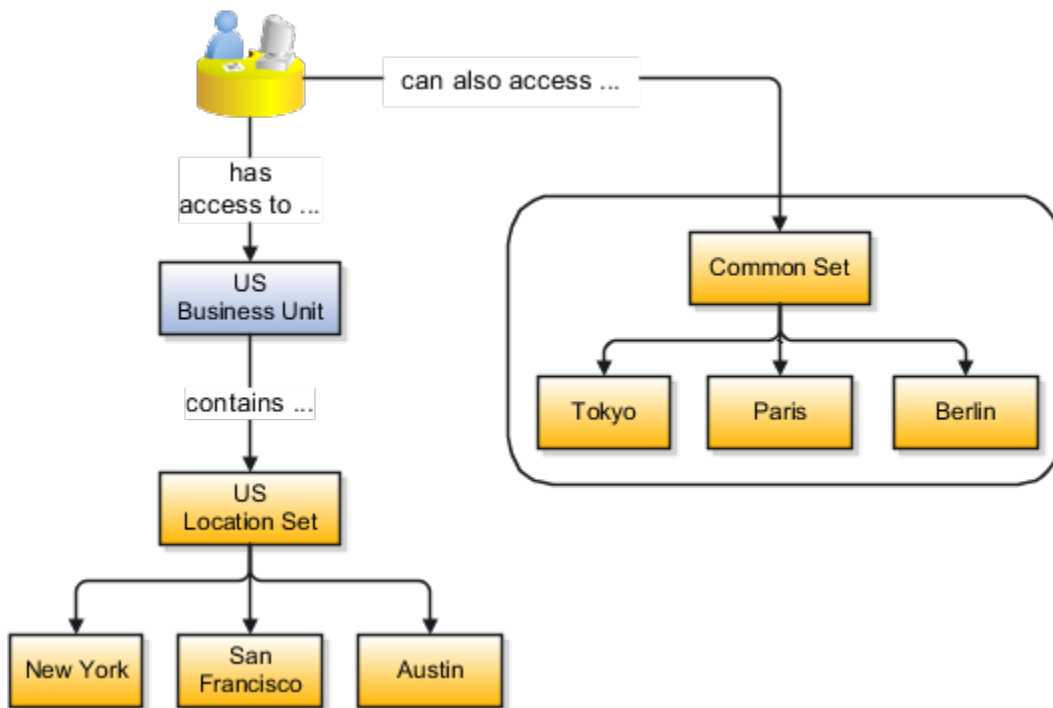
When you create a location, you must associate it with a set. Only those users who have access to the set's business unit can access the location set and other associated workforce structure sets. This includes those that contain departments and jobs.

**Note:**

- You can also associate the location to the common set so that users across your enterprise can access the location irrespective of their business unit.
- When users search for locations, they can see the locations that they have access to along with the locations in the common set.



Here's how location sets can restrict access to users.



*Related Topics*

- [Configure Workforce Structures for the US](#)
- [What happens if I inactivate a location?](#)
- [Why can't I see my location in the search results?](#)

## Tax Withholding Card for Non-Payroll Extensions

You can still use the Tax Withholding card to maintain your employee federal and state tax withholding info when you are using the non-Payroll extensions.

- Human Resources or None
- Payroll Interface

For these extensions, Oracle provides GBG|Loqate as the default geography provider for address validation. You can use choose a different geography provider, but you must ensure they use a 2-character State-level Geocode equivalent to Vertex's.

Run the Maintain US Geography flow at the time of your implementation. This process:

1. Enables the Tax Withholding Card at the state level.
2. Adds the 2-digit state-level Geocode.

*Related Topics*

- [Address Style and Address Validation Settings for the US](#)
- [Tax Withholding Card](#)

## View and Update Pay Info for the US

Use the pages in **Pay** to view and update your pay info.

From your **Me** page, click **Pay** to view these pages.

- Document Delivery Preferences
- Payslips
- Payment Methods
- Year-End Documents
- Tax Withholding

### Document Delivery Preferences

**Document Delivery Preferences** enables you to access and edit your document delivery preferences. Use this page to access and edit your document delivery preferences.

On this page, from the list of document types, select a document type to set its preferences. Your employer has set which document types you're allowed to view. The following are the common document types.

- W\_2
- W\_2c
- Payslip
- 1095-C

If you think any are missing, contact your administrator.

### Payslips

**My Payslips** enables you to access your payslips. You can also use **Details** to set how many payslips you want to view.

### Payment Methods

**Payment Methods** enables you to access and edit your payment method details.

### Year-End Documents

**Year-End Documents** enables you to access your year-end documents, such as Forms W-2 and 1095-C. You can also use **Details** to set how many documents you want to view.

### Tax Withholding

From this page, you can:

- Access and edit your tax withholding info
- Print the PDF version of your tax form by clicking the federal or state name link

When you click one of these links, the appropriate PDF file generates and you can print it as needed.

## View and Update Personal Info for the US

Use the pages in **Personal Information** to view and update your personal info.

From your **Me** page, click **Personal Information** to view these pages.

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- Employment Info
- My Compensation

### Personal Details

**Personal Details** enables you to access and edit your personal details.

To open this page, click **Personal Details**.

You can use these tasks.

Task	Description
Name	Add or update your name.
Demographic Info	Update your marital status, ethnicity, gender, education, and veteran status info.
Disability Info	Add voluntary self-identify for disabilities.

### Document Records

**Document Records** enables you to access your document records. Your employer configures the document records that are loaded on this page.

### Identification Info

**Identification Info** enables you to access and edit your identification details.

From this page, you can use these tasks.

Task	Description
Citizenship	Add or update your citizenship info.
Passports	Add or update your passport info.

Task	Description
Visas and Permits	Add or update your visa or other permit info.
Driver's Licenses	Add or update your driver's license info.

## Contact Info

**Contact Info** enables you to access and edit your contact details.

From this page, you can use these tasks.

Task	Description
Communication	Add or update your work phone, home phone, mobile phone, home email, and work email.
Address	Add or update your Home, Mailing, or Resident Tax addresses.

## Family and Emergency Contacts

**Family and Emergency Contacts** enables you to access and update your emergency contact info. This includes the person's name, phone numbers, addresses, and your relationship with the emergency contact person.

## Employment Info

From this page, you can view your legal employer, business unit, job, grade, and work location. It's a view-only page.

If you feel corrections are needed, contact your manager.

## My Compensation

From this page, you can view your salary compensation details. It's a view-only page.

If you feel corrections are needed, contact your manager.

## Workforce Structures for the US

You define workforce structures after you complete the organization structure setup.

Workforce structures:

- Define additional partitioning of the workers within the organization, including divisions, and departments
- Assign roles to workers within the organization, including grades, jobs, and positions
- Set up actions and reasons that apply to the work relationship cycle of workers

Your implementation team is responsible for defining all the workforce structures that apply to the enterprise for which the setup is being done. This includes:

- Locations
- Departments
- Grades
- Jobs

*Related Topics*

- [Configure Workforce Structures for the US](#)
- [Departments for the US](#)
- [Grades for the US](#)
- [Jobs for the US](#)
- [Locations for the US](#)

## Multiple Worksite Report

### Can I override the Multiple Worksite Report sort order?

No, you can't change the sort order of the Multiple Worksite Report.

The structure of the output file is mandated by the Department of Labor requirements. It is organized first by state and then by state unemployment insurance account number.

*Related Topics*

- [Multiple Worksite Report](#)

### How do I report for multiple worksites?

Employers with multiple worksites must file quarterly employment and wage reports.

The Bureau of Labor Statistics uses this information to provide analyses of employment throughout the US. Use the Multiple Worksite Electronic Report flow to generate these reports.

Certain industries such as gas and oil exploration, construction, and contract logging are exempted from reporting. Employers with fewer than 10 employees total in their multiple worksite locations are also exempted from filing this report. For further info, see the Bureau of Labor Statistics website.

*Related Topics*

- [Multiple Worksite Report](#)
- [Quarter-End Processing for the US](#)
- [Quarter-to-Date Archive](#)

## Multiple Worksite Report

The Multiple Worksite Report (MWR) collects info about a business establishment's employment and wages, distributed by industry, location, and state. This report is filed with the Bureau of Labor Statistics (BLS) Electronic Data Interchange (EDI) Collection Center.

The report data is used to ensure an equitable distribution of federal funds through grant programs that use county economic indicators as a basis for allocations.

This process produces an output file suitable for electronic submission to the EDI Collection Center.

### Frequently Asked Questions

The following table lists frequently asked questions about this report.

Question	Answer
How do I find this report?	<ol style="list-style-type: none"> <li>1. From <b>My Client Groups</b>, click <b>Payroll</b>.</li> <li>2. Click <b>Submit a Flow</b>.</li> <li>3. Select your US legislative data group (LDG).</li> <li>4. Search for and select <b>Multiple Worksite Report</b>.</li> </ol>
Who uses this report?	Payroll Administrator Payroll Manager
When do I use this report?	Eligible employers must submit this report on a quarterly basis. Transmit the output file to the EDI Collection Center on or before the last day of the month following the end of the quarter.
What prompts can I use to narrow the results of this report?	Use the <b>Tax Reporting Unit</b> field to run this report for all worksites in a specific tax reporting unit.
How do I share this report?	<ul style="list-style-type: none"> <li>• Add to briefing book</li> <li>• Schedule an agent to run the report</li> </ul>
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

#### Related Topics

- [Multiple Worksite Report](#)

## Multiple Worksite Report

The Multiple Worksite Report (MWR) collects info about a business establishment's employment and wages, distributed by industry, location, and state.

You file this report with the Bureau of Labor Statistics Electronic Data Interchange (EDI) Collection Center. They use the report data to ensure an equitable distribution of federal funds through grant programs that use county economic indicators as a basis for allocations.

This report counts employees based on their work locations as of the pay period that includes the 12th of the month.

You must submit this info to the EDI Center if your organization meets all of the following criteria.

- Reports its employees with one state unemployment insurance (SUI) account number
- Is engaged in multiple economic activities, is operating with more than one worksite, or both
- Has a total of 10 or more workers employed across all worksites

If an organization has an office in one location within a state:

- It's not considered a multiple worksite
- This report isn't necessary.

**Note:** A worksite is an economic unit, usually represented by a single physical location. It's where the employer's business is conducted or where it performs services or industrial operations. For this report, the location work structure (as defined through the Locations task) represents the worksite.

Eligible employers must run the Multiple Worksite Report flow and submit the MWR output on a quarterly basis. The output file must be transmitted to the EDI Center on or before the last day of the month following the end of the quarter.

For example, data for the first quarter period (January through March) must be submitted by April 30. Data for the second quarter period (April through June) must be submitted by July 31.

**Note:** You must determine your own employer reporting eligibility. For further information, see the BLS website.

## Before You Begin

The employer must have a Payroll license for Oracle Fusion. HR-only and Payroll Interface licenses aren't eligible.

Use the Legal Reporting Unit Registrations task to ensure these fields are populated for each tax reporting unit (TRU):

Jurisdiction	Field Name	Description
United States Federal Tax	Registration Number	Employer's federal employer identification number (EIN).
<state> Unemployment Insurance	Registration Number	Employer's SUI account number.

**Note:** You must run this report for the Puerto Rico TRUs separately from your US TRUs.

Use **United States Multiple Worksite Reporting** on the Locations task to set these fields for each location.

Field Name	Description
Trade Name	Name of the client establishment at this location.

Field Name	Description
Worksite Description	Meaningful, unique description of the client establishment, such as store number or plant name.
Unit Number	Worksite Identification Code issued by the Bureau of Labor Statistics. Used to uniquely differentiate and identify the physical location. This code should be a unique alphanumeric code.
Comment	Additional info about any recent changes in your company that might have impacted employment, wages, and locations, such as changes in business activities, acquisitions, mergers, and sales.  For further info, see the BLS website.
Include for Reporting	Select <b>Yes</b> if this location is eligible for MWR reporting. When the report is run, all employees assigned to this location are included in the report.  Select <b>No</b> to exclude this location from the report.

Employees are included based on their last location in a given state for that reporting quarter.

Work-at-home employees are reported in the same state as their residence tax state. You must ensure you have a default location for these states and have attached those locations to the employees on their Reporting Information card. One location per state can be used for all work-at-home employees.

**Note:** If you don't specify a location, the report flow assigns the employees to location 999999 on the report. The exception report output includes a warning message, indicating the reporting location state and resident tax state mismatch.

All Quarter-to-Date Archive flows must be run and completed before starting this flow.

## Report Parameters

### Year

Four-digit reporting year.

### Quarter

Reporting quarter.

### Payroll Statutory Unit

Employer's payroll statutory unit (PSU).

### Tax Reporting Unit

TRU associated with the employer's federal EIN. If no TRU is selected, all TRUs are reported for the PSU.

If the employer is operating in multiple federal EINs, leave this field blank while specifying a value for the PSU.

You must run this report for Puerto Rico TRUs separately from your US TRUs.

### Type of Employer



Determines the record format. The default is **Regular Employer**.

### Client Contact Phone Number

Overrides the contact person's phone number defined for the legal entity. Used only if the type of employer is identified as a payroll provider firm.

### Client Contact Name

Overrides the contact person's name set for the legal employer. Used only if the type of employer is identified as a payroll provider firm.

### Process Configuration Group

Determines the rules for processing, such as logging and number of threads.

Use to override the contact info. The default is the HR representative's email address as specified on the TRU contact info.

## Report Results

The Multiple Worksite Electronic Report flow creates the following output files:

Report	Description
Electronic output file	<p>This flow supports the electronic EDI submission method developed by the BLS. It groups locations according to their SUI account numbers according to their federal EIN, and it compiles their employment data into a single ASCII fixed field text file.</p> <p>The employer is responsible for properly naming, encrypting, and transmitting the output file to the BLS data collection center in Chicago. They then route it to the appropriate state agencies. You can do this by FTP, SFTP, or secure web transfer. Refer to the BLS website for further info.</p> <p>This file is sorted by:</p> <ol style="list-style-type: none"> <li>1. State</li> <li>2. SUI account number</li> </ol>
Audit file	<p>Provides totals by federal EIN, SUI account number, and worksite description code. Grand totals are sorted by federal EIN and SUI account number. Employers can review this file to verify that these totals match the SQL totals.</p>
Exception report	<p>Includes data mismatches, missing archived data, missing locations, and other errors detected by the flow.</p>

### Related Topics

- [Troubleshoot the Multiple Worksite Report](#)
- [Quarter-End Processing for the US](#)
- [Quarter-to-Date Archive](#)

## Troubleshoot the Multiple Worksite Report

There are multiple scenarios where data errors would require the reprocessing of the Multiple Worksite Report (MWR). Many of these are logged as events in the MWR exception report.

In the event of such data errors:

1. Roll back the Multiple Worksite Electronic Report flow.
2. Roll back the Quarter-to-Date Archive flow.
3. Resolve your data errors, as described in the MWR exception report.
4. Run the Quarter-to-Date Archive flow, and ensure all processes have completed.
5. Resubmit the Multiple Worksite Electronic Report flow.
6. Transmit the output file to the EDI Center.

The following are examples of data errors that would require the rerun of the MWR process:

### Location Was Incorrectly Excluded from Report

One or more locations are marked as **No** for the **Include for Reporting** field despite having active employees assigned to them.

All active employees must be assigned to a location that's included in the report. During the data error resolution step, do one of the following.

- Reassign the active employees to an eligible location.
- Change the locations' reporting status from excluded to included:
  - a. Start the Locations task.
  - b. In **United States Multiple Worksite Reporting**, change **Include for Reporting** to **Yes**.

### Included Location Was Marked as Inactive

One or more inactive locations were included in the report. When the MWR process was run, all employees attached to these locations were listed in the exception report.

During the data error resolution step, do one of the following for each affected location.

- Reactivate the location.
- Move all employees to an active location, and remove the inactive location from the report.
  - a. Start the Locations task.
  - b. In **United States Multiple Worksite Reporting**, change **Include for Reporting** to **No**.

### Employee Wages Were Changed After the Report Was Run

This can occur as a result of a late payroll run, balance adjustment, and so on. In this case, no data errors exist. However, you must roll back the MWR and Quarter-to-Date flows and update the employee's payroll data.

### Report Was Run Before All Quarter-to-Date Archive Processes Were Complete

The Multiple Worksite Electronic Report flow was started before all Quarter-to-Date Archive flows have completed. As a result, the archive provided the report with incomplete data.

No data correction is required. Roll back the processes and resubmit them, in the proper order, ensuring they complete processing.

## Work-at-Home Employees Not Appearing in Report

One or more employees designated as work-at-home are reported in the MWR in location 999999, or they're included in locations outside their state of residence.

Employers can report employees to any location defined on their Reporting Information card. If this location doesn't match their residence state, the MWR identifies it as a warning.

For each work-at-home employee, check the following.

- Employees are properly marked for inclusion in this run of the MWR.
- A location exists representing each of the employees' states.

Make sure you have selected those locations as the reporting location for work-at-home employees on their reporting cards.

At minimum, you need one location per state for all designated work-at-home employees.

### Related Topics

- [Quarter-End Processing for the US](#)
- [Quarter-to-Date Archive](#)

## New Hire State Report

### Baseline the Employee Status for New Hire Reporting

**New Hire Status** on the Employment Info tasks identifies employees as new hires. If you run the New Hire State report immediately after migrating from a legacy application, this parameter is blank for all employees. All employees report as new hires.

To avoid this, set the report's **End Date** to the date when you last generated this report with the legacy application. This sets **New Hire Status** for your employees to that date. Then, discard the output report and proceed with your standard new hire reporting schedule.

1. Run the New Hire State report, and set its **End Date** to the date when you last generated the report with the legacy application.

This sets **New Hire Status** for your employees to that date.

2. Discard the report output from that process.
3. Proceed with your standard new hire reporting schedule.

### Related Topics

- [New Hire State Report](#)

## Examples of New Hire State Reporting Configurations

You can run the New Hire State Report to support a wide variety of employer configurations.

- Single-state employer reporting multiple legal employers
- Single-state employer reporting a single legal employer
- Multiple-state employer reporting to individual state authorities
- Multiple-state employer reporting multiple legal employers
- Multiple-state employer reporting a single legal employer

For further info, see the following sections.

### Single State Employer Reporting Multiple Legal Employers

For this example, you're an employer operating in a single state (California) who's capturing employee data from all of your legal employers (or you have only one).

For these fields	Enter these values
Multistate Employer	No
Legal Employer	null
State	CA

The report process generates a single file with a separate employer record for each legal employer. It includes all employees in the state with the new hire status of **Include in the new hire report**.

The default TRUs associated with each of the legal employers determine your employer details.

The process formats the report output file according to California's requirements.

You can verify this data using the audit report.

### Single State Employer Reporting a Single Legal Employer

For this example, you're an employer operating in a single state (California) who's capturing employee data from only one of your legal employers, Fusion-CA.

For these fields	Enter these values
Multistate Employer	No
Legal Employer	Fusion-CA
State	CA

The report process generates a single file with a single employer record for the Fusion-CA legal employer. It includes all employees in the state with the new hire status of **Include in the new hire report**.

The default TRU you associate with Fusion-CA determines your employer details.

The process formats the report output file according to California's requirements.

You can verify this data using the audit report.

## Multiple-State Employer Reporting to Individual State Authorities

For this example, you're an employer that's:

- Operating in multiple states
- Submitting individual reports to the separate state authorities

In this case, you must run this report as if you're a single state employer.

For each state you're reporting to, use the following configuration.

For these fields	Enter these values
Multistate Employer	No
Legal Employer	<null>
State	Select the state of submission

The report process generates a single file with a separate employer record for each legal employer. It includes all employees in the selected state with the new hire status of **Include in the new hire report**.

The default TRU associated with each of the legal employers determines your employer details.

The report formats the output file according to the selected state's requirements.

You can verify this data using the audit report.

## Multiple State Employer Reporting Multiple Legal Employers

For this example, you're an employer that is:

- Operating in multiple states
- Capturing employee data from all of its legal employers (or you have only one)
- Reporting it to a single state authority (California)

For these fields	Enter these values
Multistate Employer	Yes
Legal Employer	null

For these fields	Enter these values
State	CA

The report process generates a single file with a separate employer record for each legal employer. It includes all employees in all states with the new hire status of **Include in the new hire report**.

The default TRUs associated with each of the legal employers determine your employer details.

The report process formats the output file according to California's requirements.

You can verify this data using the audit report.

## Multiple-State Employer Reporting a Single Legal Employer

For this example, you're an employer that is:

- Operating in multiple states
- Capturing employee data from only one of your legal employers, Fusion-Industrial
- Reporting it to a single state authority (California)

For these fields	Enter these values
Multistate Employer	Yes
Legal Employer	Fusion-Industrial
State	CA

The report process generates a single file with a single employer record for the Fusion-Industrial legal employer. It includes all employees in all states within this legal employer with the new hire status of **Include in the new hire report**.

The default TRU associated with Fusion-Industrial determines your employer details.

The report process formats the output file according to California's requirements.

You can verify this data using the audit report.

### Related Topics

- [Baseline the Employee Status for New Hire Reporting](#)
- [Examples of Troubleshooting the New Hire State Report](#)
- [Single and Multiple Employers for New Hire State Reporting](#)
- [New Hire State Report](#)

## Examples of Troubleshooting the New Hire State Report

There are several scenarios where running the New Hire State Report flow can produce unexpected results.

### No Employees Included in the Report

If the `NewHireStateAuditReport.csv` audit report shows no employees reported, check for these conditions.

- You have run the report as a single state employer and selected the wrong state.
- No employees were marked for inclusion.

### No TRU Is Associated with the Legal Employer

The audit report contains the following message: Default TRU not associated to LE.

To resolve this:

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Entity HCM Information**.
3. Select **Legal Employer**.
4. Click **Federal**.
5. In **New Hire Reporting Rules**, select a tax reporting unit in **TRU for New Hire Report**.

### Employees Missing from the Report

If one or more employees are missing from the report:

- Check **New Hire Status** for each newly hired or rehired employee.
- When running the report, make sure you selected the correct legal employer, employer type, and reporting state.

#### *Related Topics*

- [New Hire State Report](#)

## How are employer organizations identified in the US?

Use New Hire Reporting Rules section of the Manage Legal Entity HCM Information task.

Associate a default tax reporting unit (TRU) to a legal employer.

HR reports such as EEO and VETS uptake the TRU's registration details, such as:

- Employer federal employer identification number
- Registered name
- Contacts

## How do I configure a legal employer for New Hire reporting?

Use the Manage Legal Entity HCM Information task.

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Entity HCM Information**.
3. Search for and select the legal entity.
4. Click **Federal**.
5. In **New Hire Reporting Rules**, select the tax reporting unit (TRU).

This is the TRU that represents this legal employer in the report in **TRU for New Hire Report**.

The New Hire State report uses the TRU's federal employer identification number and contact details.

### *Related Topics*

- [New Hire State Report](#)

## How do I include employees in the New Hire State Report?

To include an employee in the New Hire State Report, you select **Include in the New Hire Report** as their new hire status.

For new employees, you can find this field by selecting **My Client Groups > New Person > Hire an Employee > Employment Information > Work Relationship Details**.

For existing employees, select **My Client Groups > Person Management > Search Person > Personal and Employment > Work Relationship**.

### *Related Topics*

- [New Hire State Report](#)

## How is employee location determined for New Hire State reporting?

The New Hire State Report includes employees sorted by state.

The report process determines the employee state according to this hierarchy.

1. Checks if the work-at-home status is **Yes**. If so, it determines the state from their Resident Tax Address.
2. If work-at-home status is **No**, it checks for an assignment-level override address. If one exists, it determines the state based on this address.
3. If there is no assignment-level override address, it checks for a location override address. If one exists, it determines the state based on this address.
4. If there is no location override address, the location's address is used to determine the state.



*Related Topics*

- [New Hire State Report](#)

## Summary of New Hire State Electronic Report

You use the New Hire State Report to view info about all of an employer's newly hired and rehired employees. You also need to submit this info to the appropriate state employment authorities.

These agencies use these reports to match against new or existing child support records to.

- Locate parents
- Establish and enforce child and spousal support orders

This process produces an output file suitable for electronic submission to the state employment authority.

## Frequently Asked Questions

The following table lists frequently asked questions about this report.

Question	Answer
How do I find this report?	<ol style="list-style-type: none"> <li>1. From <b>My Client Groups</b>, click <b>Payroll</b>.</li> <li>2. Click <b>Submit a Flow</b>.</li> <li>3. Select your US legislative data group (LDG).</li> <li>4. Search for and select <b>New Hire State Electronic Report</b>.</li> </ol>
Who uses this report?	Human Resource Analyst Human Resource Manager Human Resource Specialist Human Resources VP
When do I use this report?	Eligible employers must report their new hires within a state-mandated number of days after the date of hire. Most states require the report be submitted within 20 calendar days from an employee's first day of work. Consult with the appropriate state agency for the reporting requirements.
What prompts can I use to narrow the results of this report?	Use <b>Legal Employer</b> to run this report for all employees within a specific legal employer.
How do I share this report?	<ul style="list-style-type: none"> <li>• Add to briefing book</li> <li>• Schedule an agent to run the report</li> </ul>
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

*Related Topics*

- [How You Create and Edit Reports](#)
- [New Hire State Report](#)

## New Hire State Report

The New Hire State Report produces info about all of an employer's newly hired and rehired employees for submission to the appropriate state employment authorities.

Eligible employers are required to report their new hires within a state-mandated number of days after the date of hire. Most states require the report be submitted within 20 calendar days from an employee's first day of work. Consult with the appropriate state agency for the reporting requirements.

Run the New Hire State Report process to generate the NewHireStateETextReport in a format suitable for submission.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **New Hire State Electronic Report**.

### Before You Start

This report assumes a one-to-one relationship between legal employer and tax reporting unit (TRU), although that TRU can represent multiple states.

The reporting process supports all 50 states, including DC and Puerto Rico.

Use the Manage Legal Entity HCM Information task to specify the following in **New Hire Reporting Rules** of the **Federal** section for the legal employer.

Field name	What you enter
TRU for New Hire Report	TRU representing the legal employer for New Hire reporting. This TRU's federal EIN and contact details are used in the report.

For further info, see Define Legal Entities for the US in the Help Center.

Use the Legal Reporting Unit Registrations task to ensure the following fields are populated for each TRU.

Jurisdiction	Field name	What you enter
United States Federal Tax	Registered Address	Employer's address.
United States Federal Tax	Registered Name	Employer's name.
United States Federal Tax	EIN or TIN	Employer's federal employer identification number (EIN).

Jurisdiction	Field name	What you enter
United States Federal Tax	Start Date	Report process uses start date to select employer information that's valid for the current time period. Start date is typically the same start date as the legal employer.
<state> Income Tax	Legal Entity Registration Number	Employer's state EIN.

For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

Use **Contacts** on the Legal Reporting Unit task to ensure the following are populated for each TRU.

Field name	What you enter
First Name	First name of authorized contact person.
Last Name	Last name of authorized contact person.
Job Title Code	Job title of authorized contact person.
From Date	Date the employee became the contact.
Area Code	Authorized contact person's area code.
Phone Number	Authorized contact person's phone number.
Extension	Authorized contact person's phone extension.
Email	Authorized contact person's email address.
Legal Role	Authorized contact person's legal role. The person selected as contact must have the HR representative role.

To be included in this report, each employee must have:

- Person type of "Employee"
- Employee name, address, date of hire, date of birth and social security number recorded on their person record
- Work relationship with the legal employer running the report
- Have had an assignment during the reporting period start and end dates, including terminated employees, even if active for only 1 day

**Note:** In the case of multiple assignments, the report uses the HR primary assignment.

- Non-null values for the following
  - New Hire Status
  - Medical Insurance Available
  - Medical Insurance Availability Date

**Note:** You can set these values for existing employees through the Employment task.

Each record could also require the following, depending on the individual state requirements.

- Job, salary, normal weekly work hours, and exempt or nonexempt employment status
- Employer-provided healthcare insurance plan availability to employees and dependents

The New Hire report includes preexisting employees if they experience a change in their legal entity.

## Report Parameters

### Multistate Employer

If you're a multistate employer and want to report all employees to a single reporting authority, select **Yes**. Otherwise, select **No**.

### Legal Employer

Report includes all eligible employees that have had a work relationship with this legal employer during the reporting period. If not specified, the report process selects all US legal employers.

### Start Date

Start date of the reporting date range. If you leave this blank, the report collects data on all eligible employees as of the specified end date.

### End Date

End date of the reporting period. The report process includes all employees that are eligible as of this date. Their **New Hire Status** has been set to **Include in the New Hire report**.

**Note:** If you run this report immediately after migrating from a legacy application:

1. **New Hire Status** is blank for all employees.
2. All employees are reported as new hires.

To avoid this, set **End Date** to the date when you last generated this report with the legacy application. This sets **New Hire Status** for your employees to that date. Then, discard the output report and proceed with your standard new hire reporting schedule.

### Reporting State

State receiving the report. Determines the format of the report.

In cases where a multiple state employer is reporting to individual state authorities, this parameter also determines which employees are being included in the report.

### Reporting Mode

Select **Draft** to create a draft of this report for data verification purposes.

Select **Final** to generate output files for submission to the state authorities. The report process automatically updates all included employees to **Already reported** status.

### New Hire Contact

Use this field to override the contact person for this report. All contact persons with HR Representative role are included in the list.

## New Hire State Report Output

The report process generates these output files with separate report job name numbers.

Report	Description
New Hire State Electronic Report	The NewHireStateETextReport.txt output file contains the following records. <ul style="list-style-type: none"><li>• Employer Record, sorted by legal employer</li><li>• Employee Record, sorted by employee last name</li><li>• Trailer Record, including summaries of the employer record details</li></ul>
New Hire State Audit Report	Open the NewHireStateAuditReport.csv spreadsheet file and verify the newly hired and rehired employee info.

To view these files:

1. From the Navigator, in **Tools**, select **Reports and Analytics**.
2. In the tree structure, expand **Shared Folders**, then **Human Capital Management**, then **Workforce Management**, then **Person Management**, then **US**, and then expand **New Hire**.
3. Select **New Hire Electronic Report**.
4. In the resulting window, click **History**.
5. Clear the default value in **Owner**, and click **Search**.
6. In **Report Job Histories**, select the link for the report version you want to view.
  - New Hire State Electronic Report
  - New Hire State Audit Report
7. Double-click **Output Name**.
8. In **Output and Delivery**, open or save the report file.

### Related Topics

- [Baseline the Employee Status for New Hire Reporting](#)
- [Examples of New Hire State Reporting Configurations](#)
- [Examples of Troubleshooting the New Hire State Report](#)
- [Single and Multiple Employers for New Hire State Reporting](#)
- [Define Legal Entities for the US](#)
- [Overview of Legal Reporting Unit Configuration for the US](#)

## Single and Multiple Employers for New Hire State Reporting

The New Hire State Report process assumes there is a one-to-one relationship between your legal employer and tax reporting unit (TRU), although the TRU can represent multiple states.

The report process might not function properly if you associate multiple TRUs to the legal employer.

If you're this kind of employer	Do this
Single state employer	If your organization hires and employs people in only one state, then it's a single state employer. You must report all new hire information to the employment authority of the state where all your employees work.
Multistate employer	<p>Multistate employers hire and employ people in two or more states. Your organizations have the option of reporting their newly hired employees to:</p> <ul style="list-style-type: none"> <li>• All working states</li> <li>• One state</li> </ul> <p>If you're a multistate employer and choose to report to a single state authority, you must register with the Department of Health and Human Services (DHHS). For further information, see the DHHS website.</p>

### Related Topics

- [Baseline the Employee Status for New Hire Reporting](#)
- [Examples of New Hire State Reporting Configurations](#)
- [Examples of Troubleshooting the New Hire State Report](#)
- [Define Legal Entities for the US](#)
- [New Hire State Report](#)

## Overtime Exemption from State Income Tax

### Overtime exemption from state income tax

In some jurisdictions, you need to record your employees' hours worked over the statutory limit, because the wages are exempt from state income tax (SIT). The payroll process uses two balances to determine these wages.

- Wages Earned for Hours Worked in Excess of Statutory Limit
- Hours Worked Over Statutory Limit

**Note:** The payroll process uses these balances only for Alabama SIT calculations. In Alabama, all nonexempt employees are exempt from SIT on wages earned for any hours worked over 40 during a 7-day work week. When you upgrade your elements using the Feature Upgrade process, it doesn't generate feeds to these balances. Instead, it indirectly feeds these balances through the predefined SIT Exempt Wages and SIT Exempt Wages Retro information elements.

When you create time elements using the Element template:

1. It creates two objects to help you record the hours worked.
  - o When you define Time category elements, it creates two value definitions.
  - o When you define Standard category earnings elements that use the Hours \* Rate calculation type, it creates two input values.

These value definitions and input values have the same names.

Name	What it does
Exceeds Statutory Hours Limit	Indicates whether the hours passed on the element exceed the statutory limit.  Use this attribute when you pass separate time entries to payroll for the exempt and taxable work hours. The payroll process ignores this if there is a value found for <b>Hours Worked Over Statutory Limit</b> .
Hours Worked Over Statutory Limit	Identifies the hours worked that exceed the statutory limit and are exempt.  Use this attribute when you can't pass separate time entries to payroll for the exempt and taxable work hours, such as when: <ul style="list-style-type: none"> <li>o Using third-party time applications</li> <li>o Manually identifying the exempt hours from the total hours passed</li> </ul> If this has a value, the payroll process ignores <b>Exceeds Statutory Hours Limit</b> .

2. It creates feeds for earnings results and retropay results elements to the two balances.

## How to use the simplified solution

If in your own assessment of compliance, you already have a set of time and retroactive time calculation result elements that are exclusively exempt from Alabama SIT calculation, the quickest solution is to define balance feeds from those elements to the balances mentioned previously and skip the Element upgrade and Time application configuration.

However, before you do, consider the following.

- The SIT exemption applies to all nonexempt employees, hourly or salary.
- The SIT exemption isn't limited to the overtime pay type but applies to any wages earned from hours worked after 40 hours, regardless of the pay type or element through which it is paid.
- Overtime paid prior to the 40-hour limit, either due to union or other contractual agreements, aren't exempt from SIT.

- Only time worked is counted towards the 40-hour limit, regardless of whether you count other earnings types, such as Holiday Hours, for your existing overtime calculation.

The subsequent sections in this document assume you don't have payroll elements that could be deemed exclusively exempt for purposes of Alabama SIT calculation. Therefore, to enable support for this feature you must:

1. Upgrade to your existing Payroll elements.
2. Configure Time & Labor.

## How to configure your elements

You must run the Feature Upgrade process to update your existing:

- Time category elements
- Standard category Earning elements using the Hours \* Rate calculation rule and any corresponding time components (CIR elements)

The process adds these required components:

- Value definitions for your Time elements
- Input values for your Standard earnings elements

These value definitions and input values have the same names. They work in conjunction with your existing time component value definitions or element input values.

**Note:** The process doesn't affect element entries you created prior to the upgrade.

To upgrade your elements:

1. Start the Feature Upgrade process.
2. Set these values.

Field	How you use it
Feature	Select <b>Upgrade Elements for Alabama SIT Exemption</b> .
Additional Information	Type your element group name.

3. Submit the process.

## How to configure Time and Labor

These steps are limited to the configuration of Oracle Time and Labor (T&L) to support Alabama's overtime exemption only. The actual steps may differ based on your existing configuration and business requirements.

For this example, you have a nonexempt employee working in Alabama on a 35 hours per week schedule. As per their employment terms, they are paid overtime (time and a half) for any hours worked exceeding their contracted hours. This employee is on a weekly payroll where the payroll frequency matches the overtime work week. In a particular



period, this employee works 45 hours and must therefore be paid 35 hours at their regular rate of pay and 10 hours as overtime at a time and a half rate of pay. You have two options for configuring T&L.

1. Use the Exceeds Statutory Hours Limit value definition (ORA\_HRX\_US\_HOURS\_OVER\_STAT\_LIMIT).

Entry	Payroll time types	Hours	Exceeds Statutory Hours Limit
1	Regular	35	Null
2	Overtime	5	Null
3	Overtime	5	Y

This splits the 10 hours of overtime into two entries. The 5 hours that exceed the 40-hour threshold are passed value definition set to **Y**.

2. Configure T&L to calculate the exempt hours, and pass them to the **Hours Worked Over Statutory Limit** value definition (ORA\_HRX\_US\_EXEMPT\_HOURS\_OVER\_STAT\_LIMIT).

Entry	Payroll time types	Hours	Hours Worked Over Statutory Limit
1	Regular	35	Null
2	Overtime	10	5

The following steps assume you are performing the first option.

### Assumptions and prerequisites

For this example, assume the following.

- You've configured Unified Layout functionality to enable new time attributes as Single Attribute time card fields.
- To determine if Unified layout is enabled:
- a. Start the Manage Common Lookups task.
  - b. Search for WFM\_UNIFIED\_LAYOUT\_ENABLED lookup codes under the ANC\_PROC\_CONFIGS lookup type.
- Your timecard period coincides with a standard 7-day overtime work week.

### Implementation

These steps describe how to generate and display exempt time in T&L. They involve using a predefined time calculation rule formula as a starting point.

1. Run the Generate Data Dictionary Time Attributes process.

Run this process after you have configured your elements using the Feature Upgrade process.

For further info, see Generate Data Dictionary Time Attributes in the Help Center.

2. Use the Time Entry Layout Components task to define a time card field.

If you haven't enabled Unified layout, you can define the field as a dependent time card field.

- a. Create a Single attribute time card field layout component type.
- b. Use the same time attribute names as those associated with the value definitions.

For this example, use the **Exceeds Statutory Hours Limit** value definition (ORA\_HRX\_US\_HOURS\_OVER\_STAT\_LIMIT).

- c. Use the **HRC\_YES\_NO** value set in both the filtered and unfiltered data sources.
- d. Under display properties, enable **Smart choice list** as the display type.
- e. Set the field as not required on time card, and enable override on layouts.

For further info, see Basic Time Entry Layout Component Configuration Process in the Help Center.

3. Add the time card fields to the to the layout set you assigned to your workers.
4. Use the Time Categories task to create a time category that includes all payroll time types that contribute to the statutory 40-hour threshold.

You must have enabled the **Exceeds Statutory Hours Limit** value definition for these payroll time types.

You can also use an eligible existing time category.

5. Define a time calculation rule template using the Time Rules Template task.

- a. Use the **Time calculation rule** template type and the predefined WFM\_THRESHOLD\_TIME\_CALCULATION\_RULE\_AP fast formula.

This divides the reported time into calculated time attributes for values above and below a threshold hours value.

- b. Assign a name to the rule template, and enable an events trigger rule on save, submit, and resubmit.
- c. Follow the guided process to complete the configuration.
- d. Select the **Time Category** parameter type for the WORKED\_TIME\_CONDITION parameter.
- e. Select the **Fixed number** parameter type for the DEFINED\_LIMIT parameter.
- f. Configure the template outputs.

For example:

Output name	Output group	Time attribute	Value type	Value set	Output source	Display name
OUT_MEASURE_ARY_UNDER	Output Group 1	Measure	N/A	N/A	Formula	OUT_MEASURE_ARY_UNDER

Output name	Output group	Time attribute	Value type	Value set	Output source	Display name
OUT_MEASURE_ARY_OVER	Output Group 2	Measure	N/A	N/A	Formula	OUT_MEASURE_ARY_OVER
Hours Worked Over 40	Output Group 3	PayrollTimeType	Data Source	N/A	User defined	Hours Worked Over 40
Exceeds Statutory Hours Limit	Output Group 4	GD_ORA_HRX_US_HOURS_OVER_STAT_LIMIT_CHAR	Fixed Text	N/A	User defined	Exceeds Statutory Hours Limit

6. If you've configured your own time calculation rules, for each output group that exceeds the threshold, add an additional output name for this time attribute.

GD\_ORA\_HRX\_US\_HOURS\_OVER\_STAT\_LIMIT\_CHAR

7. Use the Time Rules task to configure a time calculation rule (TCR).
  - a. Use your time calculation rule template.
  - b. Set the following.

Display name	Value
WORKED_TIME_CONDITION	Enter the name of your time category.
DEFINED_LIMIT	Enter <b>40</b> .

- c. Set your outputs.

For this example, you would set the following.

Display name	Grouping structure	Value	Time attribute
OUT_MEASURE_ARY_UNDER	Output Group 1	Measure	N/A
OUT_MEASURE_ARY_OVER	Output Group 2	Measure	N/A
Hours Worked Over 40	N/A	Enter the name of the payroll time type for hours over 40	PayrollTimeType

Display name	Grouping structure	Value	Time attribute
Exceeds Statutory Hours Limit	N/A	Enter <b>Y</b>	GD_ORA_HRX_US_HOURS_OVER_STAT_LIMIT_CHAR

8. Create a time processing profile that applies to your Alabama employees.

You can define an HCM group to identify the employees in Alabama.

For further info, see Overview of Linking People to Time and Labor Objects in the Help Center. This provides an overview of evaluation criteria based on worker personal and employment criteria.

9. Use the Time Rule Sets task to identify the rule set assigned to your worker time processing profiles and add your time rule to it.

You may have to determine the processing sequence of the time rule based on your existing rule setups.

When you run either the Load Time Card Batches or Transfer Time Cards from Time and Labor process, it transfers the time to the payroll system, which uses these value definitions or input values to process wages that are exempt from Alabama SIT.

**Note:** When passing time elements, make sure the entries don't overlap multiple overtime work weeks.

## How to configure third-party time applications

If you are using a third-party time application, you must configure it to:

1. Identify nonexempt employees.
2. Identify the hours worked over 40 in a 7-day work week in the Alabama jurisdiction.
3. Identify the element in which the exempt hours were earned.
4. Populate either of the two values.
  - o Exceeds Statutory Hours Limit
  - o Hours Worked Over Statutory Limit

These are value definitions if you are passing this info to time card components. They are input values if you are passing this to time element entries.

When you load your time data into payroll time card components or to the payroll element entries, the payroll process calculates the exempt wages based on the hours passed by these values.

## Interim solution using HCM extracts

An alternative to configuring your third-party time application is to use a predefined HCM extract. This option is available only if:

1. You import your time elements directly to payroll element entries.
2. You have configured those time elements as standard category Earning elements with a calculation rule of Hours \* Rate.

**Note:** You must perform the element upgrade prior to transferring time to be paid in January 2024.

This extract generates the HCM Data Loader (HDL) DAT file with all the time entries in Oracle Cloud Payroll.

1. Import your time entries into payroll.
2. Create an element group with all your applicable time elements used for tracking worked hours.
3. Use the Submit a Flow task in the Payroll work area to run the Hours Worked Over Statutory Limit Report with these parameters.

Parameter name	Value
Payroll Name	Select the payroll you're processing.
Payroll Period	Select its payroll period.
State	Select <b>AL</b> .
Element Group	Select an element group that includes the time elements you are processing.

4. Submit the flow.

This flow generates an extract data file.

**Note:** If the output file has an additional .TXT extension, manually correct it to .DAT.

5. Review the data file in your preferred application, such as Microsoft Excel or Notepad.
6. Identify the hours that are exempt from SIT, and update either of the two input values for those hours.
  - o Exceeds Statutory Hours Limit
  - o Hours Worked Over Statutory Limit

Select one of these values, and stay consistent in your approach.

**Note:** The extract doesn't include retro pay element entries. You must make any corrections in the base element.

7. Save and import the ElementEntry.dat file using the Import and Load Data task.

For further info, see [Create and Maintain Data with HCM Data Loader \(HDL\)](#) in the Help Center.

#### Related Topics

- [How payroll manages earnings exempt from SIT](#)
- [Basic Time Entry Layout Component Configuration Process](#)
- [Create and Maintain Data with HCM Data Loader \(HDL\)](#)
- [Generate Data Dictionary Time Attributes](#)
- [Overview of Linking People to Time and Labor Objects](#)

## How payroll manages earnings exempt from SIT

When you have completed your element and Time and Labor configurations, this is how the payroll system identifies and calculates the state income tax (SIT) exempt earnings.

1. The employee enters their hours in your time system.
2. The time system identifies the number of hours worked over the statutory limit and marks them for SIT exemption.
3. The time system passes the hours to the payroll system along with hours identified for exemption, using either of these attributes.
  - o Exceeds Statutory Hours Limit
  - o Hours Worked Over Statutory Limit
4. When you run the payroll process, it uses the info passed by the time system to these attributes to calculate the wages exempt from SIT.
5. The payroll run populates two payroll balances.
  - o Wages Earned for Hours Worked in Excess of Statutory Limit
  - o Hours Worked Over Statutory Limit
6. The payroll process and reports use these balances to determine what wages are exempt from SIT.
7. To meet the downstream reporting requirements, the Third Party Periodic Tax Filing Extract reports:
  - o Total exempt overtime paid
  - o The total number of employees receiving the exempt overtime pay

### Related Topics

- [Overtime exemption from state income tax](#)

## Retirees

### Make Employees Eligible for Retirement Plans

Typically, when a person's retirement account has a value greater than \$0, their calculation card automatically identifies them as eligible.

For employees who aren't contributing to a plan, sometimes you must manually identify them as eligible. This ensures proper reporting on Form W-2. In these cases, use **Eligible for Retirement Plan** on their Reporting Information Calculation Card.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the employee.
4. Open their Reporting Information calculation card for editing.
5. In **Calculation Card Overview**, select **Federal**.

6. In **Calculation Components**, click **Reporting Information**.
7. In **Calculation Component Details**, expand **Reporting Information**.
8. Set **Eligible for Retirement Plan** to **Yes**.

**Tip:** There can be cases where:

1. There are multiple eligible employees not contributing
2. The employer is contributing

This can make it difficult and time consuming to update the Reporting Information card for every employee. Instead, if you're not already using the W2 Pension Plan balance, feed your employer match element to the balance. This results in the automatic selection of the W-2 Box 13 Retirement Plan box, and no Reporting Information card configuration is required.

*Related Topics*

- [Reporting Information Card for the US](#)

## SECURE 2.0 Act

### Configure Payroll for SECURE 2.0 Act

One of the main objectives of SECURE 2.0 Act of 2022 is to make it more attractive for employers to offer retirement plans and improve retirement outcomes for their employees.

This configuration document describes the steps you need to perform to configure HCM Cloud Payroll to comply with these provisions within this Act.

Title and section	Description	Notes
Title I – Section 110	As of January 1, 2024, qualified student loan payments can be treated as elective deferrals for the purposes of (employer) matching contributions.	This is optional.  For further info, see <a href="#">Configure Employer-Match Contributions for Qualified Student Loan Payments</a> in the Help Center.
Title VI -- Section 603	As of January 1, 2026, all catch-up contributions to qualified retirement plans are subject to Roth tax treatment.  Employees are exempt if their compensation in eligible pay is \$145,000 or less (indexed) in the prior calendar year.	This is mandatory for payroll processing.  For further info, see <a href="#">Eligibility for Pretax Catch-Up Contributions for Deferred Compensation Plans</a> in the Help Center.

**Note:** Refer to the US legislative announcements and product release notes for the latest info regarding support of additional features of this act.

For further info, see the following.

- [Secure 2.0 Section by Section Summary on the senate.gov website](#)
- [H.R.2954 - Securing a Strong Retirement Act of 2021 on the congress.gov website](#)

#### *Related Topics*

- [Configure Employer-Match Contributions for Qualified Student Loan Payments](#)
- [Eligibility for Pretax Catch-Up Contributions for Deferred Compensation Plans](#)
- [Oracle Cloud United States Payroll Legislative Announcements](#)

## Eligibility for Pretax Catch-Up Contributions for Deferred Compensation Plans

Per the SECURE 2.0 Act, all catch-up contributions to qualified retirement plans are subject to Roth tax treatment. Employees earning less than \$145,000 in eligible pay (indexed) in the prior calendar year can continue to make age-based pretax catch-up contributions to their deferred compensation plans.

**Note:** It's your responsibility to accurately identify employees who are eligible for plan enrolment. For further info, see the Oracle Fusion Cloud Human Resources Implementing Benefits Guide on the Help Center.

Pretax catch-up contributions apply to these plan types.

- 401 (k)
- 403 (b)
- 457 (b)

### Opt-out individual employees

Employees opt in to these contributions by default. These contributions include the catch-up contributions for employees who have enrolled in and contribute to a pretax deferred compensation plan, such as 401 (k), 403 (b), and 457 (b).

You must manually opt-out employees who:

- Are ineligible to contribute to an age-based pretax catch-up plan

**Note:** It's your responsibility to ensure employee eligibility and ineligibility.

- Have requested to opt out (such as high earners)

To opt-out an employee, do the following prior to processing the first payroll of the calendar year:

1. Start the Calculation Cards task.
2. Search for and select the person.
3. Open their reporting information card for editing.
4. Add the **Reporting Information** calculation component under the **Federal** component group.
5. Under the calculation component details, set **Eligible for Pretax Age Catch-Up Contributions** to **No**.
6. Click **Save and Close**.



You can do this for multiple employees through HCM Data Loader. See the next section for instructions.

## Update calculation cards with HDL

You can use HCM Data Loader (HDL) to enable or disable these contributions for multiple employees.

Here's a sample `calculationCard.dat` file you can use as a template.

```
METADATA|CalculationCard|LegislativeDataGroupName|DirCardDefinitionName|PayrollRelationshipNumber|
EffectiveStartDate|EffectiveEndDate|CardSequence
MERGE|CalculationCard|PM US Sun Power|Reporting Information|300100006485851|2023/01/01|4712/12/31|1

METADATA|CardComponent|LegislativeDataGroupName|DirCardDefinitionName|PayrollRelationshipNumber|
EffectiveStartDate|EffectiveEndDate|DirCardCompDefName|CardSequence|ComponentSequence|Context1
MERGE|CardComponent|PM US Sun Power|Reporting Information|300100006485851|2023/01/01|4712/12/31|Reporting
Information|1|1|

METADATA|ComponentDetail|LegislativeDataGroupName|DirCardDefinitionName|PayrollRelationshipNumber|
CardSequence|EffectiveStartDate|EffectiveEndDate|DirCardCompDefName|ComponentSequence|
DirInformationCategory|FLEX:Deduction Developer DF|_LEGAL_REPRESENTATIVE_Display(Deduction
Developer DF=HRX_US_REP_REL)|_CORPORATE_OFFICER_Display(Deduction Developer
DF=HRX_US_REP_REL)|_ELIGIBLE_FOR_RETIREMENT_PLAN_Display(Deduction Developer
DF=HRX_US_REP_REL)|_PROBATIONARY_CODE_Display(Deduction Developer DF=HRX_US_REP_REL)|
_REP_LOC_FOR_WORK_AT_HOME_Display(Deduction Developer DF=HRX_US_REP_REL)|
_FAMILY_MAJORITY_INTEREST_Display(Deduction Developer DF=HRX_US_REP_REL)|
_ADP_SPCL_PROC_REQ_DisplayValue(Deduction Developer DF=HRX_US_THIRD_PARTY_INTERFACES)|
_ADP_SPCL_SORT_CODE(Deduction Developer DF=HRX_US_THIRD_PARTY_INTERFACES)|
_US_ELIGIBLE_FOR_PRETAX_CATCHUP(Deduction Developer DF=HRX_US_REP_REL)
MERGE|ComponentDetail|PM US Sun Power|Reporting Information|300100006485851|1|2023/01/01|4712/12/31|
Reporting Information|1|HRX_US_REP_REL|HRX_US_REP_REL|N
```

## Use the database item

The `ORA_HRX_US_REP_CARD_ELIGIBLE_PRETAX_CATCHUP` database item captures the value of the **Eligible for Pretax Age Catch-Up Contributions** field. You can use this item in any of your fast formulas to read the value.

### Related Topics

- [Configure Payroll for SECURE 2.0 Act](#)
- [How do I display the Eligible for Pretax Age Catch-Up field?](#)
- [How the Payroll Process Determines Pretax Catch-Up Contribution Eligibility](#)
- [Overview of US Reporting Information Cards](#)

## How the Payroll Process Determines Pretax Catch-Up Contribution Eligibility

The payroll process determines whether each employee is eligible for any pretax catch-up contributions offered through your deferred compensation plans.

When you run payroll, the process:

1. Checks whether the employee has opted in or out of these age-based catch-up contributions, and identifies the appropriate pretax catch-up element based on:
  - o Associated element entry, such as 401k Pretax Catch-Up
  - o **Employee Catch-Up Contribution** is set to **Yes** on their 403 (b) or 457 (b) card components
2. Checks whether the employee is 50 years or older in the current calendar year.
3. Checks whether the employee is marked as eligible for these contributions in their Reporting Information card.
4. Based on these results, if the employee is eligible and opted in, the process calculates the deduction. Otherwise, it sets the deduction to \$0.

#### Related Topics

- [Eligibility for Pretax Catch-Up Contributions for Deferred Compensation Plans](#)

## How do I display the Eligible for Pretax Age Catch-Up field?

The **Eligible for Pretax Age Catch-Up Contributions** field automatically displays on your employees' Reporting Information calculation card. However, if it doesn't, follow these steps to enable.

1. Start the Manage Descriptive Flexfields task.
2. Search for the **Deduction Developer DF** flexfield code.
3. Click **Deploy Flexfield**.
4. Click **Done**.

#### Related Topics

- [Eligibility for Pretax Catch-Up Contributions for Deferred Compensation Plans](#)

## Configure Employer-Match Contributions for Qualified Student Loan Payments

Section 110 under the SECURE 2.0 Act allows employees to receive matching contributions for the repayment of their student loans. The payroll process treats these student loan payments as elective deferrals for the purpose of matching contributions. Their annual contribution limits still apply.

**Note:** This is in addition to existing employer-match contributions. If you choose to offer matching contributions on qualified student loan payments, you must match in the same manner that you would other contributions under your plans.

Steps include:

1. Configure the elements.
2. Configure the balances.
3. Configure the employer-match Fast Formula.

## Configure the elements

Use the Elements task to define separate employer-match elements for each eligible plan you offer.

- 401 (k)
- 403 (b)
- 457 (b)

When defining the elements, use the Pretax Deductions primary classification and the Deferred Compensation 401k secondary classification.

**Note:** In this case, you use the Deferred Compensation 401k secondary classification even for 403 (b) and 457 (b) plans.

If you're processing the student loan payments outside Oracle Cloud HCM, create an information element to track those amounts in payroll.

What you want to do	How you do it
Define the employer-match elements	<ol style="list-style-type: none"> <li>1. Start the Elements task.</li> <li>2. Select <b>Pretax Deductions</b> as the primary classification and <b>Deferred Compensation 401k</b> as the secondary classification.</li> <li>3. Configure your element by answering all necessary template questions per your business requirements.  Select <b>No</b> for these questions. <ul style="list-style-type: none"> <li>○ Should the element have an associated catch-up element?</li> <li>○ Should the element have an associated Roth element?</li> <li>○ Should the element have an associated after-tax element?</li> </ul> </li> <li>4. Select that this element has an associated employer-match element with employee contributions.</li> <li>5. Click <b>Submit</b>.</li> <li>6. Configure element eligibility links for the Employer Match and Employer Match Results indirect elements.  Create links for these employer-match indirect elements only. Don't create them for the other indirect elements.</li> <li>7. Repeat these steps to create separate employer-match elements for each of your eligible plans.  Use the same Deferred Compensation 401k secondary classification to configure the employer-match elements for student loan payment matching under your eligible 401 (k), 403 (b), and 457 (b) plans.</li> </ol>
Define information elements for qualified student loan payments	<p>If you are processing the student loan payments outside Oracle Cloud HCM, create an information element to track those amounts in payroll.</p> <ol style="list-style-type: none"> <li>1. Start the Elements task.</li> <li>2. Select <b>Information</b> as the primary classification.</li> <li>3. Complete the applicable template questions for your element, and click <b>Submit</b>.</li> </ol>

What you want to do	How you do it
	<ol style="list-style-type: none"> <li>4. Update the element to add the following.                             <ul style="list-style-type: none"> <li>o Element eligibility</li> <li>o Qualified Loan Payment Amount input value</li> </ul> </li> <li>i. Select <b>Primary output value</b> as the special purpose.</li> <li>ii. Set the display sequence to <b>1</b>.</li> <li>iii. Select <b>Money</b> as the unit of measure.</li> <li>iv. Select <b>Display</b> and <b>Allow User Entry</b>.</li> <li>5. Click <b>Submit</b>.</li> </ol>

## Configure balances

Configure these balances.

Balance name	What you do
Deferred Compensation Qualified Payments	<p>If you are using an Information element to track student loan payments processed outside Oracle Cloud HCM or have defined a deduction element, you must add those element feeds to the Deferred Compensation Qualified Payments balance.</p> <ol style="list-style-type: none"> <li>1. Start the Balance Definitions task.</li> <li>2. Select your US legislative data group (LDG), and search for <b>Deferred Compensation Qualified Payments</b>.</li> <li>3. Under <b>Balance Feeds by Element</b>, add your qualified student loan payment elements.</li> <li>4. Select the input value that has the payment amount.</li> <li>5. Select <b>Add</b>.</li> <li>6. Click <b>Submit</b>.</li> </ol>
Deferred Compensation 401k Employer Match	<p>When you defined the employer-match elements, the template automatically creates feeds to the Deferred Compensation 401k Employer Match balance. You must delete these feeds.</p> <ol style="list-style-type: none"> <li>1. Start the Balance Definitions task.</li> <li>2. Select your US LDG, and search for <b>Deferred Compensation 401k Employer Match</b>.</li> <li>3. Under <b>Balance Feeds by Element</b>, select the Employer Match Results element.</li> <li>4. From <b>Actions</b>, select <b>Delete Balance Feed by Element</b>.</li> <li>5. Click <b>Continue</b> to dismiss the warning.</li> <li>6. Click <b>Submit</b>.</li> </ol>
Deferred Compensation 401k Qualified Payments Employer Match	<p>If the employer-match element you defined applies to a 401 (k) plan, add its Employer Match Results indirect element as a balance feed to this balance.</p> <ol style="list-style-type: none"> <li>1. Start the Balance Definitions task.</li> <li>2. Select your US LDG, and search for <b>Deferred Compensation 401k Qualified Payments Employer Match</b>.</li> <li>3. Under <b>Balance Feeds by Element</b>, add the Employer Match Results indirect element.</li> <li>4. Select the <b>Employer Match Calculated</b> input value.</li> <li>5. Select <b>Add</b>.</li> <li>6. Click <b>Submit</b>.</li> </ol>
Deferred Compensation 403b Qualified Payments Employer Match	<p>If the employer-match element you defined applies to a 403 (b) plan, add its Employer Match Results indirect element as a balance feed to this balance.</p> <ol style="list-style-type: none"> <li>1. Start the Balance Definitions task.</li> </ol>

Balance name	What you do
	<ol style="list-style-type: none"> <li>2. Select your US LDG, and search for <b>Deferred Compensation 403b Qualified Payments Employer Match</b>.</li> <li>3. Under <b>Balance Feeds by Element</b>, add the Employer Match Results indirect element.</li> <li>4. Select the <b>Employer Match Calculated</b> input value.</li> <li>5. Select <b>Add</b>.</li> <li>6. Click <b>Submit</b>.</li> </ol>
Deferred Compensation 457 Qualified Payments Employer Match	<p>If the employer-match element you defined applies to a 457 (b) plan, add its Employer Match Results indirect element as a balance feed to this balance.</p> <ol style="list-style-type: none"> <li>1. Start the Balance Definitions task.</li> <li>2. Select your US LDG, and search for <b>Deferred Compensation 457 Qualified Payments Employer Match</b>.</li> <li>3. Under <b>Balance Feeds by Element</b>, add the Employer Match Results indirect element.</li> <li>4. Select the <b>Employer Match Calculated</b> input value.</li> <li>5. Select <b>Add</b>.</li> <li>6. Click <b>Submit</b>.</li> </ol>

## Configure the employer-match Fast Formula

When you define an employer-match element, the template creates a fast formula for it at your LDG level. You must edit this formula to reflect the correct plan type, 401 (k), 403 (b), or 457 (b).

1. Start the Fast Formulas task.
2. Search for the employer-match formula associated with the pretax deductions element you created.

It's named ER\_MATCH\_CALCULATOR\_FORMULA, prefixed with the name of your element.

3. Click Edit.
4. Scroll to line 32.
5. Insert one these commands into line 32, based on the type of plan.

Plan type	Command
401 (k)	<code>SET_INPUT ('student_loan', '401k')</code>
403 (b)	<code>SET_INPUT ('student_loan', '403b')</code>
457 (b)	<code>SET_INPUT ('student_loan', '457')</code>

6. Click **Submit** and then **Compile**.

### Related Topics

- [Configure Payroll for SECURE 2.0 Act](#)

# State and Local Government Information Report

## EEO-4 State and Local Government Information Report

Use the EEO-4 State and Local Government Report process for your EEO-4 reporting.

Eligible employers must file the State and Local Government Information Report EEO-4, also known as the EEO-4 Report, with the US Equal Employment Opportunity Commission.

For further info, see the US Equal Employment Opportunity Commission website.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **EEO-4 State and Local Government Report**.

### Before You Start

Before you can generate reports, you must define the following.

1. Configure your legal employers.
  - a. Start the Legal Entity HCM Information task from your implementation project, and open your legal entity for editing.
  - b. In **Legal Employer**, click **Federal**.
  - c. In **New Hire Reporting Rules**, select a TRU.

If you leave this value blank, the report won't include results for that legal employer.

- d. In **EEO Reporting Information**, set these values.

Field label	What you enter
Control Number	Your jurisdiction's control number as provided by the EEO-4 Reporting Center.
Type of Government	Select the level of government your organization represents.
Jurisdiction Name	<p>If you select <b>Other</b> as your government type, specify your jurisdiction name, as per EEOC guidelines.</p> <p><b>Note:</b> Don't prefix this name with <b>The</b>.</p>
Jurisdiction Location	If you select <b>Other</b> as your government type, select a location associated with your jurisdiction.

Field label	What you enter
	Use the Locations task to create it if it doesn't already exist.

- e. In **United States Reporting Entity Data**, define your legal employer as either a parent or child.

If it's a child, pick its proxy legal employer.

- f. Click **Submit**.

2. Configure your jobs.

- a. Start the Jobs task from your implementation project.
- b. Search for and select the job definition for editing.
- c. In **United States Job Information**, set the appropriate EEO-4 category and function.
- d. Click **Submit**.

3. Use the Manage Legal Reporting Unit Registrations task to verify the federal employer identification number (EIN) is set up for United States Federal tax.

4. Make sure your employee definitions have the required info.

To be included in the report, they must have:

- o Have a job with an EEO-4 category and function

If an employee has multiple jobs under different federal EINs, the report uses the job associated with their primary assignment.

- o Have an active assignment
- o Have regular full-time assignment category
- o Appropriate ethnicity data

**Tip:** If an employee selects **Hispanic or Latino** and one or more race, the process reports them on the EEO-4 as "Hispanic or Latino". If an employee doesn't select **Hispanic or Latino**, but selects multiple races, it reports them on the EEO-4 as "Two or more races".

5. Run the Load Hours and Earnings Data for Reporting process.

Select the EEO4 report type and the current year as the submission year.

For further info, see Load Hours and Earnings Data for Reporting for the US in the Help Center.

## Report Parameters

### Legal Employer

Select a parent legal employer to report all employees attached to it and any child legal employers.

### Start Date

Select the start of the reporting period.

### End Date

Select the end of the reporting period.

### Payroll Period Start Date

Select any payroll period start date occurring during the fourth quarter of the survey year (October, November, or December).

### Title of Certifying Official

Use to override the contact info.

### Name of Certifying Official

Use to override the contact info. The default is the HR Representative name as specified on the TRU contact info.

### Phone Number

Use to override the contact info. The default is the HR Representative phone number as specified on the TRU contact info.

### Email of Certifying Official

Use to override the contact info. The default is the HR Representative email address as specified on the TRU contact info.

### Process Configuration Group

Use this field to report persons belonging to a specific payroll relationship group.

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

## Run and View the EEO-4 Report

The EEO-4 State and Local Government Report flow creates multiple output files.

Report name	Notes
EEO-4 EText Report	Electronic file suitable for submission to the US Equal Employment Opportunity Commission
EEO-4 Audit Report	Sorted by: <ol style="list-style-type: none"> <li>1. Control Number</li> <li>2. Function Code</li> </ol>
EEO-4 Audit Detail Report	Sorted by: <ol style="list-style-type: none"> <li>1. Control Number</li> <li>2. Function Code</li> </ol>
EEO-4 Exception Report	Sorted by: <ol style="list-style-type: none"> <li>1. Control Number</li> <li>2. Function Code</li> </ol>

To view the output files of the EEO-4 report.

1. Start Reports and Analytics.



2. In the tree structure, expand **Shared Folders**, then **Human Capital Management**, then **Workforce Management**, then **Person Management**, then **US**, and then expand **EEO**.
3. Select **EEO-4 Electronic Report**.
4. In the resulting window, click **History**.
5. Clear the default value in **Owner**, and click **Search**.
6. In **Report Job Histories**, select the link for the report version you want to view.
7. Double-click **Output Name**.
8. In **Output and Delivery**, open or save the report file.

**Note:** The output file (eText) generated is based on the EEO-4 data file specifications. You must modify the file name according to the EEOC guidelines and then upload it to the EEO website.

*Related Topics*

- [Load Hours and Earnings Data for Reporting for the US](#)

## Tax Withholding Info

### Derived Values for State Tax Card Components

This table lists all State component values on the Tax Withholding Card that are derived from other values. You can't update them directly.

**Note:** For numeric values, null is the same as 0. This table doesn't include 0 in its list of values. When you're building the HCM Data Loader (HDL) spreadsheet, you must populate each derived field with a value of: -99999999 (minus sign and nine 9s) This informs the loader that the field is derived from other values, and it doesn't attempt to populate the field itself.

### Derived Fields for the State Tax Card Component

For fields that determine exemption and require annual renewal:

- If the record update is date effective in the new calendar year, the Start-of-Year process skips it.
- Else, the process change the related exempt field from **Yes** to **No**.

See the Notes column regarding the impact of running the Start-of-Year Process.

State	Derived field	Determining fields	Allowed values	Notes
AR	<b>Allowances</b>	<b>Personal Allowance</b> or	0, 1	You can enter a value here only if you selected the <b>Single</b> filing status.
		<b>Allowances for self and spouse</b> or	0, 2	You can enter a value here only if you selected the <b>Married, filing jointly</b> filing status.

State	Derived field	Determining fields	Allowed values	Notes
		<b>Allowances of head of household</b> and	0, 2	You can enter a value here only if you selected the <b>Head of Household</b> filing status.
		<b>Number of Complete Exemption Dependents</b>	Any number	
CA	<b>Total Number of Allowances</b>	<b>Number of Regular Withholding Allowances</b> and	Any number	
		<b>Number of Allowances from Estimated Deductions</b>	Any number	
DC	<b>Allowances</b>	<b>Withholding Allowances</b> and	Any number	
		<b>Additional Withholding Allowances</b>	Any number	
	<b>Nonresident</b>	<b>Domicile state other than the District of Columbia</b>	Yes, No	
GA	<b>Letter used</b>	<b>Marital Status</b>	Single	Derived letter = A
			Married filing jointly, both spouses employed	Derived letter = B
			Married filing jointly, one spouse employed	Derived letter = C
			Married filing separately	Derived letter = D
			Head of household	Derived letter = E
	<b>Total Allowances</b>	<b>Dependent Allowances</b> and	Any number	
		<b>Georgia Adjustments Allowance</b>	Any number	
	<b>Secondary Allowance</b>	<b>Dependent Allowances</b> and	Any number	Passes <b>Total Allowances</b> to Vertex.

State	Derived field	Determining fields	Allowed values	Notes
		<b>Georgia Additional Allowances</b>	Any number	
	<b>Total Allowances</b>	<b>Allowances</b> and	0, 1, 2	
		<b>Secondary Allowance</b>	Derived	
IA	<b>Allowances</b>	<b>Personal Allowance</b> and	1	
		<b>Number of Complete Exemption Dependents</b> and	Any number	Use <b>Number of Complete Exemption Dependents</b> to enter additional personal allowances.
		<b>Allowances for itemized deduction</b> and	Any number	
		<b>Allowance for adjustments to income</b> and	Any number	
		<b>Allowance for child and dependent care credit</b>	3, 4, 5	
IN	<b>Allowances</b>	<b>Personal Allowance</b> and	1	
		<b>Allowances for self and spouse</b> and	1	
		<b>Number of Complete Exemption Dependents</b> and	Any number	
		<b>Self age above 65</b> and	Yes, No	
		<b>Self blind</b> and	Yes, No	
		<b>Spouse age above 65</b> and	Yes, No	
		<b>Spouse Blind</b>	Yes, No	
KY	<b>Exempt from State Income Tax</b>	<b>Kentucky Income Tax Liability isn't expected this year</b> or	Yes, No	Set to <b>No</b> if not claimed again in the new year.

State	Derived field	Determining fields	Allowed values	Notes
		<b>Qualify for the Fort Campbell Exemption Certificate</b> or	Yes, No	Not reset annually.
		<b>Exemption for Military Spouse</b>	Yes, No	Not reset annually.
	<b>Nonresident</b>	<b>Work in Kentucky and Reside in a Reciprocal State</b>	Yes, No	
MA	<b>Allowances</b>	<b>Personal Allowance</b> and	1, 2	
		<b>Allowances for self and spouse</b> and	4, 5	
		<b>Number of Complete Exemption Dependents</b>	Any number	
	<b>Secondary Allowance</b>	<b>Self blind</b> and	Yes, No	
		<b>Spouse Blind</b>	Yes, No	
MD	<b>Exempt from State Income Tax</b>	<b>Exempt Last Year</b> and	Yes, No	When both fields are <b>Yes</b> , they derive <b>Yes</b> for <b>Exempt from State Income Tax</b> .  Set both to <b>No</b> if not claiming again in the new year.
		<b>Exempt Current Year</b>	Yes, No	
	<b>Exempt Year</b>			This is a hidden field, derived by the effective date. It appears on the state PDF tax form.  Don't add this field to HDL. It's not required.
ME	<b>Exempt from State Income Tax</b>	<b>Federal form W-4 exemption</b> or	Yes, No	Set to <b>No</b> if not claiming again in the new year.
		<b>Federal form W-4P exemption</b> or	Yes, No	Set to <b>No</b> if not claiming again in the new year.
		<b>Exempt resident employee with no Maine</b>	Yes, No	Set to <b>No</b> if not claiming again in the new year.

State	Derived field	Determining fields	Allowed values	Notes
		tax liability in prior or current year or		
		Exempt from state tax due to retirement payments	Yes, No	Set to <b>No</b> if not claiming again in the new year.
		Exempt tribal member residing and working on tribal land	Yes, No	Not reset annually.
MI	Exempt from State Income Tax	A Michigan income tax liability is not expected this year	Yes, No	Not reset annually.
		Wages are Exempt from Withholding	Yes, No	Not reset annually.
		Permanent home located in a Renaissance Zone	Yes, No	Not reset annually.
MO	Exempt from State Income Tax	Exempt Status	<ul style="list-style-type: none"> <li>All income tax refunded last year, no tax liability</li> <li>Meets the conditions according to the Service Member Civil Relief Act</li> <li>Member of an active duty component of the US Armed Forces</li> </ul>	If not claiming the first option again in the new year: <ol style="list-style-type: none"> <li>Set <b>Exempt Status</b> to <b>Select a Value</b>.</li> <li>Set as not exempt from state income tax.</li> </ol> Neither of the other two options are reset annually.
MS	Exemption Amount	Single Exemption Amount and	6000	
		Spouse Not Employed Exemption Amount and	12000	
		Spouse Exemption Amount and	Multiples of 500 up to 12000	
		Head of Family Exemption Amount and	9500	
		Dependents Exemption Amount and	Multiples of 1500	
		Age and Blindness Exemption Amount	Multiples of 1500 up to 9000	

State	Derived field	Determining fields	Allowed values	Notes
MT	<b>Allowances</b>	<b>Personal Allowance</b> and	1	
		<b>Only one job</b> and	1	
		<b>Allowances for self and spouse</b> and	1	
		<b>Number of Complete Exemption Dependents</b> and	Any number	
		<b>Allowances of head of household</b> and	1	
		<b>Allowances for itemized deduction</b>	1	
	<b>Exempt from State Income Tax</b>	<b>Enrolled member of a registered tribe</b> or	Yes, No	Set to <b>No</b> if not claimed again in the new year.
		<b>Member of the Reserve or National Guard</b> or	Yes, No	Set to <b>No</b> if not claimed again in the new year.
		<b>Resident of North Dakota</b> or	Yes, No	Set to <b>No</b> if not claimed again in the new year.
		<b>Resident of another state living in Montana solely to be with spouse</b>	Yes, No	Set to <b>No</b> if not claimed again in the new year.
OH	<b>Allowances</b>	<b>Personal Allowance</b> and	1	
		<b>Allowances for self and spouse</b> and	1	
		<b>Number of Complete Exemption Dependents</b>	Any number	
	<b>Exempt from State Income Tax</b>	<b>Full-year resident of a qualifying bordering state</b>	Yes, No	Not reset annually.
		<b>Resident military stationed outside Ohio on active duty</b>	Yes, No	Not reset annually.

State	Derived field	Determining fields	Allowed values	Notes
		<b>Nonresident service member in Ohio due to military orders</b>	Yes, No	Not reset annually.
		<b>Nonresident spouse of service member in Ohio on orders</b>	Yes, No	Not reset annually.
		<b>Exempt from Ohio withholding under RC 5747 06 A 1 through 6</b>	Yes, No	Not reset annually.
OK	Allowances	<b>Personal Allowance</b> and	1	
		<b>Number of Complete Exemption Dependents</b> and	Any number	
		<b>Additional Allowance</b> and	Any number	
		<b>Spouse Allowance</b>		If you select <b>Yes</b> for <b>Spouse working</b> , then the allowance defaults to 0.  If you select <b>No</b> , then the allowance defaults to 1.
	<b>Allowances for self and spouse</b>	<b>Spouse working</b>	Yes, No	Helps derive <b>Spouse Allowance</b> above.
OR	<b>Exempt from State Income Tax</b>	<b>Exemption Code</b>	<ul style="list-style-type: none"> <li>• Air carrier employee</li> <li>• American Indian</li> <li>• Amtrak Act worker</li> <li>• Casual laborer</li> <li>• Domestic service worker</li> <li>• Hydroelectric dam worker</li> <li>• Military</li> <li>• Minister</li> <li>• No tax liability</li> <li>• Nonresident alien</li> <li>• Real estate salesperson</li> <li>• Waterway worker</li> </ul>	If not claiming again in the new year:  <ol style="list-style-type: none"> <li>1. Set <b>Exemption Code</b> to <b>Select a Value</b>.</li> <li>2. Set <b>Exempt from State Income Tax</b> to <b>No</b>.</li> </ol>

State	Derived field	Determining fields	Allowed values	Notes
PR	Optional Tax Computation	Filing Status	<p>For <b>Optional Tax Computation</b> to be <b>Yes</b>, select one of these statuses.</p> <ul style="list-style-type: none"> <li>Married Optional</li> <li>Married Optional None</li> </ul> <p>For <b>No</b>, select any other.</p>	
	Optional Calculation Method	Filing Status	<p>The filing status you select derives these calculation methods.</p> <ul style="list-style-type: none"> <li>Individual Full Single or married, not living with spouse, claiming full exemption</li> <li>Individual or Married None Single, married filing jointly or head of household, no personal exemption</li> <li>Married Full Married and filing jointly, or head of household, claiming full exemption</li> <li>Married Half Married and filing jointly, half exemption</li> <li>Married Optional Married and filing jointly, half exemption, optional</li> <li>Married Optional None Married and filing jointly, no exemption, optional</li> </ul>	
VA	Total Allowances	Allowances and	Any number	
		Secondary Allowance	1, 2, 3, 4	
VT	Allowances	Personal Allowance and	1	



State	Derived field	Determining fields	Allowed values	Notes
		<b>Allowances for self and spouse</b> and	1	
		<b>Number of Complete Exemption Dependents</b> and	Any number	
		<b>Allowances of head of household</b>	1	
WI	<b>Allowances</b>	<b>Personal Allowance</b> and	1	
		<b>Allowances for self and spouse</b> and	1	
		<b>Number of Complete Exemption Dependents</b>	Any number	
WV	<b>Allowances</b>	<b>Personal Allowance</b> or	1	You can enter a value for only one of these fields.
		<b>Allowances for self and spouse</b> and	1, 2	
		<b>Number of Complete Dependent Exemptions</b>	Any number	
	<b>Filing Status</b>	<b>Personal Allowance</b> or	0, 1	A value here identifies the person as single.
		<b>Allowances for self and spouse</b> or	0, 1, 2	A value here identifies the person as married.
		<b>Withheld at a Lower Rate</b>	Yes, No	If you set <b>Withheld at a Lower Rate</b> to <b>Yes</b> , <b>Personal Allowance</b> and <b>Allowances for self and spouse</b> must be blank.

*Related Topics*

- [Federal Tax Filing Status Codes](#)
- [State and Territory-Specific Tax Filing Status Codes](#)
- [States and Territories that Use Federal Tax Filing Status Codes](#)

## Federal Tax Filing Status Codes

These tables list all federal tax Filing Status codes for employees and retirees. They appear on the Federal tax component of their tax card.

Use them to help you:

- Migrate data using the HCM Data Loader (HDL)
- Interpret and reports you have configured that use them

### Employee Filing Status Codes

Lookup code	Lookup meaning	Year
1	Single	2019 or prior
2	Married	2019 or prior
3	Married and withholding at higher single rate	2019 or prior
4	Single or married filing separately	2020 or later
5	Married filing jointly or qualifying surviving spouse	2023 or later
6	Head of household	2020 or later

### Retiree Filing Status Codes

Lookup code	Lookup meaning	Year
1	Single	Any
2	Married	Any
3	Married and withholding at higher single rate	Any
4	Single or married filing separately	2022 or later
5	Married filing jointly or qualifying surviving spouse	2023 or later
6	Head of household	2022 or later

Lookup code	Lookup meaning	Year

*Related Topics*

- [Derived Values For State Tax Card Components](#)
- [State and Territory-Specific Tax Filing Status Codes](#)
- [States and Territories that Use Federal Tax Filing Status Codes](#)

## Puerto Rico Form 499 R-4.1 Fields

Puerto Rico Form 499 R-4.1 contains info that is derived from multiple sources in Oracle Cloud and is used by Vertex to help calculate taxes.

The following table describes:

- How the values selected on the Puerto Rico form impact the person's settings on their Tax Withholding calculation card
- What info is passed to Vertex when calculating taxes

## Employee Filing Status Codes

Form 499 R-4.1 field	What gets set on the tax card	Notes	What Vertex uses for tax calculation
Check here if you choose the optional computation of tax in the case of married individuals living together and filing a joint return	Optional Tax Computation	This value is derived based on filing status. <ul style="list-style-type: none"> <li>• <b>Yes:</b> If their filing status is <b>Married Optional</b> or <b>Married Optional None</b></li> <li>• <b>No:</b> Any other filing status</li> </ul>	If <b>Yes</b> , uses the optional tax computation.  If <b>No</b> , uses the default tax computation.
	Optional Calculation Method	This value is derived based on filing status.	If <b>Optional Tax Computation</b> is <b>Yes</b> , uses the optional calculation method.  If <b>No</b> , uses the default calculation method.
Check here if you choose the provisions of the Military Spouses Residency Relief Act	Exemption for Military Spouse	The field on the Tax Card is informational only. Selecting Yes doesn't cause the payroll process to exempt deductions.  For further info, see Tax Withholding Card on the Help Center.	Not used.
Indicate your date of birth	N/A	This value is populated on the PDF file if the person's age is between	Not used.

Form 499 R-4.1 field	What gets set on the tax card	Notes	What Vertex uses for tax calculation
		16 and 26 as of December 31. This value is used on the PDF output only.	
Check here if you choose that your employer does NOT consider the exemption	Young Individuals do NOT consider the exemption	Selecting <b>Yes</b> populates the field on the PDF output.	<p>If <b>Yes</b>, Vertex calculates taxes normally with no exemption.</p> <p>If <b>No</b>, Vertex applies the exemption when calculating taxes.</p> <p><b>Note:</b> By default, any employee whose age is greater than 15 and less than 27 as of December 31 automatically receives this exemption for the current calendar year.</p>
1. Individual Taxpayer	Selects the <b>Individual Full</b> filing status.		Mapped using the filing status value.
<ul style="list-style-type: none"> <li>Complete</li> <li>None</li> </ul>	Selects the <b>Individual or Married None</b> filing status.		Mapped using the filing status value.
2. Married Person	Selects the <b>Married Full</b> filing status.		Mapped using the filing status value.
<ul style="list-style-type: none"> <li>Complete</li> <li>Half</li> <li>None</li> </ul>	Selects the <b>Married Half</b> filing status.		Mapped using the filing status value.
3. Additional veteran's personal exemption	Additional Veterans Personal Exemption		Yes, if the person selects <b>Complete</b> .
Complete Exemption	Number of Complete Exemption Dependents		Maps <b>Complete</b> to <b>Primary Allowances</b> .
Joint Custody	Number of Joint Custody Dependents		Maps <b>Joint Custody</b> to <b>Joint Custody</b> .
1. ALLOWANCE BASED ON DEDUCTIONS Home mortgage interests	Mortgage Interest		Not used.

Form 499 R-4.1 field	What gets set on the tax card	Notes	What Vertex uses for tax calculation
Charitable contributions	Charitable Contributions		Not used.
Medical expenses	Medical Expenses		Not used.
Interests paid on student loans at university level	Interest paid on student loans at university level		Not used.
Contributions to governmental pension or retirement systems	Contributions to governmental pension or retirement systems		Not used.
Contributions to individual retirement accounts	Contributions to Individual Retirement Accounts		Not used.
Educational contributions account	Educational Contributions Account		Not used.
Contributions to health savings accounts	Contributions to health savings accounts		Not used.
Casualty loss on your principal residence	Casualty loss on your principal residence		Not used.
Loss of personal property as a result of certain casualties	Loss of personal property as a result of certain casualties		Not used.
Total deductions	Total Deductions	This is a derived field.	Not used.
Number of allowances based on deductions	Number of allowances based on deductions	This is a derived field.	Not used.
Allowances that you want to claim	Allowances that you want to claim	Before the 21B June Statutory Maintenance Pack, this field was <b>Allowances</b> . As part of the update, all values in <b>Allowances</b> were migrated to <b>Number of Allowances Based on Deductions</b> . It was also changed to map to the Vertex <b>Secondary Allowances</b> value. It appears on the employee payslip as <b>Allowances</b> .	Passed as <b>Secondary Allowances</b> .
Check here if you're a governmental employee who participates in a Pension or Retirement System	Government employee in a Pension or Retirement System		Not used.
I authorize to withhold in each payroll period the amount of \$	Additional Tax Amount		This value is added to the tax calculated by Vertex.

Form 499 R-4.1 field	What gets set on the tax card	Notes	What Vertex uses for tax calculation
or %	Additional Tax Percentage		This value is added to the tax calculated by Vertex.

*Related Topics*

- [Tax Withholding Card](#)

## State and Territory-Specific Tax Filing Status Codes

This table lists the Filing Status codes for states and territories that don't follow the Federal tax component. They appear on the appropriate state or territory components of their tax card.

Use them to help you:

- Migrate data using the HCM Data Loader (HDL)
- Interpret and reports you have configured that use them

## Employee and Retiree Filing Status Codes

State	Person type	Lookup code	Lookup meaning	Year
AL	Employee	1	S - Single	
		2	M - Married	
		3	MS - Married and withholding at higher single rate	
		4	H - Head of household	
		5	0 - Claiming no personal exemptions	
	Retiree	1	S - Single	Any year
		2	M - Married	Any year
		3	MS - Married filing separately	Any year
		4	H - Head of household	Any year

State	Person type	Lookup code	Lookup meaning	Year
		5	0 - Claiming no personal exemptions	Any year
AR	Employee	1	Single	
		2	Married filing jointly	
		3	Head of household	
	Retiree	1	Single	Any year
		2	Married, filing jointly	Any year
		3	Head of household	Any year
CA	Employee	1	Single or married with two or more incomes	
		2	Married with one income	
		3	Head of household	
	Retiree	1	Single or married with two or more incomes	Any year
		2	Married with one income	Any year
		3	Head of household	Any year
CT	Employee	8	No state W-4, high threshold	
		9	Single - D	2021 or later
		10	Single - E	2021 or later
		11	Single - F	2021 or later
		12	Married filing jointly - A	2021 or later
		13	Married filing jointly - C	2021 or later
		14	Married filing jointly - D	2021 or later

State	Person type	Lookup code	Lookup meaning	Year
		15	Married filing jointly - E	2021 or later
		16	Married Filing Separately - A	2021 or later
		17	Married Filing Separately - D	2021 or later
		18	Married Filing Separately - E	2021 or later
		19	Head of Household - B	2021 or later
		20	Head of Household - D	2021 or later
		21	Head of Household - E	2021 or later
		22	Qualifying Surviving Spouse - C	2023 or later
		23	Qualifying Surviving Spouse - D	2023 or later
		24	Qualifying Surviving Spouse - E	2023 or later
	Retiree	8	No state W-4, low threshold	Any year
		9	Single - D	2021 or later
		10	Single - E	2021 or later
		11	Single - F	2021 or later
		12	Married filing jointly - A	2021 or later
		13	Married filing jointly - C	2021 or later
		14	Married filing jointly - D	2021 or later
		15	Married filing jointly - E	2021 or later



State	Person type	Lookup code	Lookup meaning	Year
		16	Married Filing Separately - A	2021 or later
		17	Married Filing Separately - D	2021 or later
		18	Married Filing Separately - E	2021 or later
		19	Head of Household - B	2021 or later
		20	Head of Household - D	2021 or later
		21	Head of Household - E	2021 or later
		22	Qualifying Surviving Spouse - C	2023 or later
		23	Qualifying Surviving Spouse - D	2023 or later
		24	Qualifying Surviving Spouse - E	2023 or later
DC	Employee	1	Single	
		2	Married and filing separately	
		3	Married or domestic partners, filing jointly	
		4	Head of household	
		5	Married or domestic partners filing separately on same return	
	Retiree	1	Single	Any year
		2	Married and filing separately	Any year
		3	Married or domestic partners, filing jointly	Any year

State	Person type	Lookup code	Lookup meaning	Year
		4	Head of household	Any year
		5	Married or domestic partners filing separately on same return	Any year
DE	Employee	1	Single	2020 or later
		2	Married	2020 or later
GA	Employee	1	Single	
		3	Married and filing jointly, one spouse employed	
		5	Head of household	
		12	Married Filing Separately or Jointly with Both Working	
	Retiree	1	Single	Any year
		2	Married and filing separately	Any year
		3	Married and filing jointly, one spouse employed	Any year
		4	Married and filing jointly, both spouses employed	Any year
		5	Head of household	Any year
HI	Employee	1	Single	
		2	Married	
		3	Married and withholding at higher single rate	
		4	Certified disabled	2022 or later

State	Person type	Lookup code	Lookup meaning	Year
			<p><b>Note:</b> Selectable by professional users only.</p> <p>Selecting this value makes the person exempt from state income tax (SIT).</p>	
		5	<p>Nonresident Military Spouse</p> <p><b>Note:</b> Selectable by professional users only.</p> <p>Selecting this value makes the person exempt from SIT.</p>	2022 or later
	Retiree	1	Single	Any year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year
		4	Certified disabled	Any year
IA	Employee	1	Single or married but legally separated	
		2	Married	
ID	Employee	1	Single	
		2	Married	
		3	Married and withholding at higher single rate	
	Retiree	1	Single	Any year
		2	Married	Any year

State	Person type	Lookup code	Lookup meaning	Year
		3	Married and withholding at higher single rate	Any year
KS	Employee	1	Single	
		2	Joint	
	Retiree	1	Single	Any year
		2	Joint	Any year
MA	Employee	1	Other than head of household	
		2	Head of household	
	Retiree	1	Other than head of household	Any year
		2	Head of household	Any year
MD	Employee	1	Single	
		2	Married	
		3	Married and withholding at higher single rate	
ME	Employee	1	Single	
		2	Married	
		3	Married and withholding at higher single rate	
	Retiree	1	Single	Any year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year
MN	Employee	2	Married	

State	Person type	Lookup code	Lookup meaning	Year
		3	Married and withholding at higher single rate	
		61	Single, married but legally separated, or spouse is a nonresident alien	
MO	Employee	1	Single, or married spouse works, or married filing separate	
		3	Married and spouse not employed	
		4	Head of household	
MS	Employee, retiree	1	Single	Any year
		2	Married	Any year
		3	Married and filing separately, or spouse employed	Any year
		4	Head of household	Any year
MT	Employee	4	Single or married filing separately	2024
		5	Married filing jointly or qualifying surviving spouse	2024
		6	Head of household	2024
NC	Employee	1	Single or married filing separately	
		2	Married filing jointly, or surviving spouse	
		3	Head of household	
	Retiree NC-4P	1	Single or married filing separately	Any year

State	Person type	Lookup code	Lookup meaning	Year
		2	Married filing jointly, or surviving spouse	Any year
		3	Head of household	Any year
NE	Employee	1	Single	
		2	Married	2021 or prior
		2	Married filing jointly or Qualifying widow(er)  <b>Note:</b> The Third-Party Tax Filing Extract interprets this value as <b>Married</b> .	2022 and later
NJ	Employee	1	Single	
		2	Married or civil union couple, filing jointly	
		3	Married or civil union couple, filing separately	
		4	Head of household	
		5	Qualifying widow or widower, or surviving civil union partner	
NY	Employee	1	Single, or head of household	
		2	Married	
		3	Married, but withhold at a higher single rate	
OK	Employee	1	Single	
		2	Married	
		3	Married and withholding at higher single rate	

State	Person type	Lookup code	Lookup meaning	Year
OR	Employee	1	Single	
		2	Married	
		3	Married and withholding at higher single rate	
	Retiree W-4P-OSTWC	1	Single	Any year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year
PR	Employee	1	Individual full	
		2	Individual, or married none	
		3	Married full	
		4	Married half	
		5	Married optional	
		6	Married optional none	
	Retiree	1	Individual full	Any year
		2	Individual, or married none	Any year
		3	Married full	Any year
		4	Married half	Any year
		5	Married optional	Any year
		6	Married optional none	Any year
SC	Employee	1	Single	Any year

State	Person type	Lookup code	Lookup meaning	Year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year
	Retiree	1	Single	Any year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year
VT	Employee	1	Single	Any year
		3	Married but withhold at higher single rate	Any year
		6	Married/Civil union filing jointly	Any year
		7	Married/Civil union filing separately	Any year
	Retiree	1	Single	Any year
		3	Married and withholding at higher single rate	Any year
		6	Married/Civil union filing jointly	Any year
		7	Married/Civil union filing separately	Any year
WI	Employee	1	Single	Any year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year
	Retiree	1	Single	Any year
		2	Married	Any year



State	Person type	Lookup code	Lookup meaning	Year
		3	Married and withholding at higher single rate	Any year
WV	Employee	1	Single (derived field)	Any year
		2	Married (derived field)	Any year
		3	Single or married with two or more incomes (derived field)	Any year
		4	Optional one earner, one job (derived field)	Any year
	Retiree	1	Single (derived field)	Any year
		2	Married (derived field)	Any year
		3	Single or married with two or more incomes (derived field)	Any year
		4	Optional one earner, one job (derived field)	Any year

*Related Topics*

- [Derived Values For State Tax Card Components](#)
- [Federal Tax Filing Status Codes](#)
- [States and Territories that Use Federal Tax Filing Status Codes](#)

## States and Territories That Use Federal Tax Filing Status Codes

This table lists all Filing Status codes for states and territories that follow the Federal tax component. They appear on the appropriate state or territory components of their tax card.

Use them to help you:

- Migrate data using the HCM Data Loader (HDL)
- Interpret and reports you have configured that use them

## Follows Federal Form W-4

States	Person type	Lookup code	Lookup meaning	Year
GU, MP, ND, NM, UT, VI	Employee	1	Single	2019 or prior
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>DE no longer follows Federal as of 2020.</li> <li>CO no longer follows Federal as of 2022.</li> </ul> <p>For further info, see All Other State Tax Filing Status Codes in the Help Center.</p>				
		2	Married	2019 or prior
		3	Married and withholding at higher single rate	2019 or prior
		4	Single or married filing separately	2020 or later
		5	Married filing jointly or qualifying surviving spouse	2020 or later
		6	Head of household	2020 or later
ND	Retiree	1	Single	2019 or prior
		2	Married	2019 or prior
		3	Married and withholding at higher single rate	2019 or prior
		4	Single or married filing separately	2020 or later
		5	Married filing jointly or qualifying surviving spouse	2020 or later
		6	Head of household	2020 or later

## Follows Federal Form W-4P

States	Person type	Lookup code	Lookup meaning	Year
CO, DE, GU, MN, MP, NE, OK, VI	Retiree	1	Single	Any year
		2	Married	Any year
		3	Married and withholding at higher single rate	Any year

### Related Topics

- [Derived Values For State Tax Card Components](#)
- [Federal Tax Filing Status Codes](#)
- [State and Territory-Specific Tax Filing Status Codes](#)

## Text Alternative to Video

### Entering a School District in Ohio for Taxing

Hello my name is Mike. In this tutorial I'll show you how to enter Ohio school district info on the tax card.

#### [Watch video](#)

1. Start on the **Home** page.
2. Click **My Client Groups**.

When you hire a new employee in Ohio, or have an existing employee move into a taxable school district, they'll fill out an Employee's Withholding Exemption Certificate that identifies what school district they live in.

3. Click **Payroll**.
4. Click **Calculation Cards**.

Once you determine that the employee needs school district tax withheld, you'll need to update that employee's tax card with the Ohio school district info.

5. In **Search for a Person**, enter `patty anderson`.  
Find your employee, and open their Tax Withholding card.

6. Click **Search**.
7. In **Search Results**, click **Tax Withholding**.
8. On **Tax Withholding**, click **Edit** for State Taxes.

The calculation first looks for school district on the state tax card, then on the City tax card. If not found on either, then no School District tax is calculated.

9. Click **School District of Residence**, and select **Maryland SD**.

When selecting the school district, you can see all of the available school districts for the employee's resident tax city. You can then select the appropriate school district from the information provided by the employee.

10. Click **Save and Close**.

This concludes the Entering a School District in Ohio for Taxing tutorial. Thanks for watching.

## Making Balance Adjustments for Incorrect State Tax Jurisdictions

In this example, you have found an employee with the wrong state jurisdiction configuration. Because of this, their state income taxes (SIT) were deducted for California instead of New York.

### Watch video

1. Start on the **Home** page.

To fix the balances for an employee that was coded for the wrong tax jurisdiction, first go to the Payroll work area.

2. Click **My Client Groups**.
3. Click **Payroll**.
4. Click **Adjust Individual Balances**.
5. Search for and select Patricia Smith.

Verify their balance values.

6. In **Adjustment Values**, click **Add**.

In this example, when Patricia started, she was entered in the system and mistakenly set to California as her work state. She actually works in Illinois. We'll make the adjustment, so her correct state income tax is reflected accurately.

7. Click **Adjustment Element**, enter **Residence state**, and select **Residence State Income Tax**.

If you don't see the relevant elements here, go back and make sure the element eligibility is set up and the employee meets the eligibility requirements.

8. Click **State**, and select **CA**.

Next, enter the appropriate balance adjustments to negate the entry to the California jurisdiction.

9. In **Gross**, enter -9318.72.
10. In **Subject Withholdable**, enter -9318.72.
11. In **Reduced Subject Withholdable**, enter -9318.72.
12. In **Tax Calculated**, enter -641.38.
13. Click **Save**.
14. Click **Submit**.
15. Click **Refresh**.
16. Click **Adjust Multiple Balances**.

Now you can verify the adjustment you just submitted.

17. Click **Smith, Patricia**.

Here are the adjustment details.

Then repeat the process to perform another adjustment with positive values to the new jurisdiction, which in this case is Illinois.

18. Click **Back**.
19. Click **Back**.
20. Click **Adjust Individual Balances**.
21. Search for and select Patricia Smith.
22. In **Adjustment Values**, click **Add**.
23. Click **Adjustment Element**, and select **Residence State Income Tax**.
24. In **Adjustment Values**, click **Add**.
25. For **State**, click the drop-down list and select **IL**.
26. In **Gross**, enter 9318.72.
27. In **Subject Withholdable**, enter 9318.72.
28. In **Reduced Subject Withholdable**, enter 9318.72.
29. In **Tax Calculated**, enter 641.38.
30. Click **Save**.
31. Click **Submit**.
32. Click **Refresh**.
33. Click **Adjust Multiple Balances**.
34. Click **Actions**.
35. Click **Back**.
36. Click **Back**.
37. Click **Person Results**.
38. Search for and select Patricia Smith.
39. Click the ellipsis for the first result, and select **Balance Results**.
40. Click **Back**.
41. Click the ellipsis for the second result, and select **Balance Results**.

Thanks for watching.

#### *Related Topics*

- [Overview of Balance Adjustments for the US](#)

## Third-Party Involuntary Payment Interface

### Run the Third-Party Involuntary Payment Interface

You use the Third-Party Involuntary Payment Interface to outsource third-party payments processing to an external application, such as ADP Money Movement.

When you run this process, by default, it captures the garnishment information for all employees processed by payroll in your legislative data group.

#### Process Involuntary Payments

In this example, you're processing your involuntary payments through a third party.

1. Perform your payroll run.

2. Calculate your prepayments, either as part of the payroll cycle flow or by running the standalone Calculate Prepayments task.
3. Run the periodic archive.  
The periodic archive process captures gross earnings, net earnings, and deduction information calculated by the payroll process.  
Balance amounts are archived for employees that have had involuntary deductions processed in the payroll.
4. From **My Client Groups**, click **Payroll**.
5. Click **Submit a Flow**.
6. Specify your US legislative data group.
7. Search for and select **Third-Party Involuntary Payment Extract**.
8. Enter the following parameters.

Field label	What this does
Payroll	Payroll definition name.  This field is optional. If specified, the process captures the involuntary payment information for all employees associated with this payroll definition.  If blank, this process captures all active payrolls in the legislative data group.
Start Date	Start date of the payroll period you're reporting.
End Date	End date of the payroll period you're reporting.

9. Complete and run the process.
10. Submit the output XML file to the third-party payroll provider.

*Related Topics*

- [Third-Party Involuntary Payment Interface](#)
- [Set Up the Third-Party Involuntary Payment Interface](#)
- [Troubleshoot the Third-Party Involuntary Payment Interface](#)

## Run Third-Party Involuntary Payment Extract

Use the involuntary payment interface when using a third-party provider to process your involuntary deductions.

The Third-Party Involuntary Payment Extract flow extracts an employee's relevant garnishment data into an output file appropriate for the provider, so the employer can submit it for processing.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).

4. Search for and select **Third-Party Involuntary Payment Extract**.

## Before You Begin

You must have successfully completed your payroll processing for the period, including prepayments calculation.

You must have successfully run the periodic archive.

## Process Parameters

### Payroll

Payroll definition name.

This field is optional. If specified, the process captures the involuntary payment information for all employees associated with this payroll definition.

If blank, this process captures all active payrolls in the LDG.

### Start Date

Start date of the payroll period you're reporting.

### End Date

End date of the payroll period you're reporting.

### Process Configuration Group

Process configuration group for logging and performance purposes.

## Process Output

This process produces the following output.

Output	Description
Output File	Includes all relevant employee garnishment data. This <b>USThirdPartyInvoluntaryPaymentsExtract.xml</b> output file is accessible through <b>View Results</b> . The employer submits this file through the third-party provider's processes.
Audit Report	Lists all garnishments included in the extract. Review this file for accuracy and completeness before submitting the output file to your third-party provider.
Exceptions Report	Logs any errors detected during the extraction process. Review this file and resolve any issues detected.

To download and view these reports:

1. After you have successfully run the payment extraction, select **Checklists** from the Navigator.
2. Use the search criteria to determine the flow name, and copy it.
3. Select **Reports and Analytics** from the Navigator.
4. In **Contents** pane, expand **Shared Folders > Human Capital Management > Payroll > Payment Distribution > US**.
5. Select **Third-Party Involuntary Payments Extract**, and click **View**.

6. In **flowInstanceName**, enter the flow name you queried on the Checklists page, and click **Apply**.  
The XML output, exception report, and audit report appear as separate tabs.
7. Select **Export** from **Actions** to save these reports as CSV files, suitable for viewing in a spreadsheet application.

#### Related Topics

- [Set Up the Third-Party Involuntary Payment Interface](#)
- [Third-Party Involuntary Payment Interface](#)
- [Troubleshoot the Third-Party Involuntary Payment Interface](#)

## Set Up the Third-Party Involuntary Payment Interface

Before you can use the Third-Party Involuntary Payments Interface, you need to perform set up in the following areas.

- Enterprise and Organizations
- Interface Administrator
- Employees
- Third-Party Payees
- Involuntary Deductions Elements
- Involuntary Deductions Calculation Card
- ADP Money Movement

For further info, see the following sections.

**Note:** For further info, see the following.

- [Human Resources Cloud Administering US Involuntary Deductions on the Help Center](#)
- [Human Resources Cloud Implementing Payroll for the United States on the Help Center](#)
- [Oracle Fusion Human Capital Management for the United States: HR Implementation and Use technical brief \(1676530.1\) on My Oracle Support](#)

### Enterprise and Organizations

You can configure the following areas of the Third-Party Involuntary Payments Interface.

- Country Extension
- Tax Reporting Units

### Country Extension

You must have the full payroll license enabled for Oracle Fusion Human Capital Management for the US. When enabling your United States country extension through the Manage Features by Country or Territory task, you must select **Payroll**.



## Tax Reporting Units

When setting up your organizations, use these tasks to set the required values on your tax reporting units (TRUs).

- Manage Legal Reporting Unit task  
Your TRUs must have these values.
  - Name
  - Full address, including ZIP Code
- Manage Legal Reporting Unit HCM Information task

For each TRU:

- a. From **My Client Groups**, click **Workforce Structures**.
- b. Click **Manage Legal Reporting Unit HCM Information**.
- c. Select **Tax Reporting Unit**.
- d. In **Third-Party Interfaces** at the Federal level, set these values.

Field label	What you enter
Client Identifier	Employer client ID as provided by ADP.
Branch Identifier	Appropriate value as defined by ADP. <ul style="list-style-type: none"> <li>- ST</li> <li>- S1 - S5</li> <li>- S7</li> </ul>

- e. Save your work.

## Interface Administrator

Confirm that the Payroll Manager job role is assigned to the Payroll Administrator responsible for running the Third-Party Involuntary Payments Interface.

## Employees

All employees must have a first and last name and social security number.

## Third-Party Payees

To configure the payees of the involuntary deductions for use with the interface, you must first configure the user interface to enable fields required by ADP.

1. Start the Manage Trading Community Common Profile Options task.
2. Edit the HZ\_GENERATE\_PARTY\_NUMBER profile option.
3. In **Profile Values**, select **Site**.
4. As the **Profile Value**, select **Auto numbering update allowed**.
5. Save your work.

This enables **Registry ID** in the Manage Third Parties task.

When finished, configure the involuntary deduction payees to be third-party payees and assign them the ADP payee code.

1. From **My Client Groups**, click **Show More**.
2. In **Payroll**, click **Third Parties**.
3. For each payee, edit an existing payee or create a new one.

**Note:** The payee's name can't exceed 45 characters.

4. Assign the payee the **External Payee** usage code.
5. In **Registry ID**, specify a unique 5-character payee code.
6. Assign each payee a full address, including ZIP Code.
7. Save your work.

## Involuntary Deductions Elements

For each employee involuntary payment, you must define an Involuntary Deductions element using the Elements task. When you process payroll, the interface uses the results of these elements' calculations as the basis for the payments.

## Involuntary Deductions Calculation Card

For the employee receiving the garnishments, use the Calculation Cards task to update their Involuntary Deductions card. Make sure to include the appropriate calculation component for each deduction.

Perform the following updates for each calculation component.

1. In **Calculation Component Details**, select the **US Involuntary Deduction Data** row and set the following fields.

Field label	What you enter
Third-Party Involuntary Deduction Number	ADP lien number. A unique 2-digit number representing the deduction.  You must maintain these numbers, entering a new one whenever the employee incurs a new deduction, such as 01, 02, 03, and so on.  If you were already using ADP Money Movement before your Oracle Fusion implementation, enter the deduction's lien number as it was recorded in your legacy application.
CSE Agency Case Identifier	Case identifier from the withholding order.
FIPS Code	Required for support orders.
Eligible for Medical Support	Required for support orders.

2. Select the **Involuntary Deduction Rules** row and specify the following fields.

Field label	What you enter
Start Date	Date the involuntary deduction takes effect and deductions begin. If blank, the Received Date is used.
Description	For state tax levies, include <b>STL</b> as a prefix of the description.
Frequency	Frequency of the deduction.

When you create your payroll definition, you can select from a wide range of frequency types. However, ADP recognizes only a subset.

- Daily
- Weekly
- Biweekly
- Monthly

Because of this, the interface maps the payroll definition values to the ADP values in the following way.

Payroll definition frequency	ADP frequency
Bimonthly	Monthly
Biweekly	Biweekly
Monthly Calendar	Monthly
Monthly Lunar	Monthly
Quarterly	Monthly
Semimonthly	Monthly
Semiannually	Monthly
Weekly	Weekly

Payroll definition frequency	ADP frequency
Annually	Annually

## ADP Money Movement

Before running your first extract, establish a feed with ADP Money Movement.

1. Ensure you have completed the configuration steps described in the previous sections.
2. Start the Third-Party Involuntary Deductions Initial Extract process.
3. Set the following parameters.

Field label	What you enter
Site ID	Site identifier as provided by ADP.
Payroll	<p>Payroll definition name.</p> <p>This field is optional. If specified, the process captures the payroll information for all employees associated with this payroll definition.</p> <p>If blank, this process captures all active payrolls in the legislative data group.</p>
Effective Date	<p>Establishes the baseline for the historical file. Payroll data created before this date is disregarded.</p> <p>This field is optional. If blank, this process captures all payroll data in the legislative data group.</p>

4. Run the process.
5. Submit the historical output file to ADP.

### Related Topics

- [Third-Party Involuntary Payment Interface](#)
- [Troubleshoot the Third-Party Involuntary Payment Interface](#)
- [Run the Third-Party Involuntary Payment Interface](#)

## Third-Party Involuntary Payment Interface

Business-outsourcing solutions providers such as ADP can perform garnishment and third-party payment processing for their customers. If you're using such a third party, you can use the provided involuntary payment interface.

This interface uses the US Third Party Involuntary Payment Extract to capture your employee's relevant garnishment data into an XML output file appropriate for the provider. You can then submit the output for processing.

## View the Extract

To view the extract:

1. From **My Client Groups**, click **Data Exchange**.
2. Click **Extract Definitions**.
3. Select a US legislative data group (LDG) and the **Archive Retrieval** type.
4. Click **Search**.
5. Select **US Third Party Involuntary Payment Extract**.

## Run the Interface

To run the interface and extract your garnishment data:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US LDG.
4. Search for and select **Third-Party Involuntary Payment Extract**.

## Validate the Payment Information

Before submitting the disbursement file to ADP:

- Review the exception report, and resolve any errors logged.  
For further information, see [Troubleshoot the Third-Party Involuntary Payment Interface](#) in the Help Center.
- Review the audit report to validate your payment information.  
Don't open the disbursement file in any third-party viewer, as that could affect the integrity of your data. If you choose to open the file in an external view, don't save any changes.

### *Related Topics*

- [Set Up the Third-Party Involuntary Payment Interface](#)
- [Troubleshoot the Third-Party Involuntary Payment Interface](#)
- [Run the Third-Party Involuntary Payment Interface](#)

## Troubleshoot the Third-Party Involuntary Payment Interface

When running this interface, you might find errors in your data.

In these cases, you might find the following helpful.

- Finding errors in the exception report
- Fixing errors after you processed the periodic archive
- Fixing errors before you upload the disbursement file
- Correcting data after you uploaded the disbursement file
- Resolving missing data in the disbursement file
- Resolving rejected disbursement files

For further info, see the following sections.

**CAUTION:** The Third-Party Involuntary Payment Interface keeps no records of the files you send to your involuntary deductions processing provider or when you send them. You must ensure the accuracy of the data you capture and submit. Regardless of what you do to resolve the errors, the data in Oracle Fusion Human Capital Management must remain your source of truth.

## How You Resolve Errors Detected by the Exception Report

After you complete running the extract process, check the exceptions report. The process logs any errors it detects in this file.

In case of error:

1. Use the Roll Back Process flow to roll back the interface process.

This extract applies locks to the deductions transactions it processes to ensure they aren't processed again in subsequent runs. If an error occurs on a transaction, you must roll back the process before you can rerun the transaction.

2. If the error pertains to the periodic archive, or to the data archived, roll back the archive.

**Note:** In addition to the extract, there are other processes that consume the archive's data, such as the payslip and tax filing. If you have run these processes as well, you must resolve their data locks before you can roll back the archive.

3. Resolve any data errors, as listed in the exception report.
4. Rerun the Third-Party Involuntary Payments Extract process.
5. Ensure all processes have completed without additional errors.

## Fixing Errors After Processing the Archive

If you find an error in your deduction data after you have run the periodic archive, but before you have run the third-party involuntary deductions extract process:

1. Roll back the periodic archive.

**Note:** In addition to the extract, there are other processes that consume the archive's data, such as the payslip and tax filing. If you have run these processes as well, you must resolve their data locks before you can roll back the archive.

2. Correct your info.
3. Rerun the archive process.
4. Run the third-party involuntary deductions extract process.

## Fixing Errors Before Uploading the Disbursement File

In this case, you must make corrections to your deductions data, but you have already generated the extract file.

If you haven't yet uploaded the file to your provider, you must:

1. Roll back the third-party involuntary deductions extract process and then the periodic archive.

**Note:** In addition to the extract, there are other processes that consume the archive's data, such as the payslip and tax filing. If you have run these processes as well, you must resolve their data locks before you can roll back the archive.

2. Correct your info.
3. Rerun the periodic archive process.
4. Run the third-party involuntary deductions extract process.

## Correcting Data After Uploading the Disbursement File

After uploading your tax-filing extract to your provider, you must work with them to resolve issues and correct any errors. You must also ensure all corrections are reflected in the data maintained in Oracle Fusion Global Payroll.

## Resolving Missing Data in the Disbursement File

After running the extract process and checking the audit report, you discover it's missing expected deduction data.

Both the periodic archive and third-party involuntary deduction extract applies locks to the data when you run them. If you make changes, they can impact an extract you've already run. When you rerun the extract, the process captures only the new data.

To create an output file consisting of all changes, rather than submitting multiple files:

1. Roll back the extract and periodic archive processes.
2. Rerun them.

## Resolving Rejected Disbursement Files

ADP might reject the file you submit to them for a number of reasons. They are primarily due to configuration or data corruption issues that result in malformed extract files. Some things you can check:

- Fields required by ADP are undefined or incorrect, such as:

Field label	Where you can find it in My Client Groups
Client Identifier	Workforce Structures > Manage Legal Reporting Unit HCM Information
Branch Identifier	Workforce Structures > Manage Legal Reporting Unit HCM Information
Registry ID	Payroll > Third-Party Payees
Third-Party Involuntary Deduction Number	Payroll > Calculation Cards

For further info, see [Set Up the Third-Party Involuntary Payment Interface](#) in the Help Center.

- The fields provided in the file exceed ADP's character limits.
- Your historical or disbursement XML extract files include special characters in the start of the text stream

ADP can't process these characters. Some third-party XML editors insert a byte order mark into the file, and this renders the file unusable to ADP.

If you view your extract files with such an editor, ensure you do one of the following:

- Don't save any changes
- Select an encoding option that saves the file without the byte order mark

#### *Related Topics*

- [Set Up the Third-Party Involuntary Payment Interface](#)
- [Third-Party Involuntary Payment Interface](#)
- [Run the Third-Party Involuntary Payment Interface](#)

## Third-Party Tax Filing Interface

### Configuration Requirements for Third-Party Tax Filing

If you're a new user of your third-party tax filing application, you must establish a feed with your supplier before you can run your first extract.

Refer to their documentation for the kind of info they require to process and submit your tax data. Make sure your extract passes all required info.

**Note:** The tax files the extracts generate don't include your employer info, including:

- Contact info
- Addresses
- Tax-collection district codes
- Tax identification numbers

You must enter this info in your third-party supplier application.

In addition, you might need to perform some configuration in the following areas.

- What tax reporting unit info is needed

For further info, see [Required TRU Info for Third-Party Tax Reporting for the US](#) in the Help Center.



- What work structure info is needed  
For further info, see [Required Work Structure Info for Third-Party Tax Reporting for the US](#) in the Help Center.
- How to include any additional taxes you manually configured  
For further info, see [Include Additional Taxes in Third-Party Tax Reporting for the US](#) in the Help Center.
- What additional balance info is needed  
For further info, see [Required Balance Info for Third-Party Tax Reporting for the US](#) in the Help Center.
- What worker info is needed  
For further info, see [Required Worker Info for Third-Party Tax Reporting for the US](#) in the Help Center.
- What calculation card info is needed  
For further info, see [Required Calculation Card Info for Third-Party Tax Reporting for the US](#) in the Help Center.
- How to configure W-2 Box 14  
For further info, see [Required W-2 Box-14 Info for Third-Party Tax Reporting for the US](#) in the Help Center.
- What info does the extract automatically derive  
For further info, see [How the Third-Party Tax Filing Extract Derives Employee Worked Values](#) on the Help Center.

#### *Related Topics*

- [Include Additional Taxes in Third-Party Tax Reporting for the US](#)
- [Required Balance Info for Third-Party Tax Reporting for the US](#)
- [Required Calculation Card Info for Third-Party Tax Reporting for the US](#)
- [Required TRU Info for Third-Party Tax Reporting for the US](#)
- [Required W-2 Box-14 Info for Third-Party Tax Reporting for the US](#)
- [Required Work Structure Info for Third-Party Tax Reporting for the US](#)
- [Required Worker Info for Third-Party Tax Reporting for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [End-of-Year Processing for the US](#)
- [Form 1099-R Box Info](#)
- [Form W-2 Box Info](#)
- [Form W-2PR Box Info](#)

## Form 1099-R Box Info

The following describes each of the balances assigned to various Form 1099-R boxes.

These balances are required for reporting on the retiree quarterly tax file for your end-of-year data. Use the Balance Definitions task to manually configure the feeds for those balances that begin with "Form 1099R". The remaining balances are fed automatically.

For further info, see Oracle Cloud Human Capital Management for United States: Balance Initialization (1912298.1) on My Oracle Support.

## Form 1099-R Box Info

### Box 1

Box Label	Balance	Additional Info
Gross distribution	FIT Gross	

### Box 2A

Box Label	Balance	Additional Info
Taxable amount	Form 1099R Taxable Distribution	

### Box 2B

Box Label	Balance	Additional Info
Taxable amount not determined	N/A	Defined by <b>Taxable amount not determined</b> on the Retiree Reporting Information card. If marked <b>Yes</b> , the flow selects the box on the 1099-R.
Total distribution	N/A	Defined by <b>Total Distribution</b> on the Retiree Reporting Information card. If marked <b>Yes</b> , the flow selects the box on the 1099-R.  For further info, see How the Quarterly Tax-Filing Extract for Retirees Identifies Total Distributions in the Help Center.

### Box 3

Box Label	Balance	Additional Info
Capital gain	Form 1099R Capital Gain	

### Box 4

Box Label	Balance	Additional Info
Federal income tax withheld	FIT Withheld	

### Box 5

Box Label	Balance	Additional Info
Employee contributions/Designated Roth contributions or insurance premiums	Form 1099R Employee Contributions or Insurance Premiums	

### Box 6

Box Label	Balance	Additional Info
Net unrealized appreciation in employer's securities	Form 1099R Net Unrealized Appreciation	

### Box 7

Box Label	Balance	Additional Info
Distribution code(s)	N/A	Defined by the distribution code set on the tax reporting unit (TRU). For further info, see the Define Tax Reporting Units for the US topic in the Help Center.

### Box 8

Box Label	Balance	Additional Info
Other	Form 1099R Other	

### Box 9A

Box Label	Balance	Additional Info
Your percentage of total distribution	N/A	Defined by <b>Total Distribution Percentage</b> on the Reporting Information card.

### Box 9B

Box Label	Balance	Additional Info
Total employee contributions	Form 1099R Total Employee Contributions	

### Box 10

Box Label	Balance	Additional Info
Amount allocable to IRR within 5 years	Form 1099R In Plan Roth Rollover	

### Box 11

Box Label	Balance	Additional Info
1st year of desig. Roth contrib.	N/A	Defined by <b>First Year of Designated Roth Contribution</b> on the Reporting Information card.

### Box 12

Box Label	Balance	Additional Information
FATCA Filing Requirement	N/A	Defined by <b>FATCA Filing Requirement</b> on the Reporting Information card.  <b>Note:</b> This field is for your info tracking only. The quarterly tax file does not support it.

### Box 13

Box Label	Balance	Additional Info
Date of payment	N/A	Defined by <b>Death Benefit Distribution Date for Section 6050Y Benefits</b> on the Reporting Information card.

### Box 14

Box Label	Balance	Additional Info
State tax withheld	SIT Withheld	

### Box 15

Box Label	Balance	Additional Info
State/Payer's state no.	N/A	Derived from each state's registration info.

Box Label	Balance	Additional Info
		For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

### Box 16

Box Label	Balance	Additional Info
State distribution	SIT Reduced Subject Withholdable + SIT Subject Not Withholdable	

### Box 17

Box Label	Balance	Additional Info
Local tax withheld	N/A	Not supported.

### Box 18

Box Label	Balance	Additional Info
Name of locality	N/A	Not supported.

### Box 19

Box Label	Balance	Additional Info
Local distribution	N/A	Not supported.

### Box Account Number

Box Label	Balance	Additional Info
Account number	N/A	Defined by <b>Account Number</b> on the Reporting Information card.

### Box IRA/SEP/SIMPLE

Box Label	Balance	Additional Info
IRA/SEP/SIMPLE	N/A	Defined by <b>Traditional, SEP, or Simple IRA</b> on the Reporting Information card.

**Box %**

Box Label	Balance	Additional Info
%	N/A	Defined by Annuity Percentage on the Reporting Information card.

*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)

## How the Quarterly Tax-Filing Extract for Retirees Identifies Total Distributions

You use the Third-Party Tax-Filing Interface to pass Form 1099-R data for your retirees to your third-party tax filing provider.

Here's how the Third-Party Quarterly Tax Filing Extract for Retirees flow determines if a payment is a total distribution.

### How You Enable Total Distributions

You enable total distribution checking at the tax reporting unit (TRU) level.

1. From **My Client Groups**, click **Workforce Structures**.
2. Click **Manage Legal Reporting Unit HCM Information**.
3. Select **Tax Reporting Unit**.
4. Click **Federal**.
5. Under **Form 1099-R Distribution Code**, select **Yes** for **Total Distribution**.

You enable total distribution checking for individual retirees on their Reporting Information calculation card.

1. From **My Client Groups**, click **Payroll**.
2. Click **Calculation Cards**.
3. Search for and select the person.
4. Open their Reporting Information card for editing.
5. Select **Retiree Reporting Information**.
6. Select **Enterable Calculation Values on Calculation Cards**.
7. Click **Create**.
8. Select **Total Distribution**, and choose **Yes** as the value.

## How Total Distributions Are Identified

When you generate the extract, this is what the flow does.

1. It checks the person's Reporting Information card.
  - o If you chose **Yes** for **Total Distribution**, the extract passes the YE record to ADP and selects the Total Distribution box on the 1099-R.
  - o If you chose **No**, the extract:
    - i. Doesn't pass the YE record to ADP.
    - ii. Doesn't select **Total Distribution** on the 1099-R.
2. If neither value exists on the reporting card, the flow checks your TRU configuration.

For retirees, the TRU represents a particular distribution code or codes.

- o If you chose **Yes** for **Total Distribution**, the extract:
  - i. Passes the YE record to ADP.
  - ii. Selects **Total Distribution** on the 1099-R.
- o If you chose **No**, the extract:
  - i. Doesn't pass the YE record to ADP.
  - ii. Doesn't select **Total Distribution** on the 1099-R.
- o If you didn't select a value, the extract:
  - i. Doesn't pass the YE record to ADP.
  - ii. Doesn't select **Total Distribution** on the 1099-R for those retirees.

### Related Topics

- [Configuration Requirements for Third-Party Tax Filing](#)
- [Configure Tax Reporting Units for the US](#)
- [Form 1099-R Box Info](#)
- [Reporting Information Card for the US](#)
- [Third-Party Quarterly Tax Filing Extract for Retirees](#)

## How the Third-Party Tax Filing Extract Derives Employee Worked Values

Monthly employee counts are required for:

- Employer's Quarterly Federal Tax Return reporting
- Eugene, Oregon Safety Tax reporting
- State Unemployment Insurance (SUI) reporting

The Third-Party Quarterly Tax Filing extract passes these values on the quarterly extract for the FIT, OR0390180MSC\_EE, and SUI\_ER tax codes respectively.

## How it derives these values

Here's how the extract derives this data.

Tax code	Here's where it comes from
FIT	<p>The extract populates only the Month-3 employee-worked value.</p> <p>It identifies the employee as eligible for the count if:</p> <ol style="list-style-type: none"> <li>1. They were paid in the pay period that:                             <ol style="list-style-type: none"> <li>a. Includes the 12th of the third month of the quarter, such as March 12 for Q1.</li> <li>b. The pay date falls within the current quarter or within 1 month beyond the quarter end date.</li> </ol> </li> <li>2. Their FIT subject wages are greater than \$0 for that period.</li> </ol> <p><b>Note:</b> By default, the extract sets all other federal tax codes to <b>N</b>.</p>
OR0390180MSC_EE	<p>The extract populates the Employee Working Per Month Indicator values. The values are derived for Q4 files only. Support for this derivation will be delivered in an upcoming release. For all other quarters, the values for all months default to <b>N</b>.</p> <p>It identifies the employee as eligible for the count if their City miscellaneous employee reduced subject wages is nonzero as of the end of each month for Eugene, Oregon.</p> <p>The indicator values for tax code OR0390180MSC_ER default to <b>N</b> for all quarters.</p>
SUL_ER	<p>The extract populates the Month-1, Month-2, and Month-3 employee-worked values.</p> <p>It identifies the employee as eligible for the count if:</p> <ol style="list-style-type: none"> <li>1. They were paid in the pay period that:                             <ol style="list-style-type: none"> <li>a. Includes the 12th of the month.</li> <li>b. The pay date falls within the current quarter or within 1 month beyond the quarter end date.</li> </ol> </li> <li>2. Their SUI employer reduced subject wages are greater than \$0 for the SUI state.</li> </ol> <p><b>Note:</b> All other state tax codes use the same Month-1, Month-2, Month-3 values as the SUL_ER tax code. Your third-party supplier ignores these values.</p>

### Related Topics

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)



## Include Additional Taxes in Third-Party Tax Reporting for the US

Local taxes represent categories of taxes that exist in some states and are generally at the county or city level. You can process most of these taxes using the predefined settings. However, some state and local employer taxes require manual configuration.

To pass these taxes on the tax files, make sure you have configured the necessary balances with an appropriate Quarter-to-Date or Year-to-Date dimension.

Local taxes aren't supported for retirees and pension payments.

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

### Related Topics

- [Configuration Requirements for Third-Party Tax Filing](#)

## Include SIT-Exempt Overtime Earnings for Third-Party Tax Reporting for the US

Alabama allows the exemption of overtime earnings from state income tax (SIT).

### Third Party Periodic Tax Extract

To report this to your tax-filing provider, the Third Party Periodic Tax Extract includes the following.

Overtime info	How you report it
Count of employees who have exempt overtime wages in a month	<p>The extract derives this count by tax reporting unit (TRU) and effective date. It doesn't consider the payroll frequency.</p> <p>It's a running total of employees with exempt overtime wages based on the month of the liability date. It counts an employee once per month, regardless of how many times they had exempt overtime wages.</p> <p>To review this count:</p> <ol style="list-style-type: none"> <li>1. Run the Third-Party Tax Filing Audit Report Detail using start and end dates for a given month. The ALSIT tax code records display the exempt wages for Alabama overtime.</li> <li>2. Use the exempt wages to determine if the employee is counted for the month.</li> </ol> <p><b>Note:</b> If an employee has exempt wages in two payroll frequencies for the month, the extract still counts them once.</p> <p>If you're using a tax filing provider other than ADP, refer to their documentation on how they report these counts.</p>

Overtime info	How you report it
Overtime exempt wages	Because the wages are reported by the period being reported, you can reconcile them against the periodic detail audit report.

## Third Party Quarterly Tax Extract

To report this to your tax-filing provider, the Third Party Quarterly Tax Extract includes the following.

Overtime info	How you report it
Overtime exempt wages	The ALSIT tax code record includes the quarter-to-date and year-to-date balance values using the Wages Earned for Hours Worked in Excess of Statutory Limit balance.

### Related Topics

- [Third-Party Tax Filing Interface for the US](#)

## Payment Date Options for Tax Liabilities

When you process tax info through the Third-Party Periodic Tax Filing Extract, the payment date determines when tax liability payments are due to the various agencies. By default, this date is derived automatically based on the payroll data captured by the periodic archive.

You can view the date on the payroll definition Payroll Calendar as the Date Paid. You can override it when you run the Run Third-Party Periodic Tax Filing Extract flow.

You have the following options.

- Retain the default payment date for the payroll data.
- Override the payment date for all payroll data.
- Override the payment date for selected payroll data.

### Retain the Default Payment Date

In this case, you don't need to do anything special.

1. Run your normal payroll processes.
2. Run the Archive Periodic Payroll Results flow.
3. Run the periodic tax-filing extract flow, and submit the output file to your third-party tax filing provider.

### Override the Payment Date for All Payroll Data

To override the check date for all payroll data:

1. Run your normal payroll processes.
2. Run the Archive Periodic Payroll Results flow.
3. Run the periodic tax-filing extract flow, providing the new date in **Check Date**.
4. Submit the output file to your third-party tax filing provider.

## Override the Payment Date for Selected Payroll Data

To set a new check date for a subset of your payroll data within the same payroll period:

1. Run your standard payrolls and prepayments.
2. Run the Archive Periodic Payroll Results flow.
3. Run the periodic tax-filing extract flow, and submit the output file to your third-party tax filing provider.
4. Run the payroll operations that require a different check date, such as quick pays, in the same payroll period.
5. Run the periodic archive again.
6. Run the periodic tax-filing extract flow, providing the new date in **Check Date**.
7. Submit the output file to your third-party tax filing provider.

These steps might not apply to all situations. Alter them to meet your specific business needs.

### Related Topics

- [Archive Periodic Payroll Results for the US](#)
- [Run the Third-Party Tax Filing Interface for the US](#)

## Required Balance Info for Third-Party Tax Reporting for the US

When setting up balances, consider these requirements for third-party reporting.

Balance issue	What you need to know
1099-R balances	<p>You have to feed some balances if you want to include their info on the quarterly file for the 1099-R form.</p> <ul style="list-style-type: none"> <li>• Form 1099R Taxable Distribution</li> <li>• Form 1099R Capital Gain</li> <li>• Form 1099R Employee Contributions or Insurance Premiums</li> <li>• Form 1099R Net Unrealized Appreciation</li> <li>• Form 1099R Other</li> <li>• Form 1099R Total Employee Contributions</li> <li>• Form 1099R In Plan Roth Rollover</li> </ul>
Balance feeds	<p>When defining and managing balances, you must establish feeds for any balance you want to pass on the file.</p>
City balances for tipped employees	<p>For Philadelphia, Pennsylvania reporting, pass these balances.</p> <ul style="list-style-type: none"> <li>• City Uncollected Tax Tip Wages Resident</li> </ul>

Balance issue	What you need to know
	<ul style="list-style-type: none"> <li>• City Uncollected Tax Tip Wages Nonresident</li> </ul> <p><b>Note:</b> Populate these city-level balances with the total uncollected tax wages for tipped employees for which no city tax was withheld. If you have employees meeting this condition, you must perform balance adjustments on these balances.</p> <p>For further info, see the Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.</p> <p>For Louisville, Kentucky reporting, pass these balances.</p> <ul style="list-style-type: none"> <li>• City Uncollected Tax Tip Withheld Resident</li> <li>• City Uncollected Tax Tip Withheld Nonresident</li> </ul> <p><b>Note:</b> Populate these city-level balances with the total uncollected tax wages for tipped employees for which no city tax was withheld. If you have employees meeting this condition, you must perform balance adjustments on these balances.</p> <p>For further info, see the Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.</p>
Dismissal Payments balance	<p>For elements using the Dismissal Payments secondary classification, the extract uses the Dismissal Payments balance to pass severance payments on the file.</p> <p>Any elements using this secondary classification automatically feed this balance. ADP subtracts this amount from the employee's state unemployment insurance subject wages for New York and Michigan.</p>
New York state balances for government employees	<p>For New York state reporting, pass these balances.</p> <ul style="list-style-type: none"> <li>• IRC 125 Dependent Care</li> <li>• IRC 125 Flexible Spending</li> <li>• IRC 125 Health Insurance</li> </ul> <p><b>Note:</b> Populate these state-level balances with the appropriate amounts from a flexible benefits program. If you have government employees meeting this condition, you must perform balance adjustments on these balances. For further info on balance adjustments, see the Oracle Human Capital Management for the US: Balance Adjustments (1600728.1) on My Oracle Support.</p>
Non-W-2 balances	<p>You can pass these non-W-2 balances on the file.</p> <ul style="list-style-type: none"> <li>• Employer-Subsidized Meals</li> <li>• Moving Expenses Paid to Third-Parties</li> <li>• Qualified Transportation</li> <li>• Sick Pay Wages</li> </ul> <p>For Philadelphia, Pennsylvania reporting, pass these balances.</p>

Balance issue	What you need to know
	<ul style="list-style-type: none"> <li>• City Uncollected Tax Tip Wages Resident</li> <li>• City Uncollected Tax Tip Wages Nonresident</li> </ul> <p><b>Note:</b> Populate these city-level balances with the total uncollected tax wages for tipped employees for which no city tax was withheld. If you have employees meeting this condition, you must perform balance adjustments on these balances.</p> <p>For further info, see the Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.</p> <p>For Louisville, Kentucky reporting, pass these balances.</p> <ul style="list-style-type: none"> <li>• City Uncollected Tax Tip Withheld Resident</li> <li>• City Uncollected Tax Tip Withheld Nonresident</li> </ul> <p><b>Note:</b> Populate these city-level balances with the total uncollected tax wages for tipped employees for which no city tax was withheld. If you have employees meeting this condition, you must perform balance adjustments on these balances.</p> <p>For further info, see the Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.</p>
State Worked Hours balance	<p>Passed on the quarterly extract for SUI reporting.</p> <p>For quarterly files run before Q1 2023, the Quarterly Tax Filing extract:</p> <ol style="list-style-type: none"> <li>1. Checks if the SUI Employer Reduced Subject Wages are greater than \$0 for the quarter and given state.</li> <li>2. Checks if the State Worked Hours balance has a value greater than 0.</li> <li>3. If not, it derives the hours using the run result method.</li> </ol> <p>For quarterly files run Q1 2023 and later, the Quarterly Tax Filing extract:</p> <ol style="list-style-type: none"> <li>1. Checks if the SUI Employer Reduced Subject Wages are greater than \$0 for the quarter and given state.</li> <li>2. Derives the hours from the State Worked Hours balance.</li> </ol> <p>For further info on the necessary configurations, see the Hours Worked for State Unemployment Insurance Reporting technical brief (2729519.1) on My Oracle Support.</p> <p><b>Note:</b> South Carolina requires the reported quarterly value to be less than 1000 hours. The quarterly extract doesn't enforce this. Use the Employee Active Payroll Balance Report to verify this balance for your South Carolina employees and adjust as needed.</p> <p>For further info, see Employee Active Payroll Balance Report for the US in the Help Center.</p>
State Worked Weeks balance	<p>By default, the quarterly extract calculates weeks worked based on the hours worked divided by 40 and rounded. However, you can override this value by feeding the State Worked Weeks balance.</p>

Balance issue	What you need to know
	<p>If this balance has a nonzero value, the quarterly tax filing extract passes it on the quarterly file for the appropriate state.</p> <p>The extract caps the weeks worked at 13. If the hours worked is less than 40, it defaults the weeks worked to 1.</p> <p><b>Note:</b> When defining an Information element to feed this balance:</p> <ol style="list-style-type: none"> <li>1. Create a <b>State</b> input value on the element, and set its display sequence to <b>1</b>.</li> <li>2. For <b>Reference</b>, select <b>State</b>. This ensures the validation source uses the correct PVO.</li> </ol>
W-2 balances	For a list of W-2 balances required for end-of-year reporting, see Form W-2 Box Info in the Help Center.
W-2 balances for quarterly reporting	<p>Define feeds for the following balances before running your first quarterly tax extract.</p> <ul style="list-style-type: none"> <li>• W2 Social Security Tips</li> <li>• W2 Uncollected Medicare Group Term Life</li> <li>• W2 Uncollected Medicare Tips</li> <li>• W2 Uncollected Social Security Group Term Life</li> <li>• W2 Uncollected Social Security Tax Tips</li> </ul>
W-2 balances for Puerto Rico	<p>For a list of W-2 balances required for end-of-year reporting for Puerto Rico, see Form W-2PR Box Info in the Help Center.</p> <p>The following Puerto Rico balances have special considerations.</p> <ul style="list-style-type: none"> <li>• W2 Territory 401k</li> <li>• W2 Territory Charitable Contributions</li> <li>• W2 Territory Government Retirement Fund</li> <li>• W2 Territory Government Employee Savings Plan</li> </ul> <p>For the user-defined results elements feeding these balances, set the <b>State</b> input value to <b>72</b>. This identifies them as belonging to Puerto Rico.</p> <p><b>Note:</b> The quarterly tax filing extract performs a balance call with a State context of Puerto Rico. If the call returns no value, the extract then makes a second balance call with no State context. It passes this value on the file. If you're already processing user-defined elements in payroll without the State context, this ensures the file passes the correct balance value.</p>
Washington Family Leave and Long Term Care Hours QTD and YTD balances	The Washington Family Leave and Washington Long Term Care Hours balances are populated from the same value as the Washington State Worked Hours balance.
Workers' Compensation balances for New Mexico quarterly fees	<p>Before running your first quarterly tax extract, either define feeds for these balances or perform a quarterly balance adjustment.</p> <ul style="list-style-type: none"> <li>• Prior to Q3 2024: Workers Compensation Withheld balance</li> </ul>

Balance issue	What you need to know
	<ul style="list-style-type: none"> <li>• Q3 and Q4 2024:                             <ul style="list-style-type: none"> <li>a. Checks Workers Compensation Assessment balance for a nonzero value for the quarter.</li> <li>b. If the value is zero, checks Workers Compensation Assessment balance.</li> </ul> </li> <li>• Q1 2025 and onwards: Workers Compensation Assessment balance</li> </ul> <p>The quarterly tax extract sets <b>Coverage Indicator</b> to <b>Y</b> on the W records for the NM SIT and NM SUI balances when:</p> <ol style="list-style-type: none"> <li>1. The appropriate balance has a nonzero value for the "Relationship Tax Unit,State Quarter to Date" dimension.</li> </ol> <p><b>Note:</b> Oracle HCM Cloud doesn't support Workers' Compensation taxes.</p> <ol style="list-style-type: none"> <li>2. The employee is active as of the last day of the quarter you're reporting. Otherwise, it sets the indicator to <b>N</b>.</li> </ol>

*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)
- [Employee Active Payroll Balance Report for the US](#)

## Required Calculation Card Info for Third-Party Tax Reporting for the US

For each employee or retiree, make sure you have correctly configured their calculation cards. There are some special values that might be required for accurate reporting.

### Reporting Information Card

For employees, if you enter values for the appropriate fields in the Reporting Information calculation component, they're passed on the quarterly tax file. Use the Retiree Reporting Information calculation component for retirees. These components are part of the **Federal** component group.

For each state or territory where the person is employed, create a **Regional** calculation component with the proper regional association. Set the appropriate fields for these states as noted in the following table.

- For **State Reporting Information** calculation components, enter the fields under **Calculation Component Details**.
- For **Regional Tax Information** calculation components, enter the fields under **Enterable Calculation Values on Calculation Cards**.

For further info, see Reporting Information Calculation Card for the US in the Help Center.

Component group	Calculation component	Calculation component detail	Field name	What this does
Federal	Reporting Information	Third-Party Interfaces	ADP Special Processing Required	<p>Indicates whether the employee's W-2 is excluded from main population printing.</p> <p><b>Note:</b> The quarterly extract passes this in a separate field than the employee print preferences.</p>
			ADP Special Sort Code	<p>Provides additional data for sort options G and E in the ADP client maintenance application.</p> <p>For further info, see your ADP product documentation.</p> <p>Not used by MasterTax.</p>
		Reporting Information	Corporate Officer	<p>Identifies employees who are corporate officers of the employer.</p> <p>As multiple states require this, set it at the federal level.</p> <p><b>Note:</b> Most states require <b>Corporate Officer</b> or <b>Not a Corporate Officer</b>; however, Washington DC allows others. If you select a value other than <b>Corporate Officer</b> or <b>Not a Corporate Officer</b> for any state other than Washington DC, ADP interprets the value as <b>N</b>.</p>
			Eligible for Retirement Plan	<p>An employee is automatically marked as eligible for the retirement plan on Box 13 of their W-2 when any of these balances has a value greater than 0.</p> <ul style="list-style-type: none"> <li>W2 401k</li> <li>W2 403b</li> </ul>



Component group	Calculation component	Calculation component detail	Field name	What this does
				<ul style="list-style-type: none"> <li>W2 408k</li> <li>W2 501c</li> <li>W2 Pension Plan</li> <li>W2 Roth 401k</li> <li>W2 Roth 403b</li> </ul> <p>Use this field to manually identify employee eligibility if they don't contribute to any plan.</p> <p>For further info, see Configure Calculation Card Configuration for Year-End Tax Forms in the Help Center.</p>
			Family Member with Majority Interest	Designates if the employee or a family member owns majority interest of this business.
			Probationary Code	Identifies employees hired on a trial basis.
	Retiree Reporting Information	Reporting Information	Account Number	<p>Form 1099-R account, policy, or other identifying number. Required when you have multiple accounts for a recipient that has multiple 1099-Rs.</p> <p>This populates field code H1 of the C record and the <b>Account Number</b> box on the 1099-R.</p>
			Annuity Percentage	<p>Use this field when an annuity contract is part of a multiple recipient lump-sum distribution. Enter the percentage of the total annuity represented.</p> <p>The annuity percentage is field code YL of the C record and is fed to the % next to Box 8 on the 1099-R.</p> <p>Use whole numbers only. For example, enter 5% as 5, 10% as 10, and 100% as 100.</p>

Component group	Calculation component	Calculation component detail	Field name	What this does
			Distribution date for section 6050Y death benefits	<p>Use this date for distribution codes C and CD. This date indicates when the death benefit was paid according to section 6050Y.</p> <p>This date is passed as an E record and is fed to the <b>Date of Payment</b> box 13 on the 1099-R.</p>
			FATCA Filing Requirements	This field is for your info tracking only. The quarterly tax file doesn't include it.
			First Year of Designated Roth Contribution	<p>Identifies the year when this person made a first-year designated Roth contribution.</p> <p>Use four digits for the year, such as <b>2019</b>.</p> <p>This value populates field code R1 of the C record and is fed to Box 11 on the 1099-R.</p>
			Taxable Amount not Determined	<p>Use this field when the taxable amount of the payments can't be reasonably obtained.</p> <p>If you select <b>Yes</b>, then a Y value is fed to field code YD of the C record. It enters an X in Box 2b of the 1099-R, <b>Taxable amount not determined</b>.</p>
			Total Distribution	<p>Used to indicate if the payment was a total distribution.</p> <p>For further info, see <i>How the Quarterly Tax-Filing Extract for Retirees Identifies Total Distributions</i> in the Help Center.</p>
			Total Distribution Percentage	For use if a total distribution is made to more than one recipient. Enter the distribution

Component group	Calculation component	Calculation component detail	Field name	What this does
				<p>percentage you're allocating for this recipient.</p> <p>Use whole numbers only. For example, enter 5% as 5, 10% as 10, and 90% as 90.</p> <p>The total distribution percentage is field code YM of the C record and is fed to box 9a on the 1099-R.</p>
			Traditional, SEP, or SIMPLE IRA	<p>Identifies the person is receiving a traditional IRA, SEP, or SIMPLE distribution.</p> <p>If you select <b>Yes</b>, it enters an X in the <b>IRA/SEP/SIMPLE</b> box on the 1099-R.</p>
Regional	State Reporting Information	Alaska Reporting Information	Geographic Code	Two-digit code that identifies the employee's primary place of work.
			Occupational Code	<p>Identifies the employee's occupation category. The value you enter here overrides the value you specified on the job.</p> <p><b>Note:</b> For further info, see the Alaska Department of Labor and Workforce Development website. Search for the Alaska Occupation and Geographic Coding Resources page.</p>
		California Reporting Information	Wage Plan Code	<p>Used to override the value specified at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.</p> <p>For further info, see the California Employment Development Department website. Search for the Electronic Filing Guide for the Quarterly Wage and Withholding Program.</p> <p>Choices include:</p>

Component group	Calculation component	Calculation component detail	Field name	What this does
				<ul style="list-style-type: none"> <li>• SUI only</li> <li>• State disability insurance (SDI) without unemployment insurance</li> <li>• Voluntary disability insurance</li> <li>• No voluntary, SUI, or SDI</li> <li>• SUI and SDI</li> <li>• SUI with religious exemption</li> <li>• Voluntary disability insurance and SUI</li> </ul>
		Colorado Reporting Information	Seasonal Worker	Identifies the person as a seasonal worker.
		Indiana Reporting Information	Seasonal Worker	Identifies the person as a seasonal worker.
		Maine Reporting Information	Seasonal Worker	Identifies the person as a seasonal worker.
		North Carolina Reporting Information	Seasonal Worker	Identifies the person as a seasonal worker.
		Oregon Reporting Information	Replacement Worker	<p>Identifies the person as a replacement worker, hired to cover for an employee out on Paid Family Medical Leave.</p> <p>Update or end-date this value once the employee returns to work.</p>
			Seasonal Worker	Identifies the person as a seasonal worker.
		Vermont Reporting Information	Health Care Status	Designates if the employee is considered covered or not covered. Used in the calculation of Vermont health care deduction reporting.
	Regional Tax Information	New York	Part Year Resident	Designates if the employee is a part-year resident

Component group	Calculation component	Calculation component detail	Field name	What this does
				of New York City in the calculation value.  If you select <b>Yes</b> , the quarterly extract passes the city-resident wages. Otherwise, it passes the FIT wages.
		Puerto Rico	W-2PR Control Number	When populated, the third-party quarterly tax extract passes this field on the W record for Puerto Rico state tax codes in positions 299-314. ADP ignores this data, but MasterTax accepts it.
			W-2cPR Control Number	
			Qualified Physician Under Act 14-2017	Designates if the employee had wages for services rendered by a qualified physician who has a valid decree according to Act 14-2017.
			Domestic Services	Designates if the employee had wages for domestic services in a private home, local college club, or local chapter of a college fraternity or sorority.
			Agricultural Work	Designates if the employee had wages for services rendered in agricultural labor.
			Minister of a Church or Member of a Religious Order	Designates if the employee had wages for services rendered by a minister of a church or by a member of a religious order.
			Health Professionals Under CC 20-01	Designates if the employee had wages for services by health professionals according to CC 20-01.
			Others	Designates the type of other wages the employee received.

Component group	Calculation component	Calculation component detail	Field name	What this does
				This can be a value from 1 to 9. For info on the meaning of these values, refer to the W-2PR instructions provided by the Hacienda. These values can change yearly.
			Any Other Service Required by the Department Through Regulations	This value isn't passed on the third-party quarterly tax extract output file. It is included in the XML file as <code>STATE_WAGE_INFO_REC</code> , using the <code>OTHERS_PAYMENT_DESCRIPTION</code> tag name.  <b>Note:</b> ADP doesn't support this field.
			Direct Employment	Designates if the payments are for services by a direct employee.
			Direct Employment Hours Worked	Total hours worked by the direct employee.  <b>Note:</b> The third-party quarterly tax extract passes this data with an implied decimal.
			Direct Employment EIN	If your business is subject to a tax exemption decree, and you have leased or been assigned employees to work in your tax-exempt business lines, provide your EIN here.
		Washington	Reason for SUI Wages with Zero Hours	Select a reason code for employees with wages and zero hours.  Because the current reason code might not apply to future quarters, end date this value at the end of the quarter.

Component group	Calculation component	Calculation component detail	Field name	What this does
				<p><b>Note:</b> ADP issues a warning if it detects employees with wages and no hours and no reason code.</p>

## Tax Withholding Card

If you enter values in the following fields on the employee tax card, they're included in the appropriate extract.

### Associations

Section	Federal Income Tax field name	What it does
Federal	Primary Work Address	<p>The extract derives the work location's county and ZIP Code from this field. For each state context processed for an employee, the county and ZIP Code from the last primary work address in that state is passed.</p> <p>This is required for:</p> <ul style="list-style-type: none"> <li>• Indiana</li> <li>• West Virginia</li> </ul> <p>However, the extract passes the work location county and ZIP Code for all states.</p>
	Statutory Employee	Identifies an independent contractor as an employee by statute.

### Withholding Details

Calculation component	Field name
Federal	Filing Status
Federal	<p>Allowances</p> <p><b>Note:</b> As of 2020, Form W-4 no longer uses this value. However, the extract continues to pass this data until the employee updates their W-4.</p>
Regional	Allowances

Calculation component	Field name
	<p><b>Note:</b> For states that follow the federal W-4, as of 2020, the form no longer uses this value. However, the extract continues to pass this data until the employee updates their W-4.</p>
Regional	Exempt from State Unemployment
Regional	Exempt from State Disability
Regional	<p>Exempt from Long Term Care</p> <p><b>Note:</b> For the extract to include a WALTC tax code record, one or more of these conditions must be true.</p> <ul style="list-style-type: none"> <li>• This field is set to <b>Yes</b>.</li> <li>• Washington Long Term Care quarter-to-date or year-to-date balances are non-zero.</li> <li>• Washington SUI employer taxable balance is greater than \$0.</li> </ul>
Residency Certificate	<p>Resident PSD Code</p> <p>Identifies the resident political subdivision (PSD) code for Pennsylvania Act 32 jurisdictions.</p>

## Tax Withholding for Pension and Annuity Payments Card

If you enter values in the following fields on the retiree tax card, they're included in the appropriate extract.

### Withholding Details Section

Calculation component	Field name
Federal	Filing Status
Regional	Exempt from State Unemployment
Regional	Exempt from State Disability

## Organization Calculation Cards

The quarterly tax extract includes Massachusetts Paid Family Insurance (FLI) and Medical Leave Insurance (MLI) employee contribution percentages. If you override these default percentages, you must enter them as whole numbers, and their sum must equal 100%.

For further info, see Massachusetts Paid Family and Medical Leave in the Help Center.



*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)

## Required TRU Info for Third-Party Tax Reporting for the US

Your tax-filing supplier requires your extract to include tax reporting unit (TRU) info to help establish context for your payroll data.

For employees, each TRU is a separate company and assigned a client identifier by the third-party supplier. The extract output file can include multiple batches, each representing a TRU.

For retirees, each TRU within a given payroll statutory unit (PSU) represents one or more distribution codes. The third-party supplier assigns one client identifier per PSU. Use this client identifier for all TRUs within that PSU. The extract output file can include multiple batches, but a PSU represents each batch, not a TRU.

**Note:** For periodic tax filing, ADP can't process retirees and employees in the same batch. You must submit their payroll data either in separate files or in separate batches in the same file, reporting by different TRUs. For quarterly tax filing, employees and retirees can't be in the same file. For further info, see Oracle Cloud Human Capital Management for the United States: Payroll and HR Implementation and Use for Retirees (2461709.1) on My Oracle Support.

For further info, see Define Tax Reporting Units for the US in the Help Center.

What you need to configure	How you do it
All TRUs	<p>For each TRU:</p> <ol style="list-style-type: none"> <li>1. From <b>My Client Groups</b>, click <b>Workforce Structures</b>.</li> <li>2. Click <b>Manage Legal Reporting Unit HCM Information</b>.</li> <li>3. Select <b>Federal</b>.</li> <li>4. In <b>Third-Party Interfaces</b>, enter either the Client Identifier or 1099-R Client Identifier number provided by your supplier.</li> </ol> <p>The maximum length for ADP is 14 characters. MasterTax doesn't issue a client ID, so you can enter any value up to 14 characters.</p> <p>The process interprets a blank value as instructions to exclude the TRU.</p> <ol style="list-style-type: none"> <li>5. Use the Legal Reporting Unit Registrations task to define the United States Federal Tax jurisdiction.</li> </ol> <p>Some payroll processes require this setting, such as Archive Periodic Payroll Results.</p>
TRUs with no payroll data	<p>By default, the extract captures data for all TRUs, including those with no active payroll data for the year. Reporting these TRUs in the quarterly tax file might generate errors from ADP.</p> <ul style="list-style-type: none"> <li>• To exclude a TRU, enter <b>EXCLUDE</b> for <b>Client Identifier</b>.</li> <li>• As of the 21C September Statutory Maintenance Pack, to exclude a retiree TRU, enter <b>EXCLUDE</b> for <b>Form 1099-R Client Identifier</b>.</li> </ul>

What you need to configure	How you do it
	<p><b>Note:</b> Excluded TRUs aren't reported on the audit report or output file. If you mark a TRU for exclusion, it won't be included on the monthly or quarterly tax file, even if it has payroll activity for the reporting period.</p>
TRUs for retirees	<p>A single periodic file can include tax info from both employee and retiree TRUs. However, they must be in separate batches.</p> <p><b>Note:</b> If your payroll includes retirees, you must perform special configuration for organizations. For further info, see Oracle Cloud Human Capital Management for the United States: Retiree Implementation and Use Guide (2461709.1) on My Oracle Support.</p>
TRUs for US territories	<p>For TRUs belonging to US territories, use <b>Territory Identifier</b> in the <b>Territory Rules</b> section. Leave this field blank for continental US TRUs.</p>
California employees	<p>If you have employees in California, provide your Wage Plan Code:</p> <ul style="list-style-type: none"> <li>• At the PSU level, use the Legal Entity HCM Information task</li> <li>• At the TRU level, use the Legal Reporting Unit HCM Information task</li> </ul> <p>Reenter the value in <b>Wage Plan Code</b> at the <b>Regional</b> level.</p> <p>Entering a value at TRU level overrides the value for the PSU. You can override both on an individual employee's reporting card.</p> <p>For further info, see California Wage Plan Code in the Help Center.</p>
New Jersey employees	<p>If you have employees in New Jersey, provide your family leave insurance (FLI) plan and disability plan types.</p> <p>If you're opting for private plans, provide the plan numbers as well. Use the Legal Reporting Unit HCM Information task to enter these values at the <b>Regional</b> level. If you're using private plans, the plan numbers are displayed on the employee W-2.</p> <p>For further info, see the following in the Help Center.</p> <ul style="list-style-type: none"> <li>• New Jersey Family Leave Insurance</li> <li>• New Jersey Disability Insurance</li> </ul>
Combined-filer status for Pennsylvania	<p>If you're registered as a combined filer for Pennsylvania Act 32 taxes, provide your Tax Collection District (TCD) combined-filing proxy.</p> <ul style="list-style-type: none"> <li>• At the PSU level, use the Legal Entity Calculation Cards task</li> <li>• At the TRU level, use the Legal Reporting Unit Calculation Cards task</li> </ul> <p>Enter the value in <b>TCD Combined Proxy Filing</b> for your Pennsylvania <b>State Income Tax</b> calculation component. If you're opting to become a combined filer after your initial implementation, set this field only after completing all your payroll runs for the current year. For new implementations, set this field before running your first payrolls.</p>

What you need to configure	How you do it
	<p><b>Note:</b> Pennsylvania Act 32 tax collectors require you have combined filing designation for a full calendar year to the same tax collector. Don't change this designation midyear, as it would cause the tax-filing extract to report multiple rows incorrectly on your tax files.</p> <p>After you set this value, the payroll process populates it in run results for the Tax Collection District Code on:</p> <ul style="list-style-type: none"> <li>• City Tax elements</li> <li>• Local Wages and Taxes elements</li> </ul> <p>If you're not a combined filer, there's no configuration required. The payroll process populates the Tax Collection District Code in run results according to Pennsylvania Act 32 requirements.</p>

*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)

## Required W-2 Box-14 Info for Third-Party Tax Reporting for the US

Your employee Form W-2 might require additional configuration to report the correct info in Box 14.

This includes:

- State and local deductions
- Additional entries not included by ADP

### State and Local Deductions

This table lists the predefined state and local entries that display automatically in Box 14 on the Cloud HCM Form W-2.

State	Description	Box 14 Label
Alabama	Overtime Exempt Wages	EX OT
Alaska	State Unemployment Insurance	AK SUI
California	State Disability Insurance	CA SDI
Colorado	Colorado Occupational Tax	CO_OPT_EE
Colorado	Family Leave Insurance	FAMLI
Connecticut	Family Leave Insurance	CTPL

State	Description	Box 14 Label
Hawaii	State Disability Insurance	HI SDI
Kentucky	Boone County Mental Health Tax	BOONMH
Massachusetts	Family and Medical Leave	MA PFML
New Jersey	Family Leave Insurance	FLI
New Jersey	State Disability Insurance	DI
New Jersey	State Disability Insurance Private Plan Number	DI P.P #
New Jersey	Unemployment Insurance, Workforce Development Partnership Fund, Supplemental Workforce Fund	UI/WF/SWF
New York	Family Leave Insurance	NYFLI_EE
New York	State Disability Insurance	NY SDI
Oregon	Family Leave Insurance	OR FLI
Oregon	Oregon Transit Tax	ORSTT W/H
Pennsylvania	Employee State Unemployment Tax	PA_SUI_EE
Pennsylvania	Local Services Tax	PA LST
Rhode Island	State Disability Insurance	RI SDI
Vermont	Child Care Contribution	VTCCC
Washington	Family Leave Insurance	WA FLI
Washington	Long Term Care	WA LTC

However, the Cloud HCM Form W-2 and the third-party quarterly employee tax extract don't capture some federal and state-specific deductions. For example:

- California Voluntary Plan for Disability Insurance
- Maine Public Employees Retirement System contribution

- Maryland state retirement pickup amount

To configure your year-end data to populate Box 14 with this deduction info and pass it as a B record on the third-party quarterly employee tax extract:

1. Feed the appropriate W2 Box 14 balance.
2. Update the meaning of the corresponding lookup code of the ORA\_HRX\_US\_W2\_BOX\_14\_USER\_DFND lookup type.

The text you type becomes the label text appearing on the W-2 Box 14.

**Note:** This box has a 15-character limit. If you're exporting your payroll data to ADP, they enforce a 10-character limit.

3. You must perform additional configuration if multiple states share the balance you're using, such as for Family Leave Insurance.

## Additional Entries Not Included by ADP

If you're using ADP to generate your Form W-2s, some entries included by Cloud HCM are not included by ADP.

You must perform additional configuration to ensure they appear on the W-2s produced by ADP.

**Note:** You can skip these steps if you're using the HCM Cloud W-2 Employee Report to generate your W-2s. This process already includes the Box 14 entries as documented above.

These steps include this info on the third-party quarterly employee tax extract as a B record. These steps don't affect any HCM Cloud W-2 processes.

1. Start the Enterprise HCM Information task.
2. Go into Edit mode.
3. In **US Balance Definition**, click **Add Row**.
4. Enter the following.

Field name	What you enter
Legislative Data Group Name	Select a US legislative data group.
Archive Level	Select the archive level appropriate to the level of the balance.  <b>Note:</b> Don't select <b>Federal</b> for any state or local entries. <b>Federal</b> is for balances with no area contexts.
Category	Select <b>Withheld or Liability</b> .
Balance Name	Select the balance name as the source for the Box 14 value.

Field name	What you enter
Tax Code	<p>Specify the tax code.</p> <p>The code must follow this naming convention to pass the info to the B record. The jurisdiction you define must match the archive level you select.</p> <ul style="list-style-type: none"> <li>○ Start with BREC_</li> <li>○ Jurisdiction identifier</li> <li>- Federal: No value needed</li> <li>- State: 2-character state postal code</li> <li>- County: 2-character state postal code, followed by 3-character county geocode</li> <li>- City: 2-character state postal code, followed by 3-character county geocode, and 4-character city geocode</li> <li>- School district: 2-character state postal code, followed by 5-character school district geocode</li> <li>○ Another underscore</li> <li>○ Box 14 label</li> </ul> <p><b>Note:</b> ADP has a 10-character limit for this label.</p> <p><b>Note:</b> If the tax code exists in multiple jurisdictions, use the Balances task to define each as a separate balance definition.</p>
Type	Select <b>Balance</b> .
Report Usage	Select <b>Quarterly</b> .

### Sample Tax Codes

Archive level	Balance name	Tax code	Description
State	Family Leave Insurance Employee Withheld	BREC_WA_WA FLI	Washington Family Leave Insurance with <b>WA FLI</b> as the Box 14 label
State	Family Leave Insurance Employee Withheld	BREC_NY_NY PFL	New York Family Leave Insurance with <b>NY PFL</b> as the Box 14 label

Archive level	Balance name	Tax code	Description
County	Mental Health Tax Withheld	BREC_KY015_BOONMH	Boone County, Kentucky mental health tax with <b>BOONMH</b> as the Box 14 label
City	Head Tax Withheld	BREC_CO0310140_CO_OPT_EE	Denver, Colorado occupational privilege tax with <b>CO_OPT_EE</b> as the Box 14 label
City	Head Tax Withheld	BREC_PA0017254_PA LST	Abbottstown Boro, Pennsylvania local service tax with <b>PA LST</b> as the Box 14 label

*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)

## Required Work Structure Info for Third-Party Tax Reporting for the US

Your tax-filing supplier requires your extract to include the appropriate work structure-related info for accurate reporting.

**Note:** These requirements don't apply to retirees and 1099-R reporting.

Work structure	What you need to configure	How you do it
Location	Employer Unit Number	<p>Some states require an Employer Unit Number. For locations in those states, use the Locations task to enter your <b>Employer Unit Number</b> in the <b>United States Unemployment Reporting Information</b> section.</p> <p>This value is a 3, 4, or 5-digit number, depending on the state.</p> <p>This is required for New Mexico, Massachusetts, Minnesota, Iowa, and Michigan.</p> <p>Indiana requires the 3-digit code if:</p> <ul style="list-style-type: none"> <li>• You're assigned a single enterprise filing status by the Indiana Department of Workforce Security</li> </ul>

Work structure	What you need to configure	How you do it
		<ul style="list-style-type: none"> <li>You elected to report multiple locations with the Department of Workforce Security</li> </ul>
Job	Standard Occupational Classification	<p>When setting up your jobs, some states require they have a Standard Occupational Classification. For jobs in those states, use the Jobs task to enter their <b>Standard Occupational Classification</b> in the <b>United States Job Information</b> section. Enter this value as <b>99-9999</b> or <b>99-9999.99</b>, depending on the state.</p> <p><b>Note:</b> There's no validation on this field, so make sure you use the correct format.</p> <p>This is required for:</p> <ul style="list-style-type: none"> <li>Alaska</li> <li>Indiana</li> <li>Louisiana</li> <li>South Carolina</li> <li>Washington</li> <li>West Virginia</li> </ul> <p>However, consider adding it to all jobs. For further info on SOC codes, see the Bureau of Labor Statistics website. Search for the Standard Occupational Classification page.</p> <p>For employees in Alaska, you can override this value on their Reporting card. This is passed on the quarterly file. See the Reporting Information Card section.</p>
	Name	<p>Louisiana, Washington, and West Virginia require either the standard occupational classification or the job title. This field is passed on the quarterly file for all employees.</p>

*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)

## Required Worker Info for Third-Party Tax Reporting for the US

The third-party tax filing extracts include employee and retiree data. They pass data for person types that support payroll processing. In addition to the fields required for HR and payroll processing, there are some fields that might be needed for accurate reporting.



See the following for details.

For these fields	Consider the following																				
Birth Date	<p>Use <b>Date of Birth</b> either in the Person task or through the New Hire flow.</p> <p>The quarterly tax file passes this value for all employees. ADP uses this value in these cases.</p> <ul style="list-style-type: none"> <li>• Puerto Rico employees reporting Code E in Box 16 or 16A of their Form W-2PR.</li> <li>• Employees subject to Washington Long Term Care tax.</li> </ul>																				
Employee ID	<p>The employee ID is passed on the E record for the monthly and quarterly files. This 12-digit code is derived for both employees and retirees by the following.</p> <ul style="list-style-type: none"> <li>• First two characters of the first name</li> </ul> <p>If the first name is missing, uses literal FF.</p> <ul style="list-style-type: none"> <li>• First two characters of the last name</li> <li>• 8 digits from the National Identifier</li> </ul> <p>It uses the following matrix to determine which digits to use.</p> <table border="1" data-bbox="591 926 1105 1283"> <thead> <tr> <th>National ID Digit</th> <th>Code Position</th> </tr> </thead> <tbody> <tr><td>1</td><td>Drop</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>8</td></tr> <tr><td>5</td><td>7</td></tr> <tr><td>6</td><td>4</td></tr> <tr><td>7</td><td>3</td></tr> <tr><td>8</td><td>6</td></tr> <tr><td>9</td><td>5</td></tr> </tbody> </table> <p>For example, John Smith 123-45-6789 would become JOSM32769854.</p> <p>You can use this value to search for employees in MasterTax. It isn't used by ADP.</p>	National ID Digit	Code Position	1	Drop	2	2	3	1	4	8	5	7	6	4	7	3	8	6	9	5
National ID Digit	Code Position																				
1	Drop																				
2	2																				
3	1																				
4	8																				
5	7																				
6	4																				
7	3																				
8	6																				
9	5																				
Social Security Number Individual Taxpayer Identification Number	<p>The employee's primary national identifier is passed on the E record. This can be either their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), whichever is most recent.</p> <p>If you update this identifier during the year, confirm that the extract passes the correct number to the provider. You might need to send corrected quarter files with the proper identifier.</p> <p><b>Note:</b> If your employee has no SSN or ITIN, it's your responsibility to create a unique number (across all employees) for them until the valid identifier is available. Follow the guidance above when updating this identifier during the year.</p> <p>For further info, see your provider's documentation.</p>																				

For these fields	Consider the following
Taxpayer Identification Number	<p>This is for retirees only. The Taxpayer Identification Number (TIN) is used when retiree payments and Form 1099-R are issued to a nonperson entity, such as an estate. This number is passed on the E record in the quarterly file.</p> <p>The extract uses the SSN or ITIN. If neither exist, it uses the TIN.</p>
Part Time Status	<p>For part-time employees in Indiana, Vermont, and Puerto Rico, use the Employment task to specify the correct setting on either <b>Assignment Category</b> or <b>Full Time or Part Time</b>.</p>
Hourly Paid or Salaried	<p>Use the Employment task to specify the correct setting for this field.</p> <p>This is required only for Vermont.</p>
Working at Home	<p>Use the Employment task to specify the correct setting for this field.</p> <p>This is required only for Ohio localities.</p>
Worker's Hourly Pay Rate	<p>This field is derived by dividing the SIT Gross Wages QTD by the State Worked Hours values.</p> <p>This is required for Vermont and Louisiana.</p>
Home Address	<p>The quarterly tax file always passes the home address in the US. If the worker has multiple home addresses for different countries, quarterly tax file passes the US address only.</p> <p>If the worker has multiple home addresses for different countries, monthly tax file passes the US address only.</p>
Mailing Address	<p>If you have provided a mailing address for the person, the quarterly tax file passes it in addition to their home address.</p> <p>International mailing addresses have special considerations. You must include the complete international address in the <b>Address Line 1</b>, <b>Address Line 2</b>, and <b>City</b> fields. The extract doesn't pass the state code and postal code on the quarterly tax file for these addresses. It concatenates the country name to the <b>City</b> field and passes the value on the tax file. For further info, see your third-party supplier documentation.</p>
Year-End Form Print Preferences	<p>You can deliver your year-end forms to employees in either paper format or digitally.</p> <p>As an employer operating in the US and its territories, you can change the default preferences at the enterprise and employee levels.</p> <p>The Third-Party Quarterly Tax Filing Extract passes these preferences to your third-party provider.</p> <ul style="list-style-type: none"> <li>• For terminated employees, the extract overrides the print preference value and enforces print delivery.</li> <li>• For retirees, the default is to not pass an indicator. This automatically defaults to print.</li> <li>• For employees in US territories, this field uses the W_2 document type to derive the print preferences.</li> </ul> <p>For further info, see Configure the Form W-2 in the Help Center.</p>

*Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)

## Run the Third-Party Tax Filing Interface for the US

The Third-Party Tax Filing Interface assists you in outsourcing your tax filing through a third party, such as ADP, MasterTax, and Ceridian.

This third-party interface supports the following scenarios for tax filing.

- Quarterly tax reporting for employees
- Quarterly tax reporting for retirees
- Monthly tax reporting
- Periodic tax reporting
- Generating the detailed audit report
- Separate liability payment reporting on the periodic extract

**Note:** You must have properly configured the Oracle Fusion Human Capital Management application for tax interface reporting prior to running any extract.

### Quarterly Tax Reporting for Employees

This extract uses payroll data to file quarterly and annual returns and, optionally, to print employee W-2s. For further info, see [Third-Party Quarterly Tax Filing Extract](#) in the Help Center.

Use the Run Third-Party Quarterly Tax Filing Extract flow to extract the payroll data to an output file. This flow includes employees with any action for the entire year. It always includes year-to-date balances, even if no transaction occurred in the quarter being reported; however, you can manually exclude tax reporting units (TRUs) from processing. For further info, see [Configuration Requirements for Third-Party Tax Filing](#) on the Help Center.

To run this extract:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Third-Party Quarterly Tax Filing Extract**.
5. Enter the following.

Field name	How you use it
Extract Tax Quarter	The quarter you're reporting on. For example, enter 3 for the third quarter.
Extract Tax Year	The 4-digit year you're reporting upon. For example, enter 2021.
Payroll Statutory Unit	The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

Field name	How you use it
Tax Reporting Unit	The TRU you want to report upon. If you leave it blank, the flow runs against all TRUs.
Process Configuration Group	Process configuration group for logging and performance purposes.
Submission Type	<p>Select <b>Original</b>.</p> <p>For late current quarterly filings, select <b>Exception Late Original File</b>.</p> <p>For closed-quarter amended files, select <b>Amendment File</b>. For these filings, you must also specify:</p> <ul style="list-style-type: none"> <li>○ Issue Identification Date</li> <li>○ Appropriate reason codes</li> <li>○ Special Instructions Needed</li> </ul> <p>For changes to employee W-2s, select <b>W-2 Management File</b>. Specifying the additional fields isn't required but is recommended.</p>
Issue Identification Date	<p>The date you identified the error.</p> <p>Required for Amendment File submission types. Recommended for W-2 Management File submission types.</p>
Reason Code 1 through 10	<p>The amendment reason codes. Some amendment reason codes also require additional reason codes.</p> <p><b>Note:</b> In responsive UIs, the list of values returns a maximum of 25 values. Enter an appropriate value to filter the list or enter the reason code directly.</p> <p>For example, to use the 1A code, enter <b>1A</b> directly. To find the Administrative error code, enter <b>Admin</b> in the description. The more detailed your search value, the more useful the results will be.</p> <p>Required for Amendment File submission types. Recommended for W-2 Management File submission types.</p> <p>For further info, see your third-party supplier documentation.</p>
Special Instructions Needed	Enter <b>Yes</b> if the amendment requires any special instructions for the third-party provider.

Field name	How you use it
	Required for Amendment File submission types. Recommended for W-2 Management File submission types.

**Note:** Submission type, issue identification date, the reason codes, and the special instructions are specific to ADP. For further info about these fields, see their documentation. Based on what you enter, ADP performs additional validations. You might have to resubmit your file if the appropriate parameters aren't correctly populated. These fields aren't used by MasterTax.

- Submit the flow. Upon successful completion, it creates two output files.

Output file	How you use it
ADPQuarterlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyQuarterlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has no employee-level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

- Review the audit report for totals sent on the file.
- Upload the tax file to your third-party tax filing provider.

## Quarterly Tax Reporting for Retirees

This extract uses your retiree payment data to file quarterly and annual returns and, optionally, to enable your third-party provider to print retiree 1099-R forms. Use the Third-Party Quarterly Tax Filing Extract for Retirees flow to extract the retiree payment data to an output file. This flow includes retirees with any action for the entire year. It always includes year-to-date balances, even if no transaction occurred in the quarter being reported.

For further info, see Third-Party Quarterly Tax Filing Extract for Retirees in the Help Center.

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Select your US LDG.
- Search for and select **Third-Party Quarterly Tax Filing Extract for Retirees**.
- Enter the following.

Field name	How you use it
Extract Tax Quarter	The quarter you're reporting on. For example, enter 3 for the third quarter.
Extract Tax Year	The 4-digit year you're reporting upon. For example, enter 2011.

Field name	How you use it
Payroll Statutory Unit	The PSU you want to report upon. If you leave it blank, the flow runs against all PSUs.
Tax Reporting Unit	<p>The TRU you want to report upon. If you leave it blank, the flow runs against all TRUs.</p> <p><b>Note:</b> For retirees, a TRU represents a distribution code. Don't run this extract by individual TRU.</p>
Process Configuration Group	Process configuration group for logging and performance purposes.
Submission Type	<p>Select <b>Original</b>.</p> <p>For late current quarterly filings, select <b>Exception Late Original File</b>.</p> <p>For closed-quarter amended files, select <b>Amendment File</b>. For these filings, you must also specify:</p> <ul style="list-style-type: none"> <li>○ Issue Identification Date</li> <li>○ Appropriate reason codes</li> <li>○ Special Instructions Needed</li> </ul>
Issue Identification Date	<p>The date you identified the error.</p> <p>Required for Amendment File submission types.</p>
Reason Code 1 through 10	<p>The amendment reason codes. Some amendment reason codes also require additional reason codes.</p> <p><b>Note:</b> In responsive UIs, the list of values returns a maximum of 25 values. Enter an appropriate value to filter the list or enter the reason code directly.</p> <p>For example, to use the F1 code, enter <b>F1</b> directly. To find the FFCRA code, enter <b>FF</b> in the description. The more detailed your search value, the more useful the results will be.</p> <p>Required for Amendment File submission types.</p> <p>For further info, see your third-party supplier documentation.</p>
Special Instructions Needed	<p>Enter <b>Yes</b> if the amendment requires any special instructions for the third-party provider.</p> <p>Required for Amendment File submission types.</p>

Field name	How you use it

**Note:** Submission type, issue identification date, the reason codes, and the special instructions are specific to ADP. For further info about these fields, see their documentation. Based on what you enter, ADP performs additional validations. You might have to resubmit your file if the appropriate parameters aren't correctly populated. These fields aren't used by MasterTax.

- Submit the flow. Upon successful completion, it creates two output files.

Output file	How you use it
ADPQuarterlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyQuarterlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has no retiree-level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

- Review the audit report for totals sent on the file.
- Upload the tax file to your third-party tax filing provider.

## Monthly Tax Reporting

Use the Third-Party Monthly Tax Filing Extract flow to extract monthly payroll data to an output file. This tax extract doesn't include retirees.

Use this extract for	What it does
State unemployment wage and tax reporting	This extract uses payroll data to report state unemployment wages and taxes on a monthly basis. Currently, Illinois is the only state requiring this reporting.
Pennsylvania Act 32 combined filing	This extract passes Pennsylvania Act 32 earned income tax (EIT) data to support combined filing.  <b>Note:</b> Not all third-party tax filing providers support combined filing. Confirm with your provider that they support filing to your chosen tax collector.

**Note:** If you opt to include Pennsylvania Act 32 data, the output file includes both Illinois and Pennsylvania data.

For further info, see Third-Party Monthly Tax Filing Extract in the Help Center.

Before you start, consider the following.

- If you're a Pennsylvania Act 32 combined filer only, you run this extract monthly.
- If you're an Illinois filer only, don't run this extract on the months you run the quarterly extract.
- If you're a Pennsylvania Act 32 combined filer and an Illinois filer, run this extract monthly.

The third-party tax provider ignores the Illinois data for months 3, 6, 9, and 12. The quarterly tax file processes your Illinois data for those months.

- The monthly tax file doesn't include:
  - Philadelphia jurisdictions
  - Pennsylvania Local Service Taxes
  - Retirees

Neither is part of combined filing.

- The monthly tax file doesn't include employee year-to-date totals for Pennsylvania Act 32 EIT data if there was no activity for that jurisdiction in the current month.

The third-party tax filing provider uses data in the fourth quarterly file for your annual tax filings.

- Configure your designated tax collector for Pennsylvania Act 32 combined filing through your third-party tax provider. The monthly file doesn't include it.
- If you're registered as a combined filer for Pennsylvania Act 32 taxes, provide your Tax Collection District (TCD) combined-filing proxy.

For further info, see Configuration Requirements for Third-Party Tax filing in the Help Center.

- The monthly tax file passes the employee's resident address.

To run this extract:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US LDG.
4. Search for and select **Third-Party Monthly Tax Filing Extract**.
5. Enter the following.

Field name	How you use it
Month	The month you want to report upon. For example, January, February, March, and so on.
Year	The 4-digit year you're reporting upon. For example, enter 2011.
Payroll Statutory Unit	The PSU you want to report upon. If you leave it blank, the flow runs against all PSUs.
Tax Reporting Unit	The TRU you want to report upon. If you leave it blank, the flow runs against all TRUs.



Field name	How you use it
Include Pennsylvania Data for Combined Filing	Select <b>Yes</b> to include Pennsylvania Act 32 data in the extract.
Process Configuration Group	Process configuration group for logging and performance purposes.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

- Submit the flow. Upon successful completion, it creates two output files.

Output file name	How you use it
ADPMonthlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyMonthlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has employee level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

- Review the audit report for totals sent on the file.
- Upload the tax file to your third-party tax filing provider.
- The monthly tax file passes the employee's resident address.

## Periodic Tax Reporting

This extract uses payroll data captured by the Archive Periodic Payroll Results flow to report tax liabilities on an as-needed basis. Payroll data captured by an extract run isn't recaptured in subsequent runs, even if you attempt to extract the same time period.

This extract reports the tax data by:

- TRU

**Note:** You can process employee and retiree TRUs in the same periodic file.

- Liability date
- Payroll frequency
- Tax code

**Note:** The extract file contains columns for both male and female employees.

- This extract doesn't use the **Male** count, so values in this column are always 0.
- The **Female** column represents the total count of all employees with wages subject to each tax type and payroll frequency. Each row represents a different tax type and payroll frequency combination.

Use the Third-Party Periodic Tax Filing Extract flow to extract the payroll data to an output file. For further info, see Third-Party Periodic Tax Filing Extract in the Help Center.

1. Run the necessary prerequisites for the Archive Periodic Payroll Results flow, such as payroll and prepayment.
2. Run the Archive Periodic Payroll Results flow.
3. From **My Client Groups**, click **Payroll**.
4. Click **Submit a Flow**.
5. Select your US LDG.
6. Search for and select **Third-Party Periodic Tax Filing Extract**.
7. Enter the following.

Field Name	How you use it
Periodic Extract Start Date	The start date of the reporting period. For example, enter 3/1/2021.
Periodic Extract End Date	The end date of the reporting period. For example, enter 3/15/2021.
Payroll Statutory Unit	The PSU you want to report upon. If you leave it blank, the flow runs against all PSUs.
Tax Reporting Unit	The TRU you want to report upon. If you leave it blank, the flow runs against all TRUs.
Check Date	The override for the liability date of all data you're sending on the periodic tax file.
Create Employee Detail Report	Select <b>Yes</b> to create a detailed audit report with employee-level info. Select <b>No</b> if you plan to generate the report independently. For further info, see Generating the Detailed Audit Report below.
Process Configuration Group	Process configuration group for logging and performance purposes.

When selecting data for extraction, use overlapping dates to ensure all appropriate periodic archives are captured.

8. Submit the flow. Upon successful completion, depending on your parameter selection, it creates up to three output files.

Output file	How you use it
ADPPeriodicTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.

Output file	How you use it
ThirdPartyPeriodicTaxExtractAudit	PDF file listing wage and tax data, organized by payroll frequency and tax code. This audit report has no employee-level detail.
ThirdPartyPeriodicTaxExtractAuditDetail	Pipe-delimited text file listing wage and tax data, organized by employee name, tax code, and payroll frequency. Use this report to reconcile to the audit report. This file is created only if you selected <b>Yes</b> for <b>Create Employee Detail Report</b> .
ThirdPartyMonthlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has employee-level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

9. Review the Audit and Audit Detail reports for totals sent on the file.
10. Upload the tax file to your third-party tax filing provider.
11. For employers in Missouri, you must apply for your tax credit directly from the Missouri tax authority. The periodic extract file doesn't pass any year-to-date withheld amounts.

## Generate the Detailed Audit Report

You can generate the detailed audit report as part of the Third-Party Periodic Tax Filing Extract flow. To generate this report independently:

1. Run the necessary prerequisites for the detailed audit report, such as the Archive Periodic Payroll Results flow and the Third-Party Periodic Tax Filing Extract.
2. From **My Client Groups**, click **Payroll**.
3. Click **Submit a Flow**.
4. Select your US LDG.
5. Search for and select **Third-Party Tax Filing Audit Report Detail**.
6. Enter the following.

Field name	How you use it
Periodic Extract Start Date	Start date of the reporting period. For example, enter 3/1/2021.
Periodic Extract End Date	End date of the reporting period. For example, enter 3/15/2021.
Flow Name	Name of a particular periodic tax filing flow to report upon.
Tax Reporting Unit	TRU you want to report upon. If you leave it blank, the flow runs against all TRUs.
Employee Name	Name of a particular employee to report upon.

Field name	How you use it
	<p><b>Note:</b> You can't select a retiree in this field. However, if you leave this field blank, the flow runs for all retirees.</p>
Process Configuration Group	Process configuration group for logging and performance purposes.

- Submit the flow. Upon successful completion, it creates one output file.

Output file	How you use it
ThirdPartyTaxFilingAuditRepotDetail	Pipe-delimited text file listing wage and tax data by employee and tax code. Use this report to reconcile to the audit report generated by the Periodic Tax Filing Extract.

- Review the Audit and Audit Detail reports for totals sent on the file.

## Separate Liability Payment Reporting on the Periodic Extract

For periodic tax reporting, you might want to capture the individual payments made toward a liability and the dates they were paid.

To report these payments separately on the periodic extract:

- Run the necessary prerequisites for the Archive Periodic Payroll Results flow, such as payroll and prepayments.
- Run the Archive Periodic Payroll Results flow date effective for each payment made toward the liability.
- Run the extract, and submit the tax info according to standard periodic reporting.
- If required, use **Check Date** to specify an override liability date.

This applies a single liability date to all data on the extract, regardless of when you archived it.

For further info, see Payment Date Options for Tax Liabilities in the Help Center.

### Related Topics

- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Quarter-End Processing for the US](#)
- [Third-Party Monthly Tax Filing Extract](#)
- [Third-Party Periodic Tax Filing Extract](#)
- [Third-Party Quarterly Tax Filing Extract](#)

## Third-Party Monthly Tax Filing Extract

The Third-Party Tax Filing Interface assists you in out-sourcing your tax filing through a third party. It provides extracts for quarterly, monthly, and periodic reporting.

The monthly extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Third-Party Monthly Tax Filing Extract**.

### Before You Begin

Complete all payroll processing for the month.

This extract supports Illinois unemployment and Pennsylvania Act 32 combined filing. Run this extract with the quarterly extract according to your business needs.

If you're	Then you
Pennsylvania Act 32 combined filer only	Run this extract monthly.
Illinois filer only	Don't run this extract on the months you run the quarterly extract.
Both Pennsylvania Act 32 combined filer and Illinois filer	Run this extract monthly. Your third-party tax provider ignores the Illinois data for months 3, 6, 9, and 12. The quarterly tax file processes your Illinois data for those months.

### Report Parameters

#### Month

The month you want to report upon. For example, enter 2 for February.

#### Year

The 4-digit year you're reporting upon. For example, enter 2018.

#### Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

#### Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

#### Include Pennsylvania Data for Combined Filing

Select **Yes** to include Pennsylvania earned income tax data.

### Process Configuration Group

Process configuration group for logging and performance purposes.

## Extract Output

The monthly extract produces two output files.

Output file	How you use it
ADPMonthlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyMonthlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report does have employee-level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

### Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Year	Year you're reporting on
Month	Month you're reporting on
Include Pennsylvania Data for Combined Filing	Yes or No to indicate whether to include this data
LDG	Your US legislative data group
Report Category Name	US_THIRD_PARTY_MONTHLY_TAX_EXTRACT

### Summary Tables

This section includes monthly, quarterly, and yearly tables with the following.

Value	What this is
Tax Reporting Unit	TRU you're reporting on
Gross	Combined Gross balance for all employees

Value	What this is
Subject	Combined Reduced Subject Withholdable balance plus any applicable Subject not Withholdable for all employees
Taxable	Combined Taxable balance for all employees
Liability	Combined Liability or Withheld balance for all employees

**Note:** If you elected to include Pennsylvania data, this data is included in these totals.

### Detail MTD

This section includes tables with the following columns, sorted by:

1. Client identifier
2. TRU
3. State tax code
4. Full name

Value	What this is
State Tax Code	Oracle Fusion Global Payroll tax code
Full Name	Name of the person
Employee Number	Employee number of the person
Gross	Illinois SUI Employer Gross balance  <b>Note:</b> The monthly extract output file doesn't include gross balances.
Subject	Illinois SUI Employer Reduced Subject Withholdable balance
Taxable	Illinois SUI Employer Taxable balance
Liability	Illinois SUI Employer Liability balance

If you elected to include Pennsylvania data, it appears in a separate section with the following, sorted by:

1. Client identifier
2. TRU
3. Local tax code
4. Full name

Value	What this is
Local Tax Code	Oracle Fusion Global Payroll tax code
Full Name	Name of the person
Employee Number	Employee number of the person
Gross	Local Gross balance  <b>Note:</b> The monthly extract output file doesn't include gross balances.
Subject	Local Reduced Subject Withholdable balance plus Local Subject not Withholdable balance
Taxable	Local Reduced Subject Withholdable balance plus Local Subject not Withholdable balance
Liability	Local Withheld balance

*Related Topics*

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Run the Third-Party Tax Filing Interface for the US](#)

## Third-Party Periodic Tax Filing Extract

The Third-Party Tax Filing Interface assists you in out-sourcing your tax filing through a third party. It provides extracts for quarterly, monthly, and periodic reporting.

The periodic extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report
- Detailed audit report

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Third-Party Periodic Tax Filing Extract**.



## Before You Begin

Before generating the periodic extract:

1. Run the necessary prerequisites for the Archive Periodic Payroll Results flow, such as payroll and prepayments.
2. Successfully run the Archive Periodic Payroll Results flow.

## Report Parameters

### Periodic Extract Start Date

The start date of the reporting period. For example, enter 3/1/2018.

**Note:** When selecting data for extraction, use overlapping dates to ensure you're capturing all appropriate periodic archives.

### Periodic Extract End Date

The end date of the reporting period. For example, enter 3/15/2018.

### Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

### Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

### Check Date

The override for the liability date of all data you're sending on the periodic tax file.

### Create Employee Detail Report

Select **Yes** to create a detailed audit report with employee-level info. Select **No** if you plan to generate the report independently.

For further info, see Audit Output Files below.

### Process Configuration Group

Process configuration group for logging and performance purposes.

## Extract Output

Depending on your parameter selections, the periodic extract can produce three output files.

Output file	What this is
ADPPeriodicTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyPeriodicTaxExtractAudit	PDF file listing wage and tax data, organized by payroll frequency and tax code. This audit report has no employee level detail.
ThirdPartyPeriodicTaxExtractAuditDetail	Pipe-delimited text file listing wage and tax data, organized by employee name, tax code, and payroll frequency. Use this report to reconcile to the audit report.

Output file	What this is
	<p>This file is created only if you selected <b>Yes</b> for <b>Create Employee Detail Report</b>.</p> <p><b>Note:</b> You can also generate this report stand-alone by running the Third-Party Tax Filing Audit Report Detail flow. For further info, see Third-Party Tax Filing Audit Report Detail in the Help Center.</p>

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

### Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Legislative Data Group	Your US legislative data group
Process Start Date	Start date of the reporting period
Process End Date	End date of the reporting period
Override Payment Date	Override as specified at extract time with the <b>Check Date</b> parameter
Create Employee Detail Report	Identifies if you opted to generate the detail report during extract submission
Report Category Name	US Third Party Periodic Tax Extract
Flow Name	Flow name as specified when you ran the extract

### Summary by Tax Code

This section includes the following.

Value	What this is
Tax Level	<p>Values can be:</p> <ul style="list-style-type: none"> <li>• Federal</li> <li>• State</li> <li>• County</li> <li>• City</li> <li>• School</li> </ul>

Value	What this is
Tax Code	Oracle Fusion Global Payroll tax code
State	Applicable state of the tax
County/City/School	Applicable locality of the tax
Gross	Combined Gross tax balance for all employees and retirees
Subject	Sum of the following balances for all employees and retirees: <ul style="list-style-type: none"> <li>• Reduced Subject Withholdable</li> <li>• Subject Not Withholdable</li> </ul>
Taxable	Combined Taxable balance for all employees and retirees
Withheld	Combined Total Withheld balance for all employees and retirees

### Summary by Tax Reporting Unit and Payroll Frequency

This section includes the following, sorted by:

1. TRU
2. Payroll frequency
3. Process date

Value	What this is
Tax Reporting Unit/Payroll Frequency	TRU and pay frequency
1099-R Code	For retiree TRUs, the Form 1099-R Distribution Code you have assigned
Process Date	Date the payroll data was processed
Gross	Combined Gross tax balance for all employees and retirees
Subject	Sum of the following balances for all employees and retirees: <ul style="list-style-type: none"> <li>• Reduced Subject Withholdable</li> <li>• Subject Not Withholdable</li> </ul>
Taxable	Combined Taxable balance for all employees and retirees
Deposit Withheld	Total amount withheld and due for deposit to the third-party tax filing supplier

### Details by Tax Reporting Unit by Payroll Frequency

This section includes the following, sorted by:

1. Process date
2. TRU
3. Payroll frequency
4. Tax code

Value	What this is
Process Date	Date the payroll data was processed
Client Identifier	Client identifier as issued by your third-party tax filing supplier
Tax Reporting Unit/Payroll Frequency	TRU and pay frequency
Tax Code	Oracle Fusion Global Payroll tax code
State	Applicable state of the tax
County/City/School	Applicable locality of the tax
Gross	Combined Gross tax balance for all employees and retirees
Subject	Sum of the following applicable tax balances for all employees and retirees: <ul style="list-style-type: none"> <li>• Reduced Subject Withholdable</li> <li>• Subject Not Withholdable</li> </ul>
Taxable	Combined Taxable balance for all employees and retirees
Withheld	Combined Total Withheld balance for all employees and retirees

This pipe-delimited audit detail report is suitable for viewing through a spreadsheet application, such as Microsoft Excel. For further info, see [Third-Party Tax Filing Audit Report Detail](#) in the Help Center.

*Related Topics*

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Run the Third-Party Tax Filing Interface for the US](#)
- [Third-Party Tax Filing Audit Report Detail](#)

## Third-Party Quarterly Tax Filing Extract

The Third-Party Tax Filing Interface assists you in out-sourcing your employee tax filing through a third party.

It provides extracts for quarterly, monthly, and periodic reporting.

The quarterly extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Third-Party Quarterly Tax Filing Extract**.

**Note:** To generate pay data for retirees, use the Third-Party Quarterly Tax Filing Extract for Retirees flow. For further info, see Third-Party Quarterly Tax Filing Extract for Retirees in the Help Center.

## Before You Begin

Complete all payroll processing for the quarter. For further info, see Quarter-End Processing for the US in the Help Center.

## Report Parameters

### Extract Tax Quarter

The quarter you're reporting on. For example, enter 3 for the third quarter.

### Extract Tax Year

The 4-digit year you're reporting upon. For example, enter 2018.

### Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

### Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

### Process Configuration Group

Process configuration group for logging and performance purposes.

### Submission Type

- Select **Exception Late Original File** for late current quarterly filings.
- Select **Amendment File** for closed-quarter amended files. For this type, you must also specify an issue identification date, the appropriate reason codes, and any special instructions needed.
- Select **W-2 Management File** for changes to employee W-2s. Specifying the additional fields isn't required but is recommended.
- For all others, select **Original**.

### Issue Identification Date

The date when you had enough knowledge to correct the discovered error.

Required for Amendment File submission types. Recommended for W-2 Management File submission types.

### Reason Code 1 through 10

The amendment reason codes. Some amendment reason codes also require additional reason codes.

Required for Amendment File submission types. Recommended for W-2 Management File submission types.

For further info, see your third-party supplier documentation.

### Special Instructions Needed

Enter **Yes** if the amendment requires any special instructions for the third-party provider.

Required for Amendment File submission types. Recommended for W-2 Management File submission types.

## Extract Output

The quarterly extract produces two output files.

Output file	What this is
ADPQuarterlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyQuarterlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has no employee-level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

### Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Year	Year you're reporting on
Quarter	Quarter you're reporting on
Submission Type	Submission type you selected
Issue Identification Date	Issue identification date for Amendment File and W-2 Management File submissions
Reason Code 1 - 10	Reason codes for Amendment File and W-2 Management File submissions
Special Instructions Needed	Special instructions needed for Amendment File and W-2 Management File submissions
LDG	Your US legislative data group

Value	What this is
Report Category Name	US_THIRD_PARTY_QUARTERLY_TAX_EXTRACT
Flow Name	Flow name you provided when you ran the extract

### Summary Tables

This section includes quarterly and yearly tables with the following.

Value	What this is
Tax Reporting Unit	TRU you're reporting on
Gross	Combined quarterly or yearly gross tax balance of all employees for this TRU, applicable to all tax codes
Subject	Combined quarterly or yearly subject wages of all employees for this TRU, applicable to all tax codes
Taxable	Combined quarterly or yearly taxable wages of all employees for this TRU, applicable to all tax codes
Withheld	Combined quarterly or yearly taxes withheld for this TRU, applicable to all tax codes

### Detail Tables

This section includes quarterly and yearly tables with the following, sorted by:

1. Client identifier
2. TRU

Value	What this is
Tax Code	Oracle Fusion Global Payroll tax code
ST	Applicable state of the tax
City/County	Applicable locality of the tax
School or PSD	One of the following: <ul style="list-style-type: none"> <li>• School district name</li> <li>• Political subdivision code (PSD) of Pennsylvania Act 32 subject work location</li> </ul>
Gross	Combined quarterly or yearly gross tax balance for all employees
Subject	Quarter-to-date or year-to-date sum of the following applicable tax balances for all employees: <ul style="list-style-type: none"> <li>• Reduced Subject Withholdable</li> </ul>

Value	What this is
	<ul style="list-style-type: none"><li>Subject Not Withholdable balances</li></ul>
Taxable	Combined quarterly or yearly taxable balances for all employees
Withheld	Combined quarterly or yearly withheld balances for all employees

#### Related Topics

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Quarter-End Processing for the US](#)
- [Run the Third-Party Tax Filing Interface for the US](#)

## Third-Party Quarterly Tax Filing Extract for Retirees

The Third-Party Tax Filing Interface assists you in out-sourcing your retiree tax filing through a third party. It provides extracts for quarterly and periodic reporting.

The quarterly extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report

To run this flow:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Select your US legislative data group.
- Search for and select **Third-Party Quarterly Tax Filing Extract for Retirees**.

**Note:** To generate pay data for employees, use the Third-Party Quarterly Tax Filing Extract flow. For further info, see Third-Party Quarterly Tax Filing Extract in the Help Center.

### Before You Begin

Complete all payroll processing for the quarter. For further info, see Quarter-End Processing for the US in the Help Center.

### Report Parameters

#### Extract Tax Quarter

The quarter you're reporting on. For example, enter 3 for the third quarter.

#### Extract Tax Year

The 4-digit year you're reporting upon. For example, enter 2018.

#### Payroll Statutory Unit



The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

### Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

**CAUTION:** Don't run this extract for an individual TRU. For retirees, the TRU represents the distribution code and not the company. If you select a TRU, the flow generates incomplete data.

### Process Configuration Group

Process configuration group for logging and performance purposes.

### Submission Type

- Select **Exception Late Original File** for late current quarterly filings.
- Select **Amendment File** for closed-quarter amended files. For this type, you must also specify an issue identification date, the appropriate reason codes, and any special instructions needed.
- For all others, select **Original**.

### Issue Identification Date

The date when you had enough knowledge to correct the discovered error.

Required for Amendment File submission types.

### Reason Code 1 through 10

The amendment reason codes. Some amendment reason codes also require additional reason codes.

Required for Amendment File submission types.

For further info, see your third-party supplier documentation.

### Special Instructions Needed

Enter **Yes** if the amendment requires any special instructions for the third-party provider.

Required for Amendment File submission types.

## Extract Output

The quarterly extract produces two output files.

Output file	What this is
ADPQuarterlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyQuarterlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has no retiree-level detail.

**Note:** Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

### Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Year	Year you're reporting on
Quarter	Quarter you're reporting on
Submission Type	Submission type you selected
Issue Identification Date	Issue identification date for Amendment File
Reason Code 1 - 10	Reason codes for Amendment File submissions
Special Instructions Needed	Special instructions needed for Amendment File submissions
LDG	Your US legislative data group
Report Category Name	US_THIRD_PARTY_QUARTERLY_RETIREE_TAX_EXTRACT
Flow Name	Flow name you provided when you ran the extract

### Summary Tables

This section includes quarterly and yearly tables with the following.

Value	What this is
Payroll Statutory Unit	PSU you're reporting on
Tax Reporting Unit	TRU for the distribution code you're reporting on, within the selected PSU
Gross	Combined quarterly or yearly gross tax balance of all retirees for this PSU, with details for each distribution code, applicable to all tax codes
Subject	Combined quarterly or yearly subject wages of all retirees for this TRU, applicable to all tax codes
Taxable	Combined quarterly or yearly taxable wages of all retirees for this TRU, applicable to all tax codes
Withheld	Combined quarterly or yearly taxes withheld for this TRU, applicable to all tax codes

### Detail Tables

This section includes quarterly and yearly tables with the following, sorted by:

1. PSU

2. Form 1099-R client identifier
3. Distribution code TRU

Value	What this is
Tax Code	Oracle Fusion Global Payroll tax code
ST	Applicable state of the tax
Gross	Combined quarterly or yearly gross tax balance for all retirees
Subject	Quarter-to-date or year-to-date sum of the following applicable tax balances for all retirees: <ul style="list-style-type: none"> <li>• Reduced Subject Withholdable</li> <li>• Subject Not Withholdable balances</li> </ul>
Taxable	Combined quarterly or yearly taxable balances for all retirees
Withheld	Combined quarterly or yearly withheld balances for all retirees

*Related Topics*

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Quarter-End Processing for the US](#)
- [Run the Third-Party Tax Filing Interface for the US](#)

## Third-Party Tax Filing Audit Report Detail

The Third-Party Tax Filing Audit Report Detail is a pipe-delimited text file that lists wage and tax data generated by the Third-Party Periodic Tax Extract.

This report is organized by employee name, tax code, and payroll frequency. Use it to validate your payroll data before submitting the extract file to your third-party tax filing supplier.

**Note:** You can also generate this report when you run the Third-Party Periodic Tax Filing Extract flow. For further info, see Third-Party Periodic Tax Filing Extract in the Help Center.

To generate this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Third-Party Tax Filing Audit Report Detail**.

## Before You Begin

Before generating this report:

1. Run the necessary prerequisites for the Archive Periodic Payroll Results flow, such as payroll and prepayments.
2. Successfully run the Archive Periodic Payroll Results flow.
3. Successfully run the Third-Party Periodic Tax Filing Extract flow.

## Report Parameters

### Periodic Extract Start Date

The start date of the reporting period. For example, enter 3/1/2018.

**Note:** The dates you select must coincide with at least one successful payroll extract process.

### Periodic Extract End Date

The end date of the reporting period. For example, enter 3/15/2018.

### Flow Name

If the extract dates you selected represent multiple extract flows, select the specific flow you want to report on.

Leave blank to generate results for all flows in the date period.

### Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

### Employee Name

Select an employee you want to report on.

Leave blank to run for all employees.

### Process Configuration Group

Process configuration group for logging and performance purposes.

## Report Output

This pipe-delimited report is suitable for viewing in a spreadsheet application, such as Microsoft Excel. It includes the following.

Column	What this is
Flow Name	Flow name as specified when you ran the extract.
Tax Reporting Unit	TRU as specified when you ran the extract.
Form 1099-R Distribution Code	For retiree TRUs, the Form 1099-R Distribution Code you have assigned.
Effective Date	Effective date of the archived data. Unless you specify otherwise when you run the extract, this is the liability date.

Column	What this is
Payroll Frequency	Frequency as set on the payroll definition.
Employee Number	Employee number of the person.
Employee Name	Name of the person.
Payroll Relationship Number	Person's payroll relationship number.
Gender	<p>Person's gender.</p> <p><b>Note:</b> The actual extract doesn't use the Male count, so values in that file are always 0. The extract uses the Female column to report each tax type and the number of employees with wages subject to them. Each row represents a different tax and payroll frequency. For further info, see Troubleshoot the Third-Party Tax Filing Interface in the Help Center.</p>
Balance Category Order	Level of the tax, to assist you with data filtering.
Tax Code	Oracle Fusion Global Payroll tax code.
State	Applicable state of the tax.
County	Applicable county of the tax.
City	Applicable city of the tax.
School District	Applicable school district of the tax. Not populated for jurisdictions subject to Pennsylvania Act 32.
Work PSD	Political subdivision (PSD) code for persons working in jurisdictions subject to Pennsylvania Act 32.
Residence PSD	PSD code for persons living in jurisdictions subject to Pennsylvania Act 32.
Tax Collection District Code	Tax Collection District Code of the person's work PSD.
Residence Geocode	Geocode of residence for people working or living in a jurisdiction subject to Pennsylvania Act 32.
Residence County	County of residence for people working or living in a jurisdiction subject to Pennsylvania Act 32.
Residence City	City of residence for people working or living in a jurisdiction subject to Pennsylvania Act 32.
Withheld	Amount withheld for this tax and jurisdiction.

Column	What this is
Gross Wages	Person's gross wages for this jurisdiction and tax.
Subject Wages	Person's subject wages for this jurisdiction and tax.
Taxable Wages	Person's taxable wages for this jurisdiction and tax.

*Related Topics*

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Archive Periodic Payroll Results for the US](#)
- [Run the Third-Party Tax Filing Interface for the US](#)
- [Third-Party Periodic Tax Filing Extract](#)

## Third-Party Tax Filing Extract Tax Codes

The third-party tax filing extracts identify wage and tax data with tax codes. The Third-Party Tax Filing Interface uses these codes to communicate the necessary info to your third-party tax filing supplier.

A tax code is unique to Oracle Cloud and is a concatenation of:

- Tax name, such as:
  - **FIT**
  - **FLI**
  - **SIT**
  - **SS**
- State abbreviation, such as:
  - **IN**
  - **OH**
- Geocode county data, such as:
  - 059 for Orange County, Indiana
  - 043 for Erie County, Ohio
- Geocode city data, such as 2200 for Sandusky, Ohio
- Regional identifier, such as:
  - **CNTY**
  - **CITY**

- SCH
- HT
- MH
- Tax type, such as:
  - EE for "employee tax"
  - ER for "employer tax"
- Other identifiers, such as R for "resident tax"

The third-party tax filing supplier uses these codes to map to their internal tax identifiers for reporting.

Here are some examples.

Tax code	Jurisdiction	What it represents
FIT	Federal	Federal income tax (FIT)
FUTA	Federal	Federal unemployment tax (FUTA)
GAFUTA	State	Georgia federal unemployment taxable wages  <b>Note:</b> Used for current and former FUTA credit reduction states. Only taxable wages are passed. Used by ADP for state credit-reduction calculations. Refer to ADP documentation for further details.
GASIT	State	Georgia state income tax (SIT)
GASUI	State	Georgia state unemployment (SUI) tax
IN117CNTY	County	Orange county, Indiana nonresident tax
IN117CNTYR	County	Orange county, Indiana resident tax
KY00005SCH	School	Fayette county, Kentucky school district tax  <b>Note:</b> In this case, 00005 represents the geocode for the Fayette county school district.
KY015CNTYMH	County Other	Boone County, Kentucky Mental Health nonresident tax

Tax code	Jurisdiction	What it represents
KY037CNTYMSC	County Miscellaneous	Campbell County, Kentucky Senior Citizen nonresident tax
MEDICARE_EE	Federal	Employee Medicare tax
MEDICARE_EE_SUR	Federal	Employee Medicare surcharge tax  <b>Note:</b> ADP requires you pass this tax code on the quarterly tax file only.
MEDICARE_ER	Federal	Employer Medicare tax
NJFLI_EE	State Family Leave	New Jersey Family Leave Insurance (FLI) employee tax
NY0052010CITYR NY0472010CITYR NY0612010CITYR NY0812010CITYR NY0852010CITYR	City	New York City, New York resident taxes  <b>Note:</b> For full-year residents in these tax codes, the extract always passes federal wage balances from FIT tax code for quarterly and yearly wage balances. For part-year residents, the city wage balances are passed.
NY1193230CITY	City	Yonkers, New York nonresident tax  <b>Note:</b> For Yonkers, the extract always passes federal wage balances from the FIT tax code for quarterly and yearly wage balances.
NY1193230CITYR	City	Yonkers, New York resident tax  <b>Note:</b> For Yonkers, the extract always passes federal wage balances from the FIT tax code for quarterly and yearly wage balances.
NYFLI_EE	State Family Leave	New York FLI employee tax



Tax code	Jurisdiction	What it represents
		<p><b>Note:</b> Not all third-party suppliers support the filing of this tax.</p>
OH0432200CITY	City	<p>Sandusky, Ohio nonresident tax</p> <p><b>Note:</b> In this case, 043 represents the geocode for Erie county, and 2200 is the geocode for Sandusky. Nonresident tax codes apply to cities and counties only, excluding Pennsylvania Act 32 jurisdictions.</p>
OH0432200CITYR	City	<p>Sandusky, Ohio resident tax</p> <p><b>Note:</b> In this case, 043 represents the geocode for Erie county, and 2200 is the geocode for Sandusky. Resident tax codes apply to cities and counties only, excluding Pennsylvania Act 32 jurisdictions.</p>
OR0390180MSC_EE OR0390180MSC_ER	City Other	<p>Eugene, Oregon Safety Tax for employee and employer</p> <p><b>Note:</b> In this case, 039 represents the geocode for Lane county, and 0180 represents the geocode for Eugene.</p>
ORMETRO_EE	State Other	<p>Portland Oregon Metro Supportive Housing Services employee tax</p>
ORTRANSIT_EE	State Other	<p>Oregon Transportation employee tax</p>
PA0193435HT	Local Services Tax	<p>Butler county, Middlesex township, Pennsylvania local services tax (LST)</p> <p><b>Note:</b> In this case, 019 represents the geocode for Butler county, and 3435 represents the geocode for Middlesex township.</p>
PA0655656CITY	Pennsylvania Act 32 Locals	<p>Jefferson county, Washington township, city, and school district tax</p>

Tax code	Jurisdiction	What it represents
		<p><b>Note:</b> Pennsylvania Act 32 tax codes represent the worked jurisdiction of where the wages and taxes are remitted. The city and school info is combined and reported to the worked jurisdiction tax code.</p>
SS_EE	Federal	Employee Social Security tax
SS_ER	Federal	Employer Social Security tax
STATE Name Missing	State	<p>For scenarios where incorrect data prevents the state name from being derived, the audit report displays this as the tax code.</p> <p><b>Note:</b> The output file truncates this to <b>STATE Name Miss</b>.</p> <p>You must correct the data before submitting your final file to your tax-filing supplier. For further info, see Troubleshoot the Third-Party Tax Filing Interface in the Help Center.</p>
VTMISC_EE	State Other	Employee Vermont Child Care Contribution
VTMISC_ER	State Other	Employer Vermont Child Care Contribution
WAFLE_EE	State Family Leave	<p>Washington FLI employee tax</p> <p><b>Note:</b> This tax code includes both FLI and medical leave (MLI) employee contributions.</p>
WALTC_EE	State Long Term Care	Washington Long Term Care (LTC) employee tax
WAMLI_ER	State Medical Leave	Washington MLI employer tax

*Related Topics*

- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)

## Third-Party Tax Filing Interface for the US

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

- Form W-2 and 1099-R printing
- Filing of federal, state, and local taxes
- Performing quarter-end and year-end reporting for the US and its territories (Puerto Rico, Guam, and the US Virgin Islands)

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

The interface helps you with	This includes
Payroll actions	<p>Reporting of these payroll actions:</p> <ul style="list-style-type: none"> <li>• Payroll runs</li> <li>• QuickPay processes</li> <li>• Balance adjustments</li> </ul> <p>For further info, see Oracle Cloud Human Capital Management for the United States: Balance Adjustments technical brief (1600728.1) on My Oracle Support.</p> <ul style="list-style-type: none"> <li>• Balance initializations</li> </ul> <p>For further info, see Oracle Cloud Human Capital Management for the United States: Balance Initialization technical brief (1912298.1) on My Oracle Support.</p> <ul style="list-style-type: none"> <li>• Reversals</li> </ul> <p><b>Note:</b> When you perform balance initializations and adjustments for cities and counties, make sure you also adjust the applicable resident and nonresident balances. These balances aren't applicable to Pennsylvania Act 32 jurisdictions.</p> <p>For employees working or living in a Pennsylvania Act 32 jurisdiction, you must also adjust or initialize additional local-level balances.</p>
Employee tax filing	<p>These reporting intervals:</p> <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Periodic</li> <li>• Quarterly</li> </ul>
Retiree tax filing	<p>These reporting intervals:</p> <ul style="list-style-type: none"> <li>• Periodic</li> <li>• Quarterly</li> </ul>

Run these flows by clicking **Payroll** from **My Client Groups** and then clicking **Submit a Flow**. For further info, see the following in the Help Center.

- Third-Party Quarterly Tax Filing Extract
- Third-Party Monthly Tax Filing Extract
- Third-Party Periodic Tax Filing Extract

## Quarterly Reporting

This extract uses payroll data to file quarter-end and year-end returns and, optionally, to print employee W-2s. It also provides content that assists your provider in printing your retiree 1099-Rs.

What you want to do	How you do it
Extract employee payroll data	Use the Third-Party Quarterly Tax Filing Extract task to extract the payroll data to an output file.
Extract retiree payroll data	Use the Third-Party Quarterly Tax Filing Extract for Retirees task to extract the pension payroll data to an output file.

These tasks include people with any payroll action for the entire year. Therefore, it always includes year-to-date balances, even if no transaction occurred in the quarter being reported. If you have tax reporting units (TRUs) with no active payroll data, you can exclude them from the extract. For further info, see Configuration Requirements for Third-Party Tax Filing on the Help Center.

To view the quarterly HCM extract definition:

1. From **My Client Groups**, click **Data Exchange**.
2. Click Extract Definitions.
3. Click **Show Filters**.
4. Select your US legislative data group (LDG).
5. Search for, and select an extract.
  - US Third Party Quarterly Tax Extract
  - US Third Party Quarterly Retiree Tax Extract

## Monthly Reporting

This extract uses payroll data to file monthly state unemployment wages and taxes, including Pennsylvania Act 32 earned income tax data to support combined filing. Run the Third-Party Monthly Tax Filing Extract flow to extract the payroll data to an output file.

This form of reporting supports Illinois unemployment (SUI) and Pennsylvania Act 32 combined filing.

To view the monthly HCM extract definition:

1. From **My Client Groups**, click **Data Exchange**.
2. Click Extract Definitions.
3. Click **Show Filters**.
4. Select your US LDG.
5. Search for and select **US Third Party Monthly Tax Extract**.

## Periodic Reporting

This extract uses payroll data captured by the Archive Periodic Payroll Results flow to report tax liabilities on an as-needed basis.

**Note:** The payroll data captured by an extract run isn't recaptured in subsequent runs, even if you attempt to extract the same time period. This is due to locks on the data imposed by the archive and the periodic tax extract. If you must recapture processed data, you must first perform a rollback. For further info, see [Troubleshoot the Third-Party Tax Filing Interface](#) in the Help Center.

This extract reports the tax data by:

- Tax reporting unit
- Liability date
- Payroll frequency
- Tax code

**Note:** The file it generates includes wage data for all taxes even if no liabilities exist for them.

Run the Third-Party Periodic Tax Filing Extract task to extract the payroll data to an output file. Use its audit reports to validate these results. You can also generate the Audit Report Detail standalone.

To view the periodic HCM extract definition:

1. From **My Client Groups**, click **Data Exchange**.
2. Click Extract Definitions.
3. Click **Show Filters**.
4. Select your US LDG.
5. Search for and select **US Third Party Periodic Tax Extract**.

### Related Topics

- [Configuration Requirements for Third-Party Tax Filing](#)
- [Third-Party Tax Filing for Pennsylvania Act 32](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Run the Third-Party Tax Filing Interface for the US](#)

## Third-Party Tax Filing for Pennsylvania Act 32

The periodic and quarterly tax filing extracts support the unique requirements related to Pennsylvania Act 32. The monthly tax filing extract supports Pennsylvania Act 32 combined filing requirements.

When running these extracts, consider the following.

- If you're registered as a combined filer for Pennsylvania Act 32 taxes, provide your Tax Collection District (TCD) combined-filing proxy.  
Before providing a value for this field, review the [Third-Party Tax Filing Interface technical brief](#) on how to configure the **TCD Combined Proxy Filing** field.

For further info, see [Configuration Requirements for Third-Party Tax Filing](#) in the Help Center.

- The tax code identifier uses the work location's tax code, regardless of the jurisdiction where the taxes were withheld.

The extract derives the tax code identifier from the resident PSD code if:

- a. The employee lives in a Pennsylvania Act 32 jurisdiction.
- b. They work out-of-state with a work political subdivision (PSD) code of 880000.

The quarterly and monthly extracts populate the resident PSD code in the **PSD Code** field.

- When the employee works or lives in Pennsylvania Act 32 jurisdictions, the quarterly and monthly extracts pass the resident PSD code in **PSD Code**.

The quarterly and monthly extracts populate 880000 in **PSD Code** when:

- a. The employee works in a Pennsylvania Act 32 jurisdiction.
- b. They live out-of-state.

- Resident and nonresident tax codes don't apply to Pennsylvania Act 32 jurisdictions.
- The extracts combine the school district and city tax balances and report them with the city tax code.
- The extracts use different balances specifically for reporting Pennsylvania Act 32 jurisdiction data.
  - Local Gross
  - Local Reduced Subject Withholdable
  - Local Subject Not Withholdable
  - Local Withheld
- The monthly extract passes the employee's resident address.

**Note:** Philadelphia jurisdictions aren't subject to Pennsylvania Act 32 and don't follow these considerations.

#### *Related Topics*

- [Configuration Requirements for Third-Party Tax Filing](#)
- [Third-Party Tax Filing Interface for the US](#)
- [Troubleshoot the Third-Party Tax Filing Interface](#)
- [Run the Third-Party Tax Filing Interface for the US](#)

## Troubleshoot the Third-Party Tax Filing Interface

You might experience issues generating extracts in the following areas.

- Common scenarios
- Periodic tax filing scenarios
- Monthly tax filing scenarios
- Quarterly tax filing scenarios

## Common Scenarios

The Third-Party Tax-Filing Interface keeps no records of what files you send to your business-outsourcing solutions provider or when you send them. You must ensure the accuracy of the data you capture before uploading it to your provider. You must ensure that your HR and payroll data remains your source of truth.

You might experience the following issues, regardless of what extract you're running.

If you're having this issue	Here's what you do
<p>Changes to payroll data after extract generation</p>	<p>In this case, you must make corrections to your payroll data, but you have already generated the extract file. If you haven't yet uploaded the file to your provider, you must:</p> <ol style="list-style-type: none"> <li>1. For monthly or quarterly tax filing, roll back the tax-filing extract flow.</li> </ol> <p>For periodic tax filing, roll back the tax-filing extract and Archive Periodic Payroll Results flows.</p> <p><b>Note:</b> This assumes that you haven't run any post processes that are dependent on the periodic archive, such as the payslip.</p> <ol style="list-style-type: none"> <li>2. Correct your info.</li> <li>3. For periodic tax filing, rerun the periodic archive flow.</li> <li>4. Run the tax-filing extract flow.</li> </ol>
<p>Changes to payroll data after you upload</p>	<p>After you have uploaded your tax-filing extract to your provider, you might have to work with them to resolve issues and correct any errors. You must also ensure all corrections are reflected in the HR and payroll data you're maintaining.</p> <p>To do this:</p> <ol style="list-style-type: none"> <li>1. Contact your provider to determine if any special actions are required.</li> <li>2. Make whatever corrections to your data are required to resolve the errors.</li> </ol> <p>To preserve your audit trail, don't roll back the flows.</p> <ol style="list-style-type: none"> <li>3. For periodic tax filing, rerun the Archive Periodic Payroll Results flow for the appropriate dates.</li> <li>4. Run the tax-filing extract flow.</li> </ol> <p>When running the quarterly extract, use the amendment parameters to help identify the kind of changes you're making.</p> <ol style="list-style-type: none"> <li>5. Submit the updated output file.</li> </ol>
<p>Performing balance adjustments</p>	<p>When performing balance adjustments for cities and counties, you must use the resident and nonresident elements for the adjustments to be included on the tax extracts.</p> <p><b>Note:</b> These balances aren't applicable to Pennsylvania Act 32 jurisdictions. You must adjust additional balances specifically for Pennsylvania Act 32 jurisdictions.</p> <p>For further info, see Oracle Cloud Human Capital Management for the United States: Balance Adjustments (1600728.1) on My Oracle Support.</p> <p>When performing balance adjustments for US territories, you must set a state context on the adjustment elements.</p>

If you're having this issue	Here's what you do
Rejected extract output file	If your supplier rejects the output file due to invalid formatting, check the file for blank rows. If blank rows exist, download and save the extract using a browser other than Internet Explorer 9.0.
Extract is unable to derive a state name	<p>The Audit report displays <b>STATE Name Missing</b> for a state's entry, and the extract file displays <b>STATE Name Miss</b>.</p> <p>Incorrect data is preventing the tax filing extract from deriving the proper state name. Make the necessary adjustments to correct the data.</p>
Extract output is truncated	<p>The extract has a maximum output of 10,000 KB.</p> <p>If you find your output is being truncated, you can set a process configuration parameter to allow for larger file sizes:</p> <ol style="list-style-type: none"> <li>1. Add the BI_OUTPUT_SIZE lookup code to the PAY_ACTION_PARAMETER_TYPE lookup type.</li> <li>2. Start the Payroll Process Configuration task, and add this parameter to the Default Group.</li> </ol> <p>Set its value as the file size in bytes, such as <b>999999999</b>.</p> <ol style="list-style-type: none"> <li>3. When you submit the quarterly extract, select a process configuration group that includes this parameter.</li> </ol> <p>For further info, see Payroll Process Configuration Parameters in the Help Center.</p>

## Periodic Tax Filing Scenarios

When running the periodic extract, you could experience the following scenarios.

If you're having this issue	Here's what you do
Incorrect values reported in Employee Count columns	<p>The values of the Male and Female employee count columns in the Periodic extract file could appear incorrect.</p> <p>This is because the extract doesn't use the Male count, so values in this column are always 0.</p> <p>The extract uses the Female column to report each tax type and the number of employees with wages subject to them. Each row represents a different tax and payroll frequency.</p> <p>In the likely event of an employee being subject to multiple taxes, that employee would be counted multiple times in this column, once for each subject tax. Therefore, you should expect the sum of all values in this column to exceed your total number of employees.</p> <p><b>Note:</b> ADP automatically disregards any tax counts that aren't needed for your tax filings.</p>
Periodic extract deriving monthly count of employees with overtime wages	<p>For states that require counts for employees with exempt overtime wages, the periodic extract file derives this value by TRU and effective date. It doesn't consider the payroll frequency.</p> <p>This is a running total of employees with exempt overtime wages based on the month of the liability date. It counts an employee once per month, regardless of how many times they had exempt overtime wages.</p>



If you're having this issue	Here's what you do
Year-to-date withheld amounts missing from the extract	The periodic extract file doesn't pass any year-to-date withheld amounts. In cases where they're needed, such as applications for Missouri tax credit, you must submit them directly to the appropriate tax authority.
Inconsistent values between Detail Audit report and Periodic Audit report	<p>The Periodic Audit Report and Detail Audit Report capture values for taxable wages differently.</p> <p>The Detail Audit Report uses data from the Archive Periodic Payroll Results flow. It includes taxable wage values for taxes that are subject to a limit. For taxes that aren't subject to a limit, the report shows nothing for the taxable wage values. The periodic archive doesn't archive this data because there is no balance value.</p> <p>However, the Periodic Audit Report does include taxable wage values for taxes that aren't subject to a limit. The extract process defaults the taxable wages from the subject wages for taxes that aren't subject to a limit.</p> <p>For further info, see Third-Party Periodic Tax Filing Extract on the Help Center.</p>

## Monthly Tax Filing Scenario

When running the monthly extract, you might experience the following scenario.

If you're having this issue	Here's what you do
Year-to-date withheld amounts missing from the extract	The monthly tax file doesn't include any year-to-date totals for Pennsylvania Act 32 earned income tax (EIT) data for an employee if there was no activity for that jurisdiction in the current month.

## Quarterly Tax Filing Scenarios

When running the quarterly extract, you might experience the following scenarios.

If you're having this issue	Here's what you do
Audit Report returns zero values for taxable wages	<p>The Audit Report includes taxable wage values for taxes that are subject to a limit. If there are no taxable wages, the quarterly tax filing extract handles the passing of subject wages in the taxable wages field.</p> <p>For further info, see Third-Party Quarterly Tax Filing Extract on the Help Center.</p>
Extract excludes New Mexico Workers' Compensation assessment	<p>By default, the quarterly employee tax extract file passes a value of <b>N</b> for the Workers' Compensation assessment indicator. The quarterly employee tax extract file passes a value of <b>Y</b> for this assessment indicator on the NM SIT and NM SUI records if:</p> <ol style="list-style-type: none"> <li>1. One of these balances has a nonzero value for the "Relationship Tax Unit,State Quarter to Date" dimension. <ul style="list-style-type: none"> <li>○ Workers Compensation Assessment</li> <li>○ Workers Compensation Withheld</li> </ul> </li> <li>2. The employee is active as of the last day of the quarter you're reporting.</li> </ol> <p>In this case, you must do one of the following.</p>

If you're having this issue	Here's what you do
	<ul style="list-style-type: none"> <li>Define feeds to this balance.</li> <li>Perform a quarterly balance adjustment.</li> </ul> <p><b>Note:</b> Oracle HCM Cloud doesn't support Workers' Compensation taxes.</p>
Extract excludes Workers' Compensation class code and rate	The quarterly extract doesn't support the passing of this data for any state or territory.
Extract excludes data for terminated employees	<p>The quarterly extract doesn't include a terminated employee's data when the final close date on their payroll relationship record is before their last pay date.</p> <p>Before you run the extract, make sure you have set the final close date for the terminated employee to be after their last pay date.</p>
Extract excludes payroll data for contingent workers	<p>You can't process payroll for contingent workers, such as independent contractors. The Third-Party Tax Filing Interface doesn't pass their payroll data in the extract.</p> <p>In cases where ADP requires a value to be passed, such as Independent Contractor Indicator, the extract defaults the field to <b>N</b>.</p>
Extract excludes sole proprietor identification	<p>You can't identify a person as a sole proprietor. The Third-Party Tax Filing Interface doesn't include this identification in the extract.</p> <p>In cases where ADP requires a value to be passed for sole proprietors, the extract defaults the field to <b>N</b>.</p>
Extract excludes employer-paid portion of employee taxes	The quarterly extract doesn't support the passing of Washington Family Leave and Washington Long Term Care employer-paid amounts on behalf of employees.
Extract reports incorrect hours for the State Worked Hours balance	<p>The only method for reporting state worked hours is to use balances. Perform the necessary configurations using balances before your first payroll runs for the year.</p> <p>For further info, see the following.</p> <ul style="list-style-type: none"> <li>Hours Worked for State Unemployment Insurance Reporting technical brief (2729519.1) on My Oracle Support</li> <li>Calculate Hours Worked from Balances for the US in the Help Center</li> </ul>

*Related Topics*

- [Third-Party Tax Filing for Pennsylvania Act 32](#)
- [Third-Party Tax Filing Interface for the US](#)
- [Calculate Hours Worked from Balances for the US](#)
- [Oracle Cloud Human Capital Management for the United States: Balance Adjustments](#)
- [Oracle Cloud Human Capital Management for the United States: Hours Worked for State Unemployment Insurance Reporting](#)
- [Payroll Process Configuration Parameters](#)
- [Run the Third-Party Tax Filing Interface for the US](#)
- [Third-Party Periodic Tax Filing Extract](#)
- [Third-Party Quarterly Tax Filing Extract](#)

## Third-Party Ceridian Integration

### Ceridian Extract for Oracle Cloud Payroll

Ceridian has partnered with Oracle to develop a set of Oracle Cloud Payroll integrations for US customers.

The Ceridian Extract for Oracle Cloud Payroll allows clients to use Ceridian for:

- Tax filing
- W-2 filing and printing
- Involuntary deduction payments (wage attachment disbursements)
- New hire reporting
- Multiple worksite reporting
- Check printing

**Note:** All Ceridian services other than check printing require use of the Ceridian tax-filing service. You can use the Ceridian check print service as a stand-alone integration.

This extract transforms output files from Oracle-delivered payroll processes (Payslip and Third-Party Tax Extract XML files). The transformation from the Oracle XML to Ceridian XML format is done with XSL templates. Ceridian delivers the XSL templates as BI Publisher Reports.

These are the Oracle XML source files used for the different Ceridian services.

Ceridian service	Generate Payslip	Third-Party Quarterly Tax Filing Extract
Tax Filing	Yes	Yes
W-2 Filing & Printing	No	Yes

Ceridian service	Generate Payslip	Third-Party Quarterly Tax Filing Extract
Wage Attachment Disbursements	Yes	No
Check Printing	Yes	No
Multi Worksite Reporting	Yes	Yes
New Hire Reporting	Yes	No

**Note:** Some of these solutions require use of the USOnlinePayslip.xml file. This file contains comprehensive employee payroll info. You must ensure any agreements you have with Ceridian include a requirement to keep your employee's info confidential.

Ceridian provides all the components needed to create the Ceridian XML files. No Oracle Cloud development or XSL template coding is required.

#### Related Topics

- [Create and Transmit Ceridian XML Files](#)
- [Install and Configure the Ceridian Extract for Oracle Cloud Payroll](#)

## Install and Configure the Ceridian Extract for Oracle Cloud Payroll

Ceridian provides an installation package and instructions for enabling the Ceridian Third-Party Tax Filing Extract for Oracle Cloud Payroll.

The installation package includes:

- Oracle Transactional Business Intelligence (OTBI) Catalog archive file  
Contains the BI Publisher Reports, XSL templates, and Data Models used to transform Oracle XML files to Ceridian XML files. The Catalog is unarchived to a Ceridian folder within the Shared\Custom folder on the OTBI server.
- Oracle Cloud HCM Data Loader (HDL) file  
Contains configuration data used by the Ceridian Extract. The configuration data is stored in Ceridian User-Defined Tables in Oracle Cloud.

For further info, see Ceridian Extract for Oracle Cloud Payroll User's Guide.

### How you configure the HCM extract delivery options

Follow Ceridian's instructions on setting the HCM Extract delivery options for the Oracle Payslip and Third-Party Quarterly Tax Extract.

For further info, see Ceridian Extract for Oracle Cloud Payroll User's Guide.

## How you configure the tax reporting units

You must configure your tax reporting units (TRUs) to map to Ceridian client keys. Work with Ceridian to determine the appropriate client key for each TRU.

To enter the client key:

1. Start the Manage Legal Reporting Unit HCM Information task.
2. Select **Federal**.
3. In the **Third-Party Interfaces** section, enter the client key in **Client Identifier**.

For further info, see Configure Tax Reporting Units for the US in the Help Center.

## How you maintain the extract

Ceridian delivers updates as legislative requirements change or the Oracle Cloud Payroll or Ceridian applications are enhanced. These updates can include:

- Individual XSL templates
- Oracle Transactional Business Intelligence (OTBI) Catalog archive files
- HCM Data Loader (HDL) files

Updated XSL templates and Catalog archive files are uploaded to the OTBI server. HDL files are uploaded in the Oracle Cloud application.

The HCM Extract delivery options and TRU client identifier typically don't need to be updated as part of the extract maintenance.

Ceridian provides Release and Patch Notes with details on updates and instructions for applying the updates.

### *Related Topics*

- [Ceridian Extract for Oracle Cloud Payroll](#)
- [Create and Transmit Ceridian XML Files](#)

## Create and Transmit Ceridian XML Files

After you have installed and configured the Ceridian Extract, Ceridian XML files are created when you run these Oracle payroll processes.

- **Generate Payslip**  
Creates a Ceridian XML file for data for Ceridian's tax-filing, Wage attachment disbursement, and new hire reporting services. It creates a separate Ceridian XML file for Ceridian's check print service.
- **US Third-Party Quarterly Tax Extract**  
Creates a Ceridian Quarterly XML file for Ceridian's tax-filing and multiple worksite reporting services. The extract also creates a Ceridian Annual XML file for Ceridian's tax-filing, W-2 filing, and W-2 print services.

You can transmit these XML files to Ceridian automatically or manually.

- You can use the FTP capability of the OTBI Server to send the files directly to Ceridian. You can also use the OTBI Server to send the Ceridian XML files to the Oracle Integration Cloud or to another internal file transfer application.
- You can manually download the Ceridian XML files from either Oracle Cloud or the OTBI server. In the Oracle Cloud application, the Ceridian XML files are available in the **Output and Log Files** section of the Payroll Flow results page. On the OTBI server, the Ceridian XML files are available through **Report Job History**.

#### *Related Topics*

- [Ceridian Extract for Oracle Cloud Payroll](#)
- [Install and Configure the Ceridian Extract for Oracle Cloud Payroll](#)

## VETS Report

### Examples of Employer Configuration for VETS Reporting

Here's how to set up the different types of reporting location and proxy structures and which settings you would use.

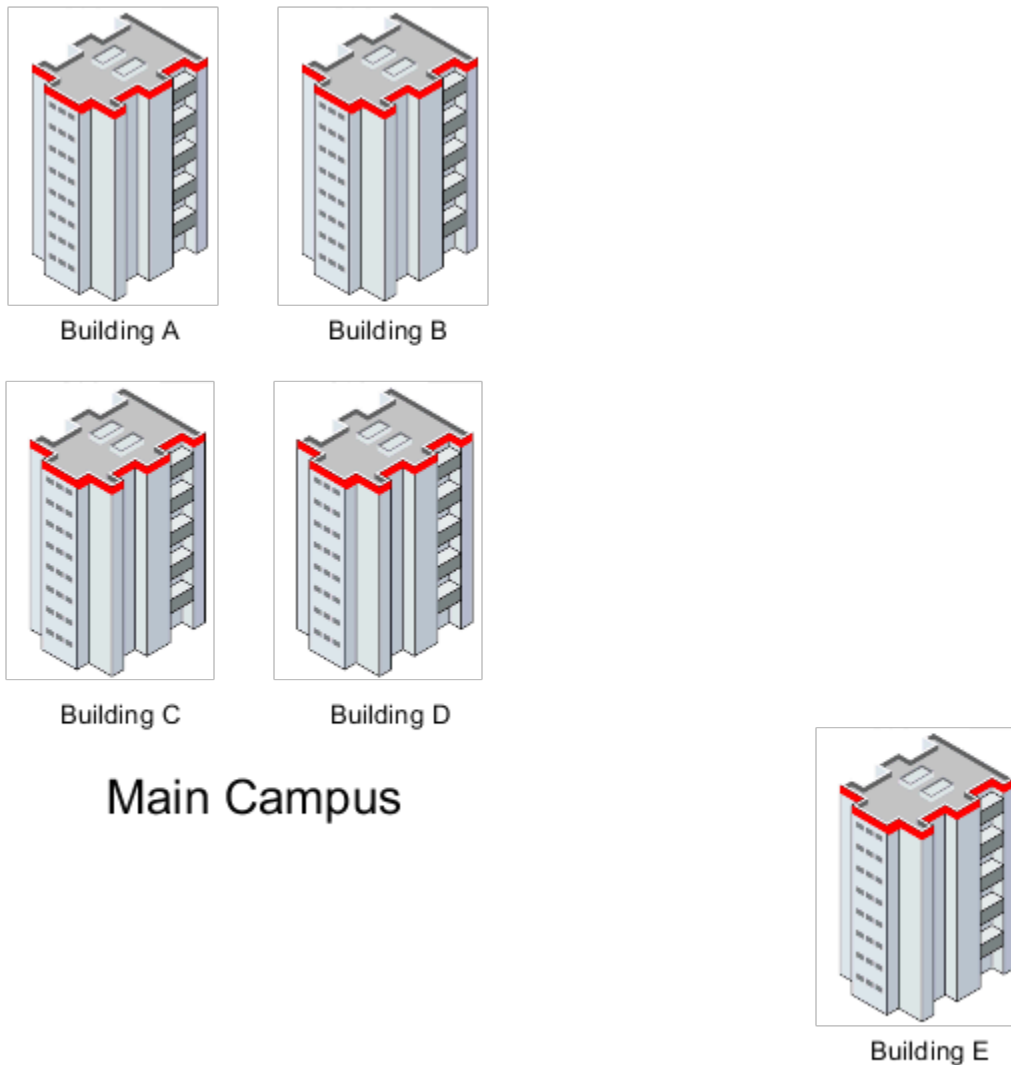
These examples cover:

- Configuring Multiple Locations to Report as a Single Entity
- Defining Different Headquarters Establishments
- Defining Different Names for Reports
- Configuring Multiple Employers to Consolidate their Headcounts
- Generating a Single VETS-4212 File for a Single Establishment Employer
- Generating a Single VETS-4212 File for Multiple Establishment Employers
- Generating Multiple VETS-4212 Files for Multiple Establishment Employers

#### Configure Multiple Locations to Report as a Single Entity

Your organization includes a campus of four separate buildings (A, B, C, and D) with a fifth building (E) some blocks away. Despite having different addresses, you consider all five locations to be part of the same entity. You want them to appear on your VETS-4212 report together.

This figure shows the main campus and a nearby building that's also part of the same campus.



To do this, you must configure an HR reporting proxy.

1. In the Locations task for the primary location, set **HR Reporting Location** to **Yes**.
2. For the other four locations on campus, set that value to **No** and select the primary location from the **HR Reporting Proxy** list.

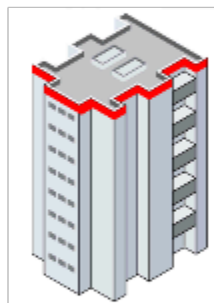
This creates a report with a single record for the campus that summarizes the details of all five locations in one record.

**Note:** This configuration also affects EEO reporting.

## Define Different Headquarters Establishments

Your organization has separate headquarters in Salt Lake City and San Francisco, and you want to create a report for each location. In Oracle Fusion Human Capital Management, you can define only one location as the headquarters for each legal employer.

This figure shows the different headquarters.



San Francisco



Salt Lake City

To create a report for each location, you must define each headquarters as a legal employer and identify them as parent companies:

1. Using the Legal Entities task, create separate legal employers for your San Francisco and Salt Lake City organizations.
2. Use the Locations task to identify the location of each organization as a reporting location.
3. In the Manage Legal Entity HCM Information task for each legal employer.



- a. Set **Establishment Employer Type** to **Multiple**.
  - b. Identify each as a **Parent Legal Employer**. This setting means the legal employers aren't grouped for reporting purposes.
  - c. Use **Parent Company** to specify the location of each legal employer's headquarters. The MHQ (headquarters) record in the report is populated with data for the reporting location that has been marked as a headquarters establishment.
4. Optionally, use **Reporting Name** in the Locations task to identify the name to be used in this report for the reporting location.

You must run the VETS 4212 Report process separately for each legal employer.

**Note:** This configuration also affects EEO reporting.

## Define Different Names for Reports

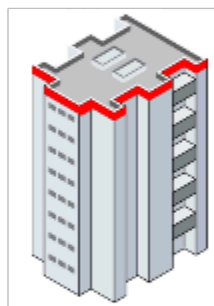
Here's several methods you can use to define the names of companies and locations used in US HR reports:

- To identify the parent company of the legal employer, use the Manage Legal Entity HCM Information task. This value automatically applies to all subordinate TRUs and identifies the headquarters.
- To identify the parent company of the tax reporting unit (TRU), use the Manage Legal Reporting Unit HCM Information task. This value overrides any value set at the legal employer level. If there isn't a value in this field, then the **TRU FEIN** name is used as the parent company name.
- To identify the headquarters for a TRU separately from the parent company value, use **Headquarters Establishment**. Set this value in **EEO and VETS Reporting Rules** on the Manage Legal Reporting Unit HCM Information task. It displays the list of locations you have identified as HR reporting locations.
- To set an HR reporting location, use the Locations task.
- To identify a hiring location for a TRU, use **Reporting Name**. Use **VETS Reporting Rules** on the Manage Legal Entity HCM Information task.

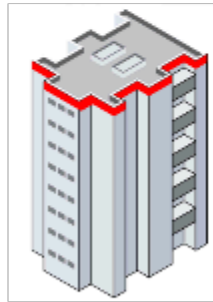
## Configure Multiple Employers to Consolidate Their Headcounts

Your organization has three legal employers, California, Texas, and New York. You want to group them such that the VETS 4212 report consolidates their headcounts into a single report. In this example, the California legal employer is the parent and the other two locations are children.

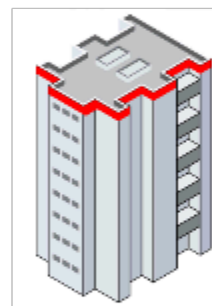
This figure shows three legal employer locations.



California



Texas



New York

To group legal employers, you must configure one legal employer as the parent legal employer first and configure the other legal employers as children:

1. Define each location as a separate legal employer using the Legal Entities task.
2. Use the Locations task to identify the location of each establishment as a reporting location.
3. Identify California as the headquarters establishment in **EEO and VETS Reporting Rules** on the Manage Legal Reporting Unit HCM Information task.

4. In the Manage Legal Entity HCM Information task for each legal employer:
  - a. Set **Establishment Employer Type** to **Multiple**.
  - b. Identify California as a **Parent Legal Employer** by choosing **Yes**.
  - c. For Texas and New York, set **Parent Legal Employer** to **No** and use **Proxy Legal Employer** to identify California as their parent.

**Note:** This configuration also affects EEO reporting.

## Generate a Single VETS-4212 File for a Single Establishment Employer

To configure a business for single establishment VETS reporting:

1. Use the Locations task to identify the location of the establishment as a reporting location.
2. Set up this reporting location as a separate legal employer using the Legal Entities task.
3. In the Manage Legal Entity HCM Information task, set **Establishment Employer Type** to **Single**.
4. Set the location to be a **Parent Legal Employer** by choosing **Yes**.

Running the VETS-4212 report generates a report that has a single entry.

## Generate a Single VETS-4212 File for Multiple Establishment Employers

Your organization has a presence in three states, California, Texas, and New York. You want them combined into a single report with New York as the headquarters. Your organization has one legal employer, and each location is a TRU.

To configure the New York headquarters:

1. Define New York as a legal employer using the Legal Entities task.
2. Set up New York as a reporting location using **United States EEO and Veteran Reporting Information** on the Locations task.
3. Identify New York as the headquarters establishment in **EEO and VETS Reporting Rules** of the Manage Legal Reporting Unit HCM Information task.
4. In the Manage Legal Entity HCM Information task:
  - a. Set **Establishment Employer Type** to **Multiple**.
  - b. Set New York as a **Parent Legal Employer** by choosing **Yes**.
  - c. Select New York as the **Headquarters Establishment**.

To configure the California and Texas TRUs:

1. Set up California and Texas as reporting locations using **United States EEO and Veteran Reporting Information** on the Locations task.
2. Set up California and Texas using the Manage Legal Reporting Unit HCM Information task.
  - a. Set the **Establishment Employer Type** to **Multiple**.
  - b. Select New York as the **Headquarters Establishment**.

When you run the VETS-4212 report, it lists New York first. New York is followed by separate records for locations employing 50 or more persons, and then separate records for locations employing fewer than 50 persons.

**Note:** This configuration also affects EEO reporting.

## Generate Multiple VETS-4212 Files for Multiple Establishment Employers

To configure a business with more than one location to create a separate VETS report for each location:

1. Set up each location as a reporting location using **United States EEO and Veteran Reporting Information** on the Locations task.
2. Define each location as a separate legal employer using the Legal Entities task.
3. Identify one location as the headquarters establishment in **EEO and VETS Reporting Rules** on the Manage Legal Reporting Unit HCM Information task.
4. In the Manage Legal Entity HCM Information task for each legal employer.
  - a. Set **Establishment Employer Type** to **Multiple**.
  - b. Set each as a **Parent Legal Employer** by choosing **Yes**.

**Note:** This configuration also affects EEO reporting.

### Related Topics

- [How can I identify my headquarters for VETS and EEO reporting?](#)
- [How can I report multiple VETS establishments when they have the same unit number?](#)
- [How can I set my organization's establishment type for VETS reporting?](#)
- [Veterans' Employment and Training Service Reporting](#)
- [Run VETS-4212 Establishment Electronic Report](#)

## How can I identify my hiring location for VETS reporting?

To identify the hiring location for a legal employer, use **Reporting Name** in the **Federal** section on the **Legal Employer** tab of the Manage Legal Reporting Unit HCM Information task.

The value you enter appears as the Name of Hiring Location on Field 16 of the VETS-4212 report.

### Related Topics

- [Employer Configuration for VETS Reporting: Examples](#)
- [How can I report multiple VETS establishments when they have the same unit number](#)
- [How can I set my organization's establishment type for VETS reporting](#)
- [Veterans' Employment and Training Service Reporting](#)

## How can I report multiple VETS establishments when they have the same unit number?

Use the Locations task from your implementation project to establish an HR reporting relationship between the locations.

Define locations as an HR reporting establishment or associated with an HR reporting establishment. Use the fields in **United States EEO and Veteran Reporting Information**.

## How can I set my organization's establishment type for VETS reporting?

Oracle Fusion Human Capital Management for the US provides support for both single and multiple-establishment VETS-4212 reporting.

Use the Manage Legal Entity HCM Information task to set the establishment type for your legal employers.

1. In **Legal Employer**, click **Federal**.
2. In **EEO and VETS Reporting Information**, set the establishment employer type.

## How can I set the location of work at home employees for VETS reporting?

Oracle Fusion Human Capital Management for the US uses the location set at the assignment level for work-at-home employees.

Use the Locations task to set the location.

## Veterans' Employment and Training Service Reporting

The US Department of Labor's Veterans' Employment and Training Service (VETS) requires federal contractors and subcontractors to report on the veterans in their employment.

The flow creates an output file suitable for electronic filing. To generate this report:

1. From **My Client Groups**, click **Payroll**.
2. Select your US legislative data group (LDG).
3. Search for and select **VETS-4212 Establishment Electronic Report**.

### Eligibility and Schedule

If you're a nonexempt federal contractor or subcontractor, with contracts of \$100,000 or more, you must generate and submit this report. The report is due annually between August 1 and September 30.

### Reporting Locations and Reporting Proxies

HR reports such as VETS-4212 and EEO-1 use **HR Reporting Location** to group HR locations. Each location represents the physical plant, office, job site, or work center that the employees are assigned to. You identify each location by the location address.

Use a proxy to group reporting locations if you want the headcount of multiple physical locations to be included in a single report entry.

In the Locations task, set the following values in the **United States EEO and Veteran Reporting Information** section.

Field name	What this is for
HR Reporting Location	Set to <b>Yes</b> to use this location as a reporting location for US HR reporting.
HR Reporting Proxy	If you set <b>HR Reporting Location</b> to <b>No</b> , use this field to select the locations' reporting proxy. The list provides the HR reporting location names. The location's headcount is included in the selected proxy location's report.

## Headquarters Establishment, Reporting Name, and Parent Company Name

You can define a variety of HR-related identifiers to aid you in properly configuring your organization for US HR reporting.

Field name	What this is for
Headquarters Establishment	Identifies the headquarters location of your tax reporting unit (TRU). Select the headquarters from the list of HR reporting locations.  You set this value in <b>EEO and VETS Reporting Rules</b> on the Manage Legal Reporting Unit HCM Information task.
Reporting Name	Identifies a TRU's reporting location for VETS-4212 reporting. The value you enter appears as the Name of Hiring Location on Field 16 of the VETS-4212 report.  Set this value in <b>VETS Reporting Rules</b> on the Manage Legal Entity HCM Information task.
Parent Company	The EEO and VETS reports use this field to identify the legal employer of the parent company.  To identify the legal employer of the parent company, use the Manage Legal Entity HCM Information task. This value automatically applies to all subordinate TRUs.  To identify the parent company of the TRU, use the Manage Legal Reporting Unit HCM Information task. This value overrides any value you set at the legal employer level. If there isn't a value in this field, then the report uses the TRU's federal EIN name as the parent company name.

## Single and Multiple Establishments

The VETS-4212 Report categorizes your organization's employment info based on the number of reporting locations you have.

Field name	What this is for
Single Establishment	An organization that has employees working at only one location is considered a single establishment and is required to file as a single establishment employer.  You can configure your organization so that multiple physical locations close to each other can be considered a single establishment. For example, when you have multiple buildings on a single campus. To do this, use the Locations task to configure an HR reporting proxy.
Multiple Establishment	If an organization has employees working in multiple reporting locations, you must file as a multiple establishment.

Field name	What this is for

Define a legal employer as a single or multiple establishment through **Establishment Employer Type**. Use the Manage Legal Entity HCM Information task to set this at the legal employer level. The value you set applies to all subordinate TRUs. You can override this value for individual TRUs through the same field on the Manage Legal Reporting Unit HCM Information task.

## Parent and Child Legal Employers

Parent legal employers represent themselves and all assigned child legal employers in the US HR reports. The EEO-1 and VETS-4212 report processes use **Parent Legal Employer** and **Proxy Legal Employer** to group legal employers for reporting. Group legal employers if you want to include the child legal employer's headcount in the parent legal employer's report.

Field name	What this is for
Parent Legal Employer	Set to <b>Yes</b> to designate the legal employer is a parent. When set to <b>No</b> , the legal employer is a child and must be assigned a parent proxy.
Proxy Legal Employer	If you set <b>Parent Legal Employer</b> to <b>No</b> , this field automatically populates with a list of parent legal employers. Select a parent legal employer from the list. The legal employer's headcount is included in the selected parent legal employer's report.

Define a legal employer as a parent or child through the Manage Legal Entity HCM Information task. If you identify more than one legal employer as a parent legal employer, you must generate a separate VETS-4212 and EEO-1 report for each one.

### Related Topics

- [Examples of Employer Configuration for VETS Reporting](#)
- [Define Legal Entities for the US](#)
- [Configure Tax Reporting Units for the US](#)
- [Run VETS-4212 Establishment Electronic Report](#)

## Summary of VETS-4212 Establishment Electronic Report

Federal contractors and subcontractors with contracts in the amount of \$100,000 or more must submit the VETS-4212 report to the Department of Labor's Veterans' Employment and Training Service (VETS).

This process produces an output file suitable for submission.

## Frequently Asked Questions

The following table lists frequently asked questions about this report.

Question	Answer
How do I find this report?	<ol style="list-style-type: none"> <li>1. In <b>My Client Groups</b>, click <b>Payroll</b>.</li> <li>2. Click <b>Select a Flow</b>.</li> <li>3. Select your US legislative data group.</li> <li>4. Search for and select <b>VETS-4212 Establishment Electronic Report</b>.</li> </ol>
Who uses this report?	<p>Human Resource Analyst</p> <p>Human Resource Manager</p> <p>Human Resource Specialist</p> <p>Human Resources VP</p>
When do I use this report?	Eligible employers must file this report between August 1 and September 30 of each year.
How do I share this report?	<ul style="list-style-type: none"> <li>• Add to briefing book</li> <li>• Schedule an agent to run the report</li> </ul>
What tool do I use to edit this report?	Oracle Business Intelligence Publisher

*Related Topics*

- [How You Create and Edit Reports](#)
- [VETS-4212 Establishment Electronic Report](#)

## VETS-4212 Establishment Electronic Report

Use this flow to generate VETS-4212 reports.

If you're a nonexempt federal contractor or subcontractor, with contracts of \$100,000 USD or more, you must generate and submit this report. The report is due annually between August 1 and September 30.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **VETS-4212 Establishment Electronic Report**.



## Before You Begin

Before you can generate reports, you define the following.

1. Use the Locations task to set required info.
  - a. Use **United States EEO and Veteran Reporting Information** in the Locations task to define your HR reporting locations.

A valid ZIP Code is required for proper reporting.

**Note:** The VETS-4212 Establishment Electronic Report flow uses the values you set in **Maximum** and **Minimum Number of Employees** in the Location task for employee counts. If you leave these fields blank, the flow derives the employee counts based on the reporting period start and end dates.

- b. Use **United States Veteran Reporting Information** in the Locations task to define your veteran reporting info.

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

2. Use the Jobs task to associate each job with an EEO-1 category.

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

3. Use the Legal Entity HCM Information task to define required info.
  - a. Use **VETS Reporting Rules** to identify the parent company and type of reporting organization.  
For further info, see Define Legal Entities for the US in the Help Center.
  - b. Use **EEO and VETS Reporting Information** to define the employment categories and establishment employer type.
  - c. Use **United States Reporting Entity Data** to identify the parent legal employers.
  - d. Use **EEO and VETS Assignment Category** to exclude certain employee types from the report, such as part-time temporary.

4. Use the Legal Reporting Unit HCM Information task to define required info.

- a. Enter the VETS reporting info for your tax reporting unit (TRU).

For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

- b. Use **EEO and VETS Reporting Rules** to define the employment categories.

This region also permits you to override the establishment employer type at the TRU level if needed and to identify the headquarters for each TRU.

- c. Use **VETS Reporting Information** to define the company number and parent company name.

This region also permits you to define the type of organization each TRU.

5. Use the Manage Legal Reporting Unit Registrations task to verify the federal employer identification number (EIN) is set up for United States Federal tax.

6. Make sure your employee definitions have the required info.

- a. Assign the appropriate veterans' data to employees.

When hiring a new employee, you record their veteran data on the Hire an Employee: Person Information page in **Legislative Information**.

- b. Select from either **Veteran Self-Identification Status** or the individual categories using the check boxes.

If you select both the **Self-identification Status** and **Individual Veteran** categories, the report process counts the employee twice in the protected veteran category.

- c. Assign the appropriate job to employees.

When hiring a new employee, you record their job on the Hire an Employee: Employment Information page in the Job region.

To be eligible for VETS reporting, an employee must have these settings.

- Must be of type Employee and an active employee as of report end date or a new employee hired between report start and end dates
- Attached to an active location
- Have employment category defined
- Be a veteran and have their veteran status info defined through either the Person or Hire New Employee tasks
- Have one of the following job categories (as of the report end date):
  - Executive or senior level officials and managers
  - First or middle level officials and managers
  - Professionals
  - Technicians
  - Sales workers
  - Administrative support workers
  - Craft workers
  - Operatives
  - Laborers and helpers
  - Service workers
- Have an active assignment during the report period start and end dates, even if only for 1 day  
In the case of multiple assignments, the report uses the primary assignment.

## Report Parameters

Provide the following parameters.

### Payroll Flow

Enter a unique name.

### Legal Employer

Select a legal employer from the list to report all employees attached to it.

### Establishment Employer Type

Select **Multiple** if you have multiple establishments. Otherwise, select **Single**.

### Start Date

Specify the starting point of the reporting date range.

The default is 12 months before the end date. The minimum range is 12 months.

### End Date

Represents the end of the reporting date range. Can be any date between 01 July and 30 September of the current year.

### Payroll Period Start Date

Represents the start of the payroll period that has the same end date as the reporting range. This helps the report identify the active employees.

### Title of Certifying Official

The default is the HR representative title you defined on the TRU's contact info.

### Name of Certifying Official

Default is the HR Representative name defined on the TRU's contact info. Use this field to override the default setting.

### Phone Number

Default is the HR Representative's phone defined on the TRU's contact info. Use this field to override the default setting.

### Email of Certifying Official

Default is the HR Representative email defined on the TRU's contact info. Use this field to override the default setting.

## Run and View the VETS-4212 Report

### Run the Report

To run the VETS-4212 report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US LDG.
4. Search for and select **VETS-4212 Establishment Electronic Report**.
5. Click **Next**.
6. Enter the parameters as described above.
7. Click **Next**.
8. In the Enter Flow Interaction task, click **Next**.
9. In the Schedule task, select **As soon as possible**.
10. Click **Next**.
11. Click **Submit**.
12. In the confirmation window, click **OK and View Checklist**.

The report process generates the following output files with separate report job name numbers.

Report	Description
VETS4212 eText Report	The VETS-4212 electronic file, suitable for submission.

Report	Description
VETS4212 Audit Report	Audit information in PDF format. Use this report to verify what data is printed in the eText report.
VETS-4212 Audit Detail Report	Detailed audit information in text format, suitable for viewing in a spreadsheet.
VETS4212 Exception Report	Contains any errors detected during report generation. Review this file, resolve any issues it detects, and rerun the report process.

### View the Reports

To view the output files of the VETS-4212 report:

1. Start Reports and Analytics.
2. Click **All Folders** and then **Shared Folders**.
3. Click **Human Capital Management, Workforce Management, Person Management, US**, and then **VETS**.
4. Click **Actions** for the VETS-4212 Electronic Report and then **Report History**.
5. Search for the report you want to view.

Be sure to set the owner as the user ID of the person who originally ran the report process. Alternately, leave it blank to return results for all users.

6. Click the number of the report results you want to view in **Report Job Name**.

The report process generates four output files, listed in **Output & Delivery**.

- o VETS4212 eText Report
- o VETS4212 Audit Report
- o VETS4212 Exception Report
- o VETS-4212AuditDetail\_Report

7. Select the exception report to view any errors.

If there are any issues reported on this report, your electronic file might be blank.

### Related Topics

- [Examples of Employer Configuration for VETS Reporting](#)
- [How can I identify my hiring location for VETS reporting](#)
- [How can I report multiple VETS establishments when they have the same unit number](#)
- [Veterans' Employment and Training Service Reporting](#)

# Core Payroll

## Calculate Prepayments

When you submit a payroll flow, the Calculate Prepayments process starts automatically when you review and verify the Gross-to-Net Report.

This flow:

1. Calculates the distribution of payroll payments based on your employees' payment methods.
2. Uses the payroll run results to calculate the gross-to-net payment.
3. Locks the payroll run results to prevent changes and ensures data integrity.

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

This process runs automatically when you run a payroll flow. If your payroll flow doesn't include this process, you must run it manually.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your legislative data group.
4. Search for and select **Calculate Prepayments**.

## Before You Start

During payroll processing, you must have successfully generated and verified the Gross-to-Net Report.

## Process Parameters

### Payroll

By default, this process runs against all payroll definitions in the selected consolidation group. To limit the run to a single payroll, select it here.

### Process Start and End Date

Enter a date range that captures the effective dates of the payroll run.

### Consolidation Group

To run the report against the members of a consolidation group, select it here.

### Organization Payment Method

By default, this process runs against all organization payment methods (OPMs). To limit the run to a single OPM, select it here.

### Payment Source

Select a payment source to restrict the process results. Leave blank to process all.

### Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

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

## Generate Check Payments

Use the Generate Check Payments task to generate checks for all your employees and third parties who have a check payment method and a net payment greater than zero.

Use the delivered flow either as an:

- Individual flow to generate check payments after the payroll calculations and payment distribution tasks are complete, or
- Within a flow pattern to run automatically after the calculate payroll and payment distribution tasks are complete. For example, the Generate Check Payments task is included in the Expedited Payroll Processing flow pattern. The flow runs automatically after the Archive Periodic Payroll Results task archives the expedited payroll results for further processing.

Use the Manage Payroll Flow Patterns task to search for and view the details of the Generate Check Payments flow.

Use the Submit a Payroll Flow task to submit the Generate Check Payments flow.

You can also use the Refine Extracts task to access this flow.

The Generate Check Payments task is generally run after the Calculate Payroll, Calculate Prepayments, and Archive Periodic Payroll Results tasks are complete. After the payroll calculations are complete, run the Calculate Prepayments process to distribute the net payments based on the employee's personal payment method. The Archive Periodic Payroll Results task archives the payroll results for further processing. The Generate Check Payments task generates checks for the archived payroll results that have a payment type of Check.

### Flow Tasks and Task Sequence

You can copy and edit the flow to include additional tasks. For example, you can include a Verify Payments task to verify the generated check payments, or a Void Payments task to void payments made wrongly.

Use the Task Sequence tab to view the sequence of the tasks within the flow. You can review the task sequence and reorder, add or delete tasks, as required.

### Flow Parameters

Flow parameters supply the information you require to run the flow and successfully complete the tasks within the flow pattern.

Before you submit the Generate Check Payments flow, review and edit the flow parameters to ensure that the correct values are used to generate the checks according to the requirements.

Here's the details of parameters you can define for the Generate Check Payments flow.

Parameter	Description	Parameter Basis	Basis Value	Usage	Display Format
Consolidation Group	Defines a grouping of different payrolls for reporting purposes. If you don't select a value, the application uses the default consolidation group assigned to the payroll.	Bind to Flow	Consolidation Group	Input Parameter	Smart lists of values
End Check Number	The last check number for processing.	Bind to Flow	End Check Number	Input Parameter	Number
Organization Payment Method	Determines the payment source for this flow. Select a value that has a payment type of Check.	Bind to Flow	Organization Payment Method	Input Parameter	Smart lists of values
Overriding Payment Date	Determines the payment due date for the checks.	Bind to Flow	Overriding Payment Date	Input Parameter	Date
Payment Source	Determines the payer bank account info so that the correct check template is used to generate the check payments.	Bind to Flow	Payment Source	Input Parameter	Smart list of values
Payment Type	Mode of payment associated with the Organization Payment Method and Payment Source values you select.	Post SQL Bind		Input Parameter	An SQL statement is used to derive the value. The value isn't displayed on the page.
Payroll	Name of the payroll run for which the checks are generated.	Bind to Flow	Payroll	Input Parameter	Smart list of values
Payroll Process	Action ID that's generated when you submit the Generate Check Payments flow.	Context Binding	Action ID. Derives the value of the parameter from the context of the current flow instance.	Output Parameter	
Process Configuration Group	Defines the rules for payroll processes, such as passwords or number of threads. If you don't select a value, the application uses the default	Bind to Flow	Process Configuration Group	Input Parameter	Smart list of values

Parameter	Description	Parameter Basis	Basis Value	Usage	Display Format
	consolidation group assigned to the payroll.				
Process Start Date	All Payroll or QuickPay runs with an effective date greater than this date are considered for this flow instance.	Bind to Flow	Process Start Date	Input Parameter	Date
Process End Date	Last effective date of the payroll processes. The process considers all Payroll or QuickPay runs with an effective date before this date.	Bind to Flow	Process End Date	Input Parameter	Date
Request	Request ID of the current flow instance.	Context Binding	Derives the value of the parameter from the context of the current flow instance.	Input Parameter	
Sort Procedure		Constant Bind	Default		
Start Check Number		Bind to Flow	Start Check Number	Input Parameter	Number

## Additional Flow Details

Before you submit the Generate Check Payments flow, define the following.

Field label	Description
Task Owner	Assign an owner for the task on <b>Edit Task Details: Owner and Checklist</b> . The owner can initiate the task, monitor the status, roll back or retry the task, and also review errors and messages the task generates.
Duration	Enter a due date and offset value in <b>Duration</b> on <b>Edit Task Details: Duration and Notifications</b> .
Notifications	Select a <b>Flow Task Start Notification</b> option in the notification region of <b>Edit Task Details: Duration and Notifications</b> . You can select a notification to: <ul style="list-style-type: none"> <li>Send error and warning messages.</li> <li>Inform the task owner when a task starts or ends.</li> </ul> The receipt of notifications depends on the duration dates and their offsets.



## Generating Payroll Reports in Microsoft Excel Format

You can configure the following payroll reports to generate a Microsoft Excel output:

- Payroll Balance Report
- Payroll Activity Report
- Payroll Register
- Statutory Deduction Register
- Deduction Report
- Payment Register
- Gross-to-Net Report
- Third-Party Payment Register

To generate an Excel output:

1. In the Data Exchange work area, select the **Manage Extract Definitions** task.
2. Search for and select the extract definition name for the payroll report to edit, as listed in this table.

Report Name	Extract Definition Name
Payroll Balance Report	Payroll Run Result Report
Payroll Activity Report	Payroll Activity Report
Payroll Register Report	Global Payroll Register
Statutory Deduction Register	Statutory Deduction Register
Deduction Report	Deduction Report
Payment Register Report	Global Payment Register
Gross-to-Net Report	Gross-to-Net Summary Archive
Third-Party Payment Register	Global Third-Party Payment Register

3. Open the report and click the **Deliver** icon.
4. Click **Add** to create a new row to point to the new template for the Excel output.
5. Enter a **Start Date** and **End Date**.
6. Enter the **Delivery Option Name** and the **Output Name**.
7. Select **Excel 2007** in the Output Type field.

8. Enter the **Report** and **Template Name**. Ensure the XDO file name you enter here matches the name of your template, as shown below.

Report Name	Excel Template Name
Payroll Balance Report	Payroll Balance Report Results
Payroll Activity Report	Payroll Activity Report Results
Payroll Register Report	Payroll Register Results
Statutory Deduction Register	Statutory Deduction Register Results
Deduction Report	Deduction Report Results
Payment Register Report	Payment Register Results
Gross-to-Net Report	Gross-to-Net Report Results
Third-Party Payment Register	Third-Party Payment Register Results

9. Select the **Delivery Type**. For example, Documents of Record or Fax.
10. Optionally, to override the default layout (PDF file), select the predefined delivery option of Excel output in the Overriding Delivery Mode field. This would result in only generating the Excel file.
- Otherwise, keep the default value to generate both the Excel and PDF files.
11. Click **Save**.
12. For the Payment Register, you must perform the following additional steps to add the report category details.
- In the Additional Details section, click **Add**.
  - In the Output Name field, click **Search**.
  - In the Search field, enter **Extract Delivery Mode**, and then click **Search**.
  - Select **Payment Register Results**, and then click **OK**.
  - Click **Save**.
13. Click **Submit**.

*Related Topics*

- [Payroll Payment and Cost Distribution Reports](#)
- [Payroll Calculation and Balancing Reports](#)

# Payment Register Report

Use this report for the verification, reconciliation, and audit of payment distributions.

**Note:** This report doesn't include payments made to third parties. Such payments are listed on the Third-Party Payment Register.

You can generate the report manually or as a part of the payroll process.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your legislative data group (LDG).
4. Search for and select **Payment Register Report**.

## Before You Start

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results in the Help Center.

## Report Parameters

### Scope

Control the results of the report by specifying its scope.

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

### Process Start Date

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

### Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For payroll runs, this is its payroll run date. The report includes all processes with an effective date on or before this date.

### Payroll

Use this field to limit the results to a single payroll definition.

Leave blank to report all of them.

### Payment Process

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

Leave blank to report all of them.

### Consolidation Group

Use this field to limit the results to a consolidation group.

Leave blank to report all of them.

### Payroll Statutory Unit

Use this field to limit the results to a specific payroll statutory unit (PSU).

Leave blank to report all of them.

### Tax Reporting Unit

Use this field to limit the results to a specific tax reporting unit (TRU).

Leave blank to report all of them.

### Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

### Person

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

### Payment Type

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

Leave blank to report all of them.

### Payment Method

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

Leave blank to report all of them.

### Location

Use this field to limit the results to a specific location.

### Payment Status

Select the status you want to report on.

What you select	What it means
Canceled and can't be reissued	You have marked the payment as Void, rolled back the prepayment process, and reversed the calculation of the payroll run results.
Paid	You processed and issued the payment without error.
Paid externally	You processed the payment was processed but generated it externally. This includes hand-written checks for terminated employees.

What you select	What it means
Unpaid	You processed the payment was processed, but it was incomplete or experienced errors during payment.
Void	You marked the payment as Void, but it's eligible for reissue. This includes replacing a lost payroll check.

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

Leave blank to report all of them.

### Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

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

### Report Category

If you have defined a report category for delivery of output in multiple formats, select it here.

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

### Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

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

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

## Report Results

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

Report name	What it contains
Summary	Provides sections on: <ul style="list-style-type: none"> <li>Report parameters and sort order</li> <li>Summary of payments</li> </ul>
Detail	Provides sections on: <ul style="list-style-type: none"> <li>Report parameters and sort order</li> <li>Summary of payments</li> <li>Details of payments</li> </ul>

Report name	What it contains
	Use this validate payments for each employee, including the payment amount, bank, and check info.

*Related Topics*

- [Archive Periodic Payroll Results](#)
- [Delivery Options for Extract-Based Payroll Reports](#)
- [Payment Statuses](#)

## Payroll Register Reports

Use the Payroll Register Report, Payroll Register Report for the Latest Process, or the Periodic Payroll Register Report to review the reported earnings, taxes, deductions, and employer liabilities archived in the periodic archive process.

The report has both a summary and detail mode.

Verify total payment amounts per balance category and compare payment values to previous periods.

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

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

Report Task Name	Purpose
Run Payroll Register Report	Use this task to run the legacy report.
Run Payroll Register Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU.  The results are the same as running the legacy report with the <b>Latest Process YTD Total Only</b> parameter set to <b>Yes</b> .
Run Periodic Payroll Register Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report.  The results are the same as running the legacy report with the <b>Latest Process YTD Total Only</b> parameter set to <b>No</b> .

### Before You Begin

Run this report after you run the payroll archive process.

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results in the Help Center.

## Report Parameters

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

### Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

### Process Start and End Date

Select the range of dates that capture the reporting period.

### Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

### Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

### Payroll Statutory Unit

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

### Tax Reporting Unit

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

### Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

### Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

### Person Page Break

Select **Yes** to display the report output in a separate page for each person. This field isn't available for the Summary report.

### Process Configuration Group

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

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

### Latest Process YTD Total Only

If you select **No**, the report lists current (run) balances based on the **Balances Reported** value against every process the report parameters include. For example, assume there are three payroll calculations run between the start and end dates of the report. The report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the specified end date, such as the last process run for each TRU or PSU. However, it's recommended to run the Statutory Deduction Register for the latest process instead.

### Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both, as given here.

- Payment Only: Includes balances included in the payments process.
- Nonpayment Only: Includes balances that aren't included in the payments process.

If you leave the field blank, the report includes all balances.

### Report Category

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

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

### Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution. If the default value is **Normal**, the temporary transient data produced during report execution is discarded.

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

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

## Report Results

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

### Summary

Use the summary report to verify total payment amounts per balance category for a payroll period for a PSU or TRU. The summary report provides a list of balances by:

- Balance Category
- PSU and TRU
- Balance Name
- References



- Current Amount

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

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

### Detail Report

In addition to the summary balances shown by the Summary report, the detail report also includes the following employee-level deductions info:

- Balance Category
- Balance Name
- Total Deduction Amount

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

- Balances and Balance Categories Summary with subtotals for each balance category.
- Balances Summary for each balance category.
- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU.
- Balance Details for a Person with subtotals for each balance and balance category. This section also includes:
  - Payroll relationship number
  - Run type
  - Payroll period
  - Calculation breakdown ID
  - Year-to-date deduction amount

The detail report is sorted in the order of PSU, TRU, person name, payroll, pay period, balance category, and balance.

### Related Topics

- [Archive Periodic Payroll Results](#)
- [Delivery Options for Extract-Based Payroll Reports](#)
- [Display All Hours in Payroll Reports](#)
- [Report Payment and Nonpayment Balances](#)
- [Latest Process Year-to-Date and Periodic Balances Reporting](#)

## Recalculate Payroll for Retroactive Changes

Retroactive pay is the recalculation of prior payroll results because of changes that occurred after you ran the original calculation. To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process.

When a retroactive notification identifies a retroactive event for an employee, such as a change in salary, this process:

1. Performs a payroll calculation using the updated details for the employee.

2. Recalculates any employee with retroactive event notifications but only if they are part of the original payroll run set of employees.
3. Compares the results of the new payroll calculation against the results of the original payroll calculations, and creates retroactive entries for any differences.
4. Changes the status of processed notifications from Awaiting Processing to Processed.

This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

For further info, see [How Retroactive Pay Is Calculated](#) in the Help Center.

**Note:** Only elements that you have configured to include a retroactive event group can have retroactive element entries.

When verifying your payroll readiness, use this process to create retroactive element entries based on retroactive events. Run it immediately before starting a payroll run. If you run it after the Calculate Payroll process, it holds the retroactive adjustments until the next payroll period.

You can run this process automatically as part of your payroll flow, or you can run it manually.

To run this process, enter the following applicable parameters:

1. Click **Submit a Flow**.
2. Select your legislative data group.
3. Select **Recalculate Payroll for Retroactive Changes**.

## Before You Start

Be sure to run the Retroactive Notification Report. This report identifies the retroactive changes you need to process. For further info, see [Retroactive Notification Report](#) in the Help Center.

**Note:** Retroactive element entries are no different from the entries in the original payroll. They are both processed in the payroll runs and display on the UI in the same manner.

## Process Parameters

### Process Date

Enter the effective date of the payroll run. This date controls the start date of all retroactive entries created by the Retropay process.

For example, before running your monthly payroll for July 2021, submit retropay with a Process Date of 31-JUL-21. This creates all retroactive entries with a start date of 01-JUL-21, and the July payroll run processes them.

**Note:** The date of the retroactive entries is the start date of the payroll period in which the retroactive process date falls.

If the process date of your payroll falls in the next payroll period, enter a retropay process date that falls within the current payroll period.

For example, your August payroll is paid on 05-SEPT-21. Submit retropay with a process date of 31-AUG-21 to ensure it creates retroactive with a start date of 01-AUG-21 and can be processed in the August payroll run.

### Payroll

Select the payroll definition you want to run against.

### Overriding Entry Create Date

Use this to control the start date of retroactive entries when you have more complex payroll period requirements.

For example, your semimonthly payroll is paid in arrears, such as:

- Period ending 15-JAN is paid on 05-FEB
- Period ending 31-JAN is paid on 20-FEB
- Period ending 15-FEB is paid on 05-MAR

Before running the semimonthly payroll for period ending 15-FEB-21, you can submit retropay with these dates:

- Retro Process Date: 20-FEB-21

**Note:** The Retropay process date can't be earlier than the process date of the payroll run for period ending 31-JAN.

- Overriding Entry Creation Date: 15-FEB-21

**Note:** Entries are date effective.

### Process Configuration Group

Enter a process configuration group. Otherwise the process uses the default group.

### Payroll Relationship Group

Enter a payroll relationship group to limit the employees included in the retroactive process. Otherwise all employees are reprocessed.

## Process Results

The retroactive process:

1. Compares the run results of the original payroll run and the run results of the retroactive payroll run.
2. It looks for matching run result records across the two processes.
3. It creates one of the following:
  - Retroactive run results
  - Retroactive element entries based on these conditions.
    - i. Matching run results exist in both the original run and the retroactive run creates a retroactive pay run result.
    - ii. Run result available in the original run but not in the retroactive run creates a retroactive pay run result.
    - iii. Run result in not available in the original run but a new run result exists in the retroactive run creates a retroactive pay element entry.

**Note:** You might need to create some entries manually to offset entries.

*Related Topics*

- [How can I create offset entries instead of deleting retroactive entries and notifications?](#)
- [How Retroactive Pay Is Calculated](#)
- [Retroactive Notification Report](#)

## Statutory Deduction Register Reports

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

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

Use this report with these reports to reconcile tax calculations.

- Gross-to-Net Report
- Payroll Register Report

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

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

Report Task Name	Purpose
Run Statutory Deduction Register	Use this task to run the legacy report.
Run Statutory Deduction Register for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU.  The results are the same as running the legacy report with the <b>Latest Process YTD Total Only</b> parameter set to <b>Yes</b> .
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 <b>Latest Process YTD Total Only</b> parameter set to <b>No</b> .

### Before You Begin

Run this report after completing the Calculate Payroll or any other task that impacts payroll balances.

## Report Parameters

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

### Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

### Process Start Date and End Date

Select the range of dates that capture the reporting period.

### Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

### Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

### Payroll Statutory Unit

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

### Tax Reporting Unit

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

### Balance Category

Use this field to run this report for one of these balance categories.

- Employee Tax Deductions
- Employer Liabilities
- Employer Taxes
- Involuntary Deductions

If you leave the field blank, the report runs for all of the above balance categories.

### Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

### Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

## Hide Records with Zero Values

Select **Yes** to skip records with null or 0 values.

## Location

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

If you leave the field blank, the report runs for all the locations.

## Latest Process YTD Total Only

If you select **No**, the report lists the current run balances, based on what you select for **Balances Reported**. The report checks every process that's included by the report parameters. For example, if you ran three payroll calculations between the start and end dates of the report, the report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the end date. This can include the last process run for each TRU or PSU. However, for performance reasons, consider running this report for only the latest process.

## Balances Reported

Select one of these values.

- **Payment Only:** Includes balances included in the payments process.
- **Nonpayment Only:** Includes balances that aren't included in the payments process.
- If you leave the field blank, the report includes all balances.

## Process Configuration Groups

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

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

## Report Category

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

For further info, see [Delivery Options for Extract-Based Payroll Reports](#) in the Help Center.

## Run Mode

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

The default value is **Normal**. This discards the temporary data produced by the report.

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

## Report Results

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

### Summary

The summary report provides a list of deductions by:

- Balance category
- PSU and TRU
- Balance name
- References

For each combination of the above, the report shows the balance for the base amount and the deduction amount. The base balance is the basis on which the statutory deduction is calculated. The summary report doesn't break down the balances by employee.

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

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

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

### Detail Report

In addition to the summary balances shown by the Summary report, the detail report also breaks down the balances by person.

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

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

This section also includes:

- Subtotals for each balance and balance category within each payroll process
- Year-to-date amounts for base and deduction balances

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

### Related Topics

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

## Transfer to Subledger Accounting

Oracle Fusion Subledger Accounting takes your cost distributions from the payroll process and uses it to generate journal entries for financial transactions.

Use this process to:

1. Prepare transactions for accounting for the costing results and journal entries.
2. Create transaction numbers for each person's costing results.
3. Transfer these transactions to Oracle Fusion Subledger Accounting.

For further info, see [How to Review Journal Entries](#) in the Help Center.

Run this process:

- After you have verified your cost distributions during payroll processing
- After you have detected and corrected errors in your costing results and need to resubmit the transactions

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your legislative data group and **Transfer to Subledger Accounting**.

### Before You Begin

Successfully complete a payroll run, including costing, and verify your cost distributions.

### Process Parameters

#### Process Start Date

Start date of the payroll run.

#### Process End Date

End date of the payroll run.

#### Payroll

Name of the payroll you ran.

#### Consolidation Group

Use this field to run the process against a consolidation group. If you don't select a value, the report uses the default consolidation group assigned to the payroll.



## Process Results

This process creates journal entries for each costing result generated by the payroll calculation and payment processes. They create two transaction numbers, one for the payroll calculation costing results and one for the payment costing results.

Review the Payroll Costing Report for details on what was transferred to Oracle Fusion General Ledger. For further info, see Payroll Costing Report in the Help Center.

### Related Topics

- [Review Journal Entries](#)
- [Payroll Processes that Generate Costing Results](#)

## Update Invalid Bank Account Details

Use the Process Bank Corrections File flow to update invalid bank account details. An employee can have an incorrect account number or an invalid branch number due to closure of a bank or merger of a bank.

You don't need to end date the personal payment method. You only need to update the existing personal payment method with the correct bank details. The process to update bank account details include the following tasks:

1. Create the Object Group HCM Data Loader DAT files and transform the info returned by the bank into the .dat file format.

The bank returns a file containing details of the new bank routing numbers. Load the info contained in the Object Group HCM Data Loader DAT files on to the Oracle Web Center Content server.

For further info, see HCM Data Loader Guide on the Help Center.

2. Update the personal payment method (PPM) using the Process Bank Corrections File flow.

The flow automatically updates the PPM when there's a value in one of these fields.

- Replacement Branch Number
- Replacement Account Number
- Replacement Account Type

If any of these fields is null, the process end dates the PPM.

The process uses the payment reference number to identify the PPM linked to the bank account you have identified as incorrect.

## Create and Upload the Object Group HCM Data Loader DAT Files

Create and use these HCM Data Loader .dat files to process the bank information by the HCM Data Loader.

- ObjectGroup.dat file to create the object group
- ObjectGroupStore.dat file to load the bank information returned by the bank

When you load the ObjectGroupStore.dat file into the Oracle Web Center Content server, it generates a UCM ID. The Process Bank Corrections File flow uses this ID to retrieve and use the bank info necessary for the flow.

## Use the Process Bank Corrections File Flow

Perform these steps to reissue check payments:

1. Start the Process Bank Corrections File flow.
2. Click **Next**, and enter these values.

Field label	Description
Process Date	The process applies this date to each process in the flow. This is the end date of the PPM is ended and the payment is voided.
UCM Content ID	The ID generated when the bank information file is loaded on to the Oracle Web Center Content server. The Process Bank Corrections File flow uses the UCM ID to retrieve and use the bank information necessary for the flow.
Process Configuration Group	Used to set a group of processing parameters, primarily related to logging and performance. If a process configuration group isn't provided, the application uses the parameters in the default group.

3. Click **Next** twice and select an option for the Flow Submission Schedule. You can select **As Soon As Possible** to run the task immediately.
4. Click **Next** and review the details.
5. Click **Submit**.

The Update Personal Payment Methods task within the flow updates the PPM based on the value of these fields.

- Replacement Branch Number
- Replacement Account Number
- Replacement Account Type

## FAQs

### How are work-at-home employees reported in the Multiple Worksite Report?

The Multiple Worksite Report (MWR) attempts to organize workers designated as work-at-home in the same state as their residence tax state.

This ensures they're reported in the same state as their state unemployment insurance state. While you can report employees to any location defined on their Reporting Information card, if this location doesn't match their residence state, the MWR flags it as a warning. To avoid this, you can create a default location for the state and select it in **Reporting Location for Work-at-Home Employees** on the employee's Reporting Information card. One location per state is used for all designated work-at-home employees.

If no location is specified on the reporting card, the work-at-home employee is reported at location 999999. The Multiple Worksite Electronic Report flow performs a check to ensure the work location state and resident tax state match for work-at-home employees.

*Related Topics*

- [Troubleshoot the Multiple Worksite Report](#)
- [Multiple Worksite Report](#)

## How can I change the tax reporting unit for an assignment?

Use the Calculation Cards task to change the tax reporting unit (TRU) association on an employee's Tax Withholding card.

Select **Associations** under **Component Groups**. Select the TRU for which the assignment currently exists or create an assignment.

This end dates the record for the assignment associated with the previous TRU and creates a new record for the new TRU.

*Related Topics*

- [Tax Withholding Card](#)

## How can I get my Pennsylvania Residency Certificate?

You can view your Pennsylvania Residency Certificate form from your **Me** page.

1. From your **Me** page, click **Pay**.
2. Click **Tax Withholding**.
3. Select the Pennsylvania row, and click **Edit**.

The form opens for the employee to update their Resident and Work PSD codes and school districts.

4. From here, you can update your resident and work PSD codes.
5. Once updated, scroll to the bottom of the form and click **I Agree**.

If you don't see this menu option, contact your administrator.

*Related Topics*

- [How can I access my personal info quickly?](#)
- [View and Update Pay Information for the US](#)
- [View and Update Personal Information for the US](#)

## How can I get my W-2?

You can view an online copy of your Form W-2 from your **Me** page.

1. From your **Me** page, click **Pay**.
2. Click **Tax Withholding**.
3. Select **View End-of-Year Tax Form**.

If you're unable to access these options, contact your administrator.

### *Related Topics*

- [View and Update Pay Info for the US](#)

## How can I override the EEO-1 report sort order?

No, the sort order can't be overridden.

The reports use this sort order.

1. Company Name
2. Status Code
3. Unit Number

### *Related Topics*

- [EEO-1 Establishment Electronic Report](#)

## How can I get my W-4?

To view a copy of your Form W-4, open your Me page and click Pay and then Tax Withholding. If you don't have access to the Tax Withholding page, contact your administrator.

To edit the existing federal and state entries, click the pencil icon. Enter the start date of the change, and then enter your applicable changes. Once complete, select **I Agree** and then click **Save**.

From this page, you can also view or hide prior tax withholding information and download a PDF of your W-4.

### *Related Topics*

- [View and Update Pay Information for the US](#)

## How can I update worker veteran status?

From **My Client Groups**, click **Person**.

1. Search for and select the person.

2. In **Person Information**, click **Edit** next to **Gender and Marital Status** and then **Update**.
3. In **Update Gender and Marital Status**, set an effective start date and click **OK**.
4. Click **View More Details**.
5. Make your changes to their veteran status, and click **OK**.

## How do I make my year-end tax form print elections?

If your employer has granted permission for you to enter your own print options for the year-end tax forms, such as Forms W-2 and W-2c, you can do this through your Portrait Gallery.

From your **Me** page, select **Personal Information** and then select **Document Delivery Preferences** from the task menu. This displays a table that shows the options for online and paper preferences. For the appropriate form, click **Edit** and make your changes.

For US territorial tax forms, they follow the preferences you set for their mainland equivalents.

## How do I set the Certified Disabled filing status on my Hawaii W-4?

You can't directly select this filing status when defining your Hawaii W-4.

Please submit the appropriate paperwork to your HR or Payroll representative. Once it is approved, they will apply the Certified Disabled filing status to your W-4, and you will begin seeing the State Income Tax exemption.

## How do I update my W-4?

By default, your Form W-4 is set to Single or Married filing separately.

If your employer allows manual updates to your W-4, you can change your settings by selecting **Me** and then **Pay**. Select **Tax Withholding**, and then select either the state or federal form. Either click the edit icon and make your changes, or click **Add** to update withholding details and save.

Select **View Prior Tax Withholding** to view or hide prior tax withholding information. You can also download a PDF of your W-4 information.

If you don't have access to this task, contact your administrator.

### *Related Topics*

- [Tax Withholding Card](#)

