Oracle Fusion Cloud Human Resources

Implementing Payroll for India

25B

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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

Some application pages have help icons to give you access to contextual help. 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. If the page has contextual help, help icons will appear.

Get Support

You can get support at *My Oracle Support*. For accessible support, visit *Oracle Accessibility Learning and Support*.

Get Training

Increase your knowledge of Oracle Cloud by taking courses at *Oracle University*.

Join Our Community

Use *Cloud Customer Connect* to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

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.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

1 Let's Get Started

Implementing Payroll for India

To implement payroll, you must first understand payroll feature choices and concepts.

You can then plan your payroll implementation using the Oracle Functional Setup Manager. Functional Setup Manager enables rapid and efficient planning, configuration, implementation, deployment, and ongoing maintenance of the application through administration.

Payroll Feature Choices

As part of feature choices for payroll processing you need to:

1. Select the correct country extension setting for India on the Features by Country or Territory page. The country extension setting ensures that certain payroll-related features, such as element templates, work correctly in your implementation. Select the Payroll extension.
2. Select the appropriate precision for the currency of India where you're processing payroll.
3. Set the currency of each country or territory where you're sending payroll data to a third-party payroll provider. However, don't select that country or territory as a feature choice.

Create an Implementation Project

You must create an implementation project for India to perform the setup tasks. Create a new project for India under Implementation Projects in the **Setup and Maintenance** work area. Select **Workforce Deployment** as the offering to get the relevant tasks for setting up enterprise structures.

Setup Tasks for Implementing Payroll in India

To implement the Oracle Fusion Payroll application for India, sign in as a user with Application Implementation Consultant or Payroll Implementor role and opt for the offerings applicable to your business requirements.

Before you begin implementing payroll for India, you must complete:

- Initial application setup.
- Implementation of Global Human Resources and the requisite HR setup tasks for implementing and processing payroll. For more information, refer to the Implementing Global Human Resources guide.

Refer to the Functional Setup Manager guide to manage the opt in and setup of your offerings.

For implementing Global Payroll use the Workforce Deployment offering and the Customer Data Management offering.

This table lists the setup tasks required to implement the Global Payroll application. Perform all of these tasks from the **Setup and Maintenance** work area. Use **My Enterprise** on the home page to navigate to **Setup and Maintenance**. Most of these tasks are under the Workforce Deployment offering unless otherwise specified in the first column of this table.

Setup Tasks for Implementing Global Payroll

Implementation Tasks List	Task Name	What you must do	Where to Find Information (Search on the Oracle Help Center for titles listed in this column)
Prerequisite Tasks for Payroll Setup			
Setup and Maintenance	Create an Implementation Project	Create an implementation project and select the enabled Workforce Deployment offering to generate the initial list of setup tasks required to implement the Global Payroll application.	• *Manage Setup Using Implementation Projects*
Define Common Applications Define Geographies for HCM	Manage Geographies	Use the territory code to verify predefined geographies and load any additionally required local geographies. You can import Oracle-licensed data from Loqate, for those countries where the data is available.	• *Geographies for HCM*
Define Common Applications Define Features by Country or Territory	Features by Country or Territory	Select the correct product for your legislation. The country extension setting ensures that certain payroll-related features, such as element templates, work correctly in your implementation.	• *Country Extensions*
	Select Address Style and Address Validation	Check the address style and address validation for your country.	• *Change Address Style and Address Validation Settings*
Define Common Applications Define Enterprise Structures for HCM	Manage Legislative Data Groups	Define at least one Legislative Data Group for each country your enterprise operates in.	• *Enterprise Structures* • Legal Entities, Business Units, and Reference Data Sets • *Legislative Data Groups*
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Jurisdictions and Authorities for HCM	Manage Legal Addresses	Create legal addresses for all organizational units of the enterprise before you create legal entities.	• *Legal addresses for India*
	Manage Legal Jurisdictions	Review the predefined jurisdictions for your country and create any jurisdictions you require for specific local taxes.	• *Overview of Legal Jurisdiction and Authorities* • *Create Legal Jurisdictions* • *Create Legal Authorities*
	Manage Legal Authorities	All legal entities must be registered against a jurisdiction that is governed by a legal authority. Create legal authorities as required for your country.	
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Manage Legal Entity	Create all legal entities that apply to the enterprise you are setting up. Designate the legal entity as a legal employer and as a payroll statutory unit (PSU) for payroll.	• *Define Legal Entities for India* • *Define Legal Entities Registrations for India*

Implementation Tasks List	Task Name	What you must do	Where to Find Information (Search on the Oracle Help Center for titles listed in this column)
	Manage Legal Entity Registrations	Define registration details of the legal entity you create. Register them with the appropriate government or legal authorities for the purpose of claiming and ensuring legal or commercial rights and responsibilities.	
	Manage Legal Entity HCM Information	Manage legal entity HCM information to include statutory components as required.	
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM/Define Legal Reporting Units for HCM	Manage Legal Reporting Unit	Define legal reporting units (LRU) also known as tax reporting units, to group employee records for tax and social reporting.	• *Legal Reporting Units* • *Set Up Tax Reporting Unit*
	Manage Legal Reporting Unit Registrations	Define registrations details of the LRU and register them with the appropriate government or legal authorities for the purpose of claiming and ensuring legal or commercial rights and responsibilities.	
	Manage Legal Reporting Unit HCM Information	Review the LRU that employs and pays workers. Define statutory requirements as required.	
Define Payroll Legislations	Configure Legislations for Human Resources	Create the legislative rules for your country. Legislative rules govern default values and how you manage employee records in your organization. Configure payroll relationship rule for your country and map a person type to a payroll relationship type.	• *Payroll Relationships for India*
Payroll Setup Tasks			
Define Payroll Legislations	Configure Payroll Legislations	Create the payroll legislative data for your country. Set up elements, balances, and other payroll-related data for implementations.	• Legislation • Payroll Relationships
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Deletion of Old Calculation Cards	Execute the .dat file to run the SQL query that fetches all the existing calculation cards. Delete all the existing calculation cards before setting up the new calculation cards. If you are migrating to Cloud India Payroll from HR, upgrading to Cloud India Payroll you need to run this SQL query.	• *Guidelines for Loading Calculation Cards*
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Adding new Calculation Cards for Payroll Relationships	Set up the new calculation cards for the Payroll relationships.	• *Guidelines for Loading Calculation Cards*

Implementation Tasks List	Task Name	What you must do	Where to Find Information (Search on the Oracle Help Center for titles listed in this column)
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Legal Entity Calculation Cards	Review and edit predefined calculation cards for payroll statutory units. The payroll process uses the calculation rules defined on the cards to calculate earnings and deductions.	• *Calculation Cards for Statutory Deductions*
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM/Define Legal Reporting Units for HCM	Legal Reporting Unit Calculation Cards	Review and edit predefined calculation cards for tax reporting units. The payroll process uses the calculation rules defined on the cards to calculate earnings and deductions.	
Define Payroll/Define Earning and Deduction Definitions	• Elements • Element Classifications	The application provides many predefined elements that cannot be modified at the implementation level. Define additional elements as required.	• *Elements, Earnings and Deductions*
	Payroll Calculation Information	Review the payroll calculation information rules and definitions generated for user-defined elements. These rules and definitions are used for calculation of earnings and deduction amounts.	• Payroll Calculation Information • Payroll Calculation Information Formulas
Define Payroll/Define Balance Definitions	• Balance Definitions • Balance Groups • Balance Group Usages • Balance Exceptions • Balance Exception Reports	The application provides many predefined balances. Review the definitions of predefined balances and create new definitions, including assigning dimensions and feeds.	• *Primary Balances*
Define Payroll/Define Payment Methods/Set Up Banks, Branches, and Accounts	• Manage Banks • Manage Bank Branches • Manage Bank Accounts	Create and edit banks, branches, and accounts.	• *Define Bank, Branches and Accounts*
Define Payroll/Define Payment Methods	Organization Payment Methods	Review predefined organization payment methods and create new methods and their payment sources.	• *Payment Methods* • *Organization Payment Methods*
Define Payroll/Define Pay Frequency	Consolidation Groups	Review the consolidation groups assigned to payroll definitions and create new groups. They let you process the results from more than one payroll in a single action.	• *Consolidation Groups*
	Payroll Definitions	Create and update payroll definitions that specify the payment frequency, processing schedule, and other parameters.	• *Payroll Definitions* • Run Types • Pay Frequency

Implementation Tasks List	Task Name	What you must do	Where to Find Information (Search on the Oracle Help Center for titles listed in this column)
			• Periodicity
Define Payroll/Define Fast Formulas	User-Defined Tables	Review the predefined table structures and create and update new user-defined table structures.	• User Defined Tables
	Fast Formulas	Review predefined formulas and create new ones to validate or calculate data for payroll.	• *Fast Formulas*
Define Payroll/Define Payroll Flow Patterns	Payroll Flow Patterns	Review the predefined payroll flow patterns and create new patterns to meet specific requirements.	• Payroll Flows

Security Reference

The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- *Securing HCM*
- *Security Reference for HCM*

Other Document References

For more detailed information about the setup tasks and other related applications and tasks, refer to these guides at docs.oracle.com/cloud/latest/globalcs_gs/docs.htm.

- Administering Global Payroll
- Administering Global Payroll Flows
- Administering Fast Formula
- Administrating Payroll Costing
- Implementing Absence Management
- Implementing Benefits
- Implementing Time and Labor
- Implementing Workforce Compensation

Create an Implementation Project for India

You must define the setup tasks for an organization hierarchy in an implementation project.

Perform these steps to create an implementation project:

1. Sign in to the Oracle Fusion application 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. On the Task panel, select **Manage Implementation Projects**.
4. On the Implementation Projects page, click **Create**.

   On the Create Implementation Project page, provide a name and start date for your project and click **Next**.
5. Select **Workforce Deployment** as the offering, since this parent project contains all the tasks to set up HCM organizational structures.
6. For Payroll implementations, further select **Payroll** .
7. Click **Save and Open Project**.

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

Responsive User Experience Setup

Profile Options for Redwood User Experience for India Payroll

Redwood is the new user experience in Oracle HCM applications. Many pages and flows have been recreated in the Redwood toolset Visual Builder Studio (VBS) to improve the user experience by creating cohesiveness through the application.

Some of the Redwood pages are enabled, by default. You will need to enable the respective profile options for other pages to get the Redwood user experience. In addition, you also need to enable the ORA_HCM_VBCS_PWA_ENABLED profile to enable the HCM Redwood pages. However, we recommend you evaluate your business requirements before enabling the Redwood experience.

To enable the profile options to view the Redwood pages:

1. Navigate to the **Setup and Maintenance** area and search for the **Manage Administrator Profile Values** task.
2. On the **Manage Administrator Profile Values** page, search for and select these profile options:

Page	Profile Option Code	Default Value
Investment Declaration Window for User	ORA_HRX_IN_INVESTMENT_DEC_USER_WINDOW	N
Number of Days as a New Joiner	ORA_HRX_IN_NEWHIRE_DAYS_JOINED	0
Investment Declaration Window for New Joiner	ORA_HRX_IN_NEWHIRE_TERM_ID_WINDOW	N
Proof Submission Window for New Joiner	ORA_HRX_IN_NEWHIRE_TERM_PS_WINDOW	N
Tax Regime Window for New Joiner	ORA_HRX_IN_NEWHIRE_TERM_TR_WINDOW	N

Page	Profile Option Code	Default Value
Number of Days as New Joiner to Enter Previous Employment Data	ORA_HRX_IN_PREVIOUS_EMP_DAYS_JOINED	0
Enable Previous Employment Window for New Joiner	ORA_HRX_IN_PREVIOUS_EMP_WINDOW_ENABLE	N
Proof Submission Window for User	ORA_HRX_IN_PROOF_SUB_USER_WINDOW	N
Tax Regime Window for User	ORA_HRX_IN_TAX_REGIME_USER_WINDOW	N

Deep Links

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

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

To access deep links:

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

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

Search Logic Profile Options for Client List of Values

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

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

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

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

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

Related Topics

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

Use Transaction Design Studio to Configure Field Displays

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

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

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

Here's how you start HCM Experience Design Studio:

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

Related Topics

- Overview of Page Modification

2 Payroll Concepts to Understand

Date Effectivity

Date Effectivity

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

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

Logical and Physical Records

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

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

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

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

Effective End Dates in Physical Records

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

Object End Dates

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

Status Values in Date-Effective Objects

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

Future-Dated Changes

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

Physical Record	Effective Start Date	Effective End Date	Grade
2	18 October, 2022		IC2
1	14 December, 2020	17 October, 2022	IC1

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

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

Date-Enabled Objects

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

Related Topics

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

How You Delete Physical Records from Date-Effective Objects

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

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

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

Intermediate Records

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

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

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

First or Only Records

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

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

Final Records

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

Country Extensions

Select Country Extensions for India

Use the Features by Country or Territory task to select the correct product for each of your legislations. Ensure the appropriate features work correctly in your implementation.

The country extension setting ensures that certain payroll-related features work correctly in your implementation, such as element templates.

Here's how you can view and set the product extension:

1. Search for and start the Features by Country or Territory task.
2. Ensure that the **Selected Extension** value is correct for India legislation.

   Valid values for the selected extension parameter are:

   - Payroll
   - Payroll Interface
   - Human Resources or None

   The default extension is **Human Resources or None**, which means no payroll product is used. To use payroll or any predefined payroll interface extracts, you must set the extension to the appropriate payroll setting.
3. Make any necessary changes, and click **Save**.
4. Click **Done**.

Using Extension Parameter: Payroll

Here are some of the key aspects to consider when you set the country extension to **Payroll**:

- When creating elements, the element templates generate formulas and other associated items for costing or payment processing, when you process payroll.
- The New Hire process performs automatic actions, such as:
-
  - Creates a Statutory Deductions calculation card
  - Validates address formats
- Payroll definitions require associated organization payment methods. You must select payment methods that include a payment source.
- Defining payment sources requires source banks in Oracle Cloud Financials.

Using Extension Parameter: Payroll Interface

Here are some of the key aspects to consider when you set the country extension to **Payroll Interface**:

- The element templates for creating regular and supplemental earnings elements generate associated objects, such as input values, formulas, and balances. The Calculate Gross Earnings process requires these objects to include employee data.

  For all other elements, the simplified element templates create only the element and no associated objects.
- The New Hire process includes country-specific validation.
- Validations on payroll objects are less restrictive to support sending employee bank information as follows:

  - No requirement for organization payment methods in payroll definitions
  - No requirement for payment sources in organization payment methods
  - No dependency on source banks in Oracle Cloud Financials

Using Extension Parameter: Human Resources or None

Here are some of the key aspects to consider when you set the country extension to **Human Resources or None:**

- The element templates for creating earnings and deductions elements generate only the elements and no associated objects, such as input values, formulas, or balances.

  You can configure these elements to meet your specific business requirements, such as adding input values and formulas to a compensation element.
- Additional country-specific validation.
- Validations on payroll objects are less restrictive, as with the Payroll Interface setting.

Verifying Geographies

Geography information is used in Oracle HCM Cloud Application for address entry and validation, and geography-based business processes, such as territory management and shipping.

There are no predefined geographies for India and you must define them yourself. The recommended geography structure for India is:

- Country
- State
- City
- Postal Code

You can use one of the Oracle approved data provider, for example Loqate. If you want to upload and maintain geography data from, refer to the following link for further details.

Go to *https://docs.oracle.com/en/cloud/saas/index.html*

1. Click **Human Resources**
2. Click **All Books**
3. Click the HTML link of **Implementing Global Human Resources**
4. Click **Geographies for HCM** > **How You Import Geographies**

Import/Export Framework for the Geography Data

Refer to the following implementation guide for the navigation steps and procedures of import/export frame work for the geography data.

1. Go to *https://docs.oracle.com/en/cloud/saas/index.html*
2. Under **Service**, click **B2B Service**
3. Click **All Books**
4. Under the Implementation heading, click the HTML link of **Understanding Import and Export Management for CX Sales and B2B Service**.
5. Go to the **Import Your Data** chapter and click the topic **Import Your Geography Data**

Verify Geography Data

After loading geography data, you can verify whether geography data has been uploaded successfully from the Manage Geography Hierarchy screen.

1. Search for and select the **Manage Geographies** task
2. Search for the geography code starting with **IN**
3. Click the check mark for each type of geography data you want to verify:
    a. Address Cleansing Defined
    b. Structure Defined
    c. Hierarchy Defined
    d. Validation defined
4. Verify the information on each page and make any necessary changes, then click **Save and Close**.

Address Validation Settings

You can enable or disable Pin Code validation by managing address validation settings for the India legislation.

The address style is defaulted and enforced to **Supplemental taxation and reporting address** for India. You can't change the default address style.

Here are the steps to set the product extension and address validation settings:

1. Search for and select the **Features by Country or Territory** task in **Define Common Application Configuration** for Human Capital Management.
2. On the **Features by Country or Territory** page, search for **India** in the search box to find the correct row.
3. Edit the **Selected Extension** list of values to set the correct extension you're using.
4. Select the **Address validation** checkbox to enforce pin code validation.
5. Click **Save**.

Legislation

Payroll Legislative Data

Use the Configure Legislations for Human Resources task in the Setup and Maintenance area to create and edit payroll rules for countries or territories not initially provided by Oracle.

Objects you can configure include:

- Legislative rules
- Element classifications
- Valid payment types
- Component groups
- Balance dimensions

- Legislative data groups

Legislative Rules

Legislative rules govern how to manage employee records when you rehire employees into your organization. For example, for some countries, a rehire continues to be associated with the earlier payroll relationship, thereby having access to prior data, such as year-to-date balances. For some other countries, a rehire creates a new payroll relationship record with no access to prior data. The statutory rules for your country or territory determines the selections you make, such as the starting month of the tax year.

The legislative rules you can configure include mappings between system person types and payroll relationship types. This mapping controls which person types you can include in payroll calculation processing, such as the Calculate Gross Earnings process.

> **Note:** You can't undo payroll relationship type mapping. If you select an element entries only option for a person type and then at a later date decide to use the Calculate Gross Earnings process, the process won't generate results for that person type. Consider using a standard option to provide more flexibility.

Element Classifications

Element classifications are collections of related elements. You select the primary classifications you want to include for your elements. You can provide new display names for element classifications to match the terminology that's most appropriate for your country or territory.

Valid Payment Types

Payment types are the means by which you issue payments to workers. The predefined payment types are Check, Cash, EFT (electronic funds transfer), and International Transfer. You can provide new display names for payment types to match terminology that's most appropriate for your country or territory.

Component Groups

Component groups are logical sets of payroll components, which are the rates and rules that determine calculated values for some earnings and deduction elements. You can provide new display names for the component groups you want to support to match terminology that's most appropriate for your country or territory.

The Configure Legislations for Human Resources task creates a calculation card definition and payroll components for each component group you enable. When you create elements in certain classifications and categories, the element template associates the element with a payroll component and creates calculation components that you can add to workers' calculation cards. The calculation card creates the components for the component groups you selected. The element template then associates these components with the statutory elements you create. Ensure that you associate these components with your employees through element eligibility for calculation to be processed.

Depending on the legislative rules, if you enable the Federal or Social Insurance component groups and set your country extension on the Features by Country or Territory page to Payroll or Payroll Interface for your country or territory, hiring workers automatically creates a statutory deduction calculation card for them. Ensure that you create eligibility records for your statutory deduction elements before hiring any workers.

Balance Dimensions

Balance dimensions identify the specific value of a balance at a particular point in time, based on a combination of criteria, including time, employee relationship level, jurisdiction, and tax reporting unit. You can provide new display names for the balance dimensions you want to support to match terminology that's appropriate for your country or territory.

The Configure Legislations for Human Resources task creates some predefined balances that the application uses within the statement of earnings, such as Gross Earnings and Net Pay. Additionally, the Net Payment balance is required to set up organization payment methods.

Legislative Data Groups

Use the Manage Legislative Data Groups task in the Setup and Maintenance area to define at least one legislative data group for each country or territory where your enterprise operates.

Related Topics

- Legislative Data Groups

How Legislations are Edited

If you have configured legislative content for a country or territory not already predefined by Oracle, you can edit it using the Configure Legislations for Human Resource task.

Your ability to edit the legislative rules and objects depends on the other objects in the legislation.

Legislative Rules and Objects You Can't Edit or Delete

The following tables summarize the restrictions when you're editing legislative content for a country or territory.

Legislative Rule	Restriction
Tax Year Start Date	Can't change after running a payroll process
Currency	Can't change after initial configuration because it would impact generated balances
Payroll Relationship Type Mapping	Can change, but affects only future person records, not existing person records

Object	Restriction
Element Classification	Can't delete if you have created an element of that primary classification
Payment Type	Can't delete if you have created payment methods for that payment type
Component Group	Can't delete if you have created calculation cards for that component group
Balance Dimension	Can't delete if you have created balances with that dimension

Enterprise Structures

Enterprise Structures for India

Oracle Fusion Applications have been designed to ensure your enterprise can be modeled to meet legal and management objectives.

The decisions about your implementation of Oracle Fusion Applications are affected by these factors:

- Industry
- Business unit requirements for autonomy
- Business and accounting policies
- Business functions performed by business units and optionally, centralized in shared service centers
- Locations of facilities

Every enterprise has three fundamental structures that describe its operations and provide a basis for reporting:

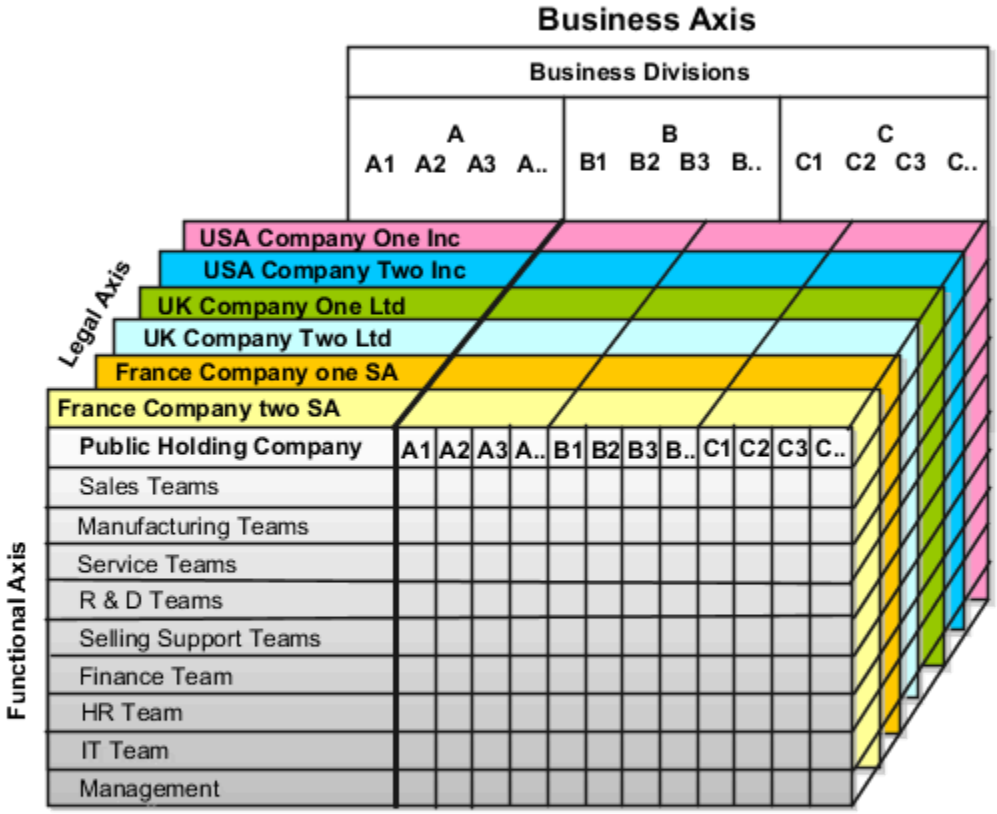
- Legal
- Managerial
- Functional

In Oracle Fusion, these structures are implemented using the chart of accounts and organization hierarchies. You can implement and use alternative hierarchies for reporting. You're likely to have one primary structure that organizes your business into these categories:

- Divisions
- Business Units
- Departments

Align these structures with your strategic objectives.

This figure illustrates a grid with Business Axis, representing the enterprise division, Legal Axis representing the companies, and the Functional Axis representing the business functions.



Legal Structure

The figure illustrates a typical group of legal entities, operating various business and functional organizations. Your ability to buy and sell, own, and employ comes from your charter in the legal system. A corporation is:

- A distinct legal entity from its owners and managers.
- Owned by its shareholders, who may be individuals or other corporations.

Many other kinds of legal entities exist, such as sole proprietorships, partnerships, and government agencies.

A legally recognized entity can own and trade assets and employ people in the jurisdiction in which the entity is registered. When granted these privileges, legal entities are also assigned these responsibilities

- Account for themselves to the public through statutory and external reporting.
- Comply with legislation and regulations.
- Pay income and transaction taxes.
- Process value added tax (VAT) collection on behalf of the taxing authority.

Many large enterprises isolate risk and optimize taxes by incorporating subsidiaries. They create legal entities to facilitate legal compliance, segregate operations, optimize taxes, complete contractual relationships, and isolate risk. Enterprises use legal entities to establish their enterprise's identity within the laws of each country in which their enterprise operates.

The figure illustrates:

- A separate card represents a series of registered companies.
- Each company, including the public holding company, InFusion India, must be registered in the countries where they do business.
- Each company contributes to various divisions created for purposes of management reporting. These are shown as vertical columns on each card.

For example, a group may have a separate company for each business in the United States (US), but have its India legal entity represent all businesses in India.

The divisions are linked across the cards so that a business can appear on some or all of the cards. For example, the air quality monitoring systems business might be operated by the US, UK, and India companies. The list of business divisions is on the Business Axis.

Each company's card is also horizontally striped by functional groups, such as the sales team and the finance team. This functional list is called the Functional Axis. The overall image suggests that information might, at a minimum, be tracked by company, business, division, and function in a group environment. In Oracle Fusion Applications, the legal structure is implemented using legal entities.

Management Structure

Successfully managing multiple businesses requires that you segregate them by their strategic objectives, and measure their results. Although related to your legal structure, the business organizational hierarchies don't have to be reflected directly in the legal structure of the enterprise. The management structure can include divisions, subdivisions, lines of business, strategic business units, profit, and cost centers. In the figure, the management structure is shown on the Business Axis. In Oracle Fusion Applications, the management structure is implemented using divisions and business units as well as being reflected in the chart of accounts.

Functional Structure

Straddling the legal and business organizations is a functional organization structured around people and their competencies. For example, sales, manufacturing, and service teams are functional organizations. This functional structure is represented by the Functional Axis in the figure. You reflect the efforts and expenses of your functional organizations directly on the income statement. Organizations must manage and report revenues, cost of sales, and functional expenses such as research and development and selling, general, and administrative expenses. In Oracle Fusion Applications, the functional structure is implemented using departments and organizations, including sales, marketing, project, cost, and inventory organizations.

Legislative Data Groups

Legislative data groups are a means of partitioning payroll and related data. At least one legislative data group is required for each country where the enterprise operates.

Legislative Data Groups (LDG) are used to determine the legislation for Legal Employers. A Legislative Data Group is a combination of a legislation, currency, and costing structure.

You need to map the Legislative Data Group to a Payroll Statutory Unit so that all payroll objects such as elements, payrolls, payment methods, etc. are created within the context of an LDG. Each legislative data group is associated with one or more payroll statutory units. Each payroll statutory unit can belong to only one legislative data group.

Payroll related information, such as elements, is organized by legislative data group. Each legislative data group:

- Marks a legislation in which payroll is processed.
- Is associated with a legislative code, currency, and its own cost allocation key flexfield structure.
- Is a boundary that can share the same set up and still comply with the local laws.
- Can span many jurisdictions as long as they're within one country.
- Can contain many legal entities that act as payroll statutory units.

Define a Legislative Data Group

Here's how you can define a legislative data group:

1. Select **Manage Legislative Data Groups** in the implementation project task list.
2. The **Manage Legislative Data Groups** screen appears. Click **Create**.
3. In the **Create Legislative Data Group** screen, enter the following details:
    a. Enter a unique name for the Legislative Data Group you are creating.
    b. Select **Country** as **India**.
    c. Select **Currency** as **Indian Rupee**.
    d. Select the **Cost Allocation Structure**.

    > **Note:** Select the cost structure, which you defined previously. The cost structure is used to cost payroll payments and deductions.

4. Click **Submit** and then, click **Confirm**.

    The legislative data group is created successfully.

Payroll Employment Hierarchy Profile Options

You can use profile options to specify the values that you want to display for each payroll employment hierarchy level. You can specify up to three values at each level to help identify the record.

For example, you can select payroll relationship type and payroll relationship number to identify payroll relationship records that you will see in the payroll relationship switcher on the Payment Methods page.

Depending on the employment model used in your enterprise, you can use these levels to set up your payroll employment hierarchy:

- Payroll relationship
- Assignments

To define profile option settings and values, select the **Payroll Employment Hierarchy Profile Option Values**.

Profile Options for the Payroll Relationship Level

This table lists the profile option codes and available profile values at the site level for the payroll relationship level of the payroll employment hierarchy.

Profile Option Codes	Profile Values
PAY_EMP_HIERARCHY_REL_DESC_1	Payroll Relationship Number
PAY_EMP_HIERARCHY_REL_DESC_2	Payroll Statutory Unit Name
PAY_EMP_HIERARCHY_REL_DESC_3	Payroll Relationship Type

Profile Options for the Assignment Level

This table lists the profile option codes and available profile values at the site level for the assignment level of the payroll employment hierarchy.

Profile Option Codes	Profile Values
PAY_EMP_HIERARCHY_ASG_DESC_1	Assignment Name
PAY_EMP_HIERARCHY_ASG_DESC_2	Assignment Number
PAY_EMP_HIERARCHY_ASG_DESC_3	Employment Category
	Grade Name
	Job Name
	Legal Employer Name
	Location Name
	Position Name

Override Site-level Values with User-level Values

You can override site-level values at the user level. For example, you might use position as the default value. Override the default value with job for the payroll administrator who manages records for a group of workers who aren't assigned to positions.

Related Topics

- Overview of Implementing Payroll Relationship

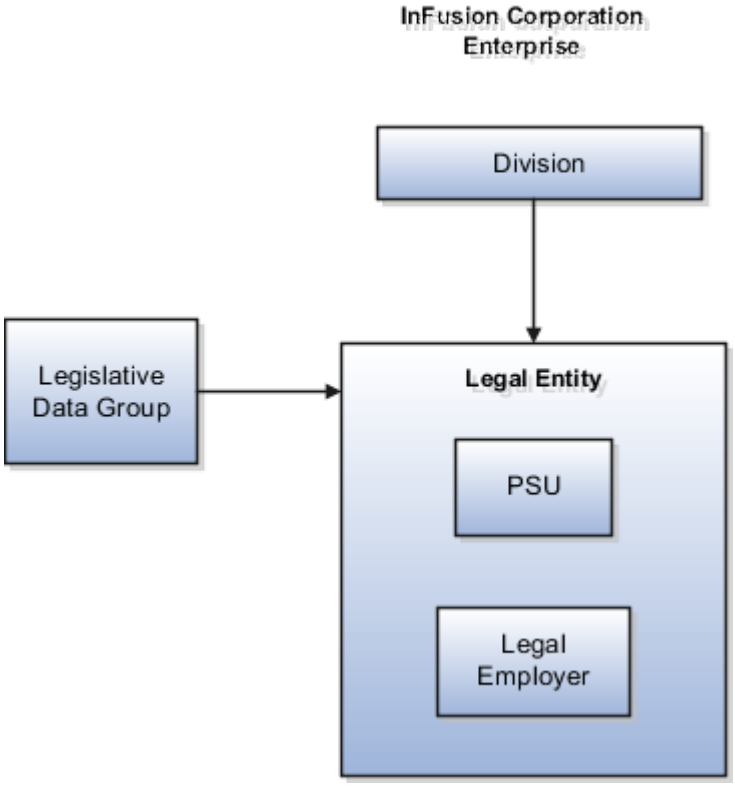
Examples of HCM Organization Models for India

Let's look at examples of different models for organizations in India for Human Capital Management (HCM). Each example includes an enterprise, legal entity – legal employer or payroll statutory unit (PSU) and tax reportimg unit (TRU), department, and more.

Single Company with Single Payroll Statutory Unit and Single Tax Reporting Unit

Let's look at an example of InFusion India, a registered company as per Registrar of Companies Act at New Delhi, with a head office and multiple departments (HR, Marketing & Finance) in New Delhi. The company is registered with income tax with a single permanent account number (PAN) and tax account number (TAN). It has separate (single) registration with Professional Tax, Provident Fund, Employee State Insurance Shops/Establishment acts and submits separate statutory reports at the end of the year. The company has a single payroll, with full time employees.

This figure illustrates a simple configuration where the enterprise has only one legal entity, which is both a payroll statutory unit and a legal employer.



Setup for this organizational model involves these steps:

1. Define the Enterprise and Business Unit classification for InFusion India.
2. Define a single Legislative Data Group for InFusion India.
3. Define the Legal Entity, Legal Employer Check the legal employer attribute in Legal Entity (Registered company is the legal entity and hence the legal employer.)
4. Create Reporting Establishment – InFusion India and its attributes (for Establishment) in Legal Entities form (XLE).

5. Department: Set up Head Office, HR, Marketing/Sales and Finance using Department Classification in the Business Unit.
6. Set the Legal Reporting Unit Classification to Tax Reporting Unit on the Manage Legal Reporting Unit HCM Information page.
7. Set the Payroll Statutory Unit attribute in Legal Entity. (In case of IN, PSU is equivalent to Legal Employer).
8. Define separate tax reporting units needed to calculate payroll deductions, such as:

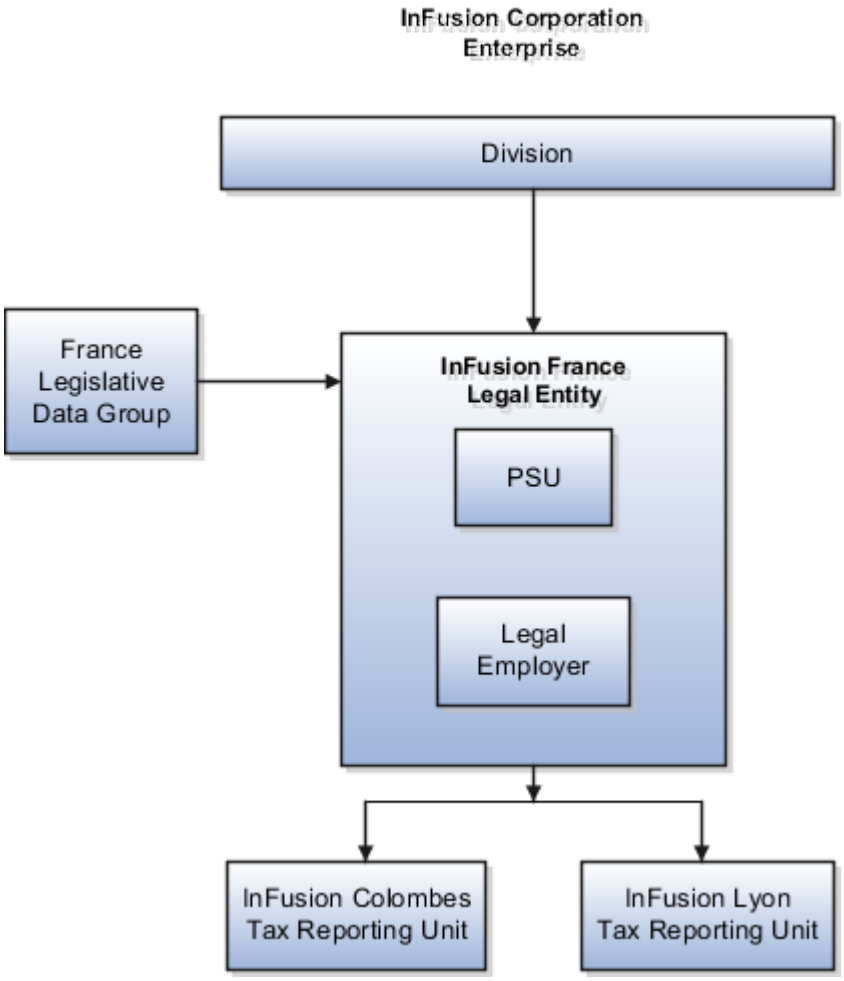
Tax Reporting Units	Description
Income Tax (IT)	Required for calculating and reporting the employee's income tax
Provident Fund (PF)	Required for calculating and reporting the employee's provident fund contribution
Professional Tax (PT)	Required for calculating and reporting the professional tax contribution
Employee State Insurance (ESI)	Required for calculating and reporting the employee state insurance contribution
Labour Welfare Fund (LWF)	Required for calculating and reporting the labour welfare fund contribution
National Pension Scheme (NPS)	Required for calculating and reporting the contribution towards the national pension scheme.

Single Company with Single Payroll Statutory Unit and Multiple Tax Reporting Units

Let's look at an example of InFusion Mumbai, a registered company as per Registrar of Companies Act at Mumbai, with a head office at Mumbai. The company has multiple reporting establishments in different states with separate TRUs; sales division at Mumbai, Maharashtra state, and operations department at Hyderabad, Telangana state. The company is registered with income tax with a permanent account number (PAN). It has two separate registrations with Professional Tax, Provident Fund, Employee State Insurance Shops/Establishment acts for each of the sales and operations division.

The setup for this organizational model involves the same steps as in the previous example. In addition, you must create TRUs for the Mumbai and Hyderabad and set up registration information. Each TRU should have a set of registrations for each type of deduction that reports to a different authority. For example, the Mumbai, and Hyderabad TRUs would each have separate registrations for income tax, PF, PT, ESI, LWF, and so on.

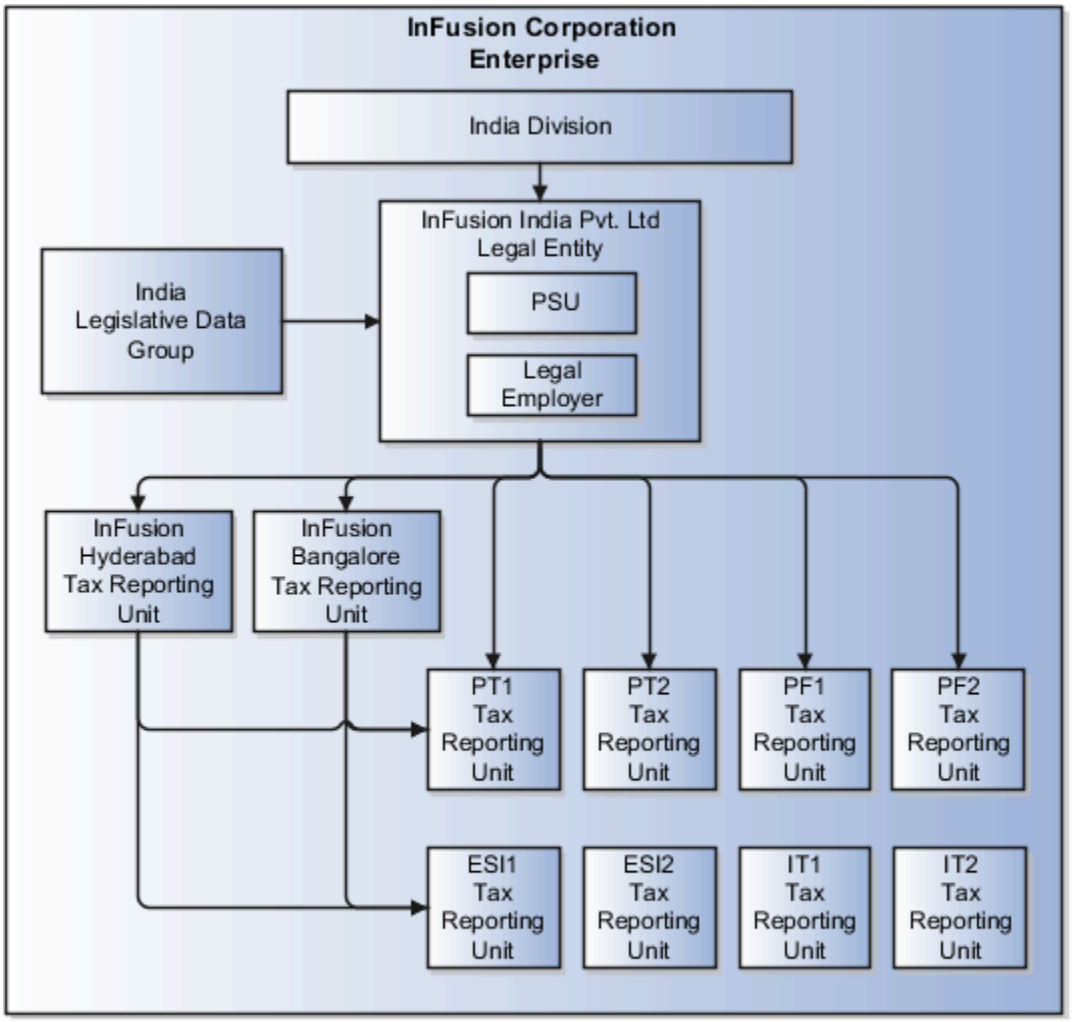
This figure illustrates a simple configuration where the enterprise has only one legal entity, which is both a payroll statutory unit and a legal employer.



Group Company with Single PSU and Multiple TRUs

Let's look at an example of InFusion Delhi with multiple legal employers under a single PSU. The payroll data is under one PSU, but tax, PHF, and social insurance registrations are at multiple locations. InFusion Delhi comprises three legal entities: the main company in New Delhi, a sales and marketing company in Mumbai, and a development and support company in Hyderabad. The main New Delhi office is also a PSU. The Mumbai and Hyderabad companies handle IT, PF, PT, ESI, LWF, and NPS independently, and each reports to its local income tax office, PF, PT, ESI, LWF, and NPS authorities separately.

This figure illustrates an enterprise with one legal entity that's a payroll statutory unit and a legal employer. The tax reporting units are independent from the legal employer.



When an employee is transferred from InFusion Mumbai to InFusion Delhi , they are terminated in InFusion Mumbai and rehired in InFusion Delhi.

What's a legal employer?

A legal employer is a legal entity that employs workers. You define a legal entity as a legal employer in the Oracle Fusion Legal Entity Configurator.

The legal employer is captured at the work relationship level, and all assignments within that relationship are automatically with that legal employer. Legal employer information for worker assignments is also used for reporting purposes.

What's a payroll statutory unit?

Payroll statutory units are legal entities that are responsible for paying workers, including the payment of payroll tax and social insurance.

A payroll statutory unit can pay and report on payroll tax and social insurance on behalf of one or many legal entities, depending on the structure of your enterprise. For example, if you're a multinational, multiple company enterprise, then you register a payroll statutory unit in each country where you employ and pay people. You can optionally register a consolidated payroll statutory unit to pay and report on workers across multiple legal employers within the same country. You associate a legislative data group with a payroll statutory unit to provide the correct payroll information for workers.

What's a tax reporting unit?

Use a tax reporting unit to group workers for the purpose of tax and social insurance reporting. A tax reporting unit is the Oracle Fusion Human Capital Management (HCM) version of the legal reporting unit in Oracle Fusion Applications.

To create a tax reporting unit, you use the Oracle Fusion Legal Entity Configurator to define a legal entity as a payroll statutory unit. When you identify a legal entity as a payroll statutory unit, the application transfers the legal reporting units that are associated with that legal entity to Oracle Fusion HCM as tax reporting units. You can then access the tax reporting unit using the Manage Legal Reporting Unit HCM Information task.

If you identify a legal entity as a legal employer, and not as a payroll statutory unit, you must enter a parent payroll statutory unit. The resulting legal reporting units are transferred to Oracle Fusion HCM as tax reporting units, but as children of the parent payroll statutory unit that you entered, and not the legal entity that you identified as a legal employer.

Jurisdictions and Legal Authorities

Overview of Legal Jurisdiction and Authorities

You are required to register your legal entities with legal authorities in the jurisdictions where you conduct business. Register your legal entities as required by local business requirements or other relevant laws.

For example, register your legal entities for tax reporting to report sales taxes or value added taxes.

Define jurisdictions and related legal authorities to support multiple legal entity registrations, which are used by Oracle Fusion Tax and Oracle Fusion Payroll. When you create a legal entity, the Oracle Fusion Legal Entity Configurator automatically creates one legal reporting unit for that legal entity with a registration.

Jurisdictions

Jurisdiction is a physical territory such as a group of countries, country, state, county, or parish where a particular piece of legislation applies.

French Labor Law, Singapore Transactions Tax Law, and US Income Tax Laws are examples of particular legislation that apply to legal entities operating in different countries' jurisdictions. Judicial authority may be exercised within a jurisdiction.

Types of jurisdictions are:

- Identifying Jurisdiction
- Income Tax Jurisdiction
- Transaction Tax Jurisdiction

Identifying Jurisdiction

For each legal entity, select an identifying jurisdiction. An identifying jurisdiction is your first jurisdiction you must register with to be allowed to do business in a country. If there's more than one jurisdiction that a legal entity must register with to commence business, select one as the identifying jurisdiction. Typically the identifying jurisdiction is the one you use to uniquely identify your legal entity.

Income tax jurisdictions and transaction tax jurisdictions don't represent the same jurisdiction. Although in some countries, the two jurisdictions are defined at the same geopolitical level, such as a country, and share the same legal authority, they're two distinct jurisdictions.

Income Tax Jurisdiction

Create income tax jurisdictions to properly report and remit income taxes to the legal authority. Income tax jurisdictions by law impose taxes on your financial income generated by all your entities within their jurisdiction. Income tax is a key source of funding that the government uses to fund its activities and serve the public.

Transaction Tax Jurisdiction

Create transaction tax jurisdictions through Oracle Tax in a separate business flow, because of the specific needs and complexities of various taxes. Tax jurisdictions and their respective rates are provided by suppliers and require periodic maintenance. Use transaction tax jurisdiction for legal reporting of sales and value added taxes.

Legal Jurisdictions

You need to define the legal jurisdiction for India.

A legal jurisdiction is a physical territory (a group of countries, country, state, county, parish, etc.), which comes under the purview of a legal authority under a specific type of legislation (French Labor Law, Irish Social Welfare Laws, Indian Income Tax).

An example of a legal jurisdiction in India can be Company Law.

Define Legal Jurisdictions:

Here's how you can define the legal jurisdiction Use the following steps to

1. Select **Manage Legal Jurisdictions** in the implementation project task list:
2. Click on **Create**.
3. Enter the following details:
    a. Enter a unique **Name** for the legal jurisdiction you are creating, for example Professional Tax or Provident Fund.

    > **Note:** India Company Law and India Income Tax are the predefined Legal Jurisdictions available for India.

    b. Select the **Territory** as **India** with **Geography type Country** to create legal jurisdictions for Provident Fund and Employee State Insurance.
    c. Select the territory with appropriate Geography type for Professional Tax and Labour Welfare Fund.
    d. Select the **Legislative Category**.

    > **Note:** The **Identifying Jurisdiction** is automatically associated with the Legal Entity. India Company Law is the predefined Identifying Jurisdiction that is available in India. You should not create any other jurisdiction as Identifying Jurisdiction for India. The identifying jurisdiction is usually the first jurisdiction that the legal entity needs to register with, in order to be recognized in its territory. There should be at least one Identifying Jurisdiction for the country. Also, there can be only one Identifying Jurisdiction for the country. This means that making one jurisdiction identifying makes the current identifying jurisdiction non-identifying.

    e. Select the required **Legal Entity Registration Code**. This is the code with which the legal entity is registered with the jurisdiction. Example: Permanent Account Number for income tax, NPS Registration Number.
    f. Select the appropriate **Legal Reporting Unit Registration Code**. The following registration numbers have been predefined for the India localization:
        - ESI Employer Number
        - LWF Employer Number
        - PF Establishment Number
        - PT Registration Number
        - NPS Registration Number
        - TAN Number.

        > **Note:** India Income Tax is the predefined jurisdiction for India. You don’t need to define the jurisdiction with Legal Reporting Unit Registration Code as TAN Number.

4. Click **Save**.

Legal Authorities for India

A legal authority is a government or legal body that's charged with such powers as making laws or levying and collecting taxes.

A legal authority in HCM is used to set up the agencies where remittances are made and payroll information is reported.

For India, legal authorities can be the Ministry of Corporate Affairs, Income Tax Department, Employee Provident Fund organization, Employee State Insurance Corporation.

Define Legal Authorities

Here's how you can define the legal authorities:

1. Select **Manage Legal Authorities** in the implementation project task list.
2. Click **Create** in the Manage Legal Authorities screen and enter the following details:
    a. Enter the name of the **Legal Authority**, for example Employee Provident Fund Organization.
    b. Select the appropriate **Tax Authority Type**. You can select from the following three types:
    a. Collecting
    b. Reporting
    c. Collecting and Reporting.

    The Employee Provident Fund Organization is of type **Collecting and Reporting**.
3. Click **Save and Close**.

Create Addresses for a Legal Authority

1. Click **Create** under Addresses.
2. Choose **India** as the **Country** and complete the address details:
3. Add the purpose of the address, under **Address Purposes**.
4. Select the purpose from the list of values, such as Payment.

> **Note:** You can create more than one address with different purposes for a legal authority. For example, one address for general correspondence and the other for tax remittances. You can add more than one purpose to each address.

Add Legislative Categories to a Legal Authority

1. Click **Create** under Legislative Category.
2. Select the **Legislative Category** from the single select choice list, such as **Provident Fund** for the Employee Provident Fund Organization:
3. Click **Save and Close**.

> **Note:** You can add more than one legislative category to a legal authority.

Legal Addresses for India

Legal Address is the address registered in the Identifying Jurisdiction at registration time and is used to help identify the Legal Entity.

This address will be printed on legal documents when required. A legal address is required when creating a legal entity.

Use the following steps to define a Legal Address:

1. Select **Manage Legal Addresses** in the implementation project task list:
2. Click **Create** in **Manage Legal Addresses**.

3. Enter the address details, city, state, pin code, and time zone.
4. Click **Save and Close**.

Legal Entities

Overview

A legal entity is a recognized party with rights and responsibilities given by legislation.

Legal entities have the following rights and responsibilities to:

- Own property
- Trade
- Repay debt
- Account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation

Their rights and responsibilities may be enforced through the judicial system. Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Minimizing the enterprise's tax liability
- Preparing for acquisitions or disposals of parts of the enterprise
- Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

The Role of Your Legal Entities

In configuring your enterprise structure in Oracle Fusion Cloud Applications, the contracting party on any transaction is always the legal entity. Individual legal entities:

- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions, in which they register. Europe now allows for companies to register in one member country and do business in all member countries, and the US allows for companies to register in one state and do business in all states. To support local reporting requirements, legal reporting units are created and registered.

You are required to publish specific and periodic disclosures of your legal entities' operations based on different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities. For example, in the United States (US), your publicly owned entities (corporations) are required to file quarterly and annual reports, as well as other

periodic reports, with the Securities and Exchange Commission (SEC), which enforces statutory reporting requirements for public corporations.

Individual entities privately held or held by public companies don't have to file separately. In other countries, your individual entities do have to file in their own name, as well as at the public group level. Disclosure requirements are diverse. For example, your local entities may have to file locally to comply with local regulations in a local currency, as well as being included in your enterprise's reporting requirements in different currency.

A legal entity can represent all or part of your enterprise's management framework. For example, if you operate in a large country such as the United Kingdom or Germany, you might incorporate each division in the country as a separate legal entity. In a smaller country, for example Austria, you might use a single legal entity to host all of your business operations across divisions.

Plan Legal Reporting Units

Each of your legal entities has at least one legal reporting unit. Some legal reporting units can also be referred to as establishments. You can define either domestic or foreign establishments.

Define legal reporting units by physical location, such as sales offices. For example, set up legal reporting units to represent your company and its offices for tax reporting.

Planning Legal Reporting Units

Plan and define your legal reporting units at both the local and national levels if you operate within the administrative boundaries of a jurisdiction that's more granular than country. For example, your legal entity establishes operations in a country that requires reporting of employment and sales taxes locally as well as nationally. Therefore, you need more than one legally registered location to meet this legal entity's reporting requirements in each area. Additionally, legal entities in Europe operate across national boundaries, and require you to set up legal reporting units for the purposes of local registration in each country. There can be multiple registrations associated with a legal reporting unit. However, only one identifying registration can be defined by the legal authority used for the legal entity or legal reporting unit and associated with the legal reporting unit.

How Legal Employers Work with Payroll Statutory Units and Tax Reporting Units

You can designate legal entities as legal employers and payroll statutory units, which makes them available for use in Oracle Fusion Human Capital Management (HCM).

You can have only one legal entity that's also a payroll statutory unit and legal employer, or multiple legal entities, payroll statutory units and legal employers. Payroll statutory units and tax reporting units share a parent child relationship with the payroll statutory unit being a parent of a tax reporting unit.

Legal Employers and Payroll Statutory Units

You can designate payroll statutory units to group legal employers to do statutory calculations at a higher level. A legal employer can exist independently of an enterprise or be a part of a payroll statutory unit. There can be many legal employers belonging to a payroll statutory unit, but a legal employer can belong only to one payroll statutory unit.

Legal Employers and Tax Reporting Units

Tax reporting units are indirectly associated with a legal employer through the payroll statutory unit. One or more tax reporting units can be used by a single legal employer, and a tax reporting unit can be used by one or more legal employers.

For example, if a single tax reporting unit is linked to a payroll statutory unit and two legal employers are associated with this payroll statutory unit, then both legal employers are associated with the tax reporting unit.

Use the Manage Legal Reporting Unit HCM Information task to designate an existing legal reporting unit as a tax reporting unit. You need to select a parent payroll statutory unit when you create a legal reporting unit belonging to a legal employer (that isn't a payroll statutory unit as well). Next, you need to designate the legal reporting unit as a tax reporting unit and select the legal employer.

Related Topics

- Overview
- What's a legal employer?
- What's a payroll statutory unit?
- What's a tax reporting unit?
- Examples of HCM Organization Models

Legal Entities for India

A legal entity is a recognized party with rights and responsibilities under Commercial Law, through the registration with the country's appropriate authority.

These are the rights and responsibilities of a legal entity:

- Own property
- Trade
- Repay debt
- Account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation

Their rights and responsibilities may be enforced through the judicial system.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Minimizing the enterprise's tax liability
- Preparing for acquisitions or disposals of parts of the enterprise
- Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

No legal entities are predefined. You must create all legal entities that apply to the enterprise you're setting up. Use the Manage Legal Entity HCM Information task in the Setup and Maintenance work area.

When defining legal entities, you must consider the following:

- Roles of Legal Entities
- Types of Legal Entities
- Registrations
- Additional Reporting Information

Role of Legal Entities

In configuring your enterprise structure, the contracting party on any transaction is always the legal entity. Individual legal entities:

- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions, in which they register.

To support local reporting requirements, you create and register legal reporting units (LRU).

You are required to publish specific and periodic disclosures of your legal entities' operations based on the different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities.

A legal entity can represent all or part of your enterprise's management framework.

Types of Legal Entities

Two types of legal entities exist:

- A legal employer is a legal entity that employs workers.
- A payroll statutory unit (PSU) is a legal entity that's responsible for paying workers, including the payment of payroll tax and social insurance. A PSU can pay and report on payroll tax and social insurance on behalf of one or many legal entities. That choice depends on the structure of your enterprise.

When defining a legal entity, you must consider the context in which it's to be used:

- If the entity is to be used in an HCM context, designate it as a legal employer. In an HCM implementation, it's required to define legal employers.
- If the entity is to be used in a payroll context, designate it as a payroll statutory unit (PSU) for payroll processing and tax reporting.
- You can define a legal entity that's both a legal employer and a PSU.
- If multiple legal employers must be grouped together for tax reporting purposes, you can associate them all with a single PSU. If legal employers don't report together, they must be segregated by PSU.

Define Legal Entities for India

When you set up Legal Entities, you can identify them as Legal Employers and Payroll Statutory Units, which makes them available for use in HCM.

Depending on how your organization is structured, you might have a single legal entity that's both a legal employer and a payroll statutory unit, or you might have multiple legal entities, legal employers, and payroll statutory units.

Payroll Statutory Units enable you to group legal employers so that you can perform statutory calculations, such as individual income tax calculations, at a higher level. For example, if multiple legal employers belong to the same payroll statutory unit and an employee receives income from more than one employer within a month, you can calculate the person's individual income tax on the aggregated income. Or, if each of the legal employers belongs to a separate payroll statutory unit, then the person's individual income tax is calculated separately for each employer.

> **Note:** For India, if there are multiple legal employers that share the tax account number (TAN), its recommended to have these legal employers within a single PSU rather than in separate PSUs. Also, if the payroll processing is centrally done for all the legal employers, its recommended to group the legal employers in a single PSU. For every PSU in India Payroll, a separate payroll relationship is created.

Define Legal Entity

Use the following steps to define a Legal Entity in HCM:

1. Select **Manage Legal Entity** in the implementation project task list.
2. Click **Go to Task**. The Select Scope window appears.
3. On the Select Scope window, select **Create New** in the Legal Entity field. Click **Apply and Go to Task**.
4. Enter the following details:
    a. Select **India** as the **Country**.
    b. Enter the name of the **Legal Entity**.
    c. Enter a unique number to identify the Legal Entity in the **Legal Entity Identifier** field.
    d. Enter the start and end dates.
    e. Select the **Legal Employer** and the **Payroll Statutory Unit** checkboxes based on one of the *organization models* given here:
        i. If there's a one to one mapping between the legal employer and PSU, select both the **Payroll Statutory Unit** and **Legal Employer** checkboxes, if the Legal Entity employs people.
        ii. If there are multiple legal employers within a single PSU that have the same Tax Account Numbers (TAN):
            - Select one legal employer as a PSU by selecting both the **Payroll Statutory Unit** and **Legal Employer** checkboxes.
            - For all the subsequent legal employers, you need to select only the Legal employer checkbox and select the PSU which you just created from the list of values. You need not select the **Payroll Statutory Unit** checkbox.
        iii. If there are multiple legal employers that have different tax account numbers, you need to create separate PSUs for each entity.
            - Select both the **Payroll Statutory unit** and **Legal Employer** checkboxes.

iv. If there are multiple legal employers that have the same TAN, multiple PSUs, and you need to perform payroll processing centrally, all the PSUs need to be merged to a single PSU. For this scenario, you need to log an SR or contact Oracle Support for merging the PSUs.

f. The **Identifying Jurisdiction** is automatically displayed. The India Company Law is a predefined Identifying Jurisdiction for India.

g. Select the **Legal Address** that defined earlier.

h. Optionally, enter the **Place of Registration**.

i. Enter the **Permanent Account Number**.

j. Enter the **Legal Reporting Unit Registration Number**.

5. Click **Save and Close** to save your work.

> **Note:** What constitutes a legal employer varies from country to country, but this must not be confused with a tax reporting unit, which is primarily used to report tax information. A legal employer is the organization to which the contractual agreement exists with the person. Usually, a legal employer is also a payroll statutory unit, but a payroll statutory unit can represent multiple legal employers. In HCM Cloud Application, the payroll statutory unit is stored on the Payroll Payment Relationship. A legal entity is also a legal reporting unit unless there's a specific reporting requirement with registrations, which aren't same as that of legal entity.

Define Legal Entities HCM Information

You need to define HCM information for the legal entity, considering the context in which its used. A legal entity can be a legal employer and/or a payroll statutory unit.

This includes defining workday information, legal employer information and the mapping of the payroll statutory unit to a legislative data group.

Before you start

You've to add the required legal entities to scope before editing them using scope selection. This also helps you create or manage other entities like legal reporting units within the context of a legal entity.
Use the following steps to set the scope for a legal entity in HCM:

1. Select **Manage Legal Entity** in the implementation project task list.
2. Click **Go To Task**.
3. Click **Select and Add**.
4. Select the **Legal Entity** created earlier.

> **Note:** This step is required when you're defining the scope for the first time. The legal entity can be directly added to scope in the implementation project in the next scope selections.

Define HCM Information for Legal Employer

Use the following steps to define HCM information for your legal entity:

1. Select **Manage Legal Entity HCM Information** in the implementation project task list.
2. Click **Go to Task**.
3. In the **Legal Employer** tab, enter the legal employer information.

   This tab is enabled if the **Legal Employer** checkbox is selected while creating the legal entity.

4. Enter **Workday** information such as the start and end times of work, standard working hours and frequency (optional).
5. In the **Salary Level** field, choose at what level the salary information will be assigned at: the term or assignment level.
6. Choose the **Worker Number Generation** method.
7. Choose whether you allow employment terms to be overridden at the assignment level.
8. Select the **People Group Flexfield Structure** (previously defined) that suits your Legal Employer.
9. Enter age related information for employment in fields **Minimum Working Age**, **Minimum Retirement Age**, **Maximum Retirement Age**, and **Minimum Age of a Minor** (optional).
10. Select the **Employment Model**, the two or three-tier employment model with a single assignment or multiple assignments. See the online help and documentation for more information about the employment model and the critical choices you've to make.
11. Click Legal Employer Information and enter the following:
    - Registration Number
    - Corporate Identity Number
    - Base Business Number
12. Define notice period details of the different employee categories.
13. Choose the **Employer Representative**.

Define HCM Information for Payroll Statutory Unit

1. Select the **Payroll Statutory Unit** tab.

   This tab is enabled if the Payroll Statutory Unit checkbox is selected when creating the legal entity.
2. Select the previously defined **Legislative Data Group** in the **Associated Legislative Data Group** list of values.
3. Enter the **Fiscal Year Start** date.
4. Click **Submit** to save.

   > **Note:** You need to map the legislative data group to a payroll statutory unit so that all payroll objects like elements, payrolls, payment methods, are created within the context of a legislative data group.

5. Click **Payroll Statutory Unit Information** to enter India-specific gratuity information.

Define Legal Entity Registrations for India

Legal Entity Registrations connect the legal entities to the legal authorities.

When you create a legal entity, a registration gets created automatically for the identifying jurisdiction that you select. If the legal entity will interact with other legal authorities, you must create additional registrations as appropriate.

Each legal reporting unit (office) in India needs to register with the legal authorities in these legislative categories:

- India Income Tax
- Professional Tax
- Employee Provident Fund
- Employee State Insurance
- Labour Welfare Fund
- National Pension Scheme

Here are the details of the registrations required for India:

Name	Territory	Legislative Category	Legal Entity Registration Code	Legal Reporting Unit Registration Code
Company Law	India	Company Law	Permanent Account Number	Legal Reporting Unit Registration Number
India Income Tax	India	Income Tax	Permanent Account Number (PAN)	TAN Number
India Professional Tax	City, States of India	Professional Tax (PT)	Legal Entity Registration Number	PT Registration Number
India Provident Fund	India	Provident Fund	Legal Entity Registration Number	PF Establishment Code
India Employee State Insurance	India	Employee State Insurance	Legal Entity Registration Number	ESI Employer Code
India Labor Welfare Fund	State	Labour Welfare Fund	Legal Entity Registration Number	LWF Employer Code
National Pension Scheme	India	National Pension Scheme	Legal Entity Registration Number	NPS Registration Number

Legal Entity Registrations

To create the legal entity registrations:

1. Click **Navigator** > **Setup and Maintenance.**.
2. On the Setup page, select the **Workforce Deployment offering**.
3. Select the **Legal Structures** functional area and then **Define Legal Entities for Human Capital Management**.
4. On the scope selection window, click **Select and Add**. Search for and select the legal entity you created.
5. Click **Save and Close**.
6. Select **Manage Legal Registrations** task.
   The Manage Registrations page displays the registrations for the legal entity.

   > **Note:** When you create a legal entity based on the registration details, a default registration is created automatically for the India Social Insurance jurisdiction.

7. Click **Create** to add a registration.
8. Enter the following information:
   a. Select a **Jurisdiction**. The **Territory** field for India is set automatically.
   b. Select the **Registered Address**.
   c. Select the **Issuing Legal Authority** from the list of legal authorities available for the jurisdiction and the legal authority address.
9. Click **Save and Close**.

Legal Reporting Units

Define Legal Reporting Units and Tax Reporting Units

Legal Reporting Units (LRUs) are the lowest level components of a legal structure that require registration.

You can create a legal reporting unit whenever the legal entity has to support several registrations of the same kind or same legislative category. The legal reporting unit is created automatically when the legal employer is created. The legal reporting unit (terminology used in Fusion Financials Applications) is known as the Tax Reporting Unit (TRU) in HCM.

Define a Legal Reporting Unit

Use the following steps to define a Legal Reporting Unit:

1. Select **Manage Legal Reporting Unit** in the Define Legal Reporting Units for Human Capital Management task group.
2. Click on **Go to Task**.
3. You will be prompted to **Select and Add** or **Create New** in scope selection. You can **Select and Add** the previously created Legal Entity to edit further, or create a new Legal Reporting Unit:
4. When creating a LRU for Income Tax, select **India** in the **Territory** list of values. For other types of LRUs (PF, PT, ESI and LWF), the territory would typically be one of the states in India.
5. Enter the Name of the **Legal Reporting Unit**, the **Start Date** and **End Date**.
6. The Identifying Jurisdiction for the territory will be displayed by default when the Territory is selected. Select a different Jurisdiction if required. For example, when creating a LRU for Income Tax (with India as the territory), you need to change the default jurisdiction **India Company Law** to **India Income Tax**.
7. Enter the **Legal Reporting Unit Registration Number** or the **TAN Number**.

   > **Note:** The field name is different based on the selected jurisdiction.

8. Select the **Legal Address** previously defined.
9. Optionally choose if this is the **Main Legal Reporting Unit** and associated effective start date.
10. Click **Save and Close**.

> **Note:** In most cases a legal entity is a legal reporting unit and you do not need to create additional ones. However, you may have to create additional legal reporting units if there is a specific reporting requirement where registrations are not the same as that of the legal entity.

Define the Legal Reporting Unit as a Tax Reporting Unit

You must configure additional information for legal reporting units to designate them as tax reporting units.

To configure the TRU:

1. Select the **Manage Legal Reporting Unit HCM Information** task.
2. On the Legal Reporting Unit HCM Classification page, select the check box **Tax Reporting Unit** to designate the LRU as a TRU.
3. Click **Next**.

   On the Tax Reporting Unit Details page, complete the fields as shown below:

a. Select the required **Tax Reporting Unit Type** from the list.

> **Note:** You need to create separate TRUs for each type: income tax, provident fund, professional tax, employee state insurance, national pension scheme, and labour welfare fund.

b. Select the **Associated Legal Employer** from the list.
c. Select the required **Tax Reporting Unit Currency**. For India, it is **INR**.

4. Click **Submit**

Set Up Tax Reporting Unit for Income Tax

Use a tax reporting unit to group workers for tax and social security calculation and reporting.

Tax Reporting Units (TRUs) are the legal reporting units (LRUs) used in Oracle HCM Cloud for tax reporting purposes. In the Legal Entity Configurator, when you create an LRU that belongs to a PSU, the application automatically creates a TRU in HCM. It associates the TRU with the parent PSU. When you create an LRU that belongs to a Legal Employer (that's not also a PSU), you must select a parent PSU. In this way, TRUs are indirectly associated with a legal employer by association with a PSU.

You can configure all the required information for legal reporting units, referred to as Tax Reporting Units in HCM context, for the Oracle HCM processes.

Set Up Income Tax TRU

Here's how you can provide the HCM information:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select Manage Legal Reporting Unit HCM Information in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the income tax TRU from the list, and click **Apply and Go To Task**.
4. On the Tax Reporting Unit Details page, select **Correct** option in the **Edit** drop-down list.
5. For the India Income Tax TRU, click **Income Tax** and enter the required information.

a. In the Investment Declaration Window Information section, enter the period within the financial year and the timeline in every month to capture the employee's investment declaration information.
b. In the Tax Regime Window Information section, specify the timeline to select the tax regime.
c. In the Proof Submission Window Information section, specify the timeline to submit the tax proofs for the financial year.
d. In the **Income Tax Basic Information** section, enter the required information.

Field	Description
Ward, Circle, or Range	Indicates the jurisdiction of the income tax assessing officer. This is a number assigned to the assessing officer who would be monitoring your income taxes.
Employer Classification	Select the employer classification from the drop-down list.

Field	Description
Employer or Deductor Information or Division	Specify the deductor information.
Covered by Gratuity Act	Select the required option, **Yes** or **No** if the employer is covered by the Gratuity Act.
Continuous Period of Service for Gratuity	Select the years of employee service in the organization from the list.
Accumulation Year Type	Select the LTA Accumulation period, which can be 2 years, 4 years, or no accumulation.

e. In the **Income Tax Form 24Q Information** section, specify all the details for the Form 24Q report.

Field	Description
Employer Classification for Form 24Q	Indicates the deductor category, which can be central government, state government, or private company.
PAO Code	Enter the Pay and Account Office (PAO) code, which is needed if the employer classification is central government, and optional for state government.
DDO Code	Enter the Drawing and Disbursing Office (DDO) Code, required if the employer classification is central government and optional for the state government. You need not specify any value for other deductor types.
PAO Registration Number	Pay and Account Office (PAO) registration number. This is an optional value for central or state government
DDO Registration Number	Drawing and Disbursing Office (DDO) registration number. This is an optional value for central or state government
Ministry Name	Name of the ministry in the central, or state government.
Other Ministry Name	
Account Office Identification Number	Enter the unique ID of the income tax account office
GST Number	Indicates the 15 digit Goods and Service Tax(GST) number.
State	Select the Form 24Q state code.

f. In the **Income Tax Representative**, select the **Employer Representative** and the **State** from the list.
g. In the **Income Tax Challan Info** , enter the details of the income tax challan

Field	Description
Financial Year	Enter the financial year as in the income tax challan.
Quarter of Remittance	Indicates the year quarter for the tax deducted at source (TDS) remittance, which can be Q1 (1st quarter), Q2 (2nd quarter), Q3 (3rd quarter), and Q4 (4th quarter).
Month	Enter the month of the TDS payment
Payment Date	Enter the date of bank challan transfer
Challan Number	Enter the serial number on the bank challan.
Bank Name	Enter the name of the bank
BSR Code	Enter the bank branch code
Income Tax	Enter the TDS amount.
Surcharge Amount	Enter the tax surcharge value
TDS Cess	Enter the TDS cess amount.
Interest Amount	Enter the TDS interest amount.
Others	Enter the TDS other charges.
Total Amount	Enter the total tax deposit amount as in the challan (sum of TDS amount, surcharge amount, TDS cess amount, TDS interest and other values).
Cheque/DD No	Enter the payment cheque or demand draft number.
Book Entry	Select **Yes** if the payment is a book entry or No.
Fee Paid under Section 234E	Enter the amount for section 234E for late filing of TDS.

Field	Description
Minor Head of Challan	Enter the value as per Annexure 7.
Nature of Payments	Enter the section code in which the payment is made.
Comments	Enter any comments for reference to the challan.
DDO Serial Number	Enter the unique ID of the drawing and disbursing officer.

h. In the **24Q Receipt Information**, enter the details of the 24Q receipt info

Field	Description
Financial Year	Enter the financial year of the 24Q receipt.
Quarter of Remittance	Indicates the year quarter for the tax deducted at source (TDS) remittance, which can be Q1 (1st quarter), Q2 (2nd quarter), Q3 (3rd quarter), and Q4 (4th quarter).
Return Type	Specify the return type - regular or correction.
Token Number	Specify the token number of previous regular statement (Form 24Q).
Status	Indicates the status of the submitted returns for the employer's reference.

i. Click **Submit**.

6. Click **Submit**.

Set Up Tax Reporting Unit for Provident Fund

Use the Manage Legal Reporting Unit HCM Information task to set up the TRU for provident fund.

You can set up the tax reporting unit for the provident fund component.

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the provident fund tax reporting unit and click **Apply and Go To Task**.
4. On the Tax Reporting Unit Details page, select **Correct** option in **Edit**.

5. For TRU of type India Provident Fund, click **Provident Fund** and complete the relevant information.

   a. In the **Provident Fund Basic Information**, complete the fields as shown below:

Field	Description
Business Number	Specify the business number for the employer PF.
Base Business Number	Specify the base business number
Office Type	Select the office type such as regional office, or head office.
Trust Classification	Trust Classification helps to identify the supported trust for provident fund computation. The following trust types are available to configure at organization level. - **Un-Exempted** - Attached with EPFO and follows the instruction and scheme provided by Provident Fund Organization - **Exempted** - Company Own Trust maintains the employee and employer contribution which again it abide to the EPFO scheme and policies, only EPS is contributed to EPFO. - **Excluded** - Excluded from PF contribution
Industry Classification	Specify the type of classification from the list.
Recognized Provident Fund	Select the recognized provident fund from the list.
EDLI Coverage	EDLI coverage would indicate the organization supports EDLI contribution.
Business Nature	Specify the business nature.
Override Employee PF Contribution Percentage	Enter the override percentage for the employee PF contribution, if required. If blank, the statutory employee PF contribution percentage is used.
Override Employer PF Contribution Percentage	Enter the override percentage for employer PF contribution, if required. If blank, the statutory employer PF contribution percentage is used.
Override Employer EPS Contribution Percentage	Enter the override percentage for the employer EPS contribution, if required.
Override PF Salary Ceiling	Enter the PF Ceiling limit for overriding statutory PF limit.

Field	Description

> **Note:** You can specify the percentage values for overriding the statutory PF percentages for employee, employer and EPS contributions rates at the PF TRU level. This override percentage can be used only for specific PF TRU organizations.

b. In the **Provident Fund Representative Details**, select the Employer Representative from the list of values. The Employer Representative needs to be at supervisory level.
c. Click **Submit**.

Set Up Tax Reporting Unit for Professional Tax

Use the Manage Legal Reporting Unit HCM Information task to set up the TRU for Professional Tax.

You can set up the tax reporting unit for the professional tax component:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the professional tax TRU and click **Apply and Go To Task**.
4. On the Tax Reporting Unit Details page, select **Correct** option in **Edit**.
5. For TRU of type Professional Tax, click **Professional Tax** and enter the required information.
6.

Field	Description
PT Registration Number	Specify the PT registration number.
State or City	Select the state of city from the list.
Registered Name	Enter the registered name.
Deduction Frequency	Specify the deduction frequency for PT from the list o Monthly o Half yearly o Annually
Month of deduction for the First Half Year	Specify the month for PT deduction for the first half year.
Month of deduction for the Second Half Year	Specify the month for PT deduction for the second half year.
Month of deduction for the Annual Frequency	Specify the month in the financial year, if the professional tax deduction frequency is annual.
Employer Representative	Select an employer representative at supervisory level as the Professional Tax Representative.

Field	Description

Note: You need to create multiple TRUs of type Professional Tax for each state or city.

7. Click **Submit**.

Set Up Tax Reporting Unit for Employee State Insurance

Use the Manage Legal Reporting Unit HCM Information task to set up the TRU for Employee State Insurance.

You can set up the tax reporting unit for the employee state insurance:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the Employee State Insurance TRU and click **Apply and Go To Task**.
4. On the Tax Reporting Unit Details page, select **Correct** option in **Edit**.
5. For TRU of type India Employee State Insurance, click **Employee State Insurance**:
    a. Complete the employer representative information.
    b. Click **Submit**.

Set Up Tax Reporting Unit for Labour Welfare Fund

Use the Manage Legal Reporting Unit HCM Information task to set up the TRU for the Labour Welfare fund.

You can set up the tax reporting unit for the Labour Welfare fund component:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the Labour Welfare fund TRU and click **Apply and Go To Task**.
4. On the Tax Reporting Unit Details page, select **Correct** option in **Edit**.
5. For TRU of type Labour Welfare fund, click **Labour Welfare Fund** and enter the required information.
6. In the Labour Welfare Fund Organization Information section:
    a. Enter your organization LWF **Registration Number**.
    b. Select the **State or Union Territory**.

    The employee and employer contribution amount to LWF varies based on your selection of the state or union territory from the list.
7. In the Labour Welfare Fund Representative Details section, select the **Employer Representative** who's at supervisor level, from the list.
8. Click **Submit**.

Set Up Tax Reporting Unit for National Pension Scheme

Use the Manage Legal Reporting Unit HCM Information task to set up the TRU for the National Pension Scheme.

To set up the tax reporting unit for the National Pension Scheme (NPS) component:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.

2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the National Pension Scheme TRU and click **Apply and Go To Task**.
4. On the Tax Reporting Unit Details page, select **Correct** option under **Edit**.
5. For TRU of type National Pension Scheme, click **National Pension Scheme** and enter the required information.
6. a. In the **National Pension Scheme Organization Information**, complete the fields as shown:

b.

Field	Description
Corporate Registration Number	Enter the 7 digit registration number allotted by CRA to a corporate head office at the time of registration the corporate registration number.
Corporate Branch Office Number	Specify the 7 digit number allotted by CRA to a corporate branch office.
Organization Type	Select the organization type from the list: - Central government sector - State government sector - Corporate sector.
NPS Employer Contribution Percentage	Specify the employer contribution percentage to NPS - For central government employees: Eligible for tax deduction up to 14% of salary (Basic + DA) contributed by employer under section 80 CCD (2) which is over and above the limit of Rs.1.5lac provided under section 80 CCE. - For state government and private sector employees - Eligible for tax deduction up to 10% of Salary (Basic + DA) contributed by employer under section 80 CCD (2) which is over and above the limit of Rs.1.5lac provided under section 80 CCE.
NPS Employee Contribution Percentage	Specify the employee contribution percentage to NPS. Employees contributing to NPS are eligible for tax deduction up to 10% of salary (basic + DA) in section 80 CCD (1), within the overall ceiling of Rs.1.5lac in section 80 CCE.
POP Name	Enter the Point of Presence service provider name.
POP Address	Enter the Point of Presence service provider address.

c. Click **Submit**.

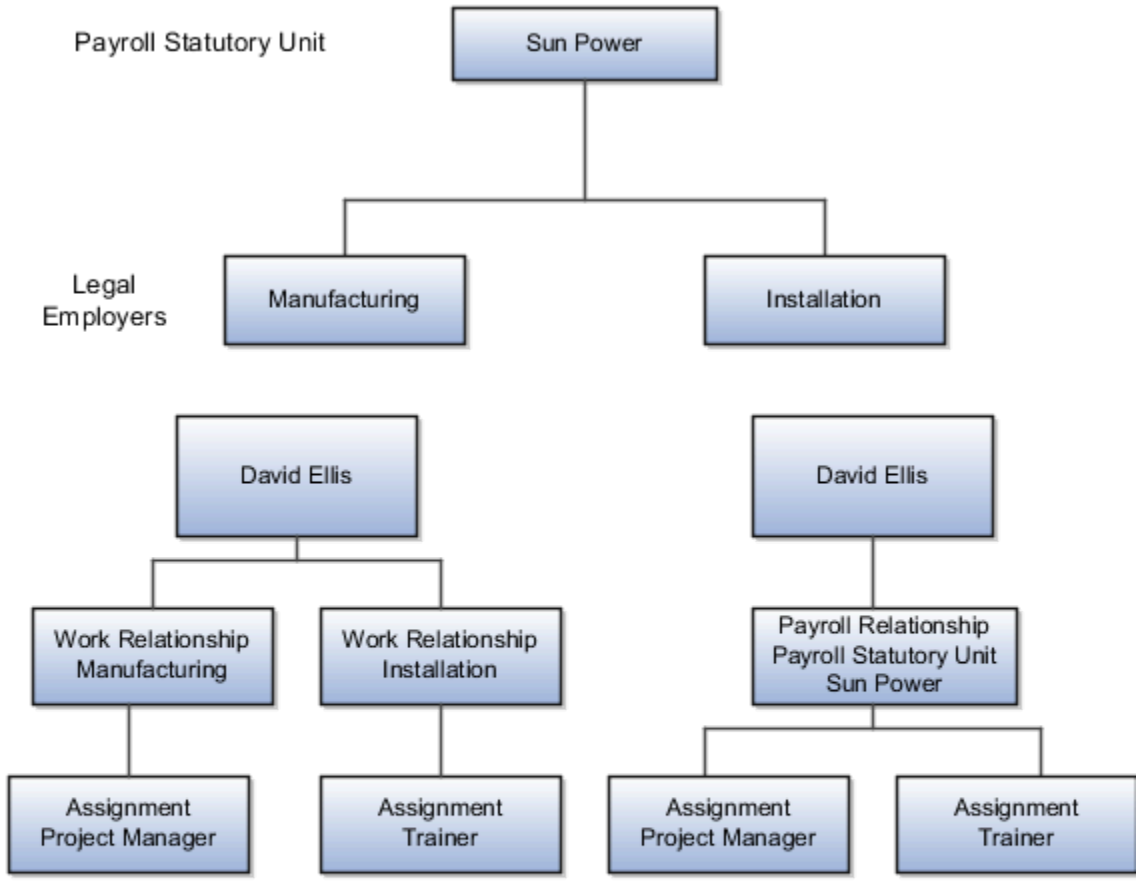
Employment Model

Overview of Payroll Employment Model

In the payroll employment model, each person has a payroll relationship to a payroll statutory unit (PSU), and one or more payroll assignments and other employment structures.

Comparing the HR and Payroll Employment Models

This diagram shows the human resource (HR) employment model and the payroll employment model contrast where two legal employers, Manufacturing and Installation belong to one PSU, Sun Power. As you can see, David Ellis has two assignments where the HR model creates two work relationships and the payroll employment model creates one payroll relationship.



Related Topics

- Payroll Employment Hierarchy Profile Options
- Employment Level Options for Payroll Elements
- How do I diagnose payroll employment model setup issues?

How do I diagnose payroll employment model setup issues?

After creating enterprise structures, run the Payroll Employment Model Setup Validation test. This test checks whether legal employers are associated with a legislative data group.

Select Run Diagnostic Tests from the Setting and Actions menu in the global header. You must have access to the Diagnostic Dashboard to run this test.

Payroll Relationships

Payroll Relationships for India

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

Payroll relationships facilitate the capture and extraction of HR and payroll-related data sent to a third party, such as a payroll provider for payroll processing. Payroll processing always occurs at the payroll relationship level. When you display the payroll process results for a person, select the person's payroll relationship record and then drill down to view the details.

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

Create Payroll Relationship Records

For the rehire process to automatically create a payroll relationship record, keep in kind that you must have a mapping between the system person type and the payroll relationship type. This table shows the payroll relationship type values that are supported.

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

Relationship mapping rules, which map system person types to payroll relationship types, can vary by country or territory. This table shows the mapping between system person types and payroll relationship types that are applicable for India. Nonworker Unpaid type is excluded from payroll processing.

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

System Person Type	Payroll Relationship Type

The mapping rules are predefined for legislations provided by Oracle. Remember that you can't create your own payroll relationship types; use just the predefined values.

A payroll relationship can't end while there are active employment assignments. When all employment assignments are ended for a payroll relationship, it could either remain active or become end dated. It depends on the legislation and the payroll relationship rules applicable for the legislation. Let's look at this scenario:

- A payroll relationship is created for each person type.
- For a relationship that gets terminated, a new payroll relationship is created within the same payroll relationship and PSU, for the rehire.

Payroll Relationship Switcher

Payroll relationship switcher gives you the ability to switch between payroll relationships when you have multiple payroll relationships defined for the employee.

For example, an employee that's a contingent worker and a pending worker with element entries only, the employee has personal payment methods: one in context of the contingent worker payroll relationship and one in context of the pending worker payroll relationship. When this occurs, a drop-down list is available to switch views from one payroll relationship to another.

You can define the values in the payroll relationship switcher using profile options to choose to display the Payroll Relationship Type, Payroll Relationship Number and Payroll Statutory Unit. If these profiles aren't defined, Payroll Relationship Type is shown by default. Use Manage Administrator Profile Options in Setup and Maintenance to define profiles associated with the payroll relationship switcher. If defining all profile options, define them all at the same level, such as Site level.

Related Topics

- Overview of Implementing Payroll Relationship
- Overview of Administering Payroll Relationships

Payroll Relationship Rules

Define a payroll relationship rule for each HCM Cloud legislation. The rule controls when and how payroll relationships are created for a person. Oracle HCM Cloud delivers predefined payroll relationship rules for all country extensions.

If you're configuring a legislation that isn't predefined by Oracle, define mapping rules for all person types including candidates that the legislation uses. The **Configure Legislation for Human Resources** task would create mapping rules for person types such as employee. You can use this task to create any person type mapping rules that aren't predefined by Oracle.

This table describes the application behavior based on the available payroll relationship rules for a legislation.

Create Employment Records Based on Rules	Application Behavior
Last Record	When you create an assignment, the application searches for an active payroll relationship of the same person type and for the same PSU. • If an active payroll relationship exists, the application groups the assignment under the existing payroll relationship. • If an active payroll relationship doesn't exist, the application creates a new payroll relationship for the assignment. The Last Record rule is used in localizations such as the UK.
Lifetime Record	When you create an assignment, the application searches for a payroll relationship of the same person type and for the same PSU. • If a payroll relationship exists, the application groups the assignment under the existing payroll relationship. If the payroll relationship is terminated, the application removes the end date. • If a payroll relationship doesn't exist, the application creates a new payroll relationship for the assignment.
New Record	When you create an assignment, the application creates a new payroll relationship. Each payroll relationship is associated with one work assignment.

Note: These rules apply to all new assignments, including the assignment that the application creates when a person is rehired.

Related Topics

- Configure Legislations
- Overview of Administering Payroll Relationships

Why do I define payroll relationship rules for an international HR legislation?

Payroll relationships capture all types of payroll information for a person in Oracle HCM Cloud, such as salary, compensation, personal payment methods, and time cards.

When do I change the payroll relationship rules for an international legislation?

Configure payroll relationship mapping rules for all person types when you implement an international legislation.

The Configure Legislation for Human Resources task would create mapping rules for person types such as employee. You can use this task to create any person type mapping rules that aren't predefined by Oracle.

If employment records already exist, the best approach is to not change the payroll relationship rules. This approach ensures that new and existing employment records have the same rules. However, if you want to update the payroll relationship rules after employment records exist, your updates will affect only the newly created employment records for the person type.

Related Topics

- Configure Legislations

Why doesn't the payroll region display for Candidate person type while you're configuring international legislation?

Verify if you have created payroll relationship mapping rules for all person types including Candidate in the international legislation.

Payroll relationship rules ensure that the application has created payroll relationship records for the person type. You can view the payroll region for workers who have a payroll relationship record.

HCM Data Roles

Role Provisioning and Deprovisioning

You must provision roles to users. Otherwise, they have no access to data or functions and can't perform application tasks. This topic explains how role mappings control role provisioning and deprovisioning.

Use the **Manage Role Provisioning Rules** or **Manage HCM Role Provisioning Rules** task to create role mappings.

Role Provisioning Methods

You can provision roles to users:

- Automatically
- Manually
    - Users such as line managers can provision roles manually to other users.
    - Users can request roles for themselves.

For both automatic and manual role provisioning, you create a role mapping to specify when a user becomes eligible for a role.

Role Types

You can provision data roles, abstract roles, and job roles to users. However, for Oracle Fusion Cloud HCM users, you typically include job roles in HCM data roles and provision those data roles.

Automatic Role Provisioning

Users acquire a role automatically when at least one of their assignments satisfies the conditions in the relevant role mapping. Provisioning occurs when you create or update worker assignments. For example, when you promote a worker to a management position, the worker acquires the line manager role automatically if an appropriate role mapping exists. All changes to assignments cause review and update of a worker's automatically provisioned roles.

Role Deprovisioning

Users lose automatically provisioned roles when they no longer satisfy the role-mapping conditions. For example, a line manager loses an automatically provisioned line manager role when he or she stops being a line manager. You can also manually deprovision automatically provisioned roles at any time.

Users lose manually provisioned roles automatically only when all of their work relationships are terminated. Otherwise, users keep manually provisioned roles until you deprovision them manually.

Roles at Termination

When you terminate a work relationship, the user automatically loses all automatically provisioned roles for which he or she no longer qualifies. The user loses manually provisioned roles only if he or she has no other work relationships. Otherwise, the user keeps manually provisioned roles until you remove them manually.

The user who's terminating a work relationship specifies when the user loses roles. Deprovisioning can occur:

- On the termination date
- On the day after the termination date

If you enter a future termination date, then role deprovisioning doesn't occur until that date or the day after. The Role Requests in the Last 30 Days section on the Manage User Account page is updated only when the deprovisioning request is created. Entries remain in that section until they're processed.

Role mappings can provision roles to users automatically at termination. For example, a terminated worker could acquire the custom role Retiree at termination based on assignment status and person type values.

Reversal of Termination

Reversing a termination removes any roles that the user acquired automatically at termination. It also provisions roles to the user as follows:

- Any manually provisioned roles that were lost automatically at termination are reinstated.
- As the autoprovisioning process runs automatically when a termination is reversed, roles are provisioned automatically as specified by current role-provisioning rules.

You must reinstate manually any roles that you removed manually, if appropriate.

Date-Effective Changes to Assignments

Automatic role provisioning and deprovisioning are based on current data. For a future-dated transaction, such as a future promotion, role provisioning occurs on the day the changes take effect. The **Send Pending LDAP Requests** process identifies future-dated transactions and manages role provisioning and deprovisioning at the appropriate time. These role-provisioning changes take effect on the system date. Therefore, a delay of up to 24 hours may occur before users in other time zones acquire their roles.

Create HCM Data Roles for Global Payroll Implementation Users

If you've licensed the Oracle Fusion Global Payroll Cloud Service, then you create the PayrollAdmin_ViewAll and PayrollMgr_ViewAll data roles. You create these roles using the Assign Security Profiles to Role task.

Create the PayrollAdmin_ViewAll Data Role

If you're already on the Manage Data Roles and Security Profiles page, then follow this procedure from step 2. Otherwise, sign in as the TechAdmin user and follow these steps:

1. In the Setup and Maintenance work area, go to the following:
    - Functional Area: Users and Security
    - Task: Assign Security Profiles to Role

    You can also go to this page by selecting **Navigator** > **My Client Groups** > **Workforce Structures** > **Data Roles and Security Profiles**.
2. In the Search Results section of the Manage Data Roles and Security Profiles page, click **Create**.
3. Complete the fields on the Create Data Role: Select Role page as shown in the following table.

Field	Value
Data Role Name	PayrollAdmin_ViewAll
Job Role	Payroll Administrator

4. Click **Next**.
5. In the sections of the Create Data Role: Security Criteria page, select the following predefined security profiles for each drop-down list.

Section	Security Profile
Organization	View All Organizations
Position	View All Positions
Legislative Data Group	View All Legislative Data Groups
Person	View All People
Document Type	View All Document Types

Section	Security Profile
Payroll	View All Payrolls
Payroll Flow	View All Flows

6. Click **Review**.
7. On the Create Data Role: Review page, click **Submit**.
8. On the Manage Data Roles and Security Profiles page, search for the PayrollAdmin_ViewAll data role to confirm that it exists.

Create the PayrollMgr_ViewAll Data Role

Follow these steps:

1. In the Search Results section of the Manage Data Roles and Security Profiles page, click **Create**.
2. Complete the fields on the Create Data Role: Select Role page as shown in the following table.

Field	Value
Data Role Name	PayrollMgr_ViewAll
Job Role	Payroll Manager

3. Click **Next**.
4. In the sections of the Create Data Role: Security Criteria page, select the predefined security profiles shown in this table.

Section	Security Profile
Organization	View All Organizations
Position	View All Positions
Legislative Data Group	View All Legislative Data Groups
Person	View All People
Document Type	View All Document Types
Payroll	View All Payrolls

Section	Security Profile
Payroll Flow	View All Flows

5. Click **Review**.
6. On the Create Data Role: Review page, click **Submit**.
7. On the Manage Data Roles and Security Profiles page, search for the PayrollMgr_ViewAll data role to confirm that it exists.

Related Topics

- Overview of HCM Data Roles for Implementation Users

How do I provision HCM data roles to users?

On the Create Role Mapping page, create a role mapping for the role.

Select the **Autoprovision** option to provision the role automatically to any user whose assignment matches the mapping attributes.

Select the **Requestable** option if any user whose assignment matches the mapping attributes can provision the role manually to other users.

Select the **Self-Requestable** option if any user whose assignment matches the mapping attributes can request the role.

Configure Employee Abstract Role

Configure the predefined employee role, which provides the privileges to all the global payroll functions along with the self service privileges for India.

The predefined employee abstract role provides access to the global payroll functions along with the self service privileges as part of India localization tasks, such as:

- Investment Declaration
- Previous Employment Information
- Investment Proof Submission

The India localization tasks aren't relevant for non Indian Payroll admin users.

Configure Employee Abstract Role

1. From the home page, navigate to **Security Console** in **Tools** section.
2. In **Roles**:
    a. Search for **Employee**, **Code**: **ORA_PER_EMPLOYEE_ABSTRACT**
    b. select **Copy Role** and then **Copy top role and inherited roles**.
    c. Click **Copy Role**

3. Enter a custom **Role Name** and **Role Code**. Click **Next**.
4. Click **Yes** in the confirmation message.
5. Go to Summary and click **Submit and Close**.
6. In the Administration Tab, check the Role Status.

> **Note:** When the Status is **Complete**, you can assign the role to an employee or a user.

When you hire a non Indian employee, the employee gets the auto-provisioned role **Employee**. Here are the changes you need to make to remove the India Localization Tiles from Employee Self Service.

1. Go to Employee User Account Setting and delete the Auto-Provisioned Role **Employee**.
2. Click **Add Roles**.
3. Search for the custom role you've created.
4. Select the role and click **Add Role Membership**.
5. Click **Done**.
6. Click **Save and Close**.

3 Application Tools

Payroll Business Definitions

An integral part of the payroll setup is defining payroll business definitions.

Use the Define Payroll Business Definitions task in the Define Payroll tasks list to create lookups, value sets, and descriptive flexfields that you need to support payroll.

Lookups

Lookups are lists of values in the application that provide validations or provide a list of values for a user input field in the user interface. You define a list of values as a lookup type consisting of a set of lookup codes, each code's translated meaning, and optionally a tag. The tags control which countries can have access to the lookup codes being defined. End users see the list of translated meanings as the available values for an object.

Let's look at an example of a lookup type for marital status (MAR_STATUS) that has lookup codes for users to specify the marital status as given below in this table.

Lookup Code	Meaning	Tag
M	Married	Not applicable
S	Single	Not applicable
R	Registered Partner	+NL
DP	Domestic Partner	-FR, AU

As you manage lookups, consider these.

- Using lookups in applications
- Configurable levels
- Accessing lookups
- Enabling lookups
- The three kinds of lookups: standard, common, and set enabled

Descriptive Flexfields

Use descriptive flexfields to add customer-defined attributes to business object entities, and define validation for them.

All the business object entities that you can use in the application are enabled for descriptive flexfields. However, configuring descriptive flexfields is an optional task.

Configuring descriptive flexfields involves managing the available flexfields registered with your Oracle Applications Cloud database and configuring their flexfield-level properties, defining and managing descriptive flexfield contexts, and configuring global and context-sensitive segments.

Extensible Flexfields

Extensible flexfields are like descriptive flexfields, with some additional features.

Unlike descriptive flexfields, the columns corresponding to extensible flexfield segments are part of specific tables, separate from the base application table. Unlike descriptive flexfield contexts, the set of attributes in an extensible flexfield context remains constant and doesn't differ by context value.

An extensible flexfield describes an application entity, with the run time ability to expand the database that implementation consultants can use to define the data structure that appears in the application.

Extensible flexfields support one-to-many relationships between the entity and the modified attribute rows.

To get a list of predefined extensible flexfields, open the Setup and Maintenance area, and use the Extensible Flexfields for Payroll task.

Here are a few aspects that are important in understanding extensible flexfields:

- Usages
- Categories
- Pages
- Security
- Protected Extensible Flexfield Data

Value Sets

A value set is a group of valid values that you assign to a flexfield segment to control the values that are stored for business object attributes.

An end user enters a value for an attribute of a business object while using the application. The flexfield validates the value against the set of valid values that you configured as a value set and assigned to the segment.

For example, you can define a required format, such as a five digit number, or a list of valid values, such as green, red, and blue.

Related Topics

- Validation Type Options for Value Sets
- How Flexfields and Value Sets Work Together
- Considerations for Managing Descriptive Flexfields
- Overview of Extensible Flexfields
- Overview of Lookups

Create and Edit Profile Options

Use profile options to manage user preferences and control the general function of applications. For example, you can control user preferences involving language, date, time, currency, and other similar general settings.

You can create a profile option and also determine the level at which that profile option takes effect. You can also define the profile values for the profile option. The profile values appear on the Manage Administrator Profile Values page when you select the profile option.

Creating a Profile Option

1. In the Setup and Maintenance work area, go to the **Manage Profile Options** task.
2. On the page, click **Actions** > **New**.
3. On the Create Profile Option page, fill all the fields with relevant details with specific attention to the following:
    - Use the SQL Validation field to provide an SQL statement that displays the permissible profile values to be used. Using an SQL statement, you can select the values from another table and display them as a list of values.

      For example, to display the values **Yes** and **No** from a lookup table, you can use the following SQL statement:

      ```
      select MEANING, LOOKUP_CODE from FND_LOOKUPS where LOOKUP_TYPE='YES_NO'
      ```

      As a result, on the **Manage Administrator Profile Values** page, the profile values Yes and No are available for selection for that profile option.
    - You can specify a date range to keep the profile option active during that period. Beyond the specified duration, the profile option automatically becomes inactive. If you no longer require the profile option, you must manually delete it from the **Manage Profile Options** page.
4. Click **Save and Close**.
5. On the Manage Profile Options page, search for the newly created profile option and from the results, select it.
6. In the Profile Option Levels section, do the following:
    a. In **Enabled**, select the levels at which you want to enable the profile option.

       > **Note:** You can enable a profile option at multiple levels, but a higher-level profile value overrides a lower-level value. Therefore, enable them only at the required levels.

    b. In **Updatable**, select the profile level at which you want implementors to have update privileges. Leave the check box deselected if you don't want the implementors to modify the profile values (they appear in read-only mode).
7. Click **Save and Close**.

To edit a profile option that you created, search for it and edit the necessary details.

Note:

- While creating and editing profile options and profile categories, you can translate the details to the preferred languages without changing the language session of the application. To specify the translations in all the enabled language rows, use the Translation Editor option. Once the updates are made, users can view the translated text for the specific details.
- If you want to access the profile option using REST API, you must add it to the Authenticated User Profile Option Values (`ORA_FND_AUTH_REST_ACCESS`) profile category.

Related Topics

- Hierarchy in Profile Levels
- Set Profile Option Values
- Enter or Edit Translated Text
- Profile Categories

Security Profiles

HCM Security Profiles

Security profiles identify instances of Human Capital Management (HCM) objects. For example, a person security profile identifies one or more Person objects, and a payroll security profile identifies one or more Payroll objects.

This topic describes how to create and use security profiles and identifies the HCM objects that need them. To manage security profiles, you must have the **IT Security Manager** job role.

Use of HCM Security Profiles

You include security profiles in HCM data roles to identify the data that users with those roles can access. You can also assign security profiles directly to abstract roles, such as employee. However, you're unlikely to assign them directly to job roles, because users with same job role usually access different sets of data. You're recommended not to assign security profiles directly to job roles.

HCM Object Types

You can create security profiles for the following HCM object types:

- Country
- Document Type
- Job Requisition
- Legislative Data Group (LDG)
- Organization
- Payroll
- Payroll Flow
- Person

    - Managed Person
    - Public Person
- Position
- Talent Pool
- Transaction

Two uses exist for the person security profile because many users access two distinct sets of people.

- The Managed Person security profile identifies people you can perform actions against.
- The Public Person security profile identifies people you can search for in the worker directory.

  This type of security profile also secures some lists of values. For example, the Change Manager and Hire pages include a person list of values that the public person security profile secures. The person who's selecting the manager for a worker may not have view access to that manager through a managed person security profile.

Predefined security profiles provide view-all access to secured objects. For example, the View All Positions security profile provides access to all positions in the enterprise.

Security Criteria in HCM Security Profiles

In a security profile, you specify the criteria that identify data instances of the relevant type. For example, in an organization security profile, you can identify organizations by organization hierarchy, classification, or name. All criteria in a security profile apply. For example, if you identify organizations by both organization hierarchy and classification, then only organizations that satisfy both criteria belong to the data instance set.

Access to Future-Dated Objects

By default, users can't access future-dated organization, position, or person objects.

Enable access to future-dated objects as follows:

- For organizations, select the **Include future organizations** option in the organization security profile
- For positions, select the **Include future positions** option in the position security profile
- For person records, select the **Include future people** option in the person security profile

> **Tip:** The predefined View All Workers security profile doesn't provide access to future-dated person records. The predefined View All People security profile, which provides access to all person records, including those of contacts, does provide access to future-dated records.

Security Profile Creation

You can create security profiles either individually or while creating an HCM data role. For standard requirements, it's more efficient to create the security profiles individually and include them in appropriate HCM data roles.

To create security profiles individually, use the relevant security profile task. For example, to create a position security profile, use the **Manage Position Security Profile** task in the Setup and Maintenance or Workforce Structures work area.

Reuse of Security Profiles

Regardless of how you create them, all security profiles are reusable.

You can include security profiles in other security profiles. For example, you can include an organization security profile in a position security profile to secure positions by department or business unit. One security profile inherits the data instance set defined by another.

Related Topics

- Predefined HCM Security Profiles
- Best Practices for HCM Data Roles and Security Profiles

Payroll Security Profiles

You can use different methods to provide access to payrolls for members of the Payroll department. Use the Manage Payroll Security Profiles task to organize your payroll definitions into appropriate payroll security profiles.

Then, use the Assign Security Profiles to Role task to select the security profiles included in an HCM data role that you provision to a user.

Payroll Period Type

It's common to use the payroll security profile to organize payroll definitions by payroll period type. You simply create one security profile for each payroll type, such as monthly payrolls, another for semimonthly payrolls, and so on.

Regional Assignments

You can use payroll security profiles to group payrolls by the regions of the employees' work location. For example, you can create one for Canadian facilities and another for European facilities.

Individual Contributors

If your payroll managers can access only the payroll definitions that they manage, use create payroll security profiles to include only those payrolls.

Payroll Data Capture for Multiple Concurrent Assignments

You can restrict access to assignments based on a user's Person Security Profile, if your organization allows workers to have multiple concurrent assignments.

Enable the assignment-level security profile to ensure that users have access to only those assignments that match the criteria defined in their person security profile.

You can apply this behavior to a limited set of quick actions, such as Payroll Relationship, Element Entries, Calculation Entries, and Costing for a Person. For all other payroll features, the behavior stays the same. If at least one of the employee's assignment satisfies the criteria in the person security profile, then the application displays all assignments on the search results page.

This table describes how the enhanced data capture applies to these Quick Action tasks:

Task	Manage Page	View-Only Page	REST	Responsive Person Search	What's Displayed?
Payroll Relationship	Yes	Yes	Yes	Assignment in Security Profile	Payroll relationship for the selected assignment. Assignments within the payroll relationship and in the security profile.
Element Entries	Yes	Yes	NA	Assignment in Security Profile	Element entries for the payroll relationship for the selected assignment. All element entries for assignments within the payroll relationship and in the security profile.
Calculation Entries	Yes	Yes	NA	Assignment in Security Profile	Calculation entries for the payroll relationship for the selected assignment. All calculation entries for assignments within the payroll relationship and in the security profile.
Costing for a Person	Yes	Yes	NA	Assignment in Security Profile	Costing information for the payroll relationship for the selected assignment.
Personal Payment Method	Yes	Yes	Yes	Assignment in Security Profile	Payroll relationships for the assignments in the user's assignment security profile.

Here are some considerations that you factor in when enabling the assignment-level security profile:

- Any other page, process, or report apart from those in the table operate at the payroll relationship level. You'll have access to all assignments if at least one of the assignments satisfies the criteria set in the Person Security Profile.
- If you've access to one assignment each in the manage and view-only pages for the same employee, you can manage both assignments. The manage access takes precedence over view-only.
- Calculation entries, such as Absence and Time region don't support assignment level security.
- Quick Pay Person Search returns all assignments. Let's consider the case when you select an assignment that you're not allowed to view. Then the application displays those element entries for the assignments that you're allowed to view, which could be a different assignment than the one selected. If you aren't allowed to view

any assignment, then the element entry section is blank. If you submit the Quick Pay, then the application processes all element entries.

- Quick Pay Person Search returns all assignments. Let's consider the case when you select an assignment that you're not allowed to view. Then the application displays those element entries for the assignments that you're allowed to view, which could be a different assignment than the one selected. If you aren't allowed to view any assignment, then the element entry section is blank. If you submit the Quick Pay, then the application processes all element entries.

For more information about concurrent assignments, see the Secure Access for Workers with Multiple Assignments section of the Oracle Human Resources Cloud What's New.

User Defined Tables

Example to Create a User-Defined Table for Matched Row Values

User-defined tables store a date effective list of values that you can use in a formula. Set up your own structured tables to hold data such as wage codes or shift differentials.

In this example, you create a user-defined table to store values for workers' schedules. To create a new table, use the User-Defined Tables task in the My Clients Group tab.

Scenario

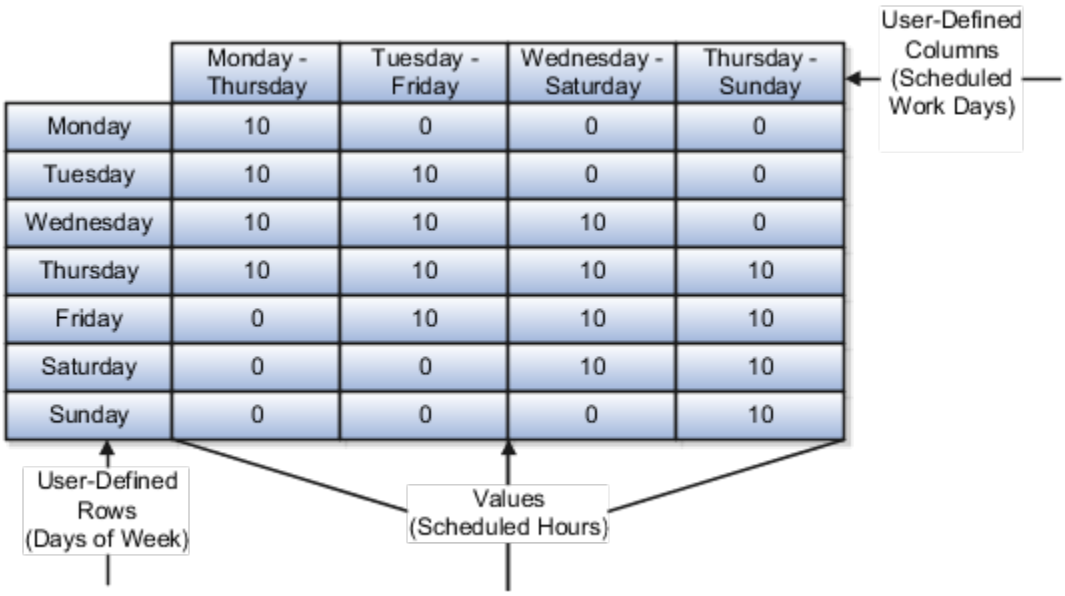
Your organization works on a 10 hour a day, four day a week rotating schedule. The employees work for four consecutive days, 10 hours a day.

User-Defined Table Components

These are the main components of the user-defined table.

- Basic details
- Columns
- Rows
- Values

As this figure shows, the user-defined table contains the schedules available in your organization.



Resulting User-Defined Table Components

This table shows the resulting user-defined table components for this scenario.

Component	In This Example
Basic Details	The Unit of measure is a text because the row values are Days of the Week. The row title is Days of the Week.
Rows	Contain the name of a day of the week.
Columns	These are the schedules, such as Monday - Thursday. The data type for each column is number because they hold a count of hours.
Values	Represent the number of hours to work each day in each schedule.

Related Topics

- User Table Validation Formula Type

Example to Create a User-Defined Table for a Range of Row Values

Click the User-Defined Tables quick action under the My Clients Groups table to create a user-defined table to store values for stock option allocations.

Scenario

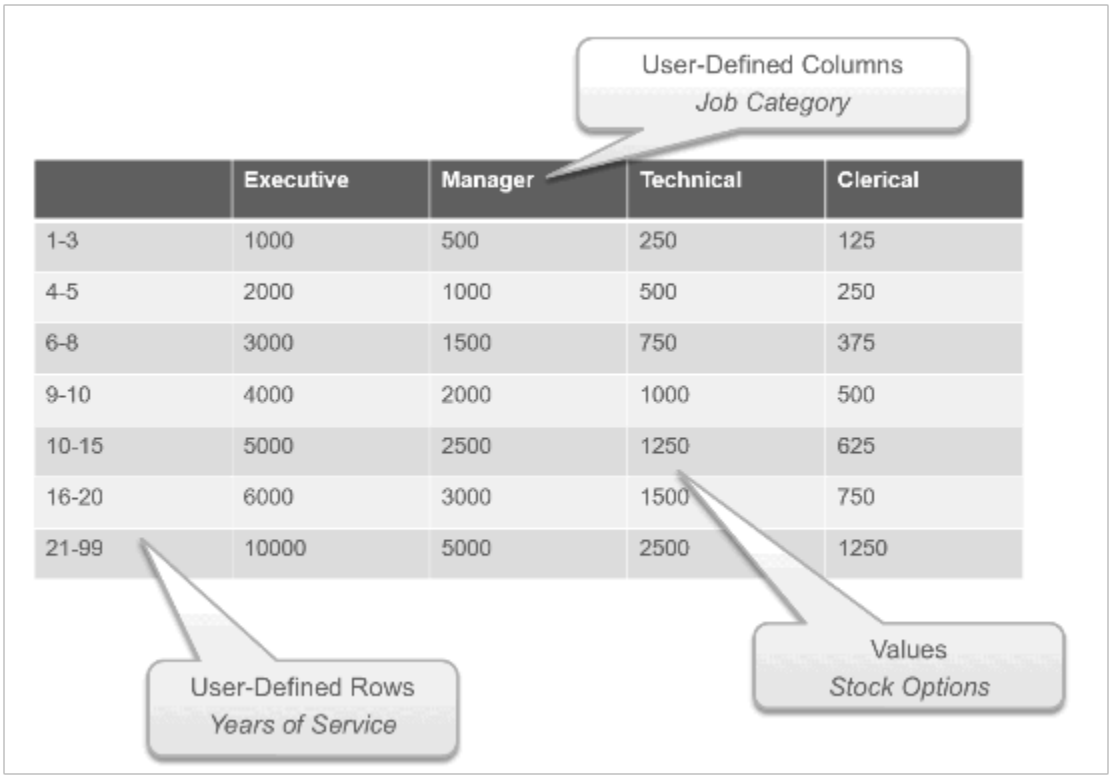
Each year, your organization offers stock options to its employees. The amount of options depends on years of service and job category of the employee receiving them.

User-Defined Table Components

The main components of the user-defined table are the definition, columns, rows, and values.

- Basic details
- Columns
- Rows
- Values

As this image shows, the user-defined table contains stock option allocations by job category and years of service.



Resulting User-Defined Table Components

This table shows the resulting user-defined table components for this scenario.

Component	In This Example
Basic Details	The unit of measure is a number since the row values are years. The row title is **Years of Service**.
Rows	Represent a range of years of service during which employees receive the same number of stock options.

Component	In This Example
Columns	Represent job categories and the data type of each column is number because they hold a number of stock options.
Values	Represent the number of stock options awarded to the specified job category during the specified years of service.

Related Topics

- User Table Validation Formula Type

Create a User-Defined Table

In this example, you create a user-defined table to hold the bonus percentages based on a person's years of service and department.

This table shows the various user-defined table components and values for those components:

- Rows represent the years of service.
- Columns represent the department.

Years of Service	Accounting	Payroll
1-5	.10	.08
6-10	.20	.16
11-99	.30	.24

Step 1: Create a User-Defined Table

1. On the Home page, click the **User-Defined Tables** quick action under the **My Clients** tab.
2. On the User-Defined Tables page in the Search Results area, click Create.
3. On the Create User-Defined Table dialog box, in the Legislative Data Group field, select US Legislative Data Group.
4. In the **Effective As-of Date** field, enter 1/1/2016.
5. Click **Continue**.
6. On the Create: User-Defined Table page in the Basic Details section in the **Name** field, enter **Bonus_Percent**.
7. In the **Range or Match** field, select Range.
8. In the **Row Title** field, enter **Years of Service**.

Step 2: Define the Accounting and Payroll Columns

1. In the User-Defined Columns section, click Create.
    - In the **Column Name** field, enter **Accounting**.
    - In the **Data Type** field, select **Number**.
2. In the User-Defined Columns section, click **Create**.
    - In the **Column Name** field, enter **Payroll**.
    - In the **Data Type** field, select **Number**.

Specify the Bonus Percent Range

1. In the User-Defined Rows section, click **Create**.
    - In the **Sequence** field, enter **10**.
    - In the **Low Range** field, enter **1** as the low range.
    - In the **High Range** field, enter **5** as the high range.
2. In the User-Defined Rows section, click **Create**.
    - In the **Sequence** field, enter **20**.
    - In the **Low Range** field, enter **6** as the low range.
    - In the High Range field, enter 10 as the high range.
3. In the User-Defined Rows section, click Create.
    - In the **Sequence** field, enter **30**.
    - In the **Low Range** field, enter **11** as the low range.
    - In the **High Range** field, enter **99** as the high range.

Step 4: Add Table Values for the Accounting Column

1. In the User-Defined Columns section, click Accounting.
2. Click **Next**.
3. On the Create User-Defined Table: User-Defined Table Values page in the User-Defined Table Values section, click **Create**.
    - On the Add User-Defined Table Values dialog box, select the first row, and then click **OK**.
    - In the **Value** field, enter **.10**.
4. Click **Create**.
    - On the Add User-Defined Table Values dialog box, select the second row, and then click **OK**.
    - In the **Value** field, enter **.20**.
5. Click Create.
    - On the Add User-Defined Table Values dialog box, select the third row and click **OK**.

- In the **Value** field, enter **.30**.

Step 5: Add Table Values for the Payroll column.

1. Click **Back**.
2. In the User-Defined Columns section, click **Payroll**.
3. Click **Next**.
4. On the Create User-Defined Table: User-Defined Table Values page in the User-Defined Table Values area, click **Create**.
   - On the Add User-Defined Table Values dialog box, select the first row, and then click **OK**.
   - In the **Value** field, enter **.08**.
5. Click **Create**.
   - On the Add User-Defined Table Values dialog box, select the second row, and then click **OK**.
   - In the **Value** field, enter **.16**.
6. Click **Create**.
   - On the Add User-Defined Table Values window, select the last row, and then click **OK**.
   - In the **Value** field, enter **.24**.
7. Click **Submit**.
8. On the User-Defined Tables page, click **Done**.

User Table Validation Formula Type

The User Table Validation formula type validates entries in user-defined tables. When you create or edit user-defined tables, select the formula in the Formula field for the user-defined columns.

You can use this formula type to ensure that entries are:

- Between a specified range
- Don't contain a negative value

You can use the EFFECTIVE_DATE (text) context for formulas of this type.

You must use one input variable called ENTRY_VALUE of data type `text`.

These return values are available to formulas of this type:

Return Value	Data Type	Required	Description
FORMULA_MESSAGE	Text	N	Returns a text message for either or both statuses. The message is displayed on the Create User-Defined Table: User-Defined Table Values page.
FORMULA_STATUS	Text	Y	Returns the value S (success) or E (error).

Return Value	Data Type	Required	Description

This formula checks whether the deduction value entered in the Union A column of the Union Dues table is between 10.00 and 20.00:

```
/* Formula Name: Union A Dues Validation */
/* Formula Type: User Table Validation */
INPUTS ARE entry_value (text)
IF TO_NUMBER(entry_value) < 10.00 OR
TO_NUMBER(entry_value) > 20.00
THEN
(
formula_status = 'e'
formula_message = 'Error: Union A dues must be between $10.00 and $20.00.'
)
ELSE
(
formula_status = 's'
formula_message = ' '
)
RETURN formula_status, formula_message
```

Fast Formulas

Overview of Using Fast Formulas

Fast Formula is a simple way to write formulas using English words and basic mathematical functions. You can use information from your database in formulas without learning the database structure or a programming language.

The **Elements** task generates standard element skip and calculation formulas, and you can modify these formulas based on your requirements. Use the **Fast Formulas** task to use formulas corresponding to one or more formula types, requiring specific formula inputs and outputs.

Uses of formula in payroll include:

- **Control Processing**
  - Payroll flow patterns: Control the repetition of a payroll flow.
  - Element skip: Control when elements are processed in a payroll run.
  - Work or payroll relationship groups: Define a set of people for payroll processing, data entry, or reporting.
- **Configuration**
  - Configure payment method preferences. For example, you can limit the number and types of payment methods.
- **Validation**
  - Element entry validation: Validate one or more element entry values. Provide a default value for an element entry value, or calculate entry values based on the user's entries in other entry values.
  - User table validation: Validate entries in user-defined tables.
- **Calculation**
  - Proration formulas control how payroll runs prorate element entries when they encounter an event such as a mid-period change in an element entry value.
  - Associate more than one payroll formula with each element to perform different processing for employee assignments with different statuses.
- **Data Loading**
  - Transformation formulas convert inbound data into a format that HCM Data Loader understands.

Note: Refer Using Fast Formula guide for more information about the general formula concepts.

Example of Writing a Fast Formula Using Formula Text

In this example, you use the text editor to create a fast formula.

Here are the key decisions when deciding on which formula to create:

Key Decisions	In This Example
Is the formula for a specific legislative data group?	No, this is a global formula that can be used by any legislative data group.
Are there any contexts used in this formula?	No
Are there any database item defaults?	Yes, PER_ASG_JOB_NAME
Are there any input value defaults?	No

Key Decisions	In This Example
What are the return values?	MIN_HOURS, MAX_HOURS, FREQUENCY

Creating a Fast Formula Using the Text Editor to Determine a Manager's Scheduled Hours

1. Search for and select **Fast Formulas** in **My Client Groups**.
2. Click **Create**.
3. Complete these fields:

Fields for the Fast Formula	Values for the Fast Formula
Formula Name	Manager Range of Scheduled Hours
Formula Type	Range of Scheduled Hours
Description	Manager's Range of Hours
Effective Start Date	1-Jan-2010

4. Click **Continue**.
5. Enter these formula details in the Formula Text section:

```
/* DATABASE ITEM DEFAULTS BEGIN */
DEFAULT FOR per_asg_job_name IS ' '
/* DATABASE ITEM DEFAULTS END */
JOB_1 = PER_ASG_JOB_NAME
IF JOB_1 = 'Manager' then
(MIN_HOURS = 25
MAX_HOURS = 40
FREQUENCY = 'H')
else
(MIN_HOURS = 20
MAX_HOURS = 35
FREQUENCY = 'H')
return MIN_HOURS, MAX_HOURS, FREQUENCY
```

6. Click **Compile**.
7. Click **Save**.

Example of Writing a Fast Formula Using Expression Editor

In this example, you create a fast formula that groups executive workers for reporting and processing. All executive workers are in department EXECT_10000.

After you create the formula, you need to add it to the object group parameters, so that only the workers that belong to the EXECT_10000 department are used in processing.

Here are the key decisions when deciding on which formula to create.

Key Decisions	In This Example
Is the formula for a specific legislative data group?	Yes, InVision
What's the formula type for this formula?	Payroll Relationship Group

Creating a Fast Formula Using the Expression Editor

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Complete these fields:

Fields for Fast Formula	Values for Fast Formula
Formula Name	Executive Payroll Relationship Group
Type	Payroll Relationship Group
Description	Executive Workers
Legislative Data Group	Vision LDG
Effective As-of Date	1-Jan-2010
Type of Editor	Expression Builder **Note:** For more complex conditions to create a group, you can select Text. However, after you save the formula, you can't change the type of editor.

4. Click **Continue**.
5. In the Formula Details section, click **Add After** to add a row and complete these fields:

Conjunction	Database Item Name	Data Type	Operand	Literal Value
None applicable	DEPARTMENT	Character	=	'EXECT_10000'

Conjunction	Database Item Name	Data Type	Operand	Literal Value
And	SELECT_EMP	Character	=	'YES'

6. Click **Compile**.
7. Click **Save**.

When do I run the Compile Formula process?

When you create or update multiple fast formulas simultaneously, run the Compile Formula process on the Submit a Process or Report page.

Payroll Flows

Overview of Payroll Flows

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

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

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

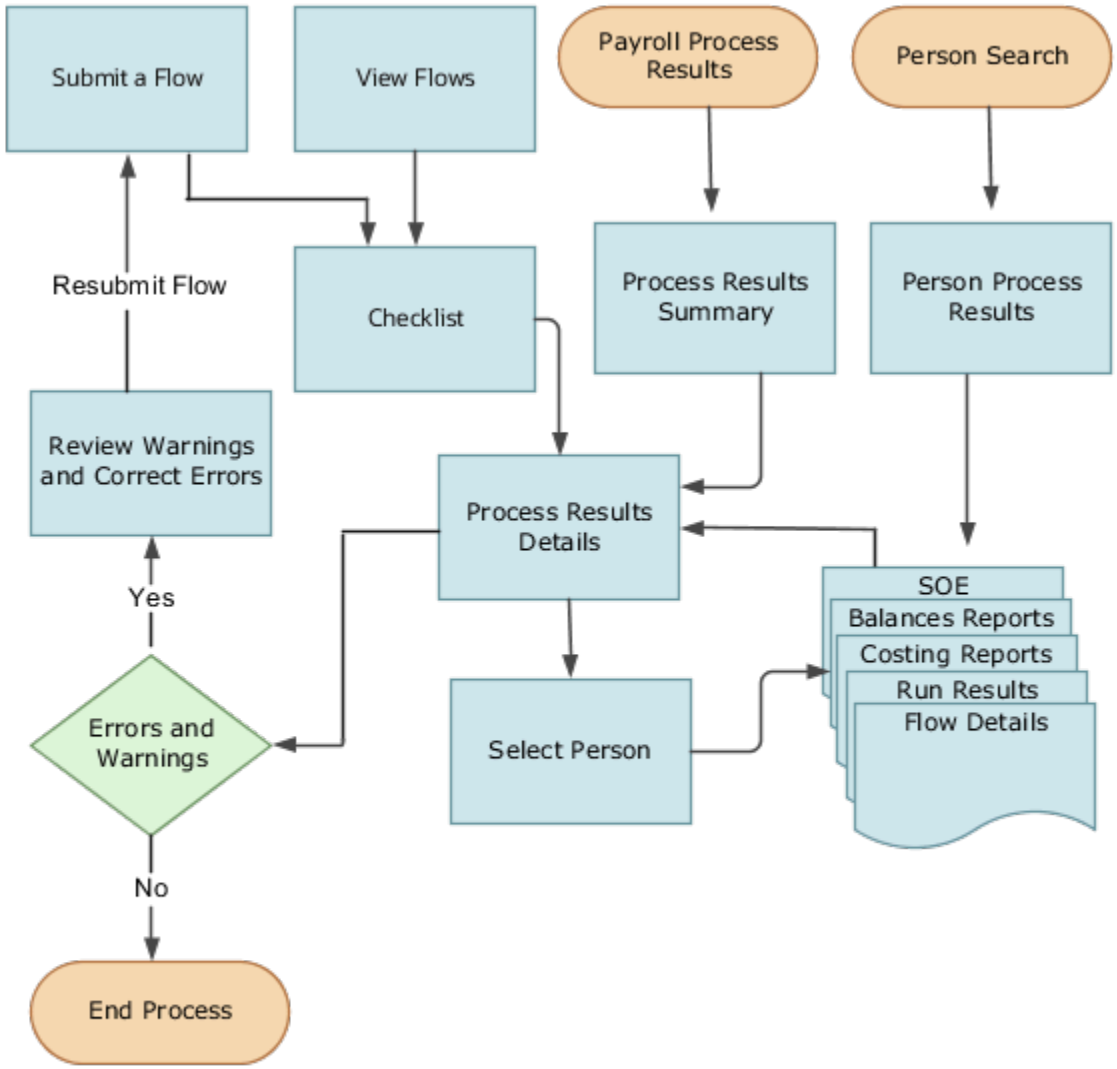
Predefined flow patterns are automatically available for you to submit all types of payroll processes and reports. A flow pattern can consist of a single task such as the Calculate Payroll flow, or multiple tasks, such as the Payroll Cycle flow. The Payroll Cycle flow includes all tasks for a payroll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

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

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

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

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



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

Page Name	Tasks You Can Do On the Page
Submit a Flow	After you have created the flow pattern, use the Submit a Flow page to submit the flow. Navigate to Submit a Flow task from Quick Actions or under **Payroll** in **My Client Groups**. Use the filter options and search for the flow you want to submit. Enter a unique name for the flow and use the appropriate sections on the page to enter flow parameters, schedule your flow, and link flows if required.

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

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

Related Topics

- Flow Pattern Components
- Payroll Flow Patterns

Flow Pattern Components

Before you begin to use flow patterns, let's walk you through a delivered flow pattern to understand flow components.

Use the Payroll Flow Patterns task under **Payroll** in **My Client Groups** to search and select a flow pattern.

For example, search for the predefined Calculate Payroll flow and click **Edit**. While creating your own flow pattern, select field options or values based on the information in this table.

Field	Description
Flow Status	Use this field to define how you can submit the flow. Select one of these options: • Active flow, to submit the flow from the flow submission page or to include the flow in automated flow submissions. • Inactive flow, to submit the flow through automated flow submissions. The flow isn't available for submission on the flow submission page.

Field	Description
	• Hidden flows aren't available for submission.
Connector Status	Use this field to decide what you want to include in the flow results. Select either of these options: • Task Flow, to consolidate results generated from tasks within the current flow and those from other connected flows. • Parameters Only flow, to include results generated from tasks within the flow. It doesn't include results from any additional flows.
Connector Name	Use this field to identify the flow pattern for the purpose of flow connector rules. This field is defaulted to the name of your flow pattern.
LDG Required	Use this field to determine availability of the flow to other legislative data groups (LDGs). Select either of these options: • Yes, to restrict the flow to a single LDG. • No, to indicate that the flow is available to all other LDGs.

Use these tabs on the Payroll Flow Patterns page to define more flow components and tasks within the flow.

Flow Connectors

Use the Connector tab to link flows at the flow pattern level and consolidate flow results for downstream processing. Use the Connected Flows field to select flows you want to connect to consolidate payroll results. The rules are automatically applied to all instances of the flow and you don't have to manually define connector rules each time you submit the flow.

For more information, refer to Considerations to Configure Flow Connectors topic in the Help Center.

Tasks

Review the task list, and if necessary, add new tasks to the flow pattern. You can edit the task name, description, and its placement in an activity or task group.

The Activity and Task Group define how the submitted flow instance is viewed hierarchically in the Checklist. In this example, the activity is 'Calculate' and the task group is 'Calculate and Validate Payroll'.

Edit the task to update the task parameters, owner and checklist information, and which notifications to send the task owner.

Optionally, select the **Process after Error** check box against a task, to allow a subsequent task to process, even if an immediately preceding task is in error. This ensures continuation of the flow.

For example if you have a flow with tasks, A ->B -> C, task B can't run if task A is in error, unless you select **Process after Error** for task B. Similarly, task C will run irrespective of the status of task B, if you select **Process after Error** for task C. After you complete the flow, you can view the errors, make corrections, roll back the errors, and resubmit the flow, if required.

Task Sequence

Since there is only one task for this flow, the sequence of the flow tasks is Start Flow > Calculate Payroll > End Flow.

For more complex multi-task flows, use the Task Sequence tab to review the task sequence and reorder, add or delete tasks, as required. Some tasks within the flow use and build upon the results of a previous task.

Parameters

Use the Parameters tab to define flow parameters, some of which you manually enter while submitting the flow, and the others are default or derived values. Define the properties of the parameters here. For example, indicate if a parameter is mandatory or optional, display the parameter on the UI or not, display format, and so on.

For more information, refer to Flow Pattern Parameters topic in the Help Center.

Outbound Integration

Use the Outbound Integration tab to configure an outbound notification with the payroll flows outbound API notifications feature. Once a task in a flow completes, it sends a completion message to an external downstream server. The server gets an automatic notification once the task completes, and it then triggers downstream non-payroll processes.

Review

Use the Review tab to preview how the flow is organized and displayed on the Checklist page.

Related Topics

- Considerations to Configure Flow Connectors
- Flow Pattern Parameters
- Sequencing Rules for Flows and Locked Tasks

4 Load Payroll Data Using Transformation Formula

Data Loader

Load Objects with HCM Data Loader

Use HCM Data Loader for bulk-loading and maintaining payroll data. You can navigate to the HCM Data Loader pages directly from the Payroll Checklist page. On the Checklist page, select the Initiate Data Loader task to open the HCM Data Loader object status page.

You can use HCM Data Loader to load these payroll objects.

- Balance Definitions
- Element Entries
- Object Groups
- Organization Payment Method
- Payroll Consolidation Groups
- Payroll Costing
- Payroll Definitions and Time Periods
- Payroll Element Run Usage
- Payroll Elements
- Payroll Relationship
- Personal Payment Method
- Time Definitions
- User-Defined Tables
- Wage Basis Rules

For more info on how to load these business objects, refer the Integrating with HCM guide.

Payroll Transformation Formula for HCM Spreadsheet Data Loader

Your existing data or the data that you upload might not be in the format recognized by HCM Data Loader. In such cases, use the Payroll Transformation formula for HCM Data Loader to transform your data into a format that's supported by HCM Data Loader.

Payroll Transformation Formula for HCM Spreadsheet Data Loader

You can use HCM Spreadsheet Data Loader to load all payroll objects that HCM Data Loader supports.

1. Create a spreadsheet template for the required object from the Data Exchange work area.
2. Download the template in CSV format.

The Payroll Transformation Formula for HCM Spreadsheet Data Loader transforms the raw delimited file to a format that suits the template.

Related Topics

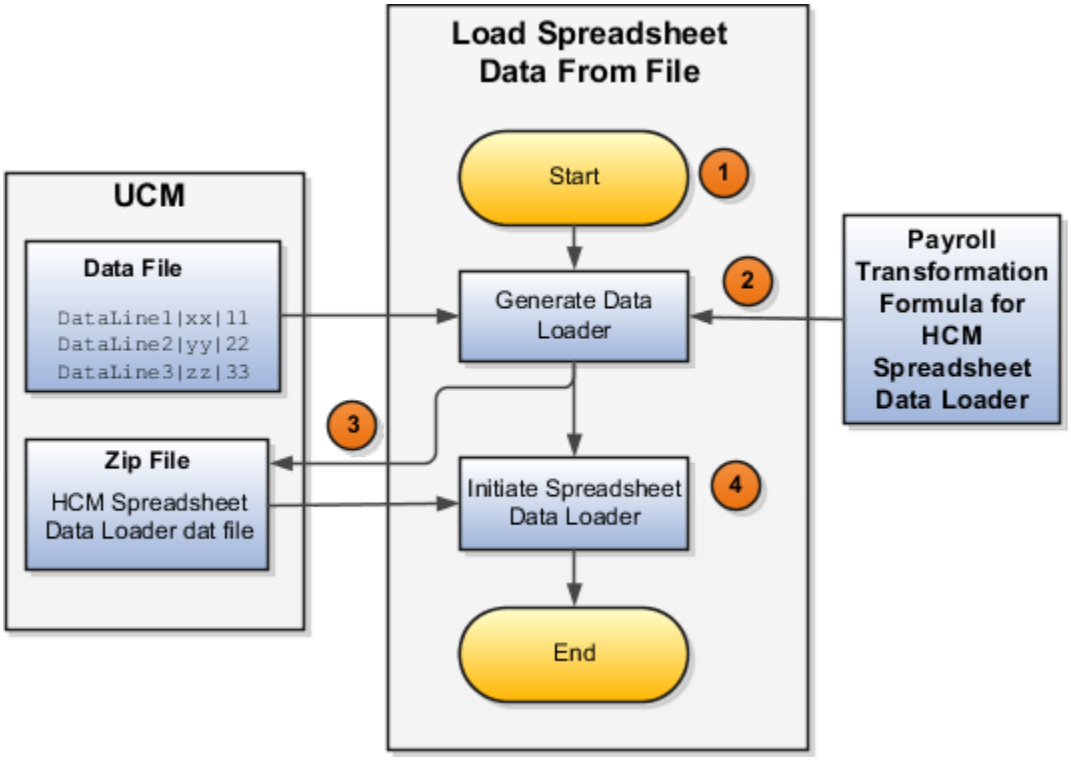
- Example of Loading Earnings Balances for India
- Example of Loading Allowance Balances for India
- Example of Loading Social Insurance Balances for India
- Example of Loading Termination and Superannuation Balances for India
- Example of Loading HRA Related Balances for India

Overview of Payroll Transformation Formula for HCM Spreadsheet Data Loader

You can use HCM Spreadsheet Data Loader to load all payroll objects that HCM Data Loader supports.

As the first step,you create a spreadsheet template for the required object from the Data Exchange Work area and further download the template in CSV format. You can download CSV and XML file templates from a spreadsheet template. The Payroll Transformation Formula for HCM Spreadsheet Data Loader transforms the raw delimited file to a format that suits the template.

This figure summarizes the process of transforming data that's uploaded using HCM Spreadsheet Data Loader.



Here's a summary of how the transformation process works.

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. Submit the **Load Spreadsheet Data File** flow pattern.

   The flow is secured using these privileges:

Flow	Privilege
Submit Payroll	`PAY_SUBMIT_PAYROLL_FLOW_PRIV`
Load Data using HCM Spreadsheet Data Loader	`HRC_LOAD_DATA_USING_HSDL_PRIV`

2. This flow pattern invokes the transformation formula for the Content ID and has these tasks:
   a. Generate Data Loader File
   b. Initiate Spreadsheet Data Loader
3. The **Generate Data Loader File** task reads the data file line by line, producing an equivalent HCM Spreadsheet Data Loader format for each line. Finally, it creates a compressed file of all the transformed data files and uploads it to Oracle WebCenter Content server.
4. The **Initiate Spreadsheet Data Loader** task takes the compressed file generated by the **Generate Data Loader File** task and invokes the HCM Spreadsheet Data Loader. The HCM Spreadsheet Data Loader creates the required data in the HCM Cloud.

Related Topics

- Guidelines for Using HCM Spreadsheet Data Loader
- How Data Is Uploaded Using HCM Spreadsheet Data Loader
- HCM Spreadsheet Data Loader Templates
- Create and Edit Spreadsheet Templates
- Guidelines for Designing Spreadsheet Templates

Use HSDL to Upload Payroll Relationship Calculation Card Info for India

You can use the HCM Spreadsheet Data Loader (HSDL) to perform mass upload of your organization's calculation card info.

There are multiple predefined HSDL templates to help you.

1. From **My Client Groups**, click **Data Exchange**.
2. Click **Run Spreadsheet Data Loader**.

3. Search for and select one of these spreadsheet templates.

Template Name	What it Does
Load Calculation Card for HRA	Loads the HRA investment declaration, proof submission and proof approval info
Load Calculation Card for House Loan	Loads the house loan investment declaration, proof submission and proof approval info
Load Calculation Card for ChapterVIA	Loads the chapter VIA investment declaration, proof submission and proof approval info
Load Calculation Card for Other Income	Loads the other income investment declaration, proof submission and proof approval info
Load Calculation Card for All Component	Loads all component declaration, proof submission, and proof approval info.

Guidelines for Loading Calculation Cards

Use HCM Data Loader for bulk-loading and maintaining payroll data.

You can navigate to the HCM Data Loader (HDL) pages directly from the Payroll Checklist page. On the Checklist page, select the **Initiate Data Loader** task to open the HCM Data Loader object status page.

Use the HCM Data Loader to load these payroll objects:

- Calculation Cards

For more info on how to load these business objects, refer the Integrating with HCM guide.

Creating the Files

1. Run the SQL statements in insert.sql. This generates the output with the required metadata for the HDL file along with the merge statements for each assignment for which the new statutory deductions card needs to be added.

   New card needs to be added for these assignments. Here's an example:

```
METADATA|CalculationCard|EffectiveStartDate|CardSequence|AssignmentNumber|DirCardDefinitionName|
LegislativeDataGroupName
METADATA|CardComponent|EffectiveStartDate|CardSequence|ComponentSequence|AssignmentNumber|
DirCardDefinitionName|LegislativeDataGroupName|DirCardCompDefName|ParentComponentSequence|
ParentDirCardCompDefName
METADATA|ComponentDetail|EffectiveStartDate|CardSequence|ComponentSequence|DirInformationCategory|
LegislativeDataGroupName|AssignmentNumber|DirCardDefinitionName|DirCardCompDefName|FLEX:Deduction
 Developer DF|taxRegime(Deduction Developer DF=HRX_IN_DIR_INCOME_TAX)
 MERGE|CalculationCard|1990/01/01|1|E955160008175673|Statutory Deductions|ZHRX_IN_Vision_LDG_Two
 MERGE|CardComponent|1990/01/01|1|1|E955160008175673|Statutory Deductions|ZHRX_IN_Vision_LDG_Two|Income
 Tax||
 MERGE|CardComponent|1990/01/01|1|1|E955160008175673|Statutory Deductions|ZHRX_IN_Vision_LDG_Two|
Aggregation Information||
MERGE|ComponentDetail|1990/01/01|1|1|HRX_IN_DIR_INCOME_TAX|ZHRX_IN_Vision_LDG_Two|E955160008175673|
Statutory Deductions|Income Tax|HRX_IN_DIR_INCOME_TAX|Y
```

2. For each assignment number picked up by the query, there are 4 rows as shown.

3. Create a file **CalculationCard.dat** and copy the contents generated from step 1 into the file and save. Compress (.zip) the file using a file name of your choice (example: CalculationCard_Insert.zip).
4. Execute the SQL statement provided in the Delete.sql file. This gives the list of records that need to be deleted. If there are more than one card attached to a single assignment, then there will be two rows with different CardSequence (example: 1,2)

   Here's an example:

```
METADATA|CalculationCard|EffectiveStartDate|CardSequence|AssignmentNumber|DirCardDefinitionName|
LegislativeDataGroupName
 DELETE|CalculationCard|1990/01/01|1|E955160008175673|Deduction Information|ZHRX_IN_Vision_LDG_Two
```

5. Create a file **CalculationCard.dat** and copy the contents generated from step 4 and compress the file using a suitable file name (example: CalculationCard_Delete.zip)

   For each assignment number there are four rows in the output.

Insert SQL Query

Use the SQL statements in this Insert SQL query to create the output with the required metadata for the HDL file along with the merge statements for each assignment.

```
select stmt from
(select 'METADATA|CalculationCard|EffectiveStartDate|CardSequence|AssignmentNumber|DirCardDefinitionName|
LegislativeDataGroupName' stmt, '0' a_num,0.1 row_name from dual
union
select 'METADATA|CardComponent|EffectiveStartDate|CardSequence|ComponentSequence|AssignmentNumber|
DirCardDefinitionName|LegislativeDataGroupName|DirCardCompDefName|ParentComponentSequence|
ParentDirCardCompDefName' stmt, '0' a_num,0.2 row_name from dual
union
select 'METADATA|ComponentDetail|EffectiveStartDate|CardSequence|ComponentSequence|DirInformationCategory|
LegislativeDataGroupName|AssignmentNumber|DirCardDefinitionName|DirCardCompDefName|FLEX:Deduction Developer
 DF|taxRegime(Deduction Developer DF=HRX_IN_DIR_INCOME_TAX)' stmt, '0' a_num,0.3 row_name from dual
union
select distinct 'MERGE|CalculationCard'||'|'||to_char(card.effective_start_date,'YYYY/MM/
DD')||'|'||'1'||'|'||ASSIGNMENT_NUMBER||'|'||
(select display_name from fusion.pay_dir_card_definitions_vl where BASE_DISPLAY_NAME =
 'ORA_HRX_IN_RESP_DEDUCTION_CARD'
and legislation_code='IN')||'|'||ldg.name stmt,ASSIGNMENT_NUMBER a_num,1 row_name
from fusion.pay_pay_relationships_dn rel,
 fusion.per_legislative_data_groups_vl ldg,
 fusion.pay_rel_groups_dn relg,
 fusion.pay_dir_cards_f card,
 fusion.pay_dir_card_definitions_vl def,
 fusion.per_periods_of_service ppos
where rel.LEGISLATIVE_DATA_GROUP_ID = ldg.LEGISLATIVE_DATA_GROUP_ID
and ldg.LEGISLATION_CODE = 'IN'
and rel.PAYROLL_RELATIONSHIP_ID = relg.PAYROLL_RELATIONSHIP_ID
and relg.GROUP_TYPE = 'A'
and rel.payroll_relationship_id = card.PAYROLL_RELATIONSHIP_ID
and card.DIR_CARD_DEFINITION_ID = def.DIR_CARD_DEFINITION_ID
and def.BASE_DISPLAY_NAME = 'IN_DEDUCTION_CARD'
and not exists ( select 1 from fusion.pay_payroll_rel_actions act
where act.PAYROLL_RELATIONSHIP_ID = rel.PAYROLL_RELATIONSHIP_ID)
and card.effective_start_date =
(select max(effective_start_date) from fusion.pay_dir_cards_f where PAYROLL_RELATIONSHIP_ID=
 rel.PAYROLL_RELATIONSHIP_ID)
and ppos.person_id=rel.person_id
and ppos.legislation_code='IN'
and nvl(ppos.actual_termination_date,to_date('31-12-4712','DD-MM-YYYY')) > trunc(sysdate)
AND ppos.period_of_service_id = ( SELECT MAX(period_of_service_id) FROM fusion.per_periods_of_service WHERE
 person_id = rel.person_id)
union
```

```
select distinct 'MERGE|CardComponent'||'|'||to_char(card.effective_start_date,'YYYY/MM/DD')||'|'||'1|
1'||'|'||ASSIGNMENT_NUMBER||'|'||
(select display_name from fusion.pay_dir_card_definitions_vl where BASE_DISPLAY_NAME =
 'ORA_HRX_IN_RESP_DEDUCTION_CARD'
and legislation_code='IN')||'|'||ldg.name||'|'||'Income Tax||' stmt,ASSIGNMENT_NUMBER a_num,2 row_name
from fusion.pay_pay_relationships_dn rel,
 fusion.per_legislative_data_groups_vl ldg,
 fusion.pay_rel_groups_dn relg,
 fusion.pay_dir_cards_f card,
 fusion.pay_dir_card_definitions_vl def,
 fusion.per_periods_of_service ppos
where rel.LEGISLATIVE_DATA_GROUP_ID = ldg.LEGISLATIVE_DATA_GROUP_ID
and ldg.LEGISLATION_CODE = 'IN'
and rel.PAYROLL_RELATIONSHIP_ID = relg.PAYROLL_RELATIONSHIP_ID
and relg.GROUP_TYPE = 'A'
and rel.payroll_relationship_id = card.PAYROLL_RELATIONSHIP_ID
and card.DIR_CARD_DEFINITION_ID = def.DIR_CARD_DEFINITION_ID
and def.BASE_DISPLAY_NAME = 'IN_DEDUCTION_CARD'
and not exists ( select 1 from fusion.pay_payroll_rel_actions act
where act.PAYROLL_RELATIONSHIP_ID = rel.PAYROLL_RELATIONSHIP_ID)
and card.effective_start_date =
(select max(effective_start_date) from fusion.pay_dir_cards_f where PAYROLL_RELATIONSHIP_ID=
 rel.PAYROLL_RELATIONSHIP_ID)
and ppos.person_id=rel.person_id
and ppos.legislation_code='IN'
and nvl(ppos.actual_termination_date,to_date('31-12-4712','DD-MM-YYYY')) > trunc(sysdate)
AND ppos.period_of_service_id = ( SELECT MAX(period_of_service_id) FROM fusion.per_periods_of_service WHERE
 person_id = rel.person_id)
union
select distinct 'MERGE|CardComponent'||'|'||to_char(card.effective_start_date,'YYYY/MM/DD')||'|'||'1|
1'||'|'||ASSIGNMENT_NUMBER||'|'||
(select display_name from fusion.pay_dir_card_definitions_vl where BASE_DISPLAY_NAME =
 'ORA_HRX_IN_RESP_DEDUCTION_CARD'
and legislation_code='IN')||'|'||ldg.name||'|'||'Aggregation Information||' stmt,ASSIGNMENT_NUMBER a_num,3
 row_name
from fusion.pay_pay_relationships_dn rel,
 fusion.per_legislative_data_groups_vl ldg,
 fusion.pay_rel_groups_dn relg,
 fusion.pay_dir_cards_f card,
 fusion.pay_dir_card_definitions_vl def,
 fusion.per_periods_of_service ppos
where rel.LEGISLATIVE_DATA_GROUP_ID = ldg.LEGISLATIVE_DATA_GROUP_ID
and ldg.LEGISLATION_CODE = 'IN'
and rel.PAYROLL_RELATIONSHIP_ID = relg.PAYROLL_RELATIONSHIP_ID
and relg.GROUP_TYPE = 'A'
and rel.payroll_relationship_id = card.PAYROLL_RELATIONSHIP_ID
and card.DIR_CARD_DEFINITION_ID = def.DIR_CARD_DEFINITION_ID
and def.BASE_DISPLAY_NAME = 'IN_DEDUCTION_CARD'
and not exists ( select 1 from fusion.pay_payroll_rel_actions act
where act.PAYROLL_RELATIONSHIP_ID = rel.PAYROLL_RELATIONSHIP_ID)
and card.effective_start_date =
(select max(effective_start_date) from fusion.pay_dir_cards_f where PAYROLL_RELATIONSHIP_ID=
 rel.PAYROLL_RELATIONSHIP_ID)
and ppos.person_id=rel.person_id
and ppos.legislation_code='IN'
and nvl(ppos.actual_termination_date,to_date('31-12-4712','DD-MM-YYYY')) > trunc(sysdate)
AND ppos.period_of_service_id = ( SELECT MAX(period_of_service_id) FROM fusion.per_periods_of_service WHERE
 person_id = rel.person_id)
union
select distinct 'MERGE|ComponentDetail'||'|'||to_char(card.effective_start_date,'YYYY/MM/DD')||'|'||'1|
1'||'|'
||'HRX_IN_DIR_INCOME_TAX|'||ldg.name||'|'||ASSIGNMENT_NUMBER||'|'||
(select display_name from fusion.pay_dir_card_definitions_vl where BASE_DISPLAY_NAME =
 'ORA_HRX_IN_RESP_DEDUCTION_CARD'
and legislation_code='IN')||'|Income Tax|HRX_IN_DIR_INCOME_TAX|Y' stmt,ASSIGNMENT_NUMBER a_num,4 row_name
from fusion.pay_pay_relationships_dn rel,
```

```
 fusion.per_legislative_data_groups_vl ldg,
 fusion.pay_rel_groups_dn relg,
 fusion.pay_dir_cards_f card,
 fusion.pay_dir_card_definitions_vl def,
 fusion.per_periods_of_service ppos
where rel.LEGISLATIVE_DATA_GROUP_ID = ldg.LEGISLATIVE_DATA_GROUP_ID
and ldg.LEGISLATION_CODE = 'IN'
and rel.PAYROLL_RELATIONSHIP_ID = relg.PAYROLL_RELATIONSHIP_ID
and relg.GROUP_TYPE = 'A'
and rel.payroll_relationship_id = card.PAYROLL_RELATIONSHIP_ID
and card.DIR_CARD_DEFINITION_ID = def.DIR_CARD_DEFINITION_ID
and def.BASE_DISPLAY_NAME = 'IN_DEDUCTION_CARD'
and not exists ( select 1 from fusion.pay_payroll_rel_actions act
where act.PAYROLL_RELATIONSHIP_ID = rel.PAYROLL_RELATIONSHIP_ID)
and card.effective_start_date =
(select max(effective_start_date) from fusion.pay_dir_cards_f where PAYROLL_RELATIONSHIP_ID=
 rel.PAYROLL_RELATIONSHIP_ID)
and ppos.person_id=rel.person_id
and ppos.legislation_code='IN'
and nvl(ppos.actual_termination_date,to_date('31-12-4712','DD-MM-YYYY')) > trunc(sysdate)
AND ppos.period_of_service_id = ( SELECT MAX(period_of_service_id) FROM fusion.per_periods_of_service WHERE
 person_id = rel.person_id)
)

order by a_num,row_name
```

Delete SQL Query

Use the SQL statements in this Delete SQL query to generate the list of records that need to be deleted.

```
select stmt from
(select 'METADATA|CalculationCard|EffectiveStartDate|CardSequence|AssignmentNumber|DirCardDefinitionName|
LegislativeDataGroupName' stmt, 1 row_num from dual
union
select 'DELETE|CalculationCard|'||to_char(rel.start_date,'YYYY/MM/DD')||'|'||CARD_SEQUENCE||'|'||
ASSIGNMENT_NUMBER||'|'||DISPLAY_NAME||'|'||ldg.name stmt, 2 row_num
from fusion.pay_pay_relationships_dn rel,
 fusion.per_legislative_data_groups_vl ldg,
 fusion.pay_rel_groups_dn relg,
 fusion.pay_dir_cards_f card,
 fusion.pay_dir_card_definitions_vl def,
 fusion.per_periods_of_service ppos
where rel.LEGISLATIVE_DATA_GROUP_ID = ldg.LEGISLATIVE_DATA_GROUP_ID
and ldg.LEGISLATION_CODE = 'IN'
and rel.PAYROLL_RELATIONSHIP_ID = relg.PAYROLL_RELATIONSHIP_ID
and relg.GROUP_TYPE = 'A'
and rel.payroll_relationship_id = card.PAYROLL_RELATIONSHIP_ID
and card.DIR_CARD_DEFINITION_ID = def.DIR_CARD_DEFINITION_ID
and def.BASE_DISPLAY_NAME = 'IN_DEDUCTION_CARD'
and not exists ( select 1 from fusion.pay_payroll_rel_actions act where act.PAYROLL_RELATIONSHIP_ID =
 rel.PAYROLL_RELATIONSHIP_ID)
and ppos.person_id=rel.person_id
and ppos.legislation_code='IN'
and nvl(ppos.actual_termination_date,to_date('31-12-4712','DD-MM-YYYY')) > trunc(sysdate)
AND ppos.period_of_service_id = ( SELECT MAX(period_of_service_id) FROM fusion.per_periods_of_service WHERE
 person_id = rel.person_id)
)
order by row_num
```

Importing and Loading the Files

1. From the home page, click **My Client Groups > Data Exchange**.
2. On the Data Exchange page, click **Import and Load Data**.
3. Click **Import File** on the page header.

4. In the File Explorer, drag the .zip file created in step 5 of **Creating the Files** task (CalculationCard_Delete.zip) to add the file.

   Or, click **Choose File** to search and select your file.

   > **Note:** You need to load the CalculationCard_Delete.zip before loading CalculationCard_Insert.zip

5. Click **Submit**.
6. Click **OK** on the confirmation page.
7. When the import and load process is complete, the old card **Deduction Information** needs to be deleted from the list of assignment number in the file.
8. Repeat the same set of steps to load the file created in Step 3 of **Creating the Files**. Example: CalculationCard_Insert.zip
9. When the import and load process is complete, the new card **Statutory Deductions** needs to be created for the list of assignment number in the file.
10. Validate that the new card **Statutory Deductions** is created for the employee.
11. Query for the employee using the Person Management screen.
12. Navigate to **Payroll > Calculation Cards**.

    The calculation card displays as **Statutory Deductions** with the description **Statutory deduction information for India**.

Payroll Transformation Formula For HCM Data Loader

Overview of Payroll Transformation Formula For HCM Data Loader

Often times, your existing data or the payroll data that you upload might not be in the format recognized by HCM Data Loader.

In such cases, you can use a payroll transformation formula to transform your data into a format that's supported by HCM Data Loader.

Let's consider these examples.

- An inbound file contains data that needs to be loaded using different payroll business objects in HCM Data Loader. Here, the content of the file needs to be split across more than one HCM Data Loader file.
- You might create a transformation formula to convert an attribute value in the file to another value that you derive using value sets.
- You want to change a person number into an assignment number. In this case, you'll use a more complex formula to convert the attributes.

You use the **Load Data From File** flow to transform your data into the HCM Data Loader file format using your transformation formula.

As this table shows, the two flow patterns are secured using these privileges:

Flow Pattern	Privileges
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

This example specifies the file name in the formula as `PersonalPaymentMethod`, the file discriminator as `PersonalPaymentMethod`, and the business operation as MERGE.

```
/*HDL Related Outputs*/
 FileName = 'PersonalPaymentMethod'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'PersonalPaymentMethod'
```

To view details about the file name, file discriminator, and a list of supported business operations, use the **View Business Objects** task in the Data Exchange work area.

1. On the View Business Objects page, search for and select your business object. In this example, the business object is Personal Payment Method.
2. On the Component Details page, you can find the name of the file, and the file discriminator and a list of supported actions for the object.

Related Topics

- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- How To Create A Program for Automation
- Submit the Load Data From File Flow

How You Transform Data Using Payroll Transformation Formula for HCM Data Loader

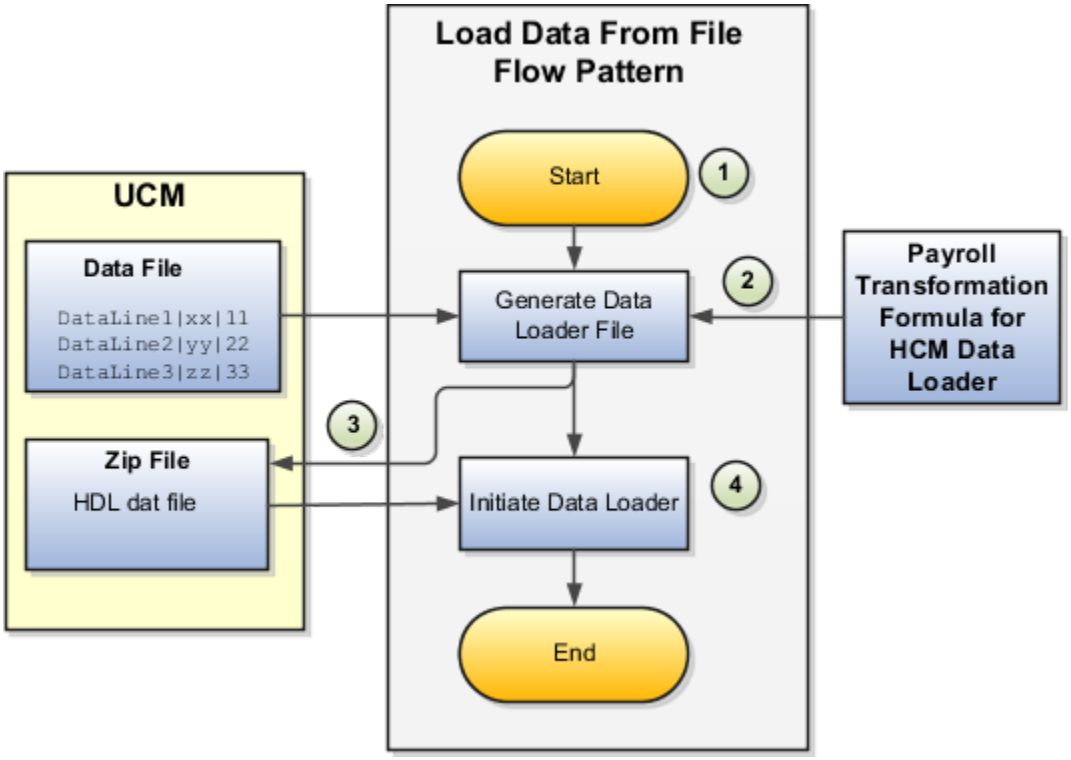
Use the **Load Data From File** flow to transform data in the source file into a format that's supported by HCM Data Loader.

You can submit this flow independently or include it in a flow that you create for automating data loads on a periodic basis. When you submit the flow, either manually or using a web service, you must specify a transformation formula to transform the data, as needed.

The flow contains these two tasks that help you to transform data into a HCM Data Loader format:

- Generate Data Loader File
- Initiate Data Loader Task

As this figure shows, the first step is to submit the **Load Data From File** flow. This flow takes data from the flat file and generates an equivalent file format for the data present in the input file.



Perform these steps to transform data using Payroll Transformation Formula for HCM Data Loader:

1. On the Home page, click the **Submit a Flow** quick action under the **My Clients Groups** tab. On the Flow Submission page, search for, select, and submit the **Load Data From File** flow pattern.
2. The flow invokes the Payroll Transformation Formula for the Content ID. Typically, you create your transformation formula for HCM Data Loader on the Manage Fast Formulas page. The type of the formula should be HCM Data Loader.
3. The Generate Data Loader File task reads the data file line by line, producing an equivalent HCM Data Loader format for each line. Finally, it creates a compressed file of all the transformed data files and uploads to the Oracle WebCenter Content server. Also, the task records the Content ID.
4. The **Initiate Data Loader** task takes the Content ID for the file generated by the **Generate Data Loader File** task. And it invokes HCM Data Loader. HCM Data Loader validates the data and creates valid records in the HCM cloud.

   The table shows the tasks and the privileges that they're secured with:

Task	Privilege
Submit Payroll Flow	PAY_SUBMIT_PAYROLL_FLOW_PRIV
Load HCM Data	HRC_LOAD_HCM_DATA_PRIV

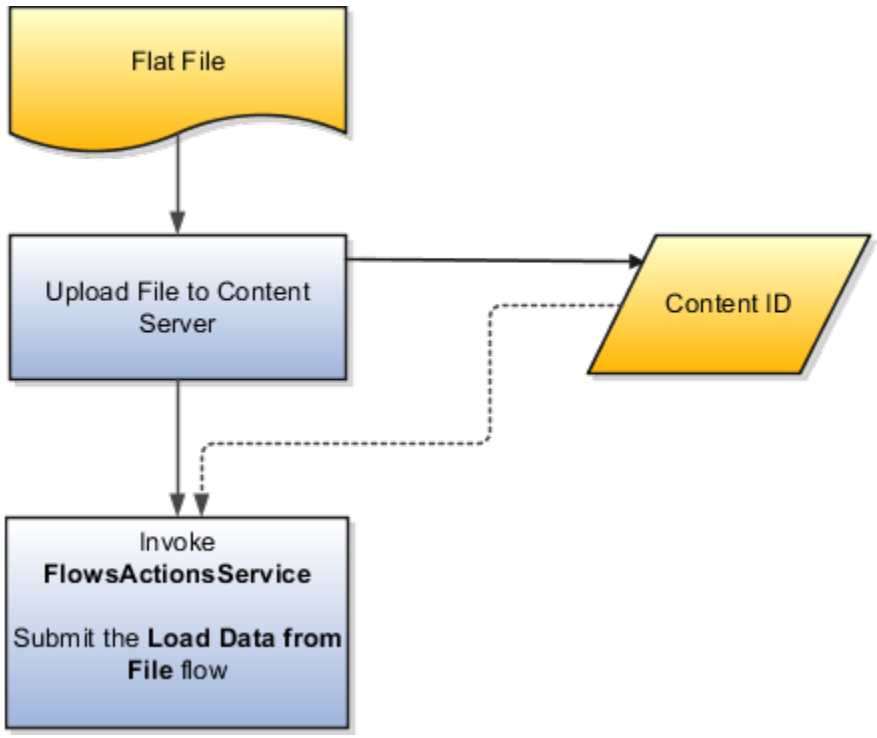
Related Topics

- How To Create A Program for Automation
- Submit the Load Data From File Flow
- Transformation Formula Input Variables

How To Create A Program for Automation

You can submit the **Load Data from File** flow by using a web service.

As this figure shows, your program uploads the source file to content server, and retrieves the content ID for the Flow Actions Service web service. Then, the program calls the Flow Actions web service by supplying certain parameters.



When calling the web service, your program supplies these parameters.

- Name of the flow pattern, which is **Load Data from File**
- Content ID of the uploaded file
- Unique name to identify the flow instance being submitted
- Process configuration group ID for special processing (optional)
- Transformation formula ID (mandatory)

For more information about the Flow Actions Service web service, refer to the SOAP Web Services for Oracle HCM Cloud guide. For examples of its usage for automating file uploads, refer to the attachment for HCM Data Loader User Guide (1664133.1) on My Oracle Support at https://support.oracle.com.

Related Topics

- Submit the Load Data From File Flow
- Transformation Formula Input Variables
- Payroll Transformation Formula Operations
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Submit the Load Data From File Flow

On the Home page, click the **Submit a Flow** quick action under the My Clients Groups tab. On the Flow Submission page, submit the **Load Data from File** flow pattern to transform data in your source file into the HDL format.

Assumptions

This procedure has these assumptions.

- You have the Human Capital Management Integration Specialist role.
- You have the source file ready to upload to Oracle WebCenter Content.
- If you have already uploaded the source file, you have the content ID handy.

Note: To upload files to the content server, browse to the source file on your file system, check it in to the content server, and retrieve its Content ID. For more information, see Oracle Fusion Middleware Using Oracle WebCenter Content guide.

Before You Begin

Before you submit the flow, ensure that you meet these prerequisites.

Characteristics	What You Should Do
Data transformation	If the data in the source file requires transformation, create and compile a transformation formula using the HCM Data Loader formula type. On the Home page, click the **Fast Formulas** quick action under the **My Clients Group** tab. You can now specify the processing parameters for your process configuration group.
File encryption	Before loading encrypted files, ensure that the encryption keys exist for the secure file transfer. This process involves creating a service request, generating PGP key pairs, and sharing the encryption keys. Specify the **Payroll Batch Loader Encryption Type** parameter value for the process configuration group you select when running the flow or the web service. Valid values are `PGPSIGNED`, `PGPUNSIGNED`, and `NONE`. On the Home page, click the **Process Payroll Configuration** quick action under the My Clients group tab. Now, you can specify the processing parameters for your process configuration group.
Other processing parameters	Use the **Payroll Process Configuration** task to add parameters for the process configuration group.

Characteristics	What You Should Do
	Examples of processing parameters include Batch Error Mode, Logging Area, Logging Category, and Threads.

1. On the Home page, click the **Submit a Payroll Flow** quick action under the **My Clients Groups** tab.
2. In the **Legislative Data Group** option, select a legislative data group.
3. Search for and select the **Load Data from File** flow pattern.
4. Click **Next**.
5. Enter the parameters, as shown in this table.

Field	Value
Payroll Flow	Descriptive name for this specific flow process.
Content Id	Enter the Content Id. The source file must already exist on the content server.
Transformation Formula	Select the required transformation formula. The type of the formula should be **HCM Data Loader**.
Process Configuration Group	Select your process configuration group.

6. On the Enter Parameters page, click **Next**.
7. On the Enter Flow Interaction page, click **Next**.
8. On the Schedule page, click **Next**.
9. On the Review page, click **Submit**.
10. In the confirmation dialog box, click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab you should see a green check mark in the **Generate Data Loader File** and **Initiate Data Loader** rows, Task Type column. If not, on the toolbar, click the **Refresh** icon intermittently until you do.
12. Close the Payroll Flow page.
13. On the Overview page, search for and click your payroll flow.
14. View the process results.
15. Check for any errors or warnings.

Related Topics

- Transformation Formula Input Variables
- Payroll Transformation Formula Operations
- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Transformation Formula Input Variables

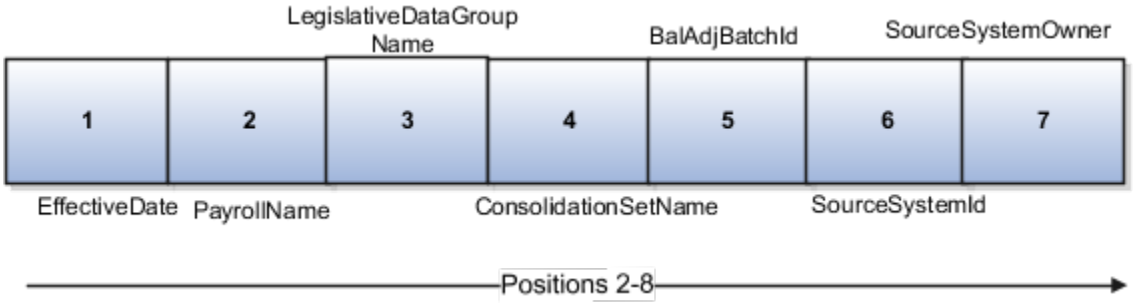
Variables, such as **FileName**, **FileDiscriminator** and **LINEREPEATNO**, are available for all formulas of HCM Data Loader Transformation formula type. Additional variables may be available depending on the selected business object.

Positions

Using the transformation formula, you can assign attributes to the required position. Positions can range from 1 to N. Depending upon the business object, the positions can be either optional or mandatory.

Example:

This figure shows the different attributes for positions 2 through 8 for Balance Adjustments.



In this example, you assign attributes to positions 2 through 8.

- **POSITION2**: **EffectiveDate**
- **POSITION3**: **PayrollName**
- **POSITION4**: **LegislativeDataGroupName**
- **POSITION5**: **ConsolidationSetName**
- **POSITION6**: **BalAdjBatchId**
- **POSITION7**: **SourceSystemId**
- **POSITION8**: **SourceSystemOwner**

FileName, FileDiscriminator, and BusinessOperation

FileName, **FileDiscriminator**, and **BusinessOperation** variables are required for all transformations.

Here are the details of these variables.

- **FileName** is the name of the file for the business object.
- **FileDiscriminator** is the file discriminator for the business object.
- **BusinessOperation** refers to the operation, such as Merge or Delete that are performed by the HCM Data Loader process on the transformed file.

Here's an example of values that you can supply for the input variables: **FileName**, **FileDiscriminator**, and **BusinessOperation**.

```
FileName = 'BalanceAdjustmentHeader'
BusinessOperation = 'MERGE'
```

```
FileDiscriminator = POSITION1
```

LINEREPEAT And LINEREPEATNO

`LINEREPEAT` allows a single line of input to be processed multiple times. And `LINEREPEATNO` indicates the number of repetitions.

For example, for time entry, there might be a regular time entry wage followed by a premium time entry wage.

Example: The Element Entry file contains these details.

```
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1002|2|E
Update|ElementEntryValue|Vision Corporation US LDG|WLM_Salary|2019/04/15|4712/12/31|E955160008191355-2|
Amount|1003|3|E
```

The input line can be processed twice. The output file contains the element entry and element entry value as shown in this sample code snippet.

```
ELSE IF OPERATION='MAP' THEN
(
 LegislativeDataGroupName=POSITION3
 ElementName=POSITION4
 EffectiveStartDate=POSITION5
 EffectiveEndDate=POSITION6
 AssignmentNumber=POSITION7
 InputValueName=POSITION8
 ScreenEntryValue=POSITION9
 MultipleEntryCount=POSITION10
 EntryType=POSITION11
IF LINEREPEATNO=1 THEN
 (
 BusinessOperation='MERGE'
 BusinessObject='Element Entry'
 FileName = 'ElementEntry'
 FileDiscriminator ='ElementEntry'
 LINEREPEAT = 'Y'
 RETURN BusinessOperation,FileDiscriminator,FileName
 )
ELSE
(
 BusinessOperation='MERGE'
 BusinessObject='Element Entry Value'
 FileName = 'ElementEntry'
 FileDiscriminator = 'ElementEntry'
 LINEREPEAT = 'N'
 RETURN BusinessOperation,FileDiscriminator,FileName
 )
```

Note:

- The length of a line in the incoming raw file can't be more than 1000 characters
- The length of an attribute between two delimiters can't be more than 255 characters

Related Topics

- Payroll Transformation Formula Operations
- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Payroll Transformation Formula Operations

The transformation formula is invoked several times to derive different components that are required for processing the incoming data.

This table explains the various operations that you can do with the formula.

Operation Type	Return Value	Example
FILETYPE	OUTPUTVALUE	DELIMITED
DELIMITER	OUTPUTVALUE	|
READ	OUTPUTVALUE	NONE
MAP	Business Object Attributes	NA
NUMBEROFBUSINESSOBJECTS	OUTPUTVALUE	2
METADATALINEINFORMATION	METADATAn	METADATA1

Note: Remember that only 'Delimited' file type is supported.

Delimiter

The default delimiter that separates values is a pipe character. If your file uses a different delimiter, you must set the delimiter you want your formula.

This example specifies a comma character as the delimiter.

```
/* Calculations */
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE=','
```

Note: Ensure that the delimiter you enter in the formula is a single non-ASCII character and not part of any of the values to upload.

MAP

The MAP operation defines the return values related to a particular object. The return values must have the same names as the attributes specified in the application for that object.

For example, these RETURN values can be used to generate an Element Entry dat file.

```
RETURN
 BusinessOperation,FileDiscriminator,FileName,AssignmentId,AssignmentNumber,CreatorType,DateEarned,EffectiveEndDate,
```

Here, the `BusinessOperation` is set to MERGE and the `BusinessObject` is set to Element Entry.

METADATALINEINFORMATION

The application generates the file either with all defined attributes or with only specified attributes, depending on whether you specify a value for `METADATALINEINFORMATION` or not.

1. If you don't specify a value for `METADATALINEINFORMATION`, then the application generates `METADATLINE` in the transformed file with all defined attributes for the business object.
2. If you specify a value, then the transformed file will contain only the attributes that you specified.

For the `METADATALINEINFORMATION` operation, you specify an array per business object being processed in the formula. The number of arrays should match the number specified in the `NUMBEROFBUSINESSOBJECTS` operation. The name of the array should be `METADATA` with the number as suffix . For example, `RETURN METADATA1, METADATA2` when the `NUMBEROFBUSINESSOBJECTS` is 2.

Note: The first two entries in the array are reserved to specify the `FileName` and `FileDiscriminator` of the business object.

Additionally, for `METADATALINEINFORMATION`, you can specify attributes with special characters for that business objects.

Notice that in this example `BalAdjBatchId(SourceSystemId)` has parenthesis.

If the file contains either Flexfield or SourceSystem references, then the application can't resolve the default mapping of output parameter names and attributes.

Let's consider this syntax: `jobEffSegment1(PER_JOBS_EIT_EFF=context)`. To allow this construct to be generated in the HCM Data Loader file, you define the `METADATA` line in the transformation formula. For each business object that appears in the output, you must define the `METADATA` content in an array.

Example:

```
METADATA2[1] = 'Job' /*FileName*/
METADATA2[2] = 'JobExtraInfo' /*FileDiscriminator*/
METADATA2[3] = 'EffectiveStartDate'
METADATA2[4] = 'EffectiveEndDate'
METADATA2[5] = 'JobCode'
METADATA2[6] = 'SetCode'
METADATA2[7] = 'FLEX:PER_JOBS_EIT_EFF'
METADATA2[8] = 'EFF_CATEGORY_CODE'
METADATA2[9] = 'InformationType'
METADATA2[10] = 'JeiInformationCategory'
METADATA2[11] = 'LegislationCode'
METADATA2[12]= 'SequenceNumber'
METADATA2[13]= 'jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)'
```

Here's how the generated HCM Data Loader file looks like.

```
METADATA|JobExtraInfo|EffectiveStartDate|EffectiveEndDate|JobCode|SetCode|FLEX:PER_JOBS_EIT_EFF|
EFF_CATEGORY_CODE|InformationType|JeiInformationCategory|LegislationCode|SequenceNumber|
jobEffSegment1(PER_JOBS_EIT_EFF=job-eff-context)
```

NUMBEROFBUSINESSOBJECTS

This operation indicates the number of business objects being processed in the formula.

Related Topics

- Return Values for Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Return Values for Payroll Transformation Formula for HCM Data Loader

The return values for HCM Data loader formulas vary based on the business object and task action.

They are the same as the attribute names and must include `BusinessOperation`, `FileName`, and `FileDiscriminator`.

Here's an example of return values.

```
/*Return Values*/
RETURN BusinessOperation,FileName,FileDiscriminator,Attribute1,Attribute2,...,Attributen
/*Attributes for a particular Business Object can be found from the View Business Objects UI under the HCM
 Data Loader task in the Data Exchange Work Area */
```

For the `NUMBEROFBUSINESSOBJECTS` and `METADATALINEINFORMATION` operations, the `RETURN` statement is as follows.

```
/*Return Values for NUMBEROFBUSINESSOBJECTS and METADATALINEINFORMATION Operation*/
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN(
 OUTPUTVALUE = '2'
 RETURN OUTPUTVALUE
 )
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
 (
 METADATA1[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
 METADATA1[2] = 'BalanceAdjustmentHeader' /*FileDiscriminator*/ /*Reserved*/
METADATA1[3] = 'LegislativeDataGroupName'
 METADATA1[4] = 'BatchName'
 METADATA1[5] = 'SourceSystemId'
 METADATA1[6] = 'SourceSystemOwner'

 METADATA2[1] = 'BalanceAdjustmentHeader' /*FileName*/ /*Reserved*/
 METADATA2[2] = 'BalanceAdjustmentGroup' /*FileDiscriminator*/ /*Reserved*/
 METADATA2[3] = 'EffectiveDate'
 METADATA2[4] = 'PayrollName'
 METADATA2[5] = 'LegislativeDataGroupName'
 METADATA2[6] = 'ConsolidationSetName'
 METADATA2[7] = 'BalAdjBatchId(SourceSystemId)'
 METADATA2[8] = 'SourceSystemId'
 METADATA2[9] = 'SourceSystemOwner'
 RETURN METADATA1, METADATA2 /*Only two as Return value for NUMBEROFBUSINESSOBJECTS is 2*/
 )
```

You can define variables with special characters. For example, use this structure to return the `BalAdjBatchId(SourceSystemId)` Source ID.

```
/*Return Values for the MAP Operation*/
 FileName = 'BalanceAdjustmentHeader'
 BusinessOperation = 'MERGE'
 FileDiscriminator = POSITION1
 EffectiveDate = POSITION2
 PayrollName = POSITION3
 LegislativeDataGroupName = POSITION4
 ConsolidationSetName = POSITION5
 "BalAdjBatchId(SourceSystemId)"= POSITION6
 SourceSystemId = POSITION7
 SourceSystemOwner = POSITION8

 RETURN BusinessOperation, FileDiscriminator, FileName, EffectiveDate, PayrollName,
 LegislativeDataGroupName, ConsolidationSetName, "BalAdjBatchId(SourceSystemId)", SourceSystemId,
 SourceSystemOwner

/*Note BalAdjBatchId(SourceSystemId) is enclosed by double quotes while assigning value as well as while
 putting it in the return values list */
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Sample Payroll Transformation Formula for HCM Data Loader

In this example, the transformation formula specifies the transformation mechanism for an incoming comma separated delimited file. The formula's return values are the same as the list of attributes for the personal payment method object.

Here's the sample raw file for personal payment method, with comma as the delimiter.

```
2018/04/04,1,ZHRX_VS_US_TPPI_LDG_ONE,E955160008191423,ZHRX_VS_US_TPPI_Check,PPM1,M,10
```

And this code snippet has the formula for this example.

```
/*****************************************************************
FORMULA NAME: Load Personal Payment Method
FORMULA TYPE: HCM Data Loader
*****************************************************************/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8 (text)

DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1

IF OPERATION='FILETYPE' THEN
```

```
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN

(
 OUTPUTVALUE=','
 RETURN OUTPUTVALUE
)
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION='MAP' THEN
 /*HDL Related Outputs*/
 (
 FileName = 'PersonalPaymentMethod'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'PersonalPaymentMethod'
 EffectiveStartDate=POSITION1
 ProcessingOrder=POSITION2
 LegislativeDataGroupName=POSITION3
 AssignmentNumber=POSITION4
 OrganizationPaymentMethodCode=POSITION5
 PersonalPaymentMethodCode=POSITION6
 PaymentAmountType=POSITION7
 Amount=POSITION8
 RETURN
 BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
 )
ELSE
 OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- Sample Payroll Transformation Formula for Multiple Business Objects

Sample Payroll Transformation Formula for Multiple Business Objects

In this example, the formula uses the user defined tables and personal payment method business objects. It converts the Person Number in the flat file into Assignment Number and uses the `METADATALINEINFORMATION` and `NUMBEROFBUSINESSOBJECTS` operations.

Here's the sample of the raw input file.

```
PPM|2018/04/04|1|ZHRX_VS_US_TPPI_LDG_ONE|955160008191423|ZHRX_VS_US_TPPI_Check|PPM1|M|10
UDT|SM_UDT_4|Range|Number|Test UDT|USA LDG
```

And this code snippet has the formula for this example.

```
/************************************************************
FORMULA NAME: Load User Defined Table and Personal Payment Method
FORMULA TYPE: HCM Data Loader
************************************************************/
/* Inputs */
INPUTS ARE OPERATION (text), LINENO (number), LINEREPEATNO (number),POSITION1 (text), POSITION2 (text),
 POSITION3 (text), POSITION4 (text), POSITION5 (text), POSITION6 (text), POSITION7 (text), POSITION8
 (text),POSITION9 (text)
```

```
DEFAULT FOR POSITION1 IS 'NO DATA'
DEFAULT FOR POSITION2 IS 'NO DATA'
DEFAULT FOR POSITION3 IS 'NO DATA'
DEFAULT FOR POSITION4 IS '2'
DEFAULT FOR POSITION5 IS '100'
DEFAULT FOR POSITION6 IS 'NO DATA'
DEFAULT FOR POSITION7 IS 'NO DATA'
DEFAULT FOR POSITION8 IS 'NO DATA'
DEFAULT FOR POSITION9 IS 'NO DATA'
DEFAULT FOR LINEREPEATNO IS 1
IF OPERATION='FILETYPE' THEN
 OUTPUTVALUE='DELIMITED'
ELSE IF OPERATION='DELIMITER' THEN
 OUTPUTVALUE='|'
ELSE IF OPERATION='READ' THEN
 OUTPUTVALUE='NONE'
ELSE IF OPERATION = 'NUMBEROFBUSINESSOBJECTS' THEN
 (
 OUTPUTVALUE = '2'
 RETURN OUTPUTVALUE
 )
ELSE IF OPERATION = 'METADATALINEINFORMATION' THEN
 (
 METADATA1[1] = 'UserDefinedTable' /*FileName*/
 METADATA1[2] = 'UserDefinedTable' /*FileDiscriminator*/
 METADATA1[3] = 'UserTableCode'
 METADATA1[4] = 'RangeOrMatch'
 METADATA1[5] = 'UserKeyUnits'
 METADATA1[6] = 'UserRowTitle'
 METADATA1[7] = 'UserTableName'
 METADATA1[8] = 'LegislativeDataGroupName'
 METADATA2[1] = 'PersonalPaymentMethod' /*FileName*/
 METADATA2[2] = 'PersonalPaymentMethod' /*FileDiscriminator*/
 METADATA2[3] = 'EffectiveStartDate'
 METADATA2[4] = 'PersonalPaymentMethodCode'
 METADATA2[5] = 'AssignmentNumber'
 METADATA2[6] = 'Amount'
 METADATA2[7] = 'ProcessingOrder'
 METADATA2[8] = 'OrganizationPaymentMethodCode'
 METADATA2[9] = 'PaymentAmountType'
 METADATA2[10] = 'LegislativeDataGroupName'
 RETURN METADATA1, METADATA2
 )
ELSE IF OPERATION='MAP' THEN

 IF POSITION1='UDT' THEN
 (
 FileName = 'UserDefinedTable'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'UserDefinedTable'
 UserTableCode = POSITION2
 IF POSITION3='Range' THEN
 (
 RangeOrMatch = 'R'
 )
 IF POSITION4='Number' THEN
 (
 UserKeyUnits = 'N'
 )
 UserRowTitle = POSITION5
 UserTableName = POSITION2
 LegislativeDataGroupName = POSITION6
 RETURN
 BusinessOperation,FileDiscriminator,FileName,UserTableCode,RangeOrMatch,UserKeyUnits,UserRowTitle,UserTableName,Leg
 )
 IF POSITION1='PPM' THEN
```

```
 (
 FileName = 'PersonalPaymentMethod'
 BusinessOperation = 'MERGE'
 FileDiscriminator = 'PersonalPaymentMethod'
 EffectiveStartDate=POSITION2
 ProcessingOrder=POSITION3
 LegislativeDataGroupName=POSITION4
 AssignmentNumber=GET_VALUE_SET('SAMPLE_GET_ASG_NUM','|=PERSON_NUMBER='''||POSITION5||''''')
 OrganizationPaymentMethodCode=POSITION6
 PersonalPaymentMethodCode=POSITION7
 PaymentAmountType=POSITION8
 Amount=POSITION9
 RETURN
 BusinessOperation,FileName,FileDiscriminator,EffectiveStartDate,PersonalPaymentMethodCode,AssignmentNumber,Amount,P
 )
ELSE
 OUTPUTVALUE='NONE'
RETURN OUTPUTVALUE
/* End Formula Text */
```

Note: To debug value sets, create a BI report with this query to return the required data.

```
SELECT pay_ff_functions.gvs ('SAMPLE_GET_ASG_NUM','|=PERSON_ID=100000012092216') value FROM dual;
```

Related Topics

- Overview of Payroll Transformation Formula For HCM Data Loader
- How You Transform Data Using Payroll Transformation Formula for HCM Data Loader
- How To Create A Program for Automation

5 Employee Management

Hiring a Worker

You can manage employee data in the application, after defining the organizational and workforce structures.

To perform tasks related to a person and employee management, you can sign in to the application using the role of a functional user, such as Human Resources Specialist, rather than a member of the implementation team.

To hire an employee:

1. Navigate to **My Client Groups** and select **Hire an Employee**.

   > **Note:** The other supported person types include:
   >
   > a. Contingent Worker
   > b. Nonworker
   > c. Pending Worker
   >
   > These roles are supported only for the HR and Payroll Interface scenarios for India.

2. Select the information you want to manage as part of the new hire process and click Continue.

   > **Note:** You need to create all this information as part of the hiring process. You can add and update the information, when maintaining the person record that is created after the hiring process is completed. See Maintaining Person and Employment Information for further details.

3. In the **When and Why** region, select one of the Indian legal employers you set up previously.

   Here are the following considerations in this page:
   - The **Why are you hiring an employee field** displays a list of valid action reasons defined in the hire action.
   - The **Legal Employer** field displays a list of all legal employers that have been set up previously.
   - Once the India Legal Employer has been selected, the **Name Style and Address Style** are determined by the predefined styles for India.
   - The Gender lookup has the India-specific value **Transgender** in addition to **Male** and **Female**.
   - There is a predefined **National Identifier** type **Permanent Account Number** for India localization.

4. In the **Personal Details** region, enter the employee's name, gender, birth details, and national identifier details.
5. Click **Continue**.
6. In the **Addresses** region, enter the address details for the new employee.

   > **Note:** You need to enter an address, which needs to conform to the predefined India address format.

7. In the **Legislative Info** region, enter the **Marital Status** , **Religion** and **Highest Education Level** of the new employee.
8. Click **Continue**.
9. In the **Passport Info** region, enter all passport details for the new employee.

- For India, the **Regular Passport Type** has been predefined. This is an extensible lookup so you can add additional passport types if required.
- Capture the following additional information for a passport:
  i. Name as in Passport
  ii. ECNR (Emigration Clearance Not Required) Required

10. Capture information about contacts using **Family and Emergency Contacts** task.
11. Additionally, capture **Guardian** information for India if the new contact is a minor
12. Choose if the contact is an emergency contact and submit the details.
13. On the **Employment Information** page, provide the required information:
14. Capture **Citizenship Info**, **Driver's Licenses** and **Visa and Permits**.
15. Once all information for the new employee has been provided, click **Submit**.

    A new employee record is generated with a person number

Manage Person and Employment Information

Once the new hiring process is complete, the person is recorded in HCM Cloud. You can change the person and employment information as needed.

You can add more details not captured in the new hire process. You can capture the birth and disability information that can't be entered in the new hire process, which needs to be entered and maintained in the Person Management transaction.

Manage Person Information

Here's how you can maintain the person information:

1. Navigate to **My Client Groups** and select the **Personal Details**.
2. Search for and select the person record.
3. Click the down arrow in the different regions to view and manage the complete set of person information.
4. Add new information or modify the previously entered personal information:
   a. **Name**
      - Title
      - First name
      - Middle Name
      - Last Name
   b. **Demographic Info**
      - Religion
      - Marital Status
      - Gender
      - Highest Education Level
   c. **National Identifiers**
      - Permanent Account Number
   d. **Biographical Info**

- Date of birth
- Date of Death

5. Open the **Disability Info** section and click **Add** to add disability details.
6. Select **India** under **Country** and enter the relevant information.

> **Note:**
> - The list of categories is predefined for India
> - You can attach the disability certificate

7. Complete all relevant disability information and click **Submit**.

Add Additional Information

Here's how you can add the extra personal details:

1. Enter more country-specific person information using the **Additional Person Info** task
2. Search for the person and choose **India Miscellaneous Information** and click **Add** to capture the following information
    - Community
    - Caste
    - Height
    - Weight
    - Ex-Service Person (Yes/No)
    - Residential Status
    - PAN Reference Number (if the person has no PAN Number but has applied for one)
3. Save and select **India Nomination Information** and click **Add** to capture the nomination details for different types of benefits, such as PF, Gratuity, and Superannuation.

Manage Contacts

Here's how you can maintain the contact information for the employees:

1. Manage information about contacts using **Family and Emergency Contacts** task.
2. Search for and select the person you want to add the dependent for.
3. Click **Add**. You can either select an existing person as contact or create a new contact.
4. Choose **Select a person as a contact** to add existing person as contact.
5. Capture the details and submit.
6. Or create a new contact by selecting **Create a new contact**.
7. Manage the contact details using **Contact Info** task
8. Maintain the details about passports, citizenship, driver's licenses, and visa and permits, using the **Identification Info** task.
9. Update all the above information by choosing **Person** task in **My Client Groups**.
10. Search the person you want manage the information for. Select each tab to enter and update different information and click **Submit**.

Manage Employment Information

Here's how you can maintain the employment information:

1. You can maintain employment information using **Person Management** task in **My Client Groups**.
2. Select to update or correct the information.
3. Select the reason for correcting or updating the information.
4. Enter or modify different employment information in the **Employment Terms** tab.
5. Enter and update assignment information using the **Assignment** tab.
6. Complete the details and save.

Terminating a Worker

When a person's employment ends, the work relationship needs to be terminated.

To terminate a work relationship:

1. Select **Termination** in **My Client Groups**. You need to scroll down and click on show more.
2. Search the person you want to terminate.
3. On the **Terminate Work Relationship** page, enter the details of the termination, including the termination reason.
4. Submit the termination.

Global Transfer

Transfer Actions

You can use these actions to move people within the same assignment.

Action	How it works
Transfer	Updates the current assignment and leaves the work relationship and any other assignments unchanged.
Local and Global Transfer	If you don't change the current legal employer, the transfer is local and within the same assignment. Local transfer updates the current assignment and leaves the work relationship and any other assignments unchanged. The assignment number and ID remain the same. The local transfer does the same update as the standalone Transfer guided process. Based on the data that you change, the application automatically determines if it's a local or global transfer or a global temporary assignment.

You can use these actions to move people within the same legal employer.

Action	How it works
Add Assignment	Creates an additional assignment leaving the work relationship, primary assignment, and any other assignments unchanged. By default, the additional assignment is nonprimary. You end the assignment by selecting the End Assignment action.
Temporary Assignment	Creates an additional assignment and suspends the existing assignments. The work relationship remains unchanged. The status of the existing assignments changes to Suspended- Payroll Eligible by default. You can change this status to any other value or revert to the original status using the Change Assignment flow. This action is recommended when the organization has clear guidelines about temporary assignments and the person is expected to return back after the temporary assignment ends. If you have a requirement to add an additional assignment for the person and end the source assignment in future, then you must use add assignment instead of temporary assignment. It's recommended to not create a new temporary assignment by using an existing temporary assignment as the source.
End Temporary Assignment	Ends the temporary assignment and reinstates the original assignments by the specified return date.

You can use these actions to move people to a different legal employer.

Action	How it works
Create Work Relationship	Creates an additional work relationship and associated assignment leaving the existing work relationship, primary assignment, and any other assignments unchanged. If you create an additional work relationship in another legal employer, you have two concurrent work relationships in different legal employers. You end a work relationship by using the Terminate action.
Local and Global Transfer - Global Transfer	If you change the current legal employer and select the transfer type as permanent, then it results in a global transfer. Permanent global transfer ends the current assignment and any other assignments, and ends the current work relationship. Additionally, it creates a new work relationship in the newly selected legal employer. **Note:** The global transfer won't delete future dated assignments if a time card exists for any assignments in the source work relationship. If a time card exists, the application stops the global transfer and displays an error message. If you don't want the application to prevent deletion of a future dated assignment when a time card exists, set the ORA_PER_EMPL_DISABLE_TIME_CARD_CHK_CANCEL_WR profile option value to Y. This check isn't applied when only a date-effective assignment record is deleted. The new primary assignment has all the data from the old one by default, but you can change it.
Local and Global Transfer - Global Temporary Assignment	If you change the current legal employer and select the transfer type as temporary, then it results in a global temporary assignment. Global temporary assignment suspends only the current assignment and doesn't end the current work relationship. You create a new work relationship and a primary assignment within the new legal employer. The new primary assignment has all the data from the old one by default, but you can change it. You create a primary assignment for the new work relationship in the new legal employer. The status of the existing assignments in the source work relationship changes to Suspended-Payroll Eligible by default. You can change the status of the existing assignments from Suspended-Payroll Eligible to any

Action	How it works
	other value. You can reverse this change in status to the original status using the Change Assignment flow. This action is recommended when the organization has clear guidelines about global temporary assignments and the person is expected to return back after the global temporary assignment ends. If you have a requirement to add an additional work relationship for the person and end the source work relationship in future, then you must use create work relationship instead of global temporary assignment. It's recommended to not create a new global temporary assignment by using an existing global temporary assignment as the source.
End Global Temporary Assignment	Ends the temporary assignment and work relationship and reinstates the assignments with the original legal employer.
Mass Legal Employer Change (For HR specialists)	Transfers multiple employees from different legal employers to the same destination legal employer. Ends the current work relationships for the employees and creates new ones within the destination legal employer. Creates new primary assignments and ends the old ones. The new primary assignments have all the data from the old records by default, but you can change it.

What Happens to Source Assignment Status

You can override the default status of the source assignment by manually selecting it in the Local and Global Transfer (Global Transfer and Global Temporary Assignment only) and Add Assignment (Temporary Assignment only) flows.

This table shows the properties of the source assignment status:

Field Property	Local and Global Transfer (Transfer)	Local and Global Transfer (Global Transfer)	Local and Global Transfer (Global Temporary Assignment)	Add Assignment (Permanent)	Add Assignment (Temporary)
Visibility	No	Yes	Yes	No	Yes
Values	Not applicable	All inactive HR statuses	All active and suspended HR statuses	Not applicable	All active and suspended HR statuses
Selected Value Applicability	Not applicable	All assignments of the source work relationship	Only the assignment which was used to start the flow	Not applicable	Only the assignment which was used to start the flow

Here are some points to keep in mind regarding the source assignment status:

- The status is controlled by the application and it's automatically available in the applicable flows.
- The status value must be valid as of the effective date of the corresponding flow.
- The default status of the source assignment is displayed.

- The default sort order of the status is displayed first, followed by descending order of system status (in the order Suspended to Active) for Global Temporary Assignment and Temporary Assignment flows.
- The status isn't supported in the HCM Data Loader, REST, and HCM Spreadsheet Data Loader tools.

Related Topics

- Employment Profile Options
- How You Reassign or Add Direct Reports During Local and Global Transfer

Local and Global Transfer

You can transfer the worker within the same legal employer or to a different legal employer using the Local and Global Transfer flow. This flow can be used to do these types of transactions:

Transaction	Does the legal employer change?
Local transfer within the assignment	No
Global transfer	Yes, within the same legislation and outside the legislation.
Global temporary assignment	Yes, within the same legislation and outside the legislation

During a permanent global transfer, the worker data is defaulted from the assignment where the transfer is initiated.

If you have configured the application to view assignment history during a global transfer, and assignment-level security is enabled, then you can only see those assignments for which you have access. For example, if you have access to only the newly created assignment in global transfer, then you can't view the complete assignment history. The person who has access to both the source and target assignment can view both the assignments in the Business Title field and employment history. For more information, see the document Implementing Assignment-Level Security in HCM (Doc ID 2700661.1) on My Oracle Support (https://support.oracle.com).

Related Topics

- Why isn't the Create Primary Work Relationship field visible for a global transfer even though it's set to Visible in the Transaction Design Studio?

Data Copy and Display Options for Local and Global Transfer

You can select data that you want to copy from the source to the target assignment during a permanent legal employer change (global transfer). The worker data is defaulted from the source assignment where the transfer is initiated.

These tables describe the visibility of the various sections in the Local and Global Transfer flow and what data gets copied from the source to destination for a global transfer and global temporary assignment.

Personal Details and Other Info

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Personal Details	No	Only when global transfer or global temporary assignment is to a different legislation.	Not applicable	Not applicable	Not applicable	This section isn't available in HCM Experience Design Studio and its visibility is controlled by the application. The section is displayed only if there is a change in the legislation of the person's work relationship. The reason is that a new name and legislation record are automatically created based on the destination legislation. The Biographical Info and National Identifier regions are included because some applications such as Payroll or Benefits may require this information and including the regions during the transfer process reduces additional navigation.
Contact Info	No	Needs to be enabled using HCM Experience Design Studio.	Not applicable	Not applicable	Not applicable	This section is displayed when you select Contact Info from the questionnaire page. If there is existing data, the data will be displayed. If no data exists, you can enter the data as part of the transfer process.
Legislative Info	No	Only when global transfer or global temporary	Not applicable	Not applicable	Yes	This section isn't available in HCM Experience

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
		assignment is to a different legislation.				Design Studio and its visibility is controlled by the application. Legislative information, such as a person's marital status, ethnicity, religion, or gender will be copied to the destination legislation if the lookup codes are the same as the source legislation. If they are not the same, the field will be blank, and you can select from the destination country's valid list of values.
Other Info	No	Needs to be enabled using HCM Experience Design Studio.	Yes	Yes	Yes	This section is displayed when you select Other Info from the questionnaire page. If there is existing data, the data will be displayed. If no data exists, you can enter the data as part of the transfer process.

Assignments and Work Relationships

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Assignment and Work Relationship (nonflexfield attributes and descriptive flexfields)	Yes	Always	Yes	Yes	Yes	By default, all assignment and work relationship information including descriptive flexfields (DFF)

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						are copied. However, you can change the assignment and work relationship values. The information that exists as of the global transfer date is copied if the Future Assignment Changes Copy Enabled profile option is set to Y. You can select the source assignment status during a global transfer or global temporary assignment. You can also override the default source assignment status by selecting the status from the page in the responsive Local and Global Transfer flow.
Assignment and Work Relationship (developer descriptive flexfields)	Yes	Always	Yes	Yes	No	By default, developer descriptive flexfields (DDF) are copied.
Assignment (extensible flexfield contexts)	No	Needs to be enabled using HCM Experience Design Studio.	Yes	Yes	Yes	By default, all assignment extensible flexfield (EFF) contexts are copied. However, you can select the contexts that you don't want to copy. The smart list of values only provides the list of contexts which has data populated in the source assignment. This feature is available only when you perform a global transfer.

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						During the global transfer transaction, you can select to copy the list of extensible contexts in the When and Why section. However, the list of extensible contexts isn't refreshed even if you change the legal employer or change the global transfer to global temporary assignment.
Work Relationship (V1 Seniority Dates)	No	Only if you use version 1 (V1) seniority dates.	Yes	Yes	Yes	Only the V1 enterprise seniority date is copied.

Payroll and Salary

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Payroll Details (Payroll)	Yes	Always	Yes (only for global transfer)	No	No	By default, all payroll information is copied only if the source and destination legal employers belong to the same legislative data group. The information that exists as of the global transfer date is copied but changes effective after the global transfer date aren't. If the transfer results in a new payroll relationship, the information that exists at a payroll

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						relationship level is also copied. This feature is available only when you perform the global transfer. The Payroll attribute defaults to the value from the source. You have the option to override the value if required.
Payroll Details (Tax Reporting Unit)	Depends on legislation	Needs to be enabled using HCM Experience Design Studio.	Yes (only for global transfer)	No	No	The Tax Reporting Unit attribute defaults to the value from the source. You have the option to override the value if required.
Payroll Details (person costing overrides)	No	Needs to be enabled using HCM Experience Design Studio.	No	No	No	By default, costing overrides aren't copied. If you choose to copy, then the copy occurs across the four levels at which the person costing setup is held.
Person Costing	No	Needs to be enabled using HCM Experience Design Studio.	Yes (only for permanent global transfer)	No	No	The Person Costing section allows you to update the costing information before it's copied to the destination assignment, whereas the Payroll Details (person costing overrides) section doesn't. The other major difference between the two sections is that the Person Costing section doesn't support all four costing levels, it only supports the Assignment costing level. Additionally, the

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						two sections are mutually exclusive; you must only enable one section, but not both.
Payroll Details (calculation cards)	No	Always	Yes (only for global transfer)	No	No	Each country's legislation determines the calculation cards and components that are copied.
Payroll Details (recurring element entries)	No	Needs to be enabled using HCM Experience Design Studio.	Yes (only for global transfer)	No	No	Copy for element entries are subject to eligibility. If you want to exclude certain elements from the copy, you have to define an element (object) group with the usage type of Global Transfer.
Payroll Details (nonrecurring element entries)	No	Not applicable	No	No	No	Data not copied.
Payroll Details (Time Card Required and Overtime Period)	Conditional	Needs to be enabled using HCM Experience Design Studio.	Yes (only for global transfer)	No	No	Visibility depends on legislation. The Time Card Required and Overtime Period attributes default to the values from the source. You have the option to override the values if required.
Payroll Details (balances)	No	Needs to be enabled using HCM Experience Design Studio.	No	No	No	You carry forward assignment and relationship level balances using balance adjustments from the source to the target legal employer during the global transfer of employees. The overall balance that's copied includes: • The balance calculated

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						within the source payroll relationship. • The balances copied to the source payroll relationship for prior global transfers.
Salary (Type 1, Type 3, and Type 4)	Yes	Always	Yes	No	No	The salary information is defaulted from the source assignment when the legal employers involved in the transfer have the same legislative data group. For Type 1 salary basis, the salary amount is determined by the user. For Type 3 salary basis, the salary amount is determined by rates. And for type 4 salary basis, the salary amount is determined by simple components.
Salary (Type 2)	Yes	Always	Only in certain scenarios.	No	No	For Type 2 salary basis, the salary amount is determined by incremental components. The salary basis setting should be: Enable component selection during allocation.

Compensation and Benefits

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Compensation (Individual Compensation Plan)	Yes	Always	Yes (only for global transfer)	No	No	When you transfer people globally, the process now automatically copies individual compensation awards and any document record attachments from the source legal employer to the destination legal employer.
Compensation (Compensation Plan)	Yes	Always	No	No	No	None
Benefits	No	Needs to be enabled using HCM Experience Design Studio.	No	No	No	You can select to transfer balance for a life event within the same legislative data group. You can choose the life event for global transfer and transfer the benefits balance to the worker's new assignment.

Performance Goals and Documents

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Performance Goals and Documents (Performance Documents and	No	Only when there is a global transfer.	No	No	No	The performance goals and documents information is not copied. However,

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Performance Goals)						you can move performance goals and documents to the workers' new assignments within a legal employer when using the Local and Global Transfer guided process. You can select to move performance goals and documents based on review periods. You can move all the workers' performance goals and documents associated with all review periods. Or, you can choose only current and future review periods and leave historic performance goals and documents associated with the inactive assignments.

Managers and Direct Reports

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Managers	Yes	Always	Yes	Yes	Yes	By default, manager information is copied that includes all manager types, such as line manager and project manager. However, you can change the manager values. The information that exists as of the global transfer date is copied if the Future Assignment Changes Copy Enabled profile option is set to Y.
Add Direct Reports	Yes	Always	Not applicable	Not applicable	Not applicable	You can add new direct reports during a global transfer.
Reassign Existing Reports	No	Only when the selected worker has direct reports.	Yes	Yes	Yes	This section is displayed on the questionnaire page only if the user has direct reports assigned. When the reporting manager of a pending worker is globally transferred, the worker continues to report to the source assignment of the manager even though the assignment becomes inactive after the global transfer.

Other Sections

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
Employment Contracts	No	Only if the destination legal employer is contract enabled.	No	No	No	No data is copied because contracts are defined within a legal employer context.
Weekly Working Hours	No	Needs to be enabled using HCM Experience Design Studio.	Yes	Yes	Yes	By default, all working hours information is copied, however, you can change this information.
Absences	Yes	Needs to be enabled using HCM Experience Design Studio.	Yes	No	No	All accrual plans are supported. The Local and Global Transfer process automates the accrual plan enrollment and copying of plan balances. When an employee is transferred, all active plans are end-dated in the old organization. If the employee is eligible for the same plans in the new organization, the application automatically enrolls the employee to the same plans.
Work Schedule Assignments	Not applicable	Not applicable	Yes	Yes	Yes	Only if the schedule and exceptions are available. Local and global transfers also automate work schedule enrollment and copy work schedule exceptions. When you globally transfer someone, all active and future work

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						schedules and work schedule exceptions are automatically end dated in the old Legal Employer. The transfer process automatically links them with the same work schedule and work schedule exceptions in the new Legal Employer, if the schedule and exceptions are available. Additionally, as a manager or HR specialist, you can review all work schedule assignments affected by the transfer. You can see relevant messages about end-dating and copying schedules and exceptions using the Change Legal Employer dashboard.
Seniority Dates	Yes	Not applicable	Not applicable	Not applicable	Not applicable	This is a read-only section. Only the person-level seniority date rules that are configured to be displayed in guided flows are visible. This table shows the seniority dates that are displayed for different seniority date versions: • V1 seniority dates: Enterprise and legal employer

Section or Component	Visible by Default	Visibility Condition	Is Data Copied During Transfer Within Same Legislative Data Group	Is Data Copied During Transfer to Different Legislative Data Group Within Same Legislation	Is Data Copied During Transfer to Different Legislation	Description
						seniority dates. • V3 seniority dates: Only person-level seniority date rules that are configured to be displayed in guided flows.

The document records will be moved from the source to the destination assignment during the global transfer only if the ORA_PER_DOR_ASG_LVL_MOVE_ON_CHANGE_LE profile option is set to Y. In case of multiple assignments in the source work relationship, only document records from the assignment used to start the global transfer will be moved.

These features aren't specific to a worker's assignment and aren't directly impacted due to a change in legal employer. Hence, there is no data copy option for these features.

- Person Extensible Flexfields
- Talent Profiles
- Development Goals
- Career Development Plans
- Talent Review Meetings
- Succession Management Plans
- Learning Information
- Workforce Reputation Information
- Employee Wellness Information

Related Topics

- How Global Transfers Impact Performance Goals
- How You Reassign or Add Direct Reports During Local and Global Transfer
- Automatic Plan Enrollment and Balance Copy During Local and Global Transfer
- Can I copy individual compensation allocations as part of a global transfer?
- Can I copy salary as part of a global transfer?

Mass Legal Employer Change

When you need to transfer multiple employees to the same legal employer, use the Mass Legal Employer Change task. This accomplishes the transfers in a single batch.

It uses the Local and Global Transfer process to copy the selected employees' assignment and work relationship data from the source to the destination work relationship. The data is copied as of the global transfer date along with any future-dated changes.

Some things to consider when performing this kind of transfer.

- Use this task to transfer people from different legal employers into the same target legal employer.
- Use this task when changing legal employers within the same country or legislation. If you use this task to mass change legal employers across legislations, it doesn't copy the data for salary and payroll. Additionally, there may be issues with certain personal data elements that aren't copied across legislations.
- You can override certain assignment attributes from the source assignment that are common and apply to the set of workers transferring to new legal employers.

  For example, these attributes can include the business unit, department, and location. However, you can't override assignment attributes like job, grade, and position because they are unique and may differ for each worker in the destination assignment.

  For further info, see HCM Experience Design Studio in the Help Center.
- All types of direct reports are copied to the assignment, which gets newly created during the Mass Legal Employer Change process.
- Pending and draft performance goals aren't transferred to the new assignment when you do a mass legal employer change. Therefore, you must make sure approvals for such performance goals are complete before you perform the transfer.
- You can't do a mass legal employer change for an employee that has:
  - Future-dated global transfer or global temporary assignment change
  - Pending transaction awaiting approval that involves an assignment change
  - Work relationship start date with the same as the effective date of the transfer

Data Transferred

This task copies the following data items.

Data Item	What This Includes
Override Assignment Values	You can provide specific values for certain assignment attributes. These values: 1. Apply to all people being transferred 2. Override the corresponding values on their source assignment
Additional Changes	By default, the task copies all assignment extensible flexfield (EFF) contexts. However, you can choose which contexts you don't want to copy to the worker's new assignment.
Salary Changes	You can copy the salary from the primary assignment of the previous work relationship. However: 1. The legal employers involved in the transfer must have the same LDG. 2. The salary basis must be one of the following. - Type 1: Salary amount is determined by the user. - Type 2: Salary amount is determined by components and the salary basis setting is Enable component selection during allocation. - Type 3: Salary amount is determined by rates.

Data Item	What This Includes
Performance Goals and Documents Related Changes	You can move performance goals and documents to the worker's new assignments. You can move: All workers' performance goals and documents associated with all review periods Only current and future review periods, excluding historic performance goals and documents associated with inactive assignments. When you perform a mass employee transfer: 1. For workers whose performance data is the same across all assignments within their work relationship, the task copies only the performance goals and documents associated with the primary assignment to the new assignment. This performance data includes: - Performance goals - Goal plans - Performance documents The performance goals and documents associated with the secondary assignments remain unchanged on the source relationship. You can edit, cancel, or delete them as needed. 2. The task doesn't change eligibility profiles. If the eligibility profiles used for performance goals and documents include inactive assignments, after the transfer, the inactive assignments continue to be eligible for the same performance goals and documents. You must update the eligibility profiles to exclude the inactive assignments to prevent them being recreated.
Payroll Details	You can copy payroll details from the source to the target assignment and payroll relationship during a mass legal employer change within the LDG. For further info, see Payroll Data Transferred below.
Benefits	You can choose the life event for global transfer and transfer benefits balance to the worker's new assignment.
Select People	You can choose the workers for whom you would like to perform the transaction.
Review Selected People	You can review the people you selected before submitting the Mass Legal Employer process.

Payroll Data Transferred

For Payroll implementation , the process copies the data from the original assignments and work relationships to the new one, depending on your selections.

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

Here's the payroll items the process can copy. For details on all data the process copies, see "Data Copy and Display Options for Global Transfers for the US" in the Help Center.

Payroll Item	What This Includes
Payroll Relationship and Assignment attributes (Payroll Details)	Payroll, Tax Reporting Unit, Overtime Period, and Time Card Required.
Personal Payment Methods	Payment methods are copied subject to the availability of a valid organization payment method (OPM) for the same payment type.
Third-Party Payment Methods	The flow links payment methods for third-party person payees to the new payroll relationship. For further info, see "What Happens to Payment Methods During Person Transfers" in the Help Center.
Person Costing Overrides	By default, the flow doesn't copy costing overrides . If you choose to copy, then the flow copies data across four levels at which the person costing setup is held. For further info, see "What Happens to Costing Overrides During Person Transfers" in the Help Center.
Recurring Element Entries	The flow copies element entries subject to eligibility. To exclude certain elements from being copied, define an element (object) group with the Global Transfer usage type. For further info, see "What Happens to Element Entries During Person Transfers" in the Help Center.
Calculation Cards and Components	The flow copies the cards and components at the payroll relationship level based on each country's legislation. For further info, see "What Happens to Calculation Cards During Person Transfers" in the Help Center.
Balances	The flow copies the source assignment and relationship-level balances to the target assignment and payroll relationship respectively. **Note:** The Mass Legal Employer Change flow interprets a blank entry to imply the value on the source assignment and payroll relationship. Unless you override this value, the application copies the source value to the target assignment and payroll relationship. For further info, see "What Happens to Balances During Person Transfers" in the Help Center.

Transferring People

Example of a Global Transfer for India

You're a human resources (HR) specialist transferring Bala Gupta, working in InFusion India Hyderabad. You're transferring them within the same legal employer to InFusion India Vishakapatnam.

If the global transfer is permanent, the application terminates the existing work relationship and all assignments under it as of a day before the global transfer date.

Global Temporary Assignment is the temporary movement of an employee from one legal entity to another, within the same country or across different countries. The employment with the source legal employer remains active. The application creates a new employment with the target legal employer starting on the date of temporary assignment.

Let's look at the steps to update the key values for this transfer. For other fields, you can use the default values.

Selecting Bala and the Transfer Action

1. On your home page, click the **My Client Groups** tab, and then select the **Local and Global Transfer** quick action in the Employment area.
2. Search for **Bala Gupta** and select their record.
3. View the **Tranfer Journey** and add any info if required in **Info to include**.
4. In the **When and why** section, enter these values.

Field	Value
When does the transfer take effect?	Select the date the transfer takes effect.
Who's the new employer for global transfer?	InFusion_India
What's the way to transfer ?	Global Transfer
Why are you transferring the person Gupta?	Reorganization
Source Assignment Status	Select the source assignment status

5. Click **Continue** to proceed.
6. Enter the Position overrides, Assignment, Seniority Dates if required, for Bala and click **Continue**.
7. Click **Submit** to complete the transaction.

6 Elements, Earnings, and Deductions

Payroll Elements

Payroll Elements

Some elements are predefined. You can also create other elements to match your requirements. Each element belongs to a primary classification, according to its purpose, which determines the template you use to create it.

For information on how to secure and limit access to elements based on your business requirements, see *Secure Elements through HCM Data Roles* and *How to Restrict Access to Elements Using Element Security Profile and HCM Data Role*.

Use the template to create the elements and depending on your country extension, you create the associated items required for payroll processing.

Use the elements to represent these components:

- Earnings, such as salary, wages, and bonuses
- Compensation, such as employee stock purchase and insurance plans
- Absences from work
- Tangible items distributed to persons, such as tools, uniforms, mobile phones, or computers
- Statutory deductions, such as taxes, voluntary deductions, contributions to charities or savings plans, and involuntary deductions, such as court orders and pretax deductions
- Employer taxes and other employer liabilities

Note: You can associate a time card with a results element that has the costing definition. On the Element Summary page, you can use the base element attribute to directly link a time element to the result element.

Use Predefined Elements

The predefined elements are specific to your country or territory. They typically include deductions for tax and wage attachments. You can't make any changes to these predefined elements. However, you must create eligibility records for them.

Create Element

You can create as many earnings and deduction elements as you require using the Elements task. Let's assume that, effective 6th March, you create an element entry for a worker. In this case, the element entry has a start and end date of 6th March.

You select the element classification and category that determine the template of questions. You answer the questions to specify the details of the element you want to create. The items that the template generates can include multiple elements, input values, formulas, balances, and other items.

Note: The template you use to create elements also depends on the configuration selected for your country or territory on the Features by Country or Territory page. For example, if the country extension is set to Payroll, you use a template that generates all the items required for payroll processing. If the country extension is set to Human Resources or None, you use a basic template that generates the elements only. However, if you select an element classification, such as Standard Earnings, Supplemental Earnings, Direct Payments and Taxable Benefits, the basis template creates input values for Amount, Periodicity, and Full-Time Equivalent.

You can configure any of the generated items to match your specific business requirements. For example, you can add input values, edit the formulas, or add a status processing rule to use a different formula for certain assignment statuses. You must also create element eligibility records for the elements.

This table explains the purpose of the items that you use when creating element.

Items	Purpose
Input Values	Defines the entry values available on each entry of this element, such as hours worked or amount.
Element Eligibility Records	Defines the eligibility criteria a worker's employment record must meet to be eligible for the element. For example you can use grade, payroll, salary basis, or organization as eligibility criteria.
Status Processing Rules	Identifies the formula the payroll run uses to process the element, and how to handle the formula results.
Related Formulas and Related Elements	Identifies additional elements and formulas created by the template for payroll processing.
Related Balances	Identifies the balances created by the element template for this element.

Related Topics

- How You Maintain Payroll Elements
- Formula Result Rules for Elements
- Payroll Element Eligibility
- Payroll Element Input Values
- Create Earnings Elements for Payroll

How You Maintain Payroll Elements

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

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

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

- Change a required input value to be optional.

- Alter the sequence in which input values appear on the Element Entries page.
- Change the input value validation rules for minimum, maximum, lookup, or formula.
- Change your specification of which input values create database items.
- Change the reporting name. However, the database items created for the element continue to use the original name.
- Delete elements that are in **In Progress** status.

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

- Allow multiple entries in same period
- Latest Entry Date
- Output Currency
- Process once per period

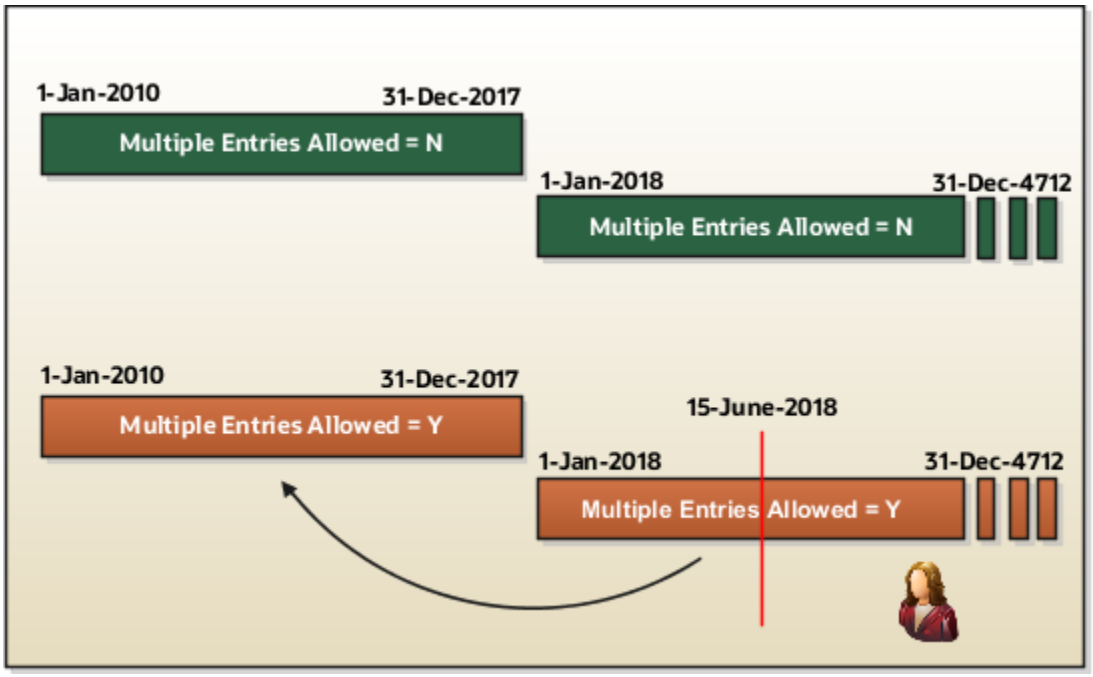
Let's assume you correct the Allow multiple entries in same period attribute, all date effective records would get updated with the change.

Example:

An element has these two date-effective records:

- 01-Jan-2010 to 31-Dec-2017
- 01-Jan-2018 to 31-Dec-4712

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



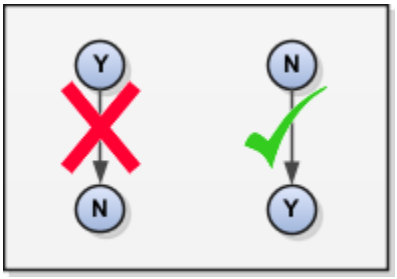
Allow Multiple Entries

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

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

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

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



Termination Rule

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

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

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

Output Currency

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

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

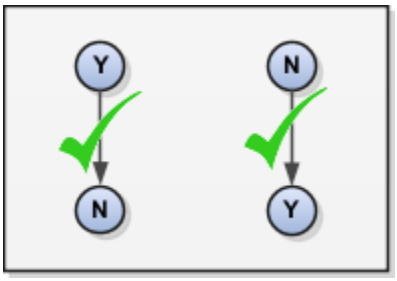
> **Note:** If you calculate statutory deductions such as tax, you should not change the element output currency. All predefined tax calculations are performed using the currency of the legislative data group. All reports including payslips are also generated using the currency of the legislative data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

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

Process Once Per Period

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

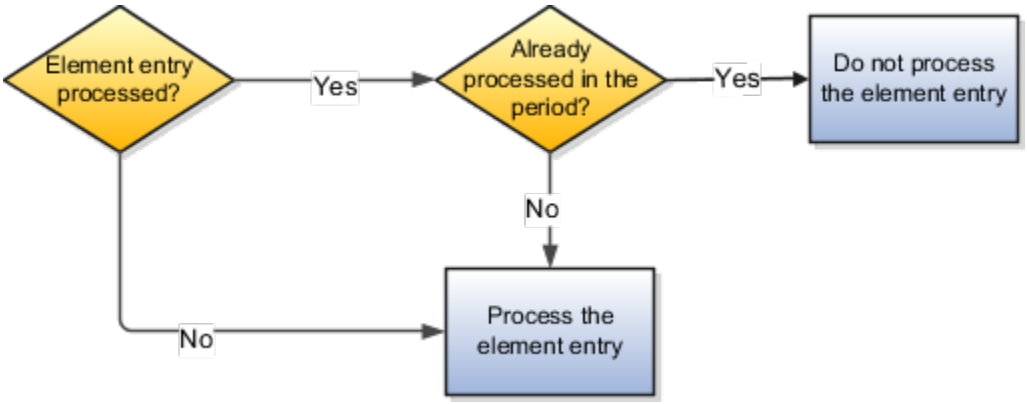
As this figure shows, change this field both from **Y** to **N** and **N** to **Y** even if element entries or run results exists.



If the value of the option is **Y** and the element entry is already processed in the period, then the application doesn't process it again.

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

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



Search for Elements Using the Element Code

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

- Use the **Add Fields** option in the **Advanced Search** region to search the element using element code.
- Select **View** > **Columns** > **Element Code** to view the element code attribute with other element details.
- The element code attribute is displayed under the **Element Name** attribute in the **Element Summary** page.

Delete In Progress Status Elements

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

Add New Input Values to Existing Elements

You can add new input values to an element using the HCM Data Loader (HDL), when the element has entry values created or processed in the payroll run. The new input value must meet the following criteria:

- Input value isn't required

- Default at runtime isn't enabled
- Default value isn't provided
- Default formula isn't attached
- Input value with the same name doesn't exist already for the same element

When you create a new input value for an element using the `PayrollElementDefinition` HDL object, a new flow, **Perform Post Processing of Element** with task **Create Element Entry Values** will automatically assign this value to all element entries. After the entry values are created for all impacted employees, you can change the entry value.

During the entry creation process, if the **Perform Post Processing of Element** flow errors out for any reason, you can retry or resubmit the process to create the remaining entry values. You also have the option to rollback the process, which deletes all entry values. When you delete the entry values, you must also delete the input values that were created using HDL.

Validations are provided to ensure the input and entry values are created successfully. When the **Perform Post Processing of Element** process is running, or being rolled back, the following validations will be applied:

- The element will be locked for any modification.
- The Calculate Payroll, Adjust Multiple Balances, Calculate Gross Earning, Load Initial Balances, Reverse Payroll Calculation, and Recalculate Payroll for Retroactive Changes payroll processes will be blocked from running when the postprocessing of element is being run.
- The element will continue to be in locked status if the element postprocess is rolled back but newly created input values aren't deleted. During this time, the Calculate Payroll, Adjust Multiple Balances, Calculate Gross Earning, Load Initial Balances, Reverse Payroll Calculation, and Recalculate Payroll for Retroactive Changes payroll processes will error out till the newly created input values are deleted.
- The Quickpay submission and Retry process are prevented from submission.
- The input value can't be created while a payroll process is being run.

> **Note:** The payroll processes that are running beyond 3 days will be ignored while doing the above validation check. This feature isn't intended to upgrade the existing elements with any other objects, such as upgrading the element that was created using the HR or Payroll Interface license to an element to use in Payroll processing with Payroll license. It's only for adding new input values when the above conditions are met. Consider when's the best time to create any new input values, to avoid the impact on your payroll cycle, such as overnight or weekend. Ensure that the add new input value functionality isn't planned to be run when any of the above payroll processes are running, waiting, or planned to be run, as it will impact the regular payroll cycle.

Related Topics

- Payroll Element Input Values

Earnings and Deductions

Overview of Define Earning and Deduction Definitions

The Define Earning and Deduction Definitions task list in Setup and Maintenance contains the tasks required to set up elements and payroll components.

Your implementation may include a few predefined elements, usually for legislative tax deductions. Use the Elements task to create additional elements and the associated objects required to support their processing. The objects vary depending on the element classification and category.

Manage Element Classifications

Elements are grouped into primary classifications that control their sequence of processing and the balances they feed. Secondary classifications are subsets of the primary classifications, which you may use to manage wage basis rules for deductions and taxes.

The primary classifications and some secondary classifications are predefined. You can't remove or change predefined classifications.

What you can do:

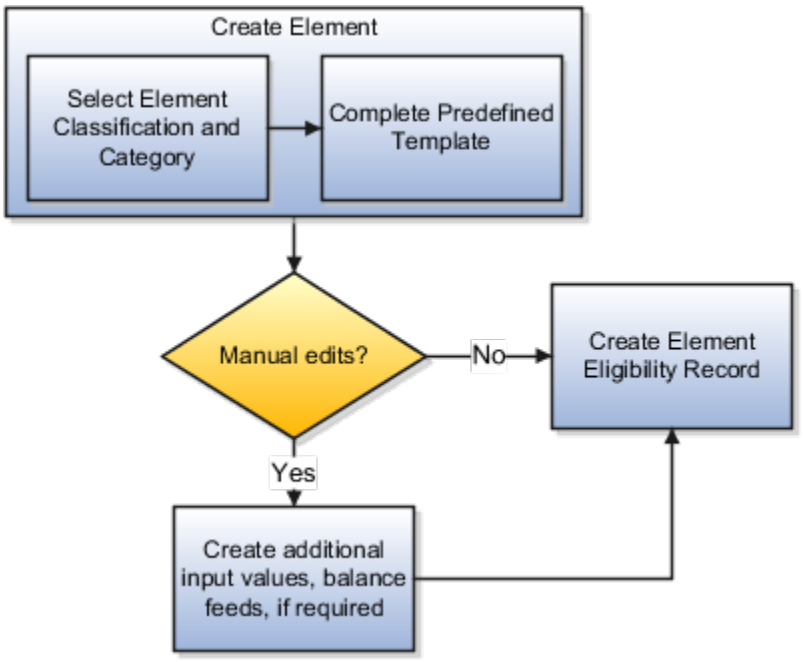
- Create additional balances that the primary classifications feed.
- Create secondary classifications, if required.
- Specify costing setup options and frequency rules for element classifications. The default frequency rule is always each period.

Manage Elements

Use the Elements task to review elements and to create new ones. When you create an element, your selection of the element classification and category determines the questions on a predefined template. Submitting the template generates an element, which you can edit, as required.

You must create at least one element eligibility record for all predefined and newly created elements.

The following figure shows the tasks involved.



Note: Make sure you set the country extension to Payroll using the Features by Country or Territory task before you create elements for payroll processing. This setting ensures that you use the appropriate element templates.

Creating certain elements also creates component groups, calculation value definitions, and other calculation information. For example, creating involuntary deductions and pension deductions may create these additional objects. Use the relevant tasks in the Define Earning and Deduction Definitions task list to review the objects generated for each element.

Payroll components are associated with a set of rates and rules used for calculation or reporting. These components conform to manage calculation value definitions

What you can do:

- Review the tables that hold the rates and other values used to calculate deduction and exemption amounts.
- Modify some value definitions. For example, you might enter a default payee for pension payments.
- Create new calculation ranges, if required

Manage the calculation information for elements that generate payroll components, such as involuntary deductions and statutory deductions.

What you can do:

- Review the calculation information supplied for your country or territory, such as the wage basis rules and calculation factors
- Create new calculation factors, if required.

Component groups are predefined categories of calculation components managed by component group rules.

What you can do:

- View rules for component groups.
- Modify the rules, such as wage basis rules, for some deductions

After setup, you add calculation components to personal calculation cards by loading data, such as time cards, or using the Calculation Cards task. In most cases, hiring a worker creates a statutory deduction card automatically.

Add Eligibility Rules For Predefined Elements

The task list includes this task as a reminder. Use the Elements task to define at least one element eligibility record for every predefined and newly created element.

> **Note:** Make sure you create an eligibility record for the statutory deduction elements like Tax, before you start hiring workers.

Element eligibility determines who can receive entries of the element. Do the following:

1. Create a name for the element eligibility record. Use a naming convention similar to the element's to easily identify the record, for example, when you set up costing for the element's eligibility record.
2. Restrict who can receive entries of the element by specifying eligibility criteria. For elements applicable to all workers, create eligibility without specifying any criteria.

Manage Rate Definitions

Define any rates that are based on calculated payroll balances, such as an employee's average salary during the last three months. You can use rate definitions in absence plans and formulas.

You can define rates to be:

- Monetary, such as a pay rate, or non-monetary, such as an absence accrual rate defined in days or hours
- Based on a combination of elements, or a single element

Related Topics

- Payroll Elements
- Payroll Element Eligibility
- How You Define Voluntary and Pre-statutory Deductions
- Payroll Calculation Information
- Create Earnings Elements for Payroll

How Payroll Elements Hold Information for Multiple Features

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

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

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

Payroll Element Usage	Examples of Payroll Elements
	Bonus Earnings Tax Deduction Involuntary Deduction

Base Pay Management

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

Absence Management

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

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

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

Benefits

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

Time and Labor

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

Payroll

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

Define Elements, Balances, and Formulas

The Define Elements, Balances, and Formulas task list contains the tasks required for creating payroll elements for compensation, absences, time and labor, and HR management.

You can also use this task list if you're recording earnings, deductions, and other payroll data for reporting, compensation and benefits calculations, or transferring data to a third-party payroll provider.

> **Note:** If you're using Oracle Global Payroll, use the Define Payroll task list instead. The Define Payroll task list includes other tasks required to set up payroll processing.

Required Tasks

Your business requirements and product usage decide which required tasks you need to complete. The required tasks include:

- Elements
- Payroll Definitions, which is usually required to support elements
- Consolidation Groups, which is required for creating payroll definitions

If you use predefined Payroll Interface extracts to transfer data to a third-party payroll provider, you might need to create element subclassifications, balances, organization payment methods, and object groups. See the Global Payroll Interface documentation for more information.

Before You Begin

Before you start the Define Elements, Balances, and Formulas task list, complete the tasks these offerings contain.

Task	Use To	Why It's Important
Manage Legal Entities	Create payroll statutory units.	Ensures that hiring employees automatically creates payroll relationship records.
Manage Legal Entity HCM Information	Associate a legislative data group with each payroll statutory unit.	Ensures that hiring employees automatically creates payroll relationship records.
Manage Features by Country or Territory	Select Payroll Interface as the extension for any countries or territories where you extract HR data to send to a third-party payroll provider.	Ensures that you use the appropriate element templates to create earnings.

Configure Legislations for Human Resources

Use this task to create and edit legislative data for a country or territory that doesn't have a predefined country extension. It guides you through configuring some payroll objects and values required for creating elements, including:

- Tax year start date
- Period of service on rehire rules
- Default currency
- Element classifications

- Component groups
- Payment types

Note: Complete this task before the other tasks in this task list.

Elements

Use elements to communicate payment and distribution information to payroll applications from the source applications listed in the following table.

Source Application	Element Purpose
Compensation	• Earnings and deduction elements, such as bonuses, overtime earnings, and voluntary deductions. • Information elements to load user-defined data to use during a workforce compensation cycle.
Benefits	• Deduction elements to record activity rate calculation results, such as: o Employee contributions and employer distributions for medical options o Flex credits for flex benefits • Earnings elements to disburse unused credits as cash.
Time and Labor	Time card details such as salary, overtime hours, and shift unit payments.
Absence Management	Absence details such as number of hours, days absent, or accrual absence balance details.

Payroll Definitions

The payroll definition supplies the payroll period frequency and dates, which some applications use for payroll calculations. A payroll is assigned to the assignment record of an employee, it indicates the payroll frequency for the assignment such as weekly. This table shows which applications require payroll definitions.

Application	Payroll Definition Required?	Usage Conditions
Global Payroll Interface	Yes, optional	Required if you run the Calculate Gross Earnings process
Compensation	Yes, optional	Required if you capture salary with a frequency of payroll period
Benefits	Optional	Required to use the payroll period frequency to calculate communicated rates or values passed to payroll.
Time and Labor	Optional	N/A
Absence Management	Optional	N/A

Consolidation Groups

You must have at least one consolidation group for each legislative data group where you create elements. Payroll definitions require a consolidation group.

Other Payroll-Related Setup Tasks

Your implementation might require other tasks from My Client Groups.

Task	Requirements
Organization Payment Methods	To record personal payment methods for your employees, you need to create organization payment methods and associate them with your payroll definitions. Organization payment methods define the combination of payment type and currency to use for payments to employees or external parties.
Element Classifications	Primary element classifications are predefined. If you run the Calculate Gross Earnings process (provided with Global Payroll Interface), you might create subclassifications to feed user-defined balances.
Fast Formulas	The Elements task provides predefined payroll formulas for payroll interface users. You can also write formulas for several uses, including: • Validating user entries into element input values • Configuring compensation, benefit, and accrual plan rules • Calculating periodic values for gross earnings and defining element skip rules for the Calculate Gross Earnings process (provided with Global Payroll Interface)
Balance Definitions	If you're using Global Payroll Interface, creating earnings elements creates balances automatically. You can edit these generated balance definitions. If you're using the Calculate Gross Earnings process, you might want to create other balances for extracts or reporting.
Object Groups	You can create object groups to specify subsets of elements or payroll relationships to include in a report or process, such as the Calculate Gross Earnings process.

Related Topics

- Payroll Definitions
- How Payroll Elements Hold Information for Multiple Features
- Overview of Using Formulas
- Payroll Balance Definitions

Define Voluntary Deductions Using Reference Codes

Maintain voluntary deduction balances for each reference number provided. For example, when an employee has two loan deductions, you can maintain separate balances for each loan by specifying a unique reference for each loan.

Specify a Deduction Reference Code for each element entry that has arrears and total owed options enabled for the newly created element. The element template for voluntary deductions is modified by replacing the existing template questions for arrears and total owed.

These are the new template questions:

Template Question	Options
What should happen when there are insufficient funds to cover the deductions? If you enable arrears, a reference is required for each deduction entry.	• Don't take partial deduction or create arrears. • Don't take partial deduction, place all in arrears. • Take partial deduction, but don't create arrears. • Take a partial deduction, place remaining in arrears.
Do you want to stop processing when the total owed is reached? If you enable total owed, a reference is required for each deduction entry.	• No • Yes

If you enable the arrears option or the total owed in the above questions, the application creates a required input value named "Deduction Reference". The application uses this reference number to maintain deduction accruals and arrears. Enter the reference number while creating an element entry, such as Loan Account Number given by the bank or a financial institution when a loan is disbursed

Get Reference Code Formula

Use this formula to generate a unique reference number using a database sequence for each element entry.

You can link this formula to the Default Formula attribute in Default Entry Values and Validation Section at element level, when you don't have a reference number provided by a respective authority such as a Loan Reference Number provided by banks. For example, if an employee is contributing an amount to two different unions without receiving a reference number, but you have a requirement to capture the arrears separately for each union. You can then use the delivered fast formula **Get Reference Code** from the Database Sequence, which generates a unique reference number for each union element entry.

The starting value returned by this formula is 100 and increments by 1 for each new element entry. You can also write your own fast formula, such as Person Number as the reference number.

> **Note:** Using the same reference number across entries of the same element will combine the balances.

For the elements using a Benefits module that meets one of the above conditions, you must use a Default reference value for all entries or use a formula to create a reference based on the Person Number of the employee or Benefits Plan name. This is because, when an employee is enrolled into a benefits plan, an element entry is created. When there is a subsequent life event and enrollments, it end-dates the previous element entry and creates a new entry. If you use the above delivered default formula, the balances will be re-initiated.

Related Topics

- Payroll Balance Definitions

FAQs for Elements

What's the difference between a recurring and nonrecurring element?

A recurring element has an entry that applies in every pay period until the entry ends.

A nonrecurring element has an entry that applies in one pay period only. It's only processed once per pay period. The assigned payroll determines the dates of the person's pay period.

Note: A base pay element associated with a salary basis must be recurring.

When does an element get processed with a processing option of process once per period?

The first payroll run of each period processes the element entries. If this option isn't available for your country or territory, you can select a skip rule to process the element once each period.

Related Topics

- What's an element's skip rule?

What's an element's skip rule?

A skip rule is an optional formula that determines the circumstances in which an element is processed.

If you specify a skip rule for the element, payroll runs process the element only when the conditions of the formula are met. Otherwise, it skips the element. You select skip rules on the Manage Elements page.

Related Topics

- Overview of Using Fast Formula Components
- Element Skip Formula Type

What happens if I select the Closed for Entry option for an element?

The Closed for Entry option prevents the creation of all new element entries for the element. However, it doesn't affect any existing element entries.

> **CAUTION:** When hiring, terminating, or updating assignments, this option prevents all element entry creation for the element, including automatic entries.

Related Topics

- Element Entry Methods

How can I create an element for retroactive processing?

When you create the element, specify that it's subject to retroactive changes. Select the predefined retroactive event group for the element or create your own to select.

When an element is subject to retroactive changes, many of the components for the retroactive element are created automatically. This includes adding the element to the retroactive event group and proration group; however you must set up the retroactive components. To process an element in a retroactive payroll run, the element must have a retroactive component that defines the processing rules. Create your own retroactive event group, proration event group and change the default values for elements in the Element page.

How can I create offset entries instead of deleting retroactive entries and notifications?

Retroactive payroll is an automated process that generates notifications automatically. If you're sure you have retroactive entries that aren't wanted, run retroactive payroll, let these retroactive entries generate and offset them with balancing amounts with the same retroactive elements added.

It is important that you don’t delete the notifications. Run the retroactive process to generate the retroactive entries. Using the same retroactive elements, create retroactive entries with negative amounts to offset. You can upload the respective entries via HCM Data Loader. For example, if the retro process has created a retro entry for $100 of retro overtime, create a new retro overtime entry of -$100 to offset.

It is important to remember not to remove or delete the retroactive notifications. Deleting will just delay the process and those employees won't be picked up in the next retroactive process. Also, if there are any other retroactive changes in the period where the delete notification was raised, a new retroactive notification will be created and processed accordingly. For example, in the scenario above, if you deleted the notification for the $100 of retro overtime without it being processed and any other changes are made to that period, this unprocessed $100 retro overtime will be picked up in the recalculation and a retro overtime element entry is created. However, a new notification is not regenerated.

Related Topics

- How Retroactive Pay Is Calculated
- Overview of Retroactive Pay
- Retroactive Notification Report

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

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

Related Topics

- Default Values for Element Entries

How can I use normal elements for a retroactive element to distribute costing?

The process uses normal elements from the current period when there are no retroactive elements to distribute or the sum of retroactive group members is zero.

The process configuration parameter **Distributed costing for a retroactive element** uses normal elements because the default is Y. If you don't want to distribute on the current period elements, you can set the parameter value to N in the Default Group.

How do I change the number of decimal places used in element input values?

Monetary input values use the number of decimal places defined for the currency, such as two for USD. If your calculations require more decimal places, select a numeric unit of measure for the input value.

The level of decimal precision that you specify must match the precision value set on the Manage Currency page for the country. This ensures that the payroll processes and reports used for reconciliation and legislative reporting produce the expected results.

How can I Edit the Date for a Frequency Rule?

The date field on the Frequency Rules page is made read-only when the frequency rule is saved with at least one of the periods.

To edit the date field, clear all periods and click Submit. Now, you can edit the Date field. Remember to select your periods again. Note: You will have to clear all periods every time you want to edit the Date field.

Why can't I add a secondary element classification to process a new deduction or tax?

Primary element classifications are predefined, can vary by country or territory, and are often based on specific rules and legislative requirements. These rules and requirements can limit the types of secondary classifications that you can add to primary element classifications.

To manage your element classifications, see the setup documentation for the specific country or territory.

Element Classifications

Primary Element Classifications for India

Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions.

In a Human Resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed. The payroll application provides primary classifications and some balances, mainly to reflect tax legislation. They are designed to meet the legislative requirements, so you can't change or delete them. You can of course create additional balances to be fed by any of the primary classifications.

Available Primary Classifications

The available primary classifications include:

- Balance Initialization
- Information
- Direct Payments
- Employer Charges
- Standard Earnings
- Allowances
- Involuntary Deductions
- Pre-Statutory Deductions
- Social Insurance Deductions
- Tax Deductions
- Employer Taxes
- Involuntary Deductions
- Voluntary Deductions

- Employer Charges

Secondary Element Classifications for India

You can define secondary classifications to feed your own defined balances. Secondary classifications are subsets of the primary classifications.

In some legislations, secondary classifications have been predefined. As with primary classifications, you can't remove or change any predefined secondary classifications, and you can't disable any of the predefined balance feeds created for them.

Secondary Classifications

The predefined secondary classifications that are available for the primary classifications include:

- Standard Earnings - Standard Earnings Taxable
- Earnings - Non-Taxable Earning, Standard Earnings Bonus, Statutory Bonus
- Supplemental Earnings - Supplemental Earnings Taxable
- Allowances -
- Perquisites -
- Perquisites - Employer Payments

How Element Classification Components Work Together

When you create an element, you select a primary classification, such as Involuntary Deductions, and optionally a secondary classification, such as Child Support.

The classifications, which vary by country or territory, control the element template questions you answer to define the element. An element may automatically inherit subclassifications from its primary classification. You can optionally select more subclassifications for an element to control the balances it feeds.

Primary Classifications

Primary classifications meet the legislative requirements of your country or territory, so you can't change them.

In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Secondary Classifications

Use secondary calculations to manage wage basis rules for deductions and taxes. You can't remove or change any predefined secondary classifications. In some countries or territories, you can create your own secondary classifications.

Subclassifications

Subclassifications provide a way to feed balances. Elements can have only one primary and secondary classification, but multiple subclassifications. You can create subclassifications or use predefined ones. You can specify that a subclassification automatically applies to every element in the primary classification.

Tip: Each subclassification belongs to one primary classification only. If you reuse a subclassification name under different primary classifications, it's treated as a separate subclassification. And you must create separate balance feeds for each subclassification.

Costing

Each primary classification includes these costing rules:

Rule	What It Does
Allow Costing	If set to Yes, you can select any costing option for element eligibility records.
Allow Distribution	If set to Yes, you can create distribution groups with elements in this classification. For example, you can create a distribution group with all the earnings elements. And prorate tax expenses proportionately over the cost centers in which the wages were earned.

Frequency Rules

If frequency rules are enabled for a primary classification, you can use them on an element if you don't want to process it each period. For example, you can set frequency rules to process element entries on the first and third weekly payroll periods of each month. The default frequency rule is to process each period.

Related Topics

- How Element Processing Sequence is Determined
- Payroll Balance Definitions

How Element Processing Sequence is Determined

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

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

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

Element Employment Level

Employment Level Options for Payroll Elements

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

Payroll Relationship Level

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

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

- Tax deductions
- Pension
- Child support
- Medical care
- Union dues
- Benefits activity rate calculations, such as employee contributions and flex credits

Assignment Level

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

Here are the typical elements to define at assignment level:

- Assignment salary
- Regular hours
- Overtime
- Sales bonus
- Profit-sharing bonus

Element Configurations

Create Earnings Element for India

This example shows how to use the element template and create a regular earnings element for India. Use the Elements task in the Compensation section of My Client Groups to create the element.

Let's look at the tasks required to create an earnings element:

1. Create the earnings element
2. Create the eligibility record for the element.

Note: Set the **Product Offering** to **India** before creating the Earnings template.

To create an earnings element:

1. From your Home page, navigate to **My Client Groups > Show More**.
2. In Payroll tasks, click **Elements**.
3. On the Elements page, click **Create**.
4. Complete these fields, as shown in this table:

Field	Value
Legislative Data Group	Select an appropriate LDG.
Primary Classification	Earnings
Secondary Classification	Standard Taxable Earnings
Category	Standard Taxable Earnings

5. Click **Continue**.
6. On the Basic Information page, complete the fields, as shown in this table:

Field	Value
Name	Enter a name, example: Standard Earnings1
Reporting Name	Enter the name that you want to display on reports for this deduction payroll element.
Effective Date	Enter an early date so that the payroll element is available for use immediately.
Input Currency	Indian Rupee
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earning Date

Field	Value
What is the latest entry date for this element?	Last Standard Earning Date An element's latest entry date decides how element entries process after a person leaves from organization or transfers to another payroll. This is before a pay period end date. If you select this date, then you need to enable proration, so the calculation will be correct if a person leaves.
At which employment level should this element be attached?	Assignment **Note:** Assignments are associated with jurisdictions, which determine the required tax calculations.
Does the element recur each payroll period, or does it require explicit entry?	Recurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of the element in a payroll period?	No
Process and pay element separately with other earnings element?	

7. Click **Next**. On the Additional Details page, respond to the questions, as shown in this table:

Field	Value
What is the calculation rule?	Flat amount.
Is this element subject to proration?	Yes
Proration Group	Select a proration group.
Proration Rate	Select a proration rate.
Proration Units	Workday

Field	Value
Is this element subject to retroactive changes?	No

8. In the **Earnings Rules,** select the **Earnings Type** as **Basic Salary** for creating a standard earnings element.
9. In the **Earnings Rules,** select the **Earnings Type** as **Others** and answer the India specific earnings questions to create the required balance elements.

Question	Value
Does this element determine the Employee State Insurance eligibility?	Select Yes or No as required.
Does this element contribute to Employee State Insurance computation base salary?	Select Yes or No
Does this element contribute to Provident Fund computation base salary?	Select Yes or No
Does this element contribute to Company Accommodation valuation salary?	Select Yes or No

10. Click **Next** twice. Verify that the information shown on the Create Element: Review page is correct.
11. Click **Submit**.

On the Element Summary page, update the newly created element details.

1. In the Element Overview section, select **Element Eligibility**.
2. Select **Actions** and then **Create Element Eligibility**.
3. In the **Element Eligibility Name** field, enter a name for the eligibility record.
4. In the Eligibility Criteria section, select any criteria if you want to restrict who can pay this deduction. Or else, select **All payrolls eligible**.
5. Click **Submit**. All the associated balances, feeds, input values, formulas, and related elements required for payroll processing gets created automatically.

What to do next

By default, whenever an Earnings element of earnings type: Basic Salary is created, the below balances are automatically fed:

- Termination allowances
  - Gratuity Computation Salary
  - Leave Encashment Computation Salary

The Retrenchment Compensation Computation Salary balance requires as input the Pay value of the Results element of the earnings element.

The PT Computational Salary for <State/Panchayats/Corporation> balance requires as input the Pay value of the Results element of the earnings element.

The PT Computational Standard Salary for <State/Panchayats/Corporation> balance requires as input the 'Standard Value' of the Results element of the earnings element. For more information, see *Balances in Professional Tax Calculations*.

Allowances Element for India

Allowances include the employee benefits provided by an employer, which is part of the Earnings component.

There are various allowances provided by the employer to the employee. Some of these allowances are exempt from income tax either fully or partially in section 10. You can setup these allowances using element templates. The tax exemption is automatically calculated on these

The allowances which are exempted in Section 10 for the income tax computation are supported. This is captured in the Allowance element for India localization, which has predefined calculation rules. The calculation rules for the below allowances are generated when you create the element using the related template.

The following **Allowance Types** are supported in the **Primary Element Classification Allowances**. You can create the element and associate the appropriate allowance type.

- Academic Allowance
- Conveyance Allowance
- Children Education Allowance
- Compensatory Field Area Allowance
- Compensatory Modified Field Area Allowance
- Daily Allowance
- Helper Allowance
- High Altitude Allowance
- Hostel Expenditure Allowance
- House Rent Allowance
- Leave Travel Assistance
- Other Allowance
- Special Compensatory Allowance
- Travel Allowance
- Transport Allowance for Physically Disabled

- Tribal Area Allowance
- Uniform Allowance
- Under Ground Allowance

Use the **Elements** task to create the allowances element, using the primary classification **Allowances** and the allowance type **Allowances**. In the Earnings Rules, select No for all the questions. On the Element Summary page, update the newly created element details. Create the eligibility record for the element.

> **Note:** All allowances are subject to income tax unless you select the secondary classification as a non-taxable allowance.

Some of these elements may be part of regular salary or some could be one-time payments. Some might be partially exempted from tax and some may be fully exempted from tax depending on statutory threshold and subject to actual expenses submitted by the employee.

Create Element for LTA

Use the **Elements** task to create the allowances element for leave travel assistance, using the primary classification **Allowances** and the allowance type **LTA**. In the Earnings Rules, select **No** for all the questions. On the Element Summary page, update the newly created element details. Create the eligibility record for the element.

Following details need to be captured for processing the claims of LTA:

1. LTA period
2. From date
3. To date
4. Details of bills
5. Name
6. Relationship
7. From
8. To
9. Mode of transport

The custom balances created for the LTA element are added to the balance groups:

1. **IN SOE Earnings** balance group with balance category Supplemental Earnings
2. **India Payroll Archive Allowances** balance group with balance category: Supplemental Earnings

These balances added to the above balance groups can be removed as these are custom balances created. If LTA component need not be displayed in the payslip, you can remove it manually from the balance group **India Payroll Archive Allowances** balance group.

You can't remove the below information balances from the balance group **India Payroll Archive Earnings** balance group:

- LTA Nontaxable Amount
- LTA Taxable Amount.

Create Salary Basis and Additional Allowance Elements for India

In addition to the previously described allowances that you can create using India-specific templates, you can create other earnings such as salary basis and compensation elements using global templates.

Here's how you can create a regular earnings element for Additional Allowance:

1. Sign in as a Payroll Manager.
2. Select the **Manage Elements task** in the **Setup and Maintenance** or Payroll Calculations work area.
3. On the Manage Elements page, click **Create**.
4. On the Create Element window, select the LDG and a primary classification.
5. Click **Continue**.
6. Complete the fields at the top of the Create Element page, and then answer the questions as required. Click Next, and complete the rest of the questionnaire.
7. Verify the information and click **Submit** to create the new element.
8. On the Element Summary page, provide additional information as needed, such as input values, processing rules, and eligibility.
9. Use the Element Overview panel to go through the setup pages. Repeat this process to create a set of elements to support your business needs.

Perquisites Element for India

Perquisites include the taxable monetary and nonmonetary benefits provided by an employer in addition to the employee's salary.

Monetary perquisites are benefits provided in the form of money or cash. For example, reimbursement of gas or electricity bill. The amount reimbursed is a monetary perquisite and is added directly to the taxable income of the employee.

Nonmonetary perquisites are benefits provided in kind. For example, accommodation provided to employee. For nonmonetary perquisites, the value of perquisites is determined first and then the taxation rules are applied.

According to the Income Tax Act of India, here are the different taxable perquisites employers provide:

Perquisite Type	Values
Company Accommodation	Owned or leased Furnished or unfurnished Own furniture or rental furniture Hotel accommodation
Interest Free or Concessional Loan	Loan type Loan amount Interest rate

Perquisite Type	Values
	Note: Create the statutory rates for concessional loan processing as required in your organization. This isn't predefined in India Payroll. Loan duration Outstanding balance
Motor Car Perquisite	Owned or hired by the employer Owned by the employee Expenses by employer or employee Chauffeur
Usage of Movable Assets	Laptop or computer Other assets owned or hired by the employer
Transfer of Movable Assets	Computer, laptop or other electronic item. Motor car Other movable assets
Free Or Concessional Education	Relationship (child or other) Cost to employer Amount recovered from employee
Credit cards and club expenditure	Cost to employer Expenditure for official purposes Amount paid by the employee
Employee Stock Options	Date of exercise Fair market value Number of shares Amount paid by the employee
Employer Contributions	Employer contributions to PF, Superannuation and NPS
Other Perquisites	Cost to employer Amount recovered from employee

Other perquisites include gift vouchers, services of domestic servant, gas, electricity and water, transport benefit and traveling , touring and accommodation.

The taxable value computation for each perquisite differs based on the perquisite type. The information required for the taxable value computation also varies based on the perquisite type. The input values which capture the perquisite details differ based on its perquisite type, the formula calculation logic is also different but all perquisites have a common result which is the taxable value of the perquisite. This value is added to the **Value of Perquisites** (Salary under Section 17 – 2) for computing the taxable salary for the employee.

When you create the perquisite as a recurring element, you can project the annual taxable value based on the remaining pay periods in financial year and the taxable value computed till date (YTD).

Create a Perquisite Element

Here's how you can create a perquisite element:

Note: The product offering needs to be set to India before creating the Perquisites element template.

1. From your Home page, navigate to **My Client Groups > Show More**.
2. Under Payroll, click **Elements** and click **Create** in the **Elements** page.
3. Select the primary classification **Perquisites**.

   The secondary classification is optional.
4. The **Category** is set to **Standard** by default.
5. On the Basic Information page, specify the name. You can use the default values for the remaining fields.
6. Click **Next**. On the Additional Details page, select the required options in Perquisite Rules, as shown in this table:

   Perquisite Rules

Field	Value
Perquisite Name	Select a perquisite name from one of the options.
Perquisite Category	Select Monetary or Non-Monetary.
Project Taxable Value	Select this option to project the Perquisite value for the remaining pay periods and the Annual value for Taxable Income under Section 17 (2) will be determined.

7. In Special Rules, select the required options for proration and retroactive changes and click **Next** .
8. Review all your specified choices in the Review page. Click **Submit**
9. After the element is created, create the eligibility record rule for the Perquisites element.

Note: Repeat the above steps to create all the required perquisite element templates.

Set Up Concessional Loan Processing Element

Here are the steps to setup the concessional loan processing element:

1. Configure outstanding balance on the loan
   When you create the perquisite element for Concessional Loan, a balance is created with the below naming convention **base element name** for the concessional loan balance. This balance needs the input from the custom loan deduction element to get the balance of the concessional loan availed by the employee.
2. Set up the **Statutory Tax Rate**
   The statutory tax is subject to change periodically. As a payroll administrator, you need to configure these rates. Hence the value definitions are predefined without any ranges.

   > **Note:** Upload the statutory interest rates for your organization, to compute the concessional rates. You can upload the rates for all the loan types using HDL.

3. The **From value** and **To value** in the calculation values is the Loan Principal Amount.

Create Bonus Taxation Element for India

Create a bonus element to compute and deduct the income tax on bonus using one of the 3 taxation methods in India Payroll.

Let's look at these taxation methods you need to use, when you create the bonus element.

1. Fixed Percentage Taxation: Bonus is taxed using a fixed percentage in the period it's paid. If any extra tax needs to be deducted, it's adjusted during the remaining pay periods in the financial year.
2. Distributed or Regular Taxation: Bonus amount is added to the gross total income and the tax is calculated in the same way as other earnings. The extra tax payable because of the bonus payment, is distributed equally for the remaining pay periods, including the current pay period.
3. Lump Sum or Spot taxation: Bonus is added to the total taxable income to derive the total income tax for the financial year. The additional tax because of the bonus payment is deducted in the same period in which the bonus is paid.

Use the Elements task in the Payroll section of My Client Groups to create the Bonus element. Choose the new secondary element classification Bonus with the required taxation type, based on your requirements.

Create Bonus Taxation Element

1. Use the Elements task, to create the bonus element, using the primary classification **Earnings**.
2. Select the new secondary classification **Bonus** and category **Standard**.
3. On the Basic Information page, complete the fields for the bonus element, and click **Next**.
4. On the Additional Details page, choose the appropriate answers for the questionnaire.
5. In the Earning Rules area, do the following:
   a. Select the applicable Bonus Taxation Type:
      - Fixed Percentage
      - Lump sum or Spot
      - Distributed or Regular
   b. Choose the responses for the questionnaire on ESI.

6. Create the element eligibility rule for the Bonus element created using the element template.
7. Click **Submit**. All the associated balances, feeds, input values, formulas, and related elements required for payroll processing gets created automatically.

The formula `<element name>_BONUS_CALCULATION` is linked to the status processing rule for the Bonus element.

Whenever a bonus element is created, it feeds the balances:

- Net Pay
- Gross Pay (base name: IN_GROSS_PAY)
- Earnings (base name: IN_EARNINGS)

The balance feeds for ESI Computation Salary and ESI Eligible Salary are also created.

Element Input Values

Payroll Element Input Values

An element's input values define the entry values available on each entry of an element. Each input value has a unit of measure, such as money or date.

Input values can include validations and conditions to control the data entry of the element entry assigned to a person. For example, an earnings element may have an input value for hours worked that's required and has a unit of measure of number.

When you create an element, some input values are created automatically depending on your country extension and the element classification. You can create more input values for any element, as needed.

> **Note:** You can't add an input value to the element if any payroll process were run after the element was created. This behavior holds good irrespective of whether the payroll run included this element or not. To add input values, rollback all processes that were ran after the element creation date.

Input Value Options

For each input value created, you can change these attributes:

Field Value	What You Do
Display Sequence	Enter a number to control the display order of the entry value on element entries.
Special Purpose	Select how the input value is to be used. For example, you can indicate that it holds a percentage value, a rate, or third-party payee details. This value helps with processing the input value based on what type of information it holds.
Unit of Measure	Select the value that describes the type of value the entry value can hold, such as number or character.
Displayed	Select to display the input value on the element entry.

Field Value	What You Do
Allow User Entry	Select to enter values on element entries.
Required	Select to make the input value a required entry value on the element entry. If you select **Required**, you must also select **Displayed** and **Allow User Entry**.
Create a Database Item	Select to make the values available for formulas or HCM extract.
Rate Formula	Select a rate calculation formula, for example to return a value from a user-defined table. This option only applies to the Primary input value for elements associated with rate definitions that have the Element method and a contributor type of Amount. If you select a formula, you must not select **Allow User Entry**.
Default	Enter a value that appears as the default value for this entry value in element entries, if needed.
Apply default at runtime	Select to apply the default value when you run the payroll process, rather than when you create the element entry. This selection ensures you use the latest value on the date of the payroll run. You can manually override the default value on the element entry.
Minimum	Enter a minimum value, if needed.
Maximum	Enter a maximum value, if needed.
Validation Formula	Enter a formula that validates the entry value entered on element entries, if needed.
Validation Source	Use with the other input value options to select the valid validation method, such as lookups or formulas.
Lookup Type	Specify a lookup type to provide a list of values for an entry value. This option is available for input values of type Character only.
Warning or Error	Use when you're validating the input value or entering a minimum or maximum value. It specifies whether a warning or an error displays if the entry fails the validation condition or doesn't meet the minimum or maximum value indicated.
Reference	Use to associate a balance context with the run result. For example, you can associate a context, such as jurisdiction, with an element. Create an input value for jurisdiction and select the jurisdiction context in the **Reference** field. Then the run result value of the input value works as a context value when updating the balance. If you select a reference, then the lookup type and validation source values should be automatically set to the reference context. You must provide the **Reference** field first for the validation source value to be automatically populated.
Value Set	Specify a value set to provide a dynamic list of values for an entry value. This option is available for input values of type Character only.

CAUTION: Once an element is processed, you can't update certain input value attributes, such as unit of measure. This restriction ensures that you can't change attributes that would invalidate prior results.

This table provides examples of the allowable formats, depending on the unit of measure (UOM) specified for the entry value.

Unit of Measure	Sample Entry Value	Display in Application
Character	C	Complete
Integer	12345	12,345
Number	12345.6789 0.123456789	12,345.6789 0.123456789
Day	123 0.123	123 0.123
Money	12345 -12345.67	12345.00 <12345.67>
Hours in decimal format, 1 place	12345	12345.0
Hours in decimal format, 2 places	12345	12345.00
Hours in decimal format, 3 places	12345	12345.000
Hours expressed as a numeric value	12345	12345
Hours and minutes expressed as numeric values	12345	12345:00
Hours, minutes, and seconds expressed as numeric values	12345	12345:00:00
Date	2016-06-21	21-Jun-2016
Time	13:05	1:05 PM

Note: Display values can be derived from the meaning attribute of the view object. For example if you enter **C** as a value for the Character UOM, it displays as **Complete**. Conversion to display formats is based on the profile option value and locale.

Related Topics

- Payroll Elements
- Create and Edit Profile Options
- How Element Setup Affects Entries and Their Values
- Use a Value Set for an Element Input Value

Use a Value Set for an Element Input Value

You can use value sets to provide a dynamic list of values for an element input value. Use a value set for lists containing values that already exist in tables.

For example, person name or number, legislative data group, or payroll statutory unit. The benefit of this approach is that you don't have to create and maintain a lookup type. Using value sets helps maintain consistency and accuracy in your data.

> **Note:** The only type of value set supported for element input values is the table-based value set. Oracle Fusion Global Payroll doesn't support other value set types, such as Independent or Format Only.

Use the **Manage Value Sets** task in the Setup and Maintenance work area.

Create value sets using the **Manage Value Sets** task. You select the Table validation type to define a value set that filters values from an existing table using a SQL statement.

This table provides the required values that you enter when you create a value set for use on the Manage Elements page.

Field	Value
Module	Global Payroll
Validation Type	Table
Value Data Type	Character

> **Note:** To enable the Value Set field on the Manage Elements page you must select Character as the Unit of Measure for the input value.

To improve the performance of your value set queries, use these contexts to filter the value set records:

- PayrollRelationshipId
- PersonId
- PayrollTermId
- PayrollAssignmentId
- LegDataGroupId

- LegCode
- SysEffectiveDate

WHERE Clause example: `pay_pay_relationships_dn.payroll_relationship_id = :{PARAMETER.PayrollRelationshipId}`

> **Note:** If you use these contexts in your value set SQL, make sure the WHERE clause parameter name matches the context name.

In this example, an element contains input values for legislative data group and element name. The list of values for element name depends on the selected legislative data group. As part of setup, you can select a default legislative data group for the element, or for a specific element eligibility record.

In summary, here are the steps:

- Create a value set to return a list of all legislative data groups
- Create a value set that returns all elements in the legislative data group
- Add the value set codes to the Manage Elements page

Create a Value Set to Return a List of all Legislative Data Groups

1. From the Setup and Maintenance work area, search for and select the **Manage Value Sets** task.
2. Click **Create**.
3. Complete the fields, as shown in this table.

Field	Value
Value Set Code	LDG_VS
Description	Retrieve Legislative Data Groups
Module	Global Payroll
Validation Type	Table
Value Data Type	Character
FROM Clause	`PER_LEGISLATIVE_DATA_GROUPS_vl`
Value Column Name	`NAME`
ID Column Name	`LEGISLATIVE_DATA_GROUP_ID`
WHERE Clause	`business_group_id=202`

Field	Value
	Tip: To avoid failure of the value set, use IDs instead of names in case the display name changes in the future.
ORDER BY Clause	`NAME`

4. Click **Save**.

Create a Value Set that Returns all Elements in the Legislative Data Group

1. On the **Manage Value Sets** page, click **Create**.
2. Complete the fields, as shown in this table.

Field	Value
Value Set Code	ELE_VS
Description	Elements
Module	Global Payroll
Validation Type	Table
Value Data Type	Character
FROM Clause	`pay_element_types_f`
Value Column Name	`base_element_name`
ID Column Name	`element_type_id`
WHERE Clause	`LEGISLATIVE_DATA_GROUP_id=:{PARAMETER.LDG_IP}` **Note:** LDG_IP is the input value name.
ORDER BY Clause	`base_element_name`

Field	Value

3. Click **Save**.

Add the Value Set Codes to the Elements Page

1. On the Home page, click the **Elements** quick action under the **My Clients Groups** tab.
2. Create a new element to meet your requirements and then click **Submit**.
3. When the Element Summary page displays, click the **Input Values** folder.
4. Click **Actions** and then select **Create Input Values**.
5. Enter the name LDG_IP and the display sequence for the input value.
6. Select **Character** as the Unit of Measure.
7. Enter **LDG_VS** in the Value Set field.
8. Go to the Default field and select a legislative data group.
9. Click **Save**.
10. Click **Submit**.
11. Repeat these steps to create an element input value using the ELE_VS value set.

    You can override the default values on the Element Eligibility - Input Values page for a specific eligibility record.

Element Entries

Enable Automatic, Multiple, or Additional Element Entries Options

You can select one of these options for an element to define how you can update its element entries:

- Automatic entry
- Allow multiple entries in same period

Automatic Entry

When you create an element, you can select **Yes** for the question: Should every person eligible for the element automatically receive it? This setting selects the **Automatic entry** option by default for all eligibility records you create for that element. However, you can override the selection for any specific eligibility record before you save it.

When you select this option, saving the eligibility record initiates a payroll flow to create element entries for all eligible workers. To monitor this flow, you do these tasks:

- View the progress of the process in the **Automatic Entry Status** field. If the status shows that an error occurred, you can save the eligibility record again to resubmit the flow.
- Monitor the progress of the Generate Automatic Element Entries flow on the Processes and Reports tab.

Any updates to the employment records of eligible workers, including hires and terminations, automatically update, create, or end the element entries, as appropriate.

Tip: If you select the **Automatic entry** option, you can't also select **Allow multiple entries** in same period.

Allow Multiple Entries in Same Period

This option enables you to give a person more than one entry of the element in the same pay period. Let's consider the scenario when you enter overtime hours on a weekly basis for a person that's paid monthly. In this case, you might need to enter five entries on an overtime element in each period.

If you're creating a net-to-gross element, you must select **Allow multiple entries in same period**.

Note: An element with the Automatic entry option selected can't allow multiple entries in the same period.

Related Topics

- Default Values for Element Entries
- Element Entry Methods
- Status of Flow Tasks

Options to Determine an Element's Latest Entry Date

An element's latest entry date determines how element entries process after a person is terminated or transferred to another payroll.

The options include: final close, last standard earning date, and last standard process date. These are the predefined options. You can create others that fit your business needs.

Final Close

Use this option to let the element stay open for entries beyond a person's last day worked. For example, you may want the element to stay open to pay a severance package.

Last Standard Earning Date

Use this option to stop all element entries on the date the person leaves. You can use this option for recurring entries, such as salary.

Tip: If you select the last standard earning date option, also select proration for the element. This ensures that the element is processed up to this date, even if it isn't active at the end of a payroll period.

Last Standard Process Date

The application sets the value for the last standard process date to the last day of the pay period in which the person is terminated. However, you can set it to a later period when you terminate the person. The application stops all element entries on the last standard process date or on the date the assignment ends, if it's earlier.

Related Topics

- Payroll Elements
- How Element Setup Affects Entries and Their Values

Default Values for Element Entries

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

You can apply the default value in any of these scenarios

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

You can do these actions:

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

Define Default Values at Element Entry Creation

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

Define Default Values at Runtime

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

Use a Formula to Provide Default Values

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

Here's the order of precedence:

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

Related Topics

- How Element Setup Affects Entries and Their Values

Element Input Validation Formula Type

You can use an element input validation formula to validate one or more element entry values. You can also use this formula type to provide a default value for an element entry value.

Also, you can calculate entry values based on the user's entries in other entry values.

You select the formula on the Element Summary page in these fields:

Page Section	Field	Purpose	When Does the Formula Run?
Element Details or Element Eligibility	Validation Formula	Validates one or more entry values for the element based on entries in other entry values.	When you save the element entry.
Element Details or Element Eligibility	Calculation Formula	Provides values for one or more entry values using a calculation formula that takes input from these entry values or other entry values.	When you save the element entry.
Element Details or Element Eligibility	Defaulting Formula	Provides default values for one or more entry values.	When you create the element entry.
Input Value	Validation Formula	Validates one entry value independent of others.	When you enter a value.

Note: A formula at the element eligibility level always overrides an equivalent formula at the element level.

Here are the contexts that are available to all formulas of this type:

- LEGISLATIVE_DATA_GROUP_ID
- DATE_EARNED
- EFFECTIVE_DATE

These contexts are available to formulas only at element or element eligibility level; they aren't available to validation formulas at the input value level:

- PERSON_ID
- PAYROLL_RELATIONSHIP_ID
- PAYROLL_TERM_ID
- PAYROLL_ASSIGNMENT_ID
- HR_RELATIONSHIP_ID
- HR_TERM_ID
- HR_ASSIGNMENT_ID

Here are the input variables that are available to formulas of this type.

Formula Usage	Input Variables	Comments
Validation formula at input value level	`entry_value`	Passes the value to be validated. You must declare the input variable as the appropriate type for the element input value.
Validation formula at element or element eligibility level	Any element input value name that corresponds to an entry value.	Replace spaces in the input value name with underscores in the input variable name. It doesn't matter whether you use uppercase or lowercase for the name.
Defaulting formula	None	Use database items or other logic instead.
Calculation formula	Any element input value name of an entry value.	Replace spaces with underscores. You need not provide all the available entry values.

Here are the return values that are available to formulas of this type.

Formula Usage	Return Values	Comments
Validation formula at any level.	`formula_status`	Must be either 'S' (success) or 'E' (error). Required.
Validation formula at any level.	`formula_message`	The text of the message is passed to the user if the validation fails. Optional.
Defaulting formula	Any element input value name of an entry value.	A return value overrides any default value that's provided on the input value in the element or element eligibility record.
Calculation formula	Any element input value name of an entry value.	You don't need to return all the available entry values. You can return the entry values that were passed as input variables or other entry values.

Here are a few sample formula that you can use:

- Validation formula at input value level
- Validation formula at element or element eligibility level
- Calculation formula at element or element eligibility level
- Defaulting formula at element or element eligibility level

Validation formula at input value level:

```
inputs are entry_value(date)
if(entry_value = '01-APR-2008' (date)) then
(
formula_message = 'Valid date'
```

```
formula_status = 'S'
)
else(formula_message = 'Invalid date'
formula_status = 'E'
)
return formula_message, formula_status
```

Validation formula at element or element eligibility level:

```
inputs are hours_worked, rate, earning_date(date), comment(text)
if(hours_worked > 80) then
(
formula_message = 'You are within the working limit.
'formula_status = 'S'
)
else
(
formula_message = 'You have worked too many hours.
'formula_status = 'E'
)
return formula_message, formula_status
```

Calculation formula at element or element eligibility level:

```
inputs are hours_worked, rate, comment(text)
if(hours_worked > 80) then
(
rate = rate * 1.2
comment = 'Your rate has been increased'
)
return rate, comment
```

Defaulting formula at element or element eligibility level:

```
if(CATEGORY = 'S') then
(
rate = 20
)
else
(
rate = 30
)
rate_code = 'B'
return rate, rate_code
```

Formula Result Rules for Elements

An element's status processing rule identifies the formula that the payroll run uses to process the element for workers with a specified assignment status. For each status processing rule, formula result rules determine what happens to each result that the formula returns.

Status Processing Rules

An element can have one status processing rule for all assignment statuses, or a different rule for each status. For example, you could have two rules for a Wages element: Standard Wages and Paid Training Leave.

Formula Result Rules

Formulas return formula results, such as the amount to be paid, or a message. Results can update the current element entry or another element entry with a lower processing priority.

This table explains the available result rules.

Results Rule	What's Its Use
Direct Result	The element's run result, or a direct result updating one of the element's input values.
Indirect Result	An entry to a nonrecurring element that has a lower processing priority. The target element must be at the same employment level as the source element.
Message	A message issued by the formula under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message *Loan is repaid*. There are three severity levels for a message rule: • Error - Causes the run to roll back all processing for the employment record. • Warning - Doesn't affect payroll processing but warns you of a possible problem. • Information - Doesn't affect payroll processing.
Order Indirect	Updates the subpriority of the element you select in the Target Element Name field.
Stop	Uses the Date Earned of the payroll run to stop the processing of a recurring entry. A stop rule can be based upon reaching a specified accumulator, such as a balance owed of zero. The date upon which the total owed is reached appears on the Element Entries page as Settlement Date. The entries aren't actually end dated but stopped from future processing. This rule supports retroactive processes which impact the total owed balance. You should define the target element with Allow Multiple Entries selected. This option enables you to allocate a new entry once the value of an existing entry has reached zero. For example, once an employee has repaid a loan you can add a new loan entry for the employee. If you add a new stop entry for the same element type, use balance contexts to differentiate between the owed balances. **Note:** Let's assume you don't select Allow Multiple Entries and you add a second loan after the first loan has been stopped by a payroll run. In this case, end date the first loan before creating the second loan.
Target Indirect	An entry to a nonrecurring element that has a lower processing priority. Here, the target element is defined at a different employment level than the element being processed. For example, you could use a Target Indirect rule to update the input value of an assignment-level element from the processing of a payroll relationship element.

Element Eligibility

Payroll Element Eligibility

Use element eligibility to determine which people are eligible for an element. To determine eligibility, you select the criteria that people must receive entries of the element.

In these examples, you restrict who can receive an element entry:

- Your enterprise provides company cars only to people in the sales or customer support departments. You create two eligibility records, and use the Department field to specify the eligibility criteria. Select Sales Department for one record and Customer Support for the second record.
- Your enterprise offers a production bonus to people who work full-time in production and are on the weekly payroll. You create one eligibility record and select Full-time regular in the Employment Category field, Production in the Department field, and Weekly in the Payroll field.

Eligibility Criteria

You can define element eligibility using these criteria.

Level	Available Criteria
Payroll Relationship	Payroll Statutory Unit Relationship Type
Items Assignment	Legal Employer Department in which the person works Job, for example, associate professor or secretary Grade Employment Category People Group Legal Employer Department, same as in Items Job, same as in Items Grade Employment Category People Group: To set up logical entity specific people group, on the Create Element Eligibility page, select the required values in these options: • Legal Employer

Level	Available Criteria
	• People Group If you don't select a legal entity as a criteria, then the application looks for the people group associated at the enterprise level. By default, the enterprise level people group is available. **Note:** You set up all the people groups that are appropriate for your enterprise. For example, you could decide to group people by company within a multi-company enterprise, and by union membership. Location of person's office Position, which is a class of job performed in a particular organization, for example, associate professor of chemistry, or finance department secretary. Payroll All payrolls eligible **Note:** You're advised to define eligibility rules based on the payroll criteria for all assignment elements such as salary. Select the 'All Payroll Eligible' option if your company doesn't have eligibility rules based on an employee's payroll. The 'All Payroll Eligible' option ensures all employees who are assigned to a payroll will be eligible for the element. Bargaining Unit Collective Agreement Union Member

Tip: You must define element eligibility for every element, including predefined elements. You are advised to define eligibility rules based on the payroll criteria for all assignment level elements. It is also common practice for payroll customers to define costing rules on the element eligibility record. Additional eligibility rules can be defined for compensation and benefit elements using eligibility profiles.

Multiple Rules of Eligibility

You can define more than one eligibility record for each element, but there must be no overlap between them.

For example, you can create one record for the combination of grade A and the job of accountant. However, you can't create one record for grade A and a second for the job of accountant. These rules would imply that an accountant on grade A is eligible for the same element twice.

If you have more than one element eligibility record, you can enter different default values and costing information for each eligibility group.

Related Topics

- Maintain Element Eligibility

Maintain Element Eligibility

After saving an element eligibility record, you can only make certain changes. You can't update the eligibility criteria.

This table summarizes the actions you can take.

Action	What's The Result
Change the input value default values and validation	These changes affect all new entries, and updates to existing entries. Changes to runtime defaults affect existing entries too.
Delete the element eligibility record	The application automatically ends all existing recurring entries when you end the element's eligibility. **Note:** You can't delete the element eligibility record if any nonrecurring entries exist at the date you want to end the record. You must delete existing entries before you end the element's eligibility.

Related Topics

- Payroll Element Eligibility

Add Eligibility Rules for Predefined Elements

If the country extension on the Manage Features by Country or Territory page is set to Payroll or Payroll Interface, you must add element eligibility records for predefined statutory deduction elements before you hire any workers.

Here's how you can search for the predefined elements:

1. Go to the **Elements** task.
2. Click **Go to Task**.
3. Search for these predefined elements:

Country or Territory	Predefined Element
US, Canada, Mexico	US Taxation, CA Taxation, MX Taxation
Australia, India, Singapore	Statutory Deductions
Kuwait, Saudi Arabia, United Arab Emirates, Bahrain, Qatar and Oman	Social Insurance Gratuity GOSI

Country or Territory	Predefined Element
China	Aggregation Information
UK	Tax and NI Pensions Automatic Enrollment
Netherlands	Tax and Social Insurance Calculations
France	French Payroll Processing

Note: There are no predefined elements that require eligibility rules for Germany, Ireland, Switzerland, or Hong Kong.

Here's how you can add eligibility rules:

1. Click the element name to open the Element Summary page.
2. Enter a date in the Effective As-of Date field.
   Use the start date of the element, which is 1/1/1901.
3. Enter a name for the eligibility rule and click **Submit**. Since you haven't selected any eligibility criteria, all employees are eligible for the element.
4. Click **Done**.

Statutory Deductions

Statutory Deductions for India

Statutory deductions are standard deductions which the employer deducts from an employee's gross pay, when the salary is paid.

The statutory deductions from the monthly salary include:

- Income tax
- Employee State Insurance
- Professional Tax
- Provident Fund
- Labour Welfare Fund
- National Pension Scheme

Income Tax

The factors that determine the income tax include:

- Employee's age: below 60 years, between 60 years to 80 years, above 80 years. Based on the employee's age, different tax slabs are applicable.

- Tax Regime:
  - New regime provides different(lower) tax rates; subject to forgoing certain exemptions and deductions.
  - Old regime
- The income that's subject to tax includes the following:
  - Basic salary
  - Perquisites which include non-monetary benefits provided to the employee
  - Profits in lieu of salary
  - Income from house property
  - Other income such as interest from savings bank account
  - Previous employment income applicable to a new joiner joining the organization in the middle of a financial year
- Deductions and Exemptions
  - Standard deductions under section 16
  - Exemptions under section 10 which includes the house rent allowance (HRA)
  - Chapter VIA Deductions
  - Rebate under section 87A
  - Relief under section 89

When the above information is available, the income tax, the applicable surcharge, marginal relief, and health and education cess amounts are computed.

Provident Fund

A provident fund is an investment fund that's established by the employer and employees to serve as long term savings to support an employee's retirement. Provident fund is one of the statutory contribution popularly used for India legislation. This consists of the employee and employer contribution, and the employer charges as well.

The Employee Provident Fund Organization (EPFO) offers various schemes to promote employees to save some funds for retirement.

Using the Provident fund component we can create, maintain and process the following items for employees:

Employees' Provident Fund, Employees' Pension Fund.

- Provident Fund (PF) – Both, the employee and the employer contribute a fixed percentage of the PF basis towards the Provident Fund. The minimum percentage contributed is as specified by the Indian Legislative requirements.
- Pension Fund – The employer contributes a fixed percentage of the PF basis towards the pension fund of an employee. The minimum percentage contributed is as specified by the Indian Legislative requirements.
- Employer Charges - which includes EDLI contribution and EDLI Administration charges, EDLI Inspection charges, PF administration Charges and PF Inspection Charges.
- Employee Deposit Linked Insurance(EDLI)In addition to contributing towards PF and Pension Fund of the employee, an employer also contributes to the Employee's Deposit Linked Insurance (EDLI).
- Voluntary Provident Fund(VPF) : Employees are allowed to choose to contribute a certain percentage or Flat amount towards a Voluntary Provident Fund (VPF).

- International Workers(IW)
- Disabled Employee Category (PwDs)
- Aatmanirbhar Bharat Rojgar Yojana (ABRY)
- Deferred Pension Age Scheme

Professional Tax

This is a tax on employment according to the professional tax act of the state or union territory. Professional tax is applicable across 21 states and union territories of India.

Employers must register with the state and have a professional tax registration number. Professional tax deductions differ for each state. Some of the state governments levy professional tax on any employee working in the state.

You can create multiple professional tax organizations TRU for an employer.

> **Note:** Professional Tax is calculated based on the frequency set at the Business Group level, and deducted monthly from the employee's salary.

Here are the factors considered for the professional tax:

- Employee’s state or union territory
- Municipal corporation or Panchayat (applicable for the state of Tamilnadu)
- Employee's income and age (in some states)

Based on the income slabs

-Maximum of 2500 in a FY

-Deduction under section 16

Professional Tax deductions are predefined for Andhra Pradesh, Gujarat, Maharastra, Karnataka, Madhya Pradesh, Kerala, two corporations in Tamil Nadu (Chennai and Coimbatore) and Telangana.

Employee State Insurance

Employee State Insurance (ESI) is a social security scheme offered by the Government of India as per the Employees' State Insurance Act, 1948, where the employees and the employers make regular monthly contributions to the scheme at a certain percentage of their wages. The ESI wage limit is Rs.21,000.0/-. For employees who have a disability, the wage limit is not applicable.

Here are the factors considered for ESI eligibility:

- ESI Eligible Wages
- ESI Contributory Wages
- Average daily wages
- Disability

There are two contribution periods of six months duration in each financial year is:

- 01st April to 30th September
- 01st October to 31st March

Labour Welfare Fund

Labour Welfare Fund (LWF) is a statutory contribution managed by individual state authorities. It is applicable for 14 states in total.

Here are the factors considered for LWF:

- Employee's state
- Position
- Salary

The LWF calculation or payment frequency, and deduction can be monthly, half yearly, or annual, which is determined by the State Act. The LWF computation is based on the employee's salary, position and employment type.

Voluntary and Involuntary Deductions

Voluntary Deductions for India

Voluntary deductions are deductions that an employee chooses to pay through their salary instead of making the payments directly.

The deductible amount is either a fixed amount or a percent of the total earnings during a payroll run.

India Payroll supports the following voluntary deduction

- Medical insurance premium deduction in Section 80D
- Donation contributions deduction in Section 80G
- Loan deductions
- Other deductions

The scenarios when you could create voluntary deduction elements are:

- When employees avail loan or salary advance from employers and opt for recovery of the amount through installments in their monthly payroll.
- When employees enroll for parental insurance or extra coverage(Top-up) of existing medical insurance. They opt for recovery of the annual premium amount in their monthly payroll by splitting into 6-12 installments.
- When employees opt for some amount to be deducted from their monthly salary and want the amount to contributed toward donation for charitable societies and relief funds. This can be claimed as exemption in section 80G.

To create the voluntary deductions element:

1. Use the **Elements** task to create the voluntary deduction element, using the primary classification **Voluntary Deductions**.

2. On the Basic Information page, complete the fields, as shown in this table:

Field	Value
Name	Enter a name, example: Voluntary Deductions1
Reporting Name	Enter the name that you want to display on reports for this deduction element.
Effective Date	Enter an early date so that the payroll element is available for use immediately.
Input Currency	Indian Rupee
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earning Date
What is the latest entry date for this element?	Last Standard Earning Date An element's latest entry date decides how element entries process after a person leaves from organization or transfers to another payroll. This is before a pay period end date. If you select this date, then you need to enable proration, so the calculation will be correct if a person leaves.
What should happen when there are insufficient funds to cover the deductions? If you enable arrears, a reference is required for each deduction entry.	Select one of the options: o Don't take a partial deduction or create arrears o Don't take partial deduction, place all in arrears o Take a partial deduction, but don't create arrears o Take a partial deduction, place remaining in arrears Based on your choice, the particular calculation logic is used.
At which employment level should this element be attached?	Assignment **Note:** Assignments are associated with jurisdictions, which decide the required tax calculations.
Does the element recur each payroll period, or does it require explicit entry?	Recurring

Field	Value
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of the element in a payroll period?	No
Process and pay element separately with other earnings element?	

3. Click **Next**.
4. On the Additional Details page, complete the information as shown in the table:

Field	Value
Deduction Type	Select an option from the list of values: - Deductions for 80D - Deductions for 80G - Deduction for Concessional Loan - Other Deductions
Coverage	Select one of the coverage options from the list of values: - Parents - Self and family **Note:** The coverage option appears only if you've selected the deduction type as **Deductions for 80D**. You need to create separate elements for parents coverage and self and family coverage. The element for self and family coverage will feed the balances for tax exemption deductions in section 80D computation. Similarly, the element for parents coverage feeds those balance created, based on the parents coverage type.
What is the calculation rule?	- Fixed amount deduction: A fixed amount is deducted every month. - Percentage deduction: A percentage of an eligible earnings is deducted. For Percentage deduction, a balance with the name <Base Element Name> Eligible Compensation is automatically created. The deduction amount is calculated based on the run value of the eligible compensation balance and percentage entered in the element entry.
Is this element subject to retroactive changes?	Select Yes or No.
Do you want to stop processing when the total owed is reached? If you enable	Select **Yes** if there are any payments made to employees like house loan, education loan that need to be recovered.

Field	Value
total owed, a reference is required for each deduction entry.	If you select Yes, there are 3 more input values fields to enter in the next page **Total Owed**, **Total Owed Indicator** and **Deduction Reference** appear. Otherwise, select **No** if there are no payments to be recovered.

> **Note:** By default the processing priority for the elements created for voluntary deduction is 4000, to be included the deduction amounts in the perquisite calculations. During implementation, you can change the processing priority value based on your business needs.

5. On the **Element Summary** page, verify the element details.
6. Click **Submit**.
7. Create the eligibility record for the element.

Fee and Proration Rules for Involuntary Deductions

Creating an involuntary deduction creates calculation value definitions that include predefined fee and proration rules. These rules vary by country and territory.

The following table describes the global rules:

Rule	Processing
Fee	Deduct the fee first, before calculating and paying the deduction amount.
Proration	Use the first come, first serve method. If a person has multiple orders and there is insufficient money to pay them all, pay the deductions in the order in which they were received. Start with the oldest.

You can override these predefined fees and proration rules. For details, see the topic Involuntary Deduction Calculation Value Override Details for the US in the Help Portal.

Related Topics

- How You Add Involuntary Deductions to a Calculation Card

7 Set Up Investment Declaration

Set Up Accessibility to Employee Self Service Pages

Investment Declaration Page

You can configure the accessibility to the investment declaration page in self-service portal, for employees to declare their investment information for the financial year.

Investment declaration timeline is available at the beginning of each financial year except during the freeze period. This is from April to November in each financial year and from the 1st to 14th of every month. The investment information needs to be maintained both for the regular employees and new hires. The investment declaration values are used to calculate the income tax to be deducted for the employee.

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.
3. On the Manage Legal Reporting Unit HCM Information page, select the **Tax Reporting Unit** and click **Next**.
4. Select the **Tax Reporting Unit Type** and click **Next** to fill the respective information.
5. In the Investment Declaration Information section, enter the period within the financial year and the timeline every month for capturing the employee's investment declaration information:
    1.

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

> **Note:**
>
> a. To change the investment declaration timeline, edit the tax reporting unit in Correction mode. Using the update mode only creates the TRU update history.
>
> b. Verify that there's no overlap of dates for investment declaration and submission of documents for investment proof.

6. Click **Submit**.

Proof Submission Page

You can configure the accessibility to the proof submission page in self-service portal, for employees to submit their investment proof related documents for the financial year.

This time period for employees to submit their investment proof documents is usually between December to January in each financial year. The investment proof documents need to be submitted both by the regular employees and terminated employees.

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

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

> **Note:**
>
> a. To change the proof submission timeline, edit the tax reporting unit in Correction mode. Using the update mode only creates the TRU update history.
> b. Verify that there's no overlap of dates for investment declaration and submission of documents for investment proof.

    Verify that there's no overlap of dates for investment declaration and submission of investment proof documents.
6. Click **Submit**.

Tax Regime Selection Page

You can set up the accessibility for employees to select the preferred tax regime for the financial year.

This timeline is available for a specific period each month in the financial year, until the proof submission period begins. The tax regime can be the old or new tax regime, that forms the basis for the investment declaration flow. The tax regime needs to be maintained both for the regular employees and new hires. For new joiners, joining in the middle of a financial year, the new tax regime can be selected.

Here's how you can set up the access to the tax regime page for an employee:

1. Set the scope for this task by selecting the parent Legal Entity and then the Legal Reporting Unit, as described in previous tasks.
2. Select **Manage Legal Reporting Unit HCM Information** in the implementation project task list.

3. On the Manage Legal Reporting Unit HCM Information page, select the **Tax Reporting Unit** and click **Next**.
4. Select the **Tax Reporting Unit Type** and click **Next** to fill the respective information.
5. In the Tax Regime Information, specify the timeline to select the tax regime.

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

6. **Note:** To change the tax regime selection timeline, edit the tax reporting unit in Correction mode. Using the update mode only creates the TRU update history.
7. Click **Submit**.

Complete Investment Declaration

Choose the Tax Regime

You need to select your preferred tax regime for the financial year within the defined window period for selecting the tax regime.

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

Note: For first time setting, you need to save the Income Tax TRU association for an employee, before setting the tax regime.

As an employee you can select the tax regime from the Employee Self Service portal (Me > Pay > Income Tax > Investment Declaration).

Here's how you can set the tax regime for an employee:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Choose Tax Regime**.
2. Select the **Old Tax Regime** or **New Tax Regime**.
    - New Tax Regime is limited to a fewer sections in investment declaration such as declaring the house property, house loan, and other income information.
    - Old Tax Regime includes declaring the house rent, house property, house loan, deductions in Chapter VIA and other income information.
3. Click **Save**.

House Rent, Property, and Loan Information

Declaring the House Rent Information

Capture the house rent and the landlord information for an employee.

You can capture the rented house and landlord details for the employees, who want to claim HRA exemption, as a payroll user.
Employees can access this page from the employee self service portal.

Declare House Rent Info

Here's how you can add the house rent details:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > House Rent** .
2. Enter the details of the rental residence:

S No.	Field	Necessity	Description
1	**From Date**	Mandatory	Select the date from the calendar popup. This is the start of the month in the current financial year. **Note:** You can't specify a date before the Payroll Run date.
2	**To Date**	Mandatory	Select the date from the calendar popup. This is the end of the month in the current financial year. **Note:** You can't specify a date before the Payroll Run date.
3	**Metro**	Optional	Select the **Metro** checkbox. The amount of exemption also depends on the city type (i.e. Metro or Non Metro) in which the employee resides.
4	**Address**	Mandatory	Enter the address of the rental residence.

Declare Landlord Info

Here's how you can add the information about the house owner.

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > House Rent** .
2.

S No.	Field	Necessity	Description
1	**Landlord's Name**	Mandatory	Enter the name of the house owner.
2	**Landlord's Address**	Mandatory	Enter the house owner's address.
3	**Rent per Month**	Mandatory	Enter the house rent per month.
4	**Landlord Type**	Optional	Select the landlord type from the list: o Government o Non resident o Others
5	**PAN Details**	Optional	Select the check box which is applicable: a. **Declaration from Landlord**: No further details are required. During proof submission, the relevant declaration documents need to be furnished. b. **PAN of Landlord**: You need to capture the landlord's PAN number. **Note:** If you select the **PAN of Landlord** check box, it is mandatory to enter the landlord PAN number. c. **Not applicable**: No PAN or declaration from landlord is required. This is the default option.
6	**Landlord's PAN**	Optional	Enter the landlord's PAN info.

3. Click **Submit**.

Declare the House Loan and House Property Information

Capture the house loan, self occupied, and let out property information for an employee.

As a Payroll User, you can capture the house loan and house property information for an employee. The house property can be a self occupied or a let out property. You can enter multiple property (employee) information, which includes a maximum of 2 self occupied properties and the let out property information. This data helps the employee avail the eligible exemptions from income tax.

As an employee you can access the investment declaration page from the employee self service portal.

Note: According to the new tax regime, you can capture only the let out property information. The self occupied property section appears disabled.

Declare House Property Information

Here's how you can declare the details of the house property:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > House Property and House Loan** .
2. Add the house property information in the House Property section:

S No.	Field	Necessity	Description
1	**House Property Information**	Required	Select the property type **Self Occupied** or **Let Out**.
2	**Address**	Required	Enter the address of the property
3	**Stamp Duty/ Registration Charges Paid Date**	Optional	Select the date when the stamp duty or registration charges was paid, from the calendar dialog box.
4	**Stamp Duty and Registration Charges Paid**	Optional	Enter the amount, which has been paid for the stamp duty or registration charges. This is applicable only if the stamp duty or registration charges paid date falls in the current financial year.
5	**First Property**	Optional	Select this checkbox if this is the first property. This is relevant for self occupied property. If you need to declare multiple property information for the financial year, you can select only one property as the first property.
6	**Date of Possession**	Optional	Select the date of possession of the property from the calendar dialog box.

Declare Rent and Taxes

Here's how you can declare the details of the house rent collected from the let out property.

1. As a payroll user, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > House Property and House Loan** .
2. Add the house rent and taxes information for any let out property.

S No.	Field	Necessity	Description
1	**Annual Rent Received**	Required	Enter the sum of rental income received for current financial year.
2	**Municipal Tax Paid**	Optional	Enter the municipal taxes paid for the current financial year.
3	**Amount of Loss carried forward from previous years**	Optional	Enter the amount of loss which is carried forward from the previous financial year.

House Loan Information

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > House Property and House Loan** .
2. Add the house loan information for the house property owned by the employee.

S No.	Field	Necessity	Description
1	**Lender's Name**	Required	Enter the name of the bank providing the house loan.
2	**Lender's PAN**	Required	Enter the PAN of the banker (lender), which means the bankers PAN.
3	**Lender's Address**	Required	Enter the address of the bank lending the house loan.
4	**Purpose of Loan**	Optional	Select one of the values from the list: • Purchase • New construction • Reconstruction or repairs
5	**Loan Sanction Date**	Required	Select the loan sanctioned date from the calendar dialog box.
6	**Loan Sanction Amount**	Required	Enter the loan sanctioned amount.

S No.	Field	Necessity	Description
7	**Value of Property**	Optional	This is required for self occupied property.
8	**Interest Amount**	Required	Enter the amount of interest paid in the current financial year.
9	**Principal Amount**	Required	Enter the principal amount paid in the current financial year.
10	**Pre-EMI Interest Amount Paid**	Optional	Enter the pre EMI interest amount paid in previous financial years.
11	**Joint loan**	Optional	Select this checkbox if the loan is a joint loan.
12	**Percentage of Claim**	Optional	Enter the percentage of loan claimed if this is a joint loan. This field is disabled otherwise.

Chapter VI A Deductions

Declare Investments in Section 80C

Capture the details of the various investments, which are considered for the employees' income tax computation in the payroll process.

Here are the various investments considered in Section 80C:

- Life Insurance Premium
- Public Provident Fund (PPF)
- Unit Linked Insurance Plan (ULIP)
- Sukanya Samriddhi Scheme
- Children Education Tuition fees
- National Saving Certificate (NSC)
- Infrastructure Bonds
- Mutual Funds
- Equity Linked Saving Scheme (ELSS)
- Term Deposit Amount

As a Payroll User, you can enter the details for any of the investment schemes applicable for the employee in the current financial year. The total values invested in the different schemes are summed up and considered for income tax computation.

Declare Investments

Here's how you can capture the details of investments in section 80C:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list, select **Deductions under 80C**.

   Declare the invested amount in any of the schemes in section 80C, in this page.

S No.	Field	Necessity	Description
1	Life Insurance Premium	Optional	Enter the life insurance premium amount in the current financial year.
2	Public Provident Fund (PPF)	Optional	Enter the public provident fund amount.
3	Unit Linked Insurance Plan (ULIP)	Optional	Enter the unit link insurance plan amount.
4	Sukanya Samriddhi Scheme	Optional	Enter the life insurance premium amount.
5	Children Education Tuition fees	Optional	Enter the children tuition fees amount paid for the academic year.
6	National Saving Certificate (NSC)	Optional	Enter the amount invested in national saving's scheme in the current financial year..
7	Infrastructure Bonds	Optional	Enter the infrastructure bonds amount.
8	Mutual Funds	Optional	Enter the mutual funds amount.
9	Equity Linked Saving Scheme (ELSS)	Optional	Enter the amount invested in equity linked saving scheme.
10	Term Deposit Amount	Optional	Enter the amount invested in term deposits.

3. Click **Submit**.

Declare Contribution to Pension Funds in Section 80CCC

Capture the employee contribution to the National Pension Scheme(NPS), other pension schemes under the central government, and additional contribution towards NPS in this section.

The following employee contribution toward pension schemes are considered:

1. 80CCC - Employee contribution to pension schemes other than NPS
2. 80CCD (1) - National Pension Scheme Employee Contribution: NPS is supported both for central and state government employees with fixed contribution rates. Employee contribution to other pension schemes in the central government are also considered.
3. 80CCD (1B) - Additional employee contribution toward NPS or other pension schemes in the central government are also considered.

This would be considered during the Income tax computation, which suppose to be within the overall ceiling of Rs.1.5 Lac in section 80CCE, and the employee's contribution is eligible for the tax deduction up to 10% of salary (Basic + DA) in section 80CCD(1).

Note: The total exemption for 80C + 80CCC + 80CCD(1) should not exceed the limit Rs.1,50,000.

Add Pension Fund Investments

Add the details of the pension fund investments

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list of values, select **Deductions under 80CCC** or **Deductions under 80CCD(1)** or **Deductions under 80CCD (1B)**

   Declare the pension fund contribution as applicable in this page.

S No.	Field	Necessity	Description
1	**Amount**	Required	Enter the invested amount: a. Section 80CCC: Pension schemes other then NPS b. Section 80CCD (1): NPS or other pension schemes notified by the central government c. Section 80CCD (1B): Additional contribution NPS or other pension schemes notified by the central government

3. Click **Submit**.

Note: Enter the total value if there are multiple investments made in this investment category.

Declare Contribution to Medical Insurance in Section 80D

Add details of the medical insurance premium for self, dependents and parents in section 80D.

As a payroll user, you can declare the medical insurance premium details for employees, dependents and parents, which needs to be paid for the financial year. Capture the details of the medical treatment expenses for physically handicapped for dependent family members in section 80DD and expenses for medical treatment of specified diseases in section 80DDB.

Add Medical Treatment Expenses in Section 80D

Here are the details of the attributes to capture the required medical insurance premium information.

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list, select **Medical Insurance Premium 80D**.

S No.	Field	Necessity	Description
1	**Type of Insured Person**	Required	Select the type of the expense from the list:: a. Self and Family: includes self, spouse, or children b. Parents
2	**Premium Amount**	Required	Enter the summed up premium amount for each insured person type, which means for self and family and parents will have the separate transaction during the declaration.
3	**Preventive Health Checkup**	Optional	Enter the summed up value for each insured person type.
4	**Insured persons include a senior citizen**	Optional	Select this checkbox if the insured person is a senior citizen. If you select this checkbox, the field **Medical Expenditure** is enabled.
5	**Medical Expenditure**	Optional	Enter the relevant medical expenditure incurred for senior citizens. **Note:** This attribute is displayed only when the **Insured persons include a senior citizen** checkbox is selected.

3. Click **Submit**.

Add Medical Treatment Expenses in Section 80DD

As a Payroll User, you can capture the medical treatment for physically handicapped dependent members for the employees in the current financial year. Here are the details of the attributes to capture the required medical expenses information.

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .

2. From the list, select **Medical Insurance Premium 80DD**

S No.	Field	Necessity	Description
1	**Disability Percentage**	Required	Select the disability percentage from the list: a. More than 40% and less than 80% b. More than or equal to 80%
2	**Treatment Amount**	Required	Enter the treatment amount.

3. Click **Submit**.

Add Medical Treatment for Specified Diseases in Section 80DDB

Declare the details of the expenses incurred for medical treatment of specified diseases for dependents.

Here are the details of the attributes captured in this section:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list of values, select **Medical Insurance Premium 80DDB**

S No.	Field	Necessity	Description
1	**Include a Senior Citizen (60 years old or above)**	Required	Select this checkbox if the medical expenses are for a senior citizen.
2	**Amount**	Required	Enter the expenditure amount paid for the specified disease treatment.

3. Click **Submit**.

Declare Donations for Research and Rural Development in Section 80GGA

Declare the details of the donations for research and rural development in sections GGA.

Declare the details of the donations made in section 80GGA, which are eligible for 100% tax deduction.

There's no upper limit to the amount one can donate to institutes which adhere to principles in this section and the donations can be in the form of cash, cheque or drafts.

Add Donations for Research and Rural Development in Section 80GGA

Deductions is only allowed up to 2000 if the donations are made by cash.

> **Note:** Deduction under section 80GGA isn't allowed if the employee has gross total income which includes income chargeable in the head **Profits and gains of business or profession**.

Here are the details of the attributes captured in this section:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list, select **Donations for Research and Rural Development**

S No.	Field	Necessity	Description
1	**Amount**	Required	Enter the donation information.

3. Click Submit.

Declare Interest on Higher Education Loan in Section 80E

Declare the details of the interest for higher education loan availed as per Section 80E.

As a Payroll User, declare the interest on higher education loan for employees availing this benefit.

As an employee you can access the investment declaration page from the employee self service portal.

Add Interest on Higher Education Loan in Section 80E

Here are the details of the attributes captured in this section:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list, select **Interest on Higher Education Loan**

S No.	Field	Necessity	Description
1	**Interest Amount**	Mandatory	Enter the interest amount paid for the higher education loan availed.

> **Note:** Employee can claim this exemption for loan availed for self, spouse and children. If multiple education loans are availed for self, spouse and children, you need to enter the total value of the interest amounts paid for the education loans.

3. Click **Submit**.

Declare Deductions in respect of Rent Paid in Section 80GG

Indicate whether the rent paid exemption needs to be considered under 80GG, in this section.

This is applicable if the house rent is paid by the employee, but HRA isn't paid by the employer in certain conditions.

Add Deductions in respect of Rent Paid in Section 80GG

Here are the details of the attributes captured in this section:

1. As a Payroll User, from the home page navigate to **Payroll Calculation** > **Manage Person** > **Manage Calculation Card** > **Income Tax Deductions** > **Complete Investment Declaration** > **Deductions under Chapter VIA**.
2. From the list, select **Deductions in Respect of Rent Paid**

S No.	Field	Necessity	Description
1	**Do you want to claim the rent paid as deduction under the 80GG**	Required	Select the option **Yes**, if the relevant house rent details are furnished in the HRA section. Otherwise, there won't be any values considered in this section for exemption. Default option selected is No.

3. Click **Submit**.

Declare Expenses in Section 80GGC and Section 80U

Capture the details of the donations to political party and

Section 80GGC of the Income Tax Act allows the deductions from the total income of an individual taxpayer for an employee's contributions toward electoral trust or political party.

This entire amount is eligible for tax deduction. The deduction isn't allowed if the donations are made in cash.

Add Donations to Political Party in Section 80GGC

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. From the list, select **Donations to Political Party**

S No.	Field	Necessity	Description
1	**Amount**	Required	Enter the donation amount paid to the political part or electoral trust.

3. Click **Submit**.

Add Deduction for Permanent Physical Disability in Section 80U

Declare the permanent physical disability details for an employee to avail the exemptions from the income tax in the section 80U.

Here are the details of the attributes captured in this section:

1. As a Payroll User, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Deductions under Chapter VIA** .
2. Select **Permanent Physical Disability** from the list of values.

   Enter the details as shown:

S No.	Field	Necessity	Description
1	**Disability Percentage**	Required	Select an option from the list: a. More than 40% and less than 80% b. More than or equal to 80%
2	**Amount**	Required	Enter the expenditure amount paid for the specified disease treatment.

3. Click **Submit**.

Add Other Income

Capture the other income details of an employee, which is considered for income tax computations.

Enter the cumulative amount for each type. If there are multiple entries, include only the total value for each income source type. Proof submission is optional for other income information.

Add Other Income

1. As a payroll user, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Complete Investment Declaration > Add Other Income** .
2. The details of the attributes captured in this section include:

S No.	Field	Necessity	Description
1	**Profits and Gains from Business**	Optional	Enter the amount from profits and gains in business.
2	**Short term Capital Gains not covered u/s 111A**	Optional	Enter the amount from the short term capital gains.
3	**Interest on deposits in Savings bank account**	Optional	Enter the interest amount received from deposits in savings bank account.

S No.	Field	Necessity	Description
4	**Interest income from Fixed Deposits**	Optional	Enter the interest amount from fixed deposits.
5	**Interest income from recurring deposits**	Optional	Enter the interest amount received from the recurring deposits.
6	**Interest Income on NSC**	Optional	Enter the interest received from NSC.
7	**Income from any other sources**	Optional	Enter the income from any other sources.

3. Click **Submit**.

Add Previous Employment Info

You can add the previous employment information only for new employees joining the organization in the middle of the financial year.

As a payroll user, you need to capture the details of salary and TDS in the previous employment for new employees. This is required to compute income tax accurately for the financial year. The following generic information is captured along with the income, deduction and taxes data.

- Employer Name
- Employment Duration
- Previous Designation
- PAN of the previous employer
- TAN of the previous employer

Capture Previous Employment Information

1. As a payroll user, from the home page navigate to **Payroll Calculation > Manage Person > Manage Calculation Card > Income Tax Deductions > Previous Employment Info**.
2. Enter the details for the required attributes:

S No.	Field	Necessity	Description
1	**Name of Employer**	Required	Enter the name of the previous organization
2	**Latest Previous Employment Start Date**	Required	Enter the start date of the latest previous employment

S No.	Field	Necessity	Description
3	**Latest Previous Employment End Date**	Required	Enter the end date of the latest previous employment
4	**Last Designation held**	Required	Enter the last designation at the previous organization.
5	**PAN of the Employer**	Required	Enter the PAN of the previous employer
6	**TAN of the Employer**	Required	Enter the TAN of the previous employer
7	**Gross Salary**	Optional	Enter the gross salary amount
8	**Income after Section10**	Optional	Enter the income after section 10 deduction.
9	**Transport Allowance**	Optional	Enter the transfer allowance
10	**Professional Tax**	Optional	Enter the professional tax info.
11	**Chapter VI Amount**	Optional	Enter the total value of the Chapter VI deductions.
12	**Section 80CCE Amount**	Optional	Enter the amount of the section 80CCE .
13	**Section 80CCD1B Amount**	Optional	Enter the amount of the section 80CCD (1B) .

3. Enter the investment amount for all applicable sections in 80DD, 80GG, 80U, similar to the above steps.
4. Click **Submit**.

Upload Documents of Proof

Upload Documents of Investment Proof

Review and upload the documents of investment proof, for each section where you've declared the invested amount in the proof submission page.

Towards the end of the financial year, you need to submit the documents of proof for the declared investments. This can be done only within the window period for investment proof submission. You need to upload scanned copies of the documents of investment proof, under different sections in the proof submission page.

Upload Documents of Investment Proof

Here's how you can upload the documents of investment proof

1. From the home page, navigate to **Pay > Investment Proof Submission** .
2. Click **Upload Investment Proofs** link, in the Investment Declarations page.
3. In the Upload Investment Proofs page, expand any one of the sections:
    - House Rent Details
    - House Property and House Loan Information
    - Chapter VI A Deductions
    - Other Income
4. Select the required section and click **Add** to add the proof details.
5. Verify the added information and click **Submit**.
6. In Proof Documents area, drag the scanned copies of the documents of investment proof relevant for that section to upload them.
7. Click **Drag files here or click to add attachment > Add Files** to upload the scanned investment proof documents from your computer.

    Verify if the correct documents are uploaded.
8. Click < to go back to the Upload Investment Proofs page.
9. Expand the next section to upload documents and repeat steps 4 to 7 to upload the scanned documents.

View Summary Report

Get a glance of all the investment information you've just declared in the summary report.

You can get a synopsis of the submitted amount and declared amount in each section of the investment declaration page, with the employee personal information,. You can review and verify the uploaded information, before submitting the documents of investment proof declared for house rent, house property and loan information, Chapter VI A deduction information, and other income information.
As a payroll user, you can view the summary report from the employee calculation card, income tax TRU.

The employee can access the summary report from the employee self service portal.

Review Summary Report

1. From the home page, navigate to **Pay > Income Tax Deductions** .
2. Click **View Summary** link in the Review Summary area, in the Income Tax Deductions page.
3. In the View Summary page, view the submitted and declared amount in each sections.
    - House Rent Details
    - House Property and House Loan Information
    - Chapter VI A Deductions
    - Other Income

4. Verify if the **Submitted Amount** is displayed accurately from the uploaded investment proof documents.
5. After you verify the information in each section, click **Submit**.

You can view the **Submitted Amount** and **Approved Amount** in each section of the summary report, after the Payroll Administrator verifies and approves the submitted documents of investment proof.

Set Up the Approval Process for Investment Proofs

Verify and approve all the uploaded documents of investment proof for the current financial year.

As a payroll administrator or payroll user, you need to verify and approve all the submitted documents of investment proof for the employee's income tax computation.

To upload the documents of investment proof, follow these steps:

1. From the home page, navigate to **Statutory Deductions > Taxes > Income Tax > Select Regime and Complete Declarations > Proof Verification and Approval**.
2. Click **Proof Verification and Approval**.
3. View the uploaded proofs in any of the sections:
    - House Rent Information
    - House Property and Loan Information
    - Chapter VIA Deductions
    - Other Income
4. As an employee, the proof verification statuses visible are: Partially Verified, Yet to Verify, and Fully Verified.
    - Yet to Verify: If the status of all sections indicate **Yet to Verify**, the overall status is **Yet to Verify**
    - Partially Verified: If any one of the sections has the status **Yet to Verify**, the overall status displays as **Partially Verified**"
    - Fully Verified: If all the sections have status **Fully Verified**, the overall status is **Fully verified**.
5. The record level statuses are: Verified and Approved, Verified and Rejected, and Yet to Verify.

View Income Tax Computation Sheet

You can use the income tax computation sheet to view the summary of income tax(IT) calculation for the current financial year based on the earnings, allowances, perquisites, other income, and more.

As an employee, you can also view the applicable chapter VIA deductions and annexure of the IT computation sheet, for more details.

Generate and View IT Computation Sheet

1. Run the payroll process with appropriate values for the following parameters:
    - Effective Date
    - Payroll Period

- Payroll ID

2. Click **Generate IT Computation Sheet**.
3. On successful completion of the process, navigate to **Person > Person and Employment > Document of Records** to view the IT computation sheet.

8 Calculation Cards and Calculation Values

Calculation Cards

How Entries of Personal Calculation Cards Fit Together

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

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

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

Card Types

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

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

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

Card Creation

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

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

Calculation Components and Component Groups

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

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

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

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

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

Enterable Calculation Values

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

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

Tax Reporting Unit Associations

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

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

Rules about what you can enter here vary by country:

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

Related Topics

- Enterable Values on Calculation Cards

Calculation Cards for Statutory Deductions

At the payroll relationship level, there's a predefined statutory deductions calculation card or organization.

Use the cards to record information specific to a person or organization. You can use the statutory deduction calculation card to record the information specific to a person. Calculation card entries override default values defined at other levels.

Here's the priority of information, from the highest to the lowest:

1. Personal calculation card (payroll relationship level)
2. Tax reporting unit calculation card
3. Payroll statutory unit calculation card
4. Calculation value definitions (legislative data group level)

Calculation card entries override default values defined at other levels.

Here are the prerequisite tasks you need to do before setting up the statutory deduction calculation card for an individual:

1. Tax reporting units created for all the statutory deduction tax components
2. Tax reporting unit associated with the legal entity and legal reporting units.
3. Payroll statutory unit calculation card

Setting Up the Statutory Deduction Calculation Card

You can setup the Statutory Deductions calculation card. The details you capture are effective from the **Effective As-Of Date** field.

Removing any record details from any of the fields will be end-dated based on the Effective As-Of Date field.

Task: Calculation Cards in Payroll

1. From the home page, navigate to **My Clients Groups** > **Payroll** > **Calculation Cards** > > .
2. Using the person number or name, search for the required employee.
3. In the Calculation Card page, enter a date in the **Effective As-Of Date** field and click search for the available calculation cards associated with the employee.
4. Click the Statutory Deduction Calculation Card.
5. In the Statutory Deductions Calculation Card, expand the Associations section and add the tax reporting units for the various tax legislation components.

    a. Click **Add**.
    b. Set the **Effective Start Date** and select the **Income Tax TRU**.
    c. Repeat steps 1 and 2 for each of the tax legislation components:

        - Provident fund
        - Employee State Insurance
        - Labour Welfare Fund
        - Professional Tax
        - National Pension Scheme.

    > **Note:** You need to associate all the TRUs for the various tax components to the employee's calculation card, before capturing the tax information in the **Taxes** and **Social Insurance and Pension** sections. You can't set up the start date as the Effective Start Date field. This is a read-only field.and based on the **Effective As-Of Date** field on the top of the Calculation Card page provided

6. In the **Taxes** section, you can add the income tax, professional tax and previous employment information.

    a. Income tax: Select the tax regime and complete the investment declarations.
    b. Professional Tax: Select the **Exempted from PT Contribution** checkbox, if applicable, and enter the reason for exemption in the **Exemption Reason** field.
    c. Enter the previous employment information, if the employee has joined in the middle of the financial year.

7. In the **Social Insurance and Pension** section, add the provident fund, employee state insurance, Labour welfare fund, and NPS information.

   a. Provident Fund: Enter the following details:

Field	Description
Universal Account Number	Enter the universal account number. This is a 12 digit authentication number, assigned to an employee and their employer, to contribute to the employee Provident Fund.
Provident Fund Number	Enter the provident fund number. This is a 22 digit alphanumeric number given to each employee in an organization that provides the PF benefits.
Employee Pension Scheme Number	Enter the employee pension scheme account number.
PF or EPS Contribution	Enter the contribution to provident fund or employee pension scheme.
Override EPS Age	Select the required age range to override the EPS age.
Voluntary PF Amount	Enter the amount for voluntary PF contribution.
Voluntary PF Percentage	Enter the percentage for voluntary PF contribution.

   Click OK.

   b. Employee State Insurance: You can view the employee's IP Number.
      - Select the **Use Disablity Benefits** checkbox, if the employee is eligible for this benefit.

      > **Note:** There's no wage ceiling for the coverage of employees with disability. If an employee is disabled, they will continue to be covered in ESI irrespective of their ESI eligible wages. The employer is exempted from payment of employer's share of contribution on the wages paid to the employees with disability for a maximum period of 10 years from the date of commencement of the contribution period in which such employee with disability is employed.

   c. Labour Welfare Fund:
      - Select the **Exempted from LWF Contribution** checkbox, if the employee is exempted from LWF contribution and enter the reason for exemption.
      - Select the **Supervisory Capacity for LWF** checkbox, if the employee is in supervisor capacity as per the LWF rules.
      - Click OK.

d. National Pension Scheme(NPS): Enter the NPS information if the employee has enrolled in NPS.

- Enter the **Employee PRAN** number.
- Select the **Employee Contribution Type Tier 1** from the list and enter the **Employee Contribution Value Tier 1** value for Tier 1 and Tier 2.
- Select the **Employer Contribution Type** from the list and enter the **Employer Contribution Value**.
- Click OK.

Note: Calculation card entries override the default values defined at the NPS TRU level.

Calculation Cards for Deductions at Different Levels for India

You can create and manage calculation cards at several different levels, from an individual person to a payroll statutory unit. At the payroll relationship level, there is a predefined Statutory Deductions calculation card.

Use the cards to record information specific to a person or organization. Calculation card entries override default values defined at other levels. For India payroll, only the personal calculation card (payroll relationship level) is applicable.

9 Payroll Processing Rules

Payroll Process Configuration Groups

Payroll Process Configuration Groups

Payroll process configuration groups provide sets of processing parameters, primarily related to logging and performance.

Select a process configuration group when you run a process, such as a new-hire flow or termination flow, or an extract process or report.

If you don't select a process configuration group, the application uses the parameters in the default group. You must specify the default group in the Process Configuration Group ACTION_PARAMETER_GROUPS profile option.

Here's the list of tasks you can use to set up profile options and default process configuration groups.

Action	Task and Page
Edit predefined process configuration groups	Default Group tab of the Payroll Process Configuration page.
Create additional process configuration groups	Group Overrides tab on the Process Configuration Group page.
Select a process configuration group as the default at the site or user level	Manage Administrator Profile Values task in the Setup and Maintenance area.

To open the Payroll Process Configuration page, use the **Payroll Process Configuration** task under **Show More > Payroll** in **My Client Groups** on the Home page.

Create a group with the logging parameters turned on to troubleshoot processes. You can also specify different performance parameter values, such as chunk size and buffer size, for running different processes.

Payroll Process Configuration Parameters

Payroll processing parameters are system-level parameters that control aspects of payroll-related processes, such as flows and reports.

Values for each parameter are predefined with the application, but you can override these values as part of your initial implementation and for performance tuning. Use the Payroll Process Configuration task under Show More > Payroll in My Client Groups on the Home page.

Processing Parameters

The effects of setting values for specific parameters may be system-wide. When you submit a process that uses flows, such as a batch upload, new hire, or report process, the process reads values from the PAY_ACTION_PARAMETERS table.

> **Note:** You should understand the concept of array processing and how this affects performance before setting some parameters.

The application doesn't allow a blank value for any parameter. Unless the parameter is required, you must delete the parameter row.

This table describes processing parameters and lists values and predefined default values. These parameters apply to HR applications including payroll and payroll interface.

Parameter	Description	Values
Assignment ID to End Logging	Assignment ID upon which logging ends.	Default: All assignments
Assignment ID to Start Logging	Assignment ID upon which logging starts.	Default: All assignments
Balance Buffer Size	Buffer size for array inserts and updates of latest balances, based on one row per balance. **Tip:** If your trace files show differences between execute and retrieve timings, look at the buffer sizes you're using. Try setting each of these to 100.	Maximum: 1000 Minimum: 1 Default: 500
Batch Error Mode	Determines error notifications for the HCM data loads.	ALL = all rows ANY = any rows NONE = no errors Default: ANY
Chunk Size	Number of payroll relationship actions that process together. See also the Parallel Processing Parameters topic.	Maximum: 16000 Minimum: 1 Default: 20
Disable Locking Code in Check Process Post-Populate Method	Disables the locking code added to the post-populate method to improve check process performance. This parameter isn't available by default. To add the parameter, search for the lookup type PAY_ACTION_PARAMETER_TYPE on the Common	Yes, No Default: No Only change this value if advised by Oracle Support.

Parameter	Description	Values
	Lookups page and add the lookup code ORA_DISABLE_POST_POP_FIX.	
Element Entry Buffer Size	Buffer size that payroll runs use in the initial array selects of element entries, element entry values, run results, and run result values per assignment.	Maximum: 1000 Minimum: 1 Default: 500
Formula Execution Logging	Sets the logging level to investigate formula code problems. See also the Logging Processing Parameters topic.	Unless the parameter is required, delete the parameter row.
Historic Payment	Removes the validation to look for banks active as of the process date. This validation is enforced by the payments process. This parameter isn't available by default. You can add it in test environments only. To add the parameter, search for the lookup type PAY_ACTION_PARAMETER_TYPE on the Common Lookups page and add the lookup code HISTORIC_PAYMENT.	Yes, No Default: No
Logging Area	Area to log code. See also the Logging Processing Parameters topic.	The values correspond to C-code entries in the form PY_ENTRY, that includes the functional area that has logging enabled.
Logging Category	Helps investigate problems with large volumes of detailed data. See also the Logging Processing Parameters topic.	You can set any number of categories by specifying multiple values. For example, enter GMPE, for general logging information, routing information, performance information, and element entry information. Refer to the Logging Processing Parameters topic in the Related Links section for applicable values. Unless the parameter is required, delete the parameter row.
Manual Task Processing	Determines processing of manual tasks when SOA server is unavailable.	Y, N Default: Y
Maximum Errors Allowed	Number of payroll relationship actions that you can roll back, when rolling back a process.	Minimum: 0 Default: CHUNK_SIZE or 20
Maximum File Size for View Report Output	Maximum size in bytes of the report file to show in the output window. This parameter isn't available by default. To add the parameter, search for the lookup type PAY_ACTION_PARAMETER_TYPE on the Common	Must be a positive number. Default: 10000000

Parameter	Description	Values
	Lookups page and add the lookup code BI_OUTPUT_SIZE.	
Maximum Iterations Allowed per Run Action	Maximum number of iterations allowed per run action within net-to-gross calculations within the payroll run.	Minimum: 0 Default: 15
Maximum Number of Payroll Relationship Actions to Roll Back	Number of payroll relationship actions that you can roll back, when rolling back a process.	Minimum: 1 Default: 50
Multithreaded XML Generation for Extracts	Generates XML for extracts using multiple threads.	Y, N Default: N
New Hire Flow Pattern	Name of the customer-defined flow that's triggered as part of the new hire process.	Unless the parameter is required, delete the parameter row.
Notifications Expiration Offset	Number of days before a payroll flow notification is automatically deleted.	Minimum: 5 Default: 5
Payroll Batch Loader Encryption Type	The type of encryption applied to source files loaded using the HCM data loader.	`PGPSIGNED, PGPUNSIGNED, PGPX509SIGNED, PGPX509UNSIGNED` Unless the parameter is required, delete the parameter row.
Payroll Criteria for Element Eligibility	Enables eligibility by payroll for assignment-level elements.	Yes, No Default: No
Process Timeout	Number of minutes before the Run Balance Generation process times out.	Minimum: 0 Default: No timeouts limit enforced. Unless the parameter is specified, delete the parameter row.
Remove Report Assignment Actions	Removes report processing actions after generating reports.	Yes, No Default: Yes
Run Result Buffer Size	Buffer size for array inserts and updates, based on 1 row for each payroll run result.	Maximum: 1000 Minimum: 1 Default: 500
Shuffle Chunk Processing	Random processing of order chunks for assignment actions.	Yes, No Default: No

Parameter	Description	Values
Suppress Empty XML Tags in Extract Reports	Reduces the size of extract output for reports by excluding tags with blank values in XML output files.	Y, N Default: Y
Termination Flow Pattern	Name of the customer-defined flow that's triggered as part of the termination process.	Unless the parameter is required, delete the parameter row. (No predefined Termination flow pattern).
Threads	Total number of subprocesses that you can run from the Oracle Enterprise Scheduler Service. See also the Parallel Processing Parameters topic.	Minimum: 1 Default: 1
Trace	Enables the database trace facility for application processes written in C only.	Yes, No Default: No
Trace Level	Sets the trace level of the trace event. To generate the finest level of detail, enter the highest value.	1, 4, 8, 12 Default: None
User Messaging	Enables detailed logging of user-readable information to the PAY_MESSAGE_LINES table.	Yes, No Default: No
XML_DATA_SOURCE	For document records delivery options performance purposes, determines if XML is derived from the database.	Y, N Default: Y

Payroll-Specific Processing Parameters

This table lists the processing parameters that are applicable only for Oracle Global Payroll.

Parameter	Description	Values
Accounting Date for Transfer to General Ledger	The date to transfer and post journal entries for costing results to Oracle Fusion General Ledger.	E = Date Earned P = Process Date DP = Date Paid from payroll time periods for calculate payroll and QuickPay only. EVE = For the Partial Period Accrual Reversal process, date earned is used. However, if the date earned isn't defined for the time periods on the Payroll Definition page, the payroll period end date is used.

Parameter	Description	Values
		For the payroll run that includes the actual costs, the process date of the payroll run is used. Default: P
Cost Buffer Size	Buffer size for array insert and select statements when calculating the costing of the payroll run results.	Maximum: 1000 Minimum: 1 Default: 500
Date to Retrieve Assignment Status	Date earned or date paid, used to determine the effective date for checking assignment status in payroll calculations.	E = Date earned P = Date paid Default: P
Earliest Retroactive Processing Date	Sets earliest date that retroactive processes are calculated. Updates made before this date aren't recalculated. **Note:** If you define a static retroactive start date and a rolling retroactive start date, the retropay process uses the latest of the two dates. For example, if the static retroactive start date is 01-JAN-2020 and the rolling retroactive start date is 15-MAR-2019, the retropay process uses a start date of 01-JAN-2020. Controls the start date of the retroactive period for the **Calculate Payroll for Retroactive Changes** flow (retropay) as well as for an individual employee	Date value in `YYYY/MM/DD` format
Extract Data Group for Payroll Register	Limits the records to include in the output file based on the specified data group name.	Default: No data group
Limit Payroll Register Output by Data Group	Enables processing a subset of records to include in the output file when an extract data group parameter value is also specified.	Y, N Default: N
Number of months in rolling period for retroactive changes	Sets the number of months in the retroactive pay rolling period. If you don't want to limit the duration of the retroactive pay period, change the default of 12 month rolling period to 999 months.	Default: 12

Parameter	Description	Values
	Note: You can limit the number of payroll periods included in the retroactive pay process by setting the earliest start date for the process for the process for all retroactive notifications using both the **Earliest Retroactive Processing Date** parameter and this parameter. For example, you may want to set a static start date based on your payroll go-live date and use a rolling period to ensure retroactive pay doesn't calculate for more than a 24 month period. Retroactive pay uses the latest of the two dates when both parameters are set. If you don't want to limit the duration of the retroactive pay period, change the default 12 month rolling period to 999 months.	
Reversal and Balance Adjustment Accounting Date	Accounting date based on one of these dates: • The process date of reversal or balance adjustment • The process end date of the Transfer to Subledger Accounting task. You can use this task to transfer journal entries for costing results to Oracle Fusion General Ledger.	T = Transfer using end date of the Transfer to Subledger Accounting task as the accounting date P = Use process date of the reversal or balance adjustment as the accounting date Default: P
Wage Basis Rules Buffer Size	Used in array selects from the PAY_ TAXABILITY_RULES table within the Payroll Calculation process.	Minimum: 100 Default: 500

Related Topics

- Payroll Process Configuration Groups
- Logging Processing Parameters
- Parallel Processing Parameters

Logging Processing Parameters

Use logging parameters to investigate problems that aren't easily identified in other ways. In a normal operation, disable logging because it can impact the performance of the process you're logging.

Note: Prepare log files before contacting Oracle Support for assistance. Define the logging area, category, and range of assignments before resubmitting the problem.

Logging Parameters

Typically, you use this feature during your initial implementation and testing before you go live. In a normal operation you should disable detailed logging.

The three processing parameters for logging are:

- Logging Area
- Logging Category
- Formula Execution Logging

Logging Area

The Logging Area parameter works with the Logging Category parameter to limit the code area for logging. Even if you set the logging category, you must also set the logging area if you want to limit logging to a particular code area.

The values correspond to C-code entries in the form PY_ENTRY, which includes the functional area that will have logging enabled.

Logging Category

Logging categories define the type of information included in the log. You can set any number of categories by specifying multiple values to focus on specific areas that you think may be causing a problem. The application doesn't allow a blank value and you must delete the parameter row if logging isn't required.

This table explains each logging category. It provides the log output information to investigate the problems encountered.

Parameter Value	Logging Category	Description
B	Balance Information	Provides output information that shows the creation and maintenance of balances used during payroll processing.
C	C cache structures information	Provides output information that shows details of the payroll cache structures and changes to the entries within the structure. While working on a service request, Oracle may ask you to use this parameter to gather additional information.
E	Element entry information	Provides output information that shows the state of the element entries in the process memory after retrieving entries from the database. The information is provided whenever data for an entry is changed during processing.
F	Formula information	Provides output information that shows details of formula execution, including formula contexts, inputs, and outputs.
G	General logging information	Provides general information, rather than a specific information type. This parameter doesn't provide sorted output. In general, it's

Parameter Value	Logging Category	Description
		recommended that you choose parameters that provide specific types of information.
I	Balance output information	Provides output information that shows details of values written to the database from the balance buffers.
L	Balance fetching information	Provides output information that shows the balances retrieved from the database and whether or not the process will use those balances. (If balances such as Year To Date totals have expired because the year has changed, the process resets them and uses the new balance.)
M	Entry or exit routing information	Provides output information to show when any function is entered and exited. This information is indented to show the call level, and can be used to trace the path taken through the code at the function call level. Often, this information is useful when attempting to track down a problem such as a core dump.
P	Performance information	Provides output information to show the number of times certain operations take place at the assignment and run levels and why the operation took place. This parameter is often used to balance the buffer array write operation.
Q	C cache query information	Provides output information that shows the queries being performed on the payroll cache structures. While working on a service request, Oracle may ask you to use this parameter to gather additional information.
R	Run results information	Provides output details of run results and run result values from the Run Results buffer or the Values buffer before writing them to the database. This enables verification that the buffer contents were correct.
S	C cache ending status information	Provides output information that shows the state of the payroll cache before the process exits, whether that process ends with success or an error. While working on a service request, Oracle may ask you to use this parameter to gather additional information.
T and Z	PL/SQL detail and PL/SQL output	To obtain detailed information about the PL/SQL calls made by the Payroll application, use the combination of the T parameter and the Z parameter.

Parameter Value	Logging Category	Description
		This combination is typically useful for obtaining information about payroll processes that use a large amount of PL/SQL code, such as prepayments and archive. Using this parameter, the process buffers output while it's running and places it the end of the log file after processing is complete. Each payroll process instance has its own log file, located under the log subdirectory for the particular process ID.
V (USA only)	Vertex tax calculation information	Provides output information that shows the values passed in and out of a third-party Vertex tax engine. This parameter also provides a separate file in the Out directory that shows the internal settings of the Vertex engine. This logging option is available to customers in the USA only.

Formula Execution Logging

Formula execution logging is the code area where logging is performed. This processing parameter mechanism is only available for formula logging in the payroll run. Specify parameter values as a character or combination of characters to determine the area for logging. For example, the string di (the combination of d and i) corresponds to the logging of database item cache access and formula input and output values. The default value is no logging.

> **CAUTION:** Use the dump logging options in rare circumstances only. The T trace option, which generates very large amounts of data, would significantly slow down processing.

The following table lists formula execution logging parameter values and its details.

Parameter Value	Meaning
c	Change contexts
d	Database item cache access
D	Database item cache dump
f	Formula cache access
F	Formula cache dump
I	Formula input/output values
m	Miscellaneous

Parameter Value	Meaning
n	Nested calls
s	SQL execution (database item and PL/SQL formula function calls)
T	Trace (very large level that provides the inputs and outputs of every call made when executing a formula)
w	Working storage area access
W	Working storage area dump
1	Level 1 (combination of c. f, i, and m)
2	Level 2 (combination of 1, c, d, n, and w)
3	Level 3 (combination of 2, D, s, and W)
4	Level 4 (combination of 3 and F)
5	Level 5 (combination of 4 and T)

Related Topics

- Payroll Process Configuration Groups
- Payroll Process Configuration Parameters
- Parallel Processing Parameters

Parallel Processing Parameters

Payroll processes are designed to take advantage of multiprocessor computers. You can improve performance of your batch processes, such as Calculate Payroll or Calculate Gross Earnings, by splitting the processing into a number of threads, or subprocesses, which run in parallel.

To improve performance you can also set the number of payroll relationship actions that process together and the size of each commit unit for the batch process.

Here's a list of parameters that you can use for parallel processing.

Parallel Processing Parameters

Threads

When you submit a batch process, the Threads parameter determines the total number of subprocesses that run concurrently. The number of subprocesses equals the Threads value minus 1.

Set this parameter to the value that provides optimal performance on your computer:

- The default value of 1 is set for a single-processor computer.
- Benchmark tests on multiprocessor computers show that the optimal value is approximately 2 processes per processor.

  For example, if the server has six processors, set the initial value to 12 and test the impact on performance of variations on this value.

Chunk Size

The Chunk Size parameter:

- Indicates the size of each commit unit for the batch process.
- Determines the number of assignment actions that are inserted during the initial phase of processing.
- Sets the number of assignment actions that are processed at one time during the main processing phase.

This parameter doesn't apply to all processes, such as Generate Check Payments and Retroactive Pay.

To set the value of the Chunk Size parameter, consider the following points:

- Parameter values range from 1 to 16,000.
- The default value is 20, which was set as a result of benchmark tests.
- Each thread processes one chunk at a time.
- Large chunk size values aren't desirable.

Related Topics

- Payroll Process Configuration Groups
- Payroll Process Configuration Parameters
- Logging Processing Parameters

FAQs Payroll Process Configuration

How can I improve performance and troubleshoot flows?

Add parameters to a payroll process configuration group to optimize performance and troubleshoot your payroll processes. To process large volumes of records, use the Threads and Chunk Size parameters.

To troubleshoot processes, add the Logging Category or Formula Execution Logging parameters to a configuration group and rerun the process using that configuration group. Using these parameters enables you to investigate formula code problems.

Restrict Payroll Processing

Select rules to control which payroll relationships and which elements to process in a payroll run.

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

Earnings.

Restrict the Elements Processing Based on Rules

You can create skip and frequency rules that control when the payroll run processes the recurring element.

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

Restrict the Records to Process Based on Flow Parameters

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

Parameter	Use To
Payroll Relationship Group	Restrict processing to the payroll relationships within the group, which you can define using static or dynamic rules, based on payroll relationship or assignment information.
Element Group	Restrict processing to the elements in the group, which you can define by selecting element classifications and including or excluding specific elements.
Run Types	Determine which payroll calculations to perform and how to pay the results. The application processes an element in all the run types, unless you set up the element in these ways: • To process separately • As a trigger for a run type, in which case it's automatically excluded from the other run types

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

Date	Required?	Comments
Process Date	No	This is typically the payroll run date of your payroll definition.
Payroll Period	Yes	Used to derive other dates for processing.
Date Earned	Yes	Identifies these element entries • To include in the payroll run • That belong to a proration group and ended within the payroll period

Related Topics

- Overview of Object Groups

Expedited Processing

Overview of Expedited Processing

Streamline the payroll processing of time card employees through expedited payroll runs. You can make immediate payments for absences, late time cards, or time card errors that an employee submits late on a time card.

You can process expedited runs only for absence and time entries that are retroactively modified on a time card and marked for expedited processing. Time card of employees that aren't marked for expedited processing are paid in the next scheduled regular payroll cycle.

When you define time and absence category elements, the application creates these value definitions for expedited processing.

- **Expedite**: Determines if this time card or absence entry corresponding to prior pay period adjustment needs to be included for expedited processing.
- **Override Payment Method**: Overrides the payment method on the Prepayments and QuickPay Prepayments process to Check. You can select this value only for time cards that you have marked for expedited processing.
- **Override Check Printer**: Tracks the check printer for the expedited time cards that are paid through check. The application ignores the Override Check Printer value if the employee isn't paid by check.

Related Topics

- How Expedited Processing Works
- Expedited Payroll Flow

Expedited Processing Rules

Expedited processing includes prior period adjustments to time, absence, and mandatory elements like taxes and percentage-based deductions. By default, the expedited run includes all the element entries for those employees who have an expedited time card.

Use Expedited Processing Rules option to exclude certain elements such as salary or flat amount based deductions from expedited payroll run. To review and create new payroll elements, use the **Elements** task in **My Client Groups**.

Expedited Processing Rule Option	Use To
Based on the element entry value	Initiate expedited processing depending on other parameters on the time card. This option applies only to time card and absence elements having the three input values and value definitions for expedited processing and is set automatically during element creation. The application processes elements with this rule based on the element entry value for 'Expedite'.
Do not include in expedited payroll runs	Exclude elements like salary and flat amount-based deductions that are processed only once per pay period from expedited payroll runs. Set this option to include these elements only in the nonexpedited payroll run.
Include in both expedited and nonexpedited payroll runs	Include elements like taxes and percentage-based deductions in the expedited payroll runs. If you leave the Expedite Processing Rule blank, this option acts as the default behavior.

Related Topics

- How Expedited Processing Works
- Expedited Payroll Flow

Add Override Check Printer in XML File

Use the Override Check Printer attribute to track the check/cheque printer for the expedited time cards that are paid through check/cheque. The application ignores the Override Check Printer value if the employee isn't paid by check/cheque.

You can add the Override Check Printer in the XML file that the Generate Check Payments process generates.The bursting file references this Override Check Printer setting for printing the checks/cheques.

Before You Begin

Configure the list of printers in the HCM Common Lookup `ORA_EXPEDITE_CHECK_PRINTER` to find the list of values for Override Check Printer.

Add Override Check Printer

Perform these steps to add the override check printer attribute in the XML file.

1. In the **Setup and Maintenance** work area, go to the **Extensible Flexfields for Payroll** task.

2. On the Extensible Flexfields for Payroll page, click **Deploy Flexfield**.
3. In the Confirmation dialog box, click **OK**.
4. Click **Done**.
5. In the **Setup and Maintenance** work area, go to the **Manage Enterprise HCM Information** task in the **Workforce Structures** functional area.
6. On the Enterprise page, click **Edit** and select **Correct**.
7. In the Global Payroll Element Information to Archive section, click **Add**.
8. For each element entered on the time card, enter these values and click **Submit**.

Field	Value
Legislative Data Group	Appropriate LDG
Element	Any retro result element
Input Value 1	Override Check Printer

Related Topics

- How Expedited Processing Works
- Expedited Payroll Flow

10 Payroll Definition Details

Payroll Definition

Overview of Payroll Definitions

When you create or modify payroll definitions, the application generates a calendar of payroll periods based on your selections. The choices you make for these values determine the resulting schedule of payroll periods:

Effective Start Date

The effective start date is the first date that the payroll definition is available for employee data. The start date must be on or before the earliest date of any historical data that you want to load. For example, for a payroll starting on 01-JAN-2013 with five years of historical payroll data to load, you set the start date of the payroll definition to 01-JAN-2008.

The effective start date doesn't affect the generated calendar of payroll periods. The start date for the first payroll period is based on the first period end date.

First Period End Date

The first period end date is the end date of the first payroll period that the application generates for a payroll definition. The first period end date is typically based on the date of implementation, tax year, benefits enrollments, or a particular payment cycle. For example, if your weekly payroll work week is Saturday through Friday, and your first payment date is on 06-JAN-2012, you could use 30-DEC-2011 as your first period end date.

Ledger

You can select a primary ledger that will be used for payroll costing. The ledger determines the accounting information, such as, the chart of accounts and the accounting calendar.

Suspense and Default Accounts

You can associate accounts to the payroll definition that will be used by the payroll costing process for suspense and default accounting purposes.

Number of Years

The number of years you enter represents how many years of time periods to generate starting from the beginning of the first payroll period, which is determined by the first period end date. This table shows an example for a semimonthly payroll definition.

Effective Start Date	First Period End Date	Number of Years	Generated Time Periods
01-JAN-2014	15-JUN-2014	5	01-JUN-2014 to 31-MAY-2018

Once you save a payroll definition, you can later only increase but not reduce its number of years because a calendar of time periods for the payroll was already generated.

Note: The application generates the calendar of payroll periods in increments of ten or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you set the payroll definition number of years to 12.

Offsets

Depending on the payroll period type, you can elect for your payroll cycle events to occur on specific dates, or to have the application calculate dates based on offsets from period start or end dates.

This table describes the predefined payroll cycle events that you can offset.

Date	Meaning
Cutoff Date	Final date that payroll information is entered for the payroll period. This date is for information purposes only. Your departments, such as HR, may need this payroll deadline to submit information that affects the payroll run
Payslip Availability Date	Date on which payees can view payslips.
Payroll Run Date	Date used by payroll calculation processes to retrieve effective values such as employee details. The process date, if provided when submitting a payroll process, overrides this value. This date is predefined for your country or territory and is typically based on either date earned or date paid that payroll calculation uses as the process date.
Date Earned	Date on which the application processes element entries for the payroll run. The date earned must be within the effective dates of the payroll period.
Date Paid	Date the employee is marked as paid. For check/cheque payments, this is the date that the check/cheque is valid for cash or deposit. For electronic funds transfer (EFT) payments, it's the transfer date.
Planned Submission Date	Date to inform the payroll administrator or payroll manager on the planned date to submit the payroll run for each payroll period.

Dynamic Offsets

When you create a payroll definition, you can use dynamic offsets for payroll cycle events. All of the predefined payroll time periods you can use support dynamically generated dates for offsets. Use dynamic offsets to offset each payroll cycle event by a specified number of days before or after the start or end date.

Fixed-Date Offsets

The predefined Monthly (Calendar) payroll time period supports both dynamic offsets and fixed-date offsets. Use fixed date to adjust the exact date of each of the payroll cycle events for the first payroll period. Any adjustments that you

make are reflected in the payroll calendar for subsequent payroll time periods. For example, if you set the cutoff date as the 25th of the month, then all payroll periods in the calendar will have those offsets.

Specific Date Adjustments

Once you generate the payroll time periods, you can further adjust any specific calendar dates, as needed. For example, if you know of a particular bank holiday that falls on a payment date, you might want to adjust the dates manually on the payroll calendar's time period. Make these adjustments when you create a payroll definition or any time after then, as long as the time period is in the future. Adjust the dates of an existing time definition on the Time Periods tab on the Manage Payroll Definitions page.

Related Topics

- Periodicity Conversion
- Statutory and Earning Periods
- Create Payroll Definitions

Payroll Definitions

Payroll definitions contain calendar and offset information used to determine when you calculate and cost payments. Payroll period types, such as weekly or monthly, determine the interval at which you pay employees.

Use the Payroll Definitions task to specify payment frequency, processing schedule, and other parameters for a particular payroll.

Create at least one payroll definition for each payroll period type you use to pay employees. For example, to pay employees semimonthly, create a payroll definition using the semimonthly payroll period type, ensuring that tax calculations and other calculations produce correct results for those employees.

Create Payroll Definitions

When you create a payroll definition, the application generates the complete payroll schedule based on the payroll period type, the offsets or calendar adjustments, and the number of years that you specify. Each payroll in the schedule is assigned a unique name. Assign employees to payroll definition on the Manage Payroll Relationships page. You can configure the payroll calendar by increments of ten or fewer years. Create a payroll definition to replace one that expired or end-dated.

Each payroll must belong to a consolidation group, which the application requires for processing purposes and a legislative data group so make sure these exist before creating your payroll definition.

Modify Payroll Definitions

When you modify a payroll definition, the application adjusts the payroll schedule based on the values you have modified. Modify an existing payroll definition to increase the number of years and generate more payroll time periods that configure the payroll calendar.

> **Note:** Payroll names in the payroll schedule are unique. You can edit the generated payroll names, but you must ensure they're unique within the payroll definition.

Related Topics

- Overview of Payroll Definitions
- Create Payroll Definitions

Create Payroll Definitions for India

This shows you how to create two payroll definitions for different payment frequencies that are associated with one consolidation group and one legislative data group.

The InFusion Company requires payroll definitions for two sets of employees. A set of permanent salaried employees paid on a semimonthly basis and a set of temporary employees paid on a monthly basis using time card data. Costing is managed monthly and uses results from all payroll runs by using the consolidation group name as an input parameter in the costing run. You can see in this example how to create two payroll definitions with different payment periods with the same consolidation group. Both definitions are effective starting on 1/1/11 and generate payroll time periods covering five years.

Prerequisites

1. Ensure that the legislative data group for your payrolls exists, such as InFusion LDG.
2. Ensure that organization payment methods exist for your payrolls, such as InFusion Employee Check/cheque and InFusion Employee EFT.
3. Create a consolidation group named InFusion Employee Group assigned to the InFusion LDG.

Create Payroll Definitions

Create two payroll definitions:

- One to pay permanent employees on a semimonthly basis. This payroll definition includes dynamically generated offset dates.
- One to pay temporary employees using time card data on a monthly calendar basis.

Perform the following steps twice, first using the semimonthly values and then using the monthly values.

1. **Payroll Definitions task**.
2. In the Search Results section of the Payroll Definitions page, click the **Create** icon.
3. Select the InFusion LDG legislative data group from the list.
4. Enter 1/1/11 as the effective start date you want the payroll to be available for use, and then click **Continue**.

   In this example, the company hires all employees after the effective start date of this payroll definition, so there is no issue with loading historical employee data.
5. In the Basic Details section, complete the fields as shown in this table, and then click **Next**.

Field	Monthly Value
Name	InFusion Employee Monthly
Reporting Name	InFusion Monthly

Field	Monthly Value
Consolidation Group	InFusion Employee Group
Period Type	Monthly (Calendar)
First Period End Date	6/30/12
Default Payment Method	InFusion Employee Check/cheque
Valid Payment Method	InFusion Employee EFT

6. On the Payroll Offsets page, in the **Number of Years** field, enter **5**.

> **Note:** The application generates the calendar of payroll periods in increments of 10 or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you edit the payroll definition, setting the number of years to 12.

7. For the semimonthly payroll, use dynamic variables to define offsets as shown in this table, and then click **Next**.

Field	Falls Value	Day Type Value	Base Date Value
Cutoff Date	5	Before	Period End Date
Planned Submission Date	4	Before	Period End Date
Payroll Run Date	0	Before	Period End Date
Payslip Availability Date	0	Before	Period End Date
Date Earned	0	Before	Period End Date
Date Paid	0	Before	Period End Date

8. For the monthly payroll, use fixed dates to define offsets as shown in this table, and then click **Next**.

Field	Value
Fixed Date	Yes

Field	Value
Cutoff Date	6/25/12
Date Earned	6/28/12
Payroll Run Date	6/28/12
Date Paid	6/28/12
Payslip Availability Date	6/28/12
Planned Submission Date	6/26/12

9. On the Payroll Calendar page, adjust payroll days to account for a bank holiday, as shown in this table.

Column	Semimonthly Value	Monthly Value
Payroll Run Date	Old Value: 11/28/13 New Value: 11/27/13	Old Value: 5/27/13 New Value: 5/28/13

10. Click **Next**.
11. Review the details of the payroll definition, and then click **Submit**.

Related Topics

- Payroll Definitions
- Overview of Payroll Definitions
- How Payment Methods and Payroll Definitions Work Together

Time Card Required Option

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

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

- A salaried employee completes project time cards for billing purposes, but isn't paid based upon those time entries.
- An hourly employee is normally paid based on a predefined work schedule and only submits a time card for overtime or when absent.

Select the Time Card Required Option

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

- HR specialists can select the checkbox on the **Employment Information** page of the new hire flow.
- Payroll Managers and Payroll Administrators can select the **Payroll Relationship** quick action in the **My Client Groups** tab. The Payment Details section of the Person Details page includes the Time Card Required checkbox on the Assignment sections.

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

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

Related Topics

- Payroll Elements for Time Card Attributes
- Create Time Card Elements for Time Entries

FAQs for Payroll Definition

Why doesn't my payroll definition appear in search results?

Because you don't have sufficient security access to the payroll definition. Either the payroll security profile associated with your duty role privileges doesn't include the appropriate payroll definition, or you don't have the View All security profile.

You must have a privilege that enables you to manage payroll definition data, and your security profile must include the payroll you want to query. Contact your help desk for assistance.

Pay Frequency

How Pay Frequency Components Work Together

Pay frequency components provide the flexibility to implement complex time-related objects used in payroll definitions, payroll processes, and payroll tasks that use start and end dates.

Pay frequency components work together to provide payroll functionality for your organization. Each component requires its own setup and implementation.

Consolidation Groups

Consolidation groups are used process the results from more than one payroll run in a single action or process the results for one payroll in separate actions. With consolidation groups, produce one set of results per payment method for several payrolls, one set of reports, and one set of costing results. For example, you may submit a regular payroll run and a supplementary payroll run for the same payroll period. If the regular run and supplementary run both belong to the same consolidation group, use a single consolidation group to process all the results for the post-run processing. Optionally, you can enter a different consolidation group for the supplementary payroll run and use it to process the post-run results for the supplementary payroll separately from the regular payroll.

Payroll Definitions

Payroll definitions are essential to your payroll implementation because they indicate the payment frequency and processing schedule. Payroll definitions associate employees with the payroll run through payroll relationships.

Time Definitions

Time definitions can be static periods of unusual length based on a given static date, or they can create dates based on dynamic variables. Specify dynamic variables for a time span, a retrieval date, or a more complex definition type for you to use with a user-defined date. The application uses time definitions in many areas, including payroll periods, payroll employment management, balance dimensions, retroactive and proration events, element start and end dates, and overtime periods.

Run Types

Run types control the elements and payment types you process in a payroll run. Two predefined run types, Regular and Supplemental, group the other run types and determine their processing sequence. The predefined Regular and Supplemental run types include the two component run types described in this table.

Run Type Component	Description
Process Separately	Generates a separate payroll calculation for each element entry marked to process separately. After processing separate processes: • Includes element run results with normal payroll run results in a single payment. • Excludes element run results in regular tax calculation on the normal run, for example, to use supplemental tax rates.
Separate Payment	Creates a separate payment for each element entry marked to pay separately.

For each of the component run types, you can specify payment methods that override the default payment methods for the payroll definition. You can also select the element classifications processed by runs of this type, and exclude specific elements from these classifications.

Related Topics

- Payroll Definitions
- Examples of Using Consolidation Groups

Statutory and Earning Periods

When you create a payroll definition, a payroll earnings calendar is generated based on the first period end date.

The calendar assigns each payroll period a period name that includes the period number. In some countries, the statutory tax year doesn't coincide with the dates generated for the earnings calendar. These countries also use a statutory calendar with statutory period numbers. The statutory calendar ensures that the payroll run uses the correct period for taxation purposes.

Statutory frequencies are defined in months and weeks, and map to the payroll definition frequencies. For example, a biweekly calendar is based on a weekly statutory calendar. A quarterly payroll calendar is based on a monthly statutory calendar. Typically, countries that support semimonthly payroll periods don't use statutory periods.

When you submit a payroll calculation, such as a QuickPay process, you select a payroll period. The calculation uses the process date for the selected payroll period to identify the statutory period. The process date is the payroll run date on the payroll definition.

If your country uses a statutory calendar, you can view period numbers, start, and end dates on the Person Process Results page and statement of earnings.

Related Topics

- How Pay Frequency Components Work Together
- Payroll Definitions

FAQs for Pay Frequency

When would I close a payroll period?

Closing a payroll period can prevent changes to recurring entries. Payroll periods aren't like General Ledger periods. Closing payroll periods isn't necessary.

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

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

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

Periodicity

Periodicity Conversion

Rate conversion formulas convert amounts to different periodicities for payroll calculations. The following calculations use rate conversion formulas:

- Proration
- Hours multiplied by rates calculation of an element run result
- Rates based on rate definitions

Predefined Periods

This table lists the predefined periods that you can use to set periodicity.

If these values don't meet your requirements, you can copy a predefined rate conversion formula and edit its periodicity values.

Periodicity	Valid for Payroll Periods	Number of Periods per Year
Annually	Yes	1
Bimonthly	Yes	6
Biweekly	Yes	26
Calendar Monthly	Yes	12
Daily	No	365
Hourly	No	2920 (365 days multiplied by 8 hours)
Lunar Month	Yes	13
Periodically	No	Payroll frequency determines the number of periods to use in the rate conversion.
Quarterly	Yes	4
Semiannually	Yes	2
Semimonthly	Yes	24

Periodicity	Valid for Payroll Periods	Number of Periods per Year
Workday	No	260
Weekly	Yes	52
Work Hour	No	2080 (260 days multiplied by 8 hours)

Defining Periodicity

This table lists the different ways in which you can define periodicity:

Object	Task	Description
Elements	Elements	The Periodicity input value specifies the frequency of the element value. For example, salary element entries that hold annual salary values have an annual periodicity.
Payrolls	Payroll Definitions	**Period Type** specifies the number of payroll periods. For example, the Monthly Lunar period type includes 13 payroll periods.
Rates	Rate Definitions	Rate definition can specify the following periodicities: • Return periodicity of the rate • Periodicity of each rate contributor • Periodicity of the calculated sum of the rate contributors

Rate Conversion Formulas

Rate conversion formulas change the periodicity of an amount.

For example, the Standard Rate Annualized conversion formula can convert an annual salary amount to a weekly amount.

This table lists the predefined rate conversion formulas to change the periodicity of an amount.

Rate Conversion Rule	Description	Example
Standard Rate Annualized	Calculates the annual rate using the input periodicity and converts the amount to an output periodicity and rate.	To convert a weekly amount to a semimonthly periodicity, the formula: 1. Multiplies the weekly amount by 52.

Rate Conversion Rule	Description	Example
	This rule uses default values, such as 2080 hours or 260 working days, to calculate the annual rate. You select the day or hourly basis during element definition.	2. Divides the result by 24.
Standard Rate Daily	Calculates the daily rate using the input periodicity and converts the amount to an output periodicity and rate. This rule uses a default value, such as 260 working days a year, to calculate the daily rate.	To convert an annual amount to daily periodicity, the formula: 1. Divides the annual amount by 365. 2. Multiplies the result by the number of days in the payroll period.
Standard Working Hours Rate Annualized	Uses the employee's standard working hours to convert the monetary value and working hours to an annual value before calculating the rate.	The employee works 40 hours a week with a monthly salary of 1000: ((1000*12)/(40.00*52) = 5.77 an hour
Assignment Working Hours Rate Annualized	Uses the employee's working hours to convert the monetary value and working hours to an annual value before calculating the rate.	The employee works 40 hours a week, with 37.5 standard working hours a week, and a monthly salary of 1000: ((1000*12)/(37.50*52) = 6.15 an hour
Periodic Work Schedule Rate Annualized	Uses the employee's work schedule for the payroll period for daily and hourly conversions.	For an employee: • With a monthly salary of 1000 • Assigned a monthly payroll The formula checks the work schedule details for the month. For a daily conversion: 1000 a month/20 days in the month = 50 **Note:** For compensation calculations where the employee isn't assigned a payroll, the rate is calculated using the weekly rate calculation. The amount is converted to an annual figure and divided by the number of days or hours in that week based on the work schedule.

The impact of rate conversion rule is summarized here.:

Periodicity: The conversion rule for periodicity applies to Flat Amount, Hours * Rate, and Days * Rate calculation rules. You can override the periodicity used as the default for the element definition at the element entry level.

Work Units: The Work Units conversion rule applies only to flat amount calculation rules for standard and supplemental earnings elements. The selection of which work units to use in reports and payslips determines the conversion calculation. The application creates the element input values using the default values of the rate conversion formulas.

For example, this table illustrates how the payroll process determines the standard work units for any given pay period:

Work Units Selected	Example
Hours	2080/24 = 86.67
Days	260/24 = 10.83
None	No input values are created

Proration: The element template includes a new question for proration units. Proration rate conversion rules replace the previous proration methods in the element template. You have greater flexibility, for example, to base proration on calendar days when using work units for conversion.

Note: If the conversion rules don't meet your requirements, you can copy and edit the rules using the Fast Formulas task under My Clients Group on your Home page.

Related Topics

- Create Conversion Formulas for Proration
- Configure Periodicity Conversion Rules
- Overview of Using Formulas
- Options to Configure Rate Definitions

Consolidation Groups

Consolidation Groups

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

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

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

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

To create a consolidation group:

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

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

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

Related Topics

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

Examples of Using Consolidation Groups

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

Post-Run Processing

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

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

Separate Costing and Payment

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

To process employees separately:

1. Create payroll relationship groups that restrict the employees.

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

Purposes of Reporting

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

To process the report for a subset of payrolls:

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

Related Topics

- Consolidation Groups for the US

Run Types

Run Types

Run types control elements and payment types you process in a payroll run. You may specify default payment methods to override the default payment methods on the payroll definition.

Two predefined run types, Regular and Supplemental, group the other run types and determine their processing sequence.

- The Regular run type includes these run types:
  - Regular Normal
  - Process Separately
  - Separate Payment
- The supplemental run type includes:
  - Supplemental Normal
  - Process Separately
  - Separate Payment

A Separate Payment run type creates a separate payment for each element entry marked to pay separately.

A Process Separately run type generates a separate payroll calculation for each element entry marked to process separately.

When the separate processes are completed, the element run results are included with the normal payroll run results in a single payment. You use a separate process to exclude element run results in regular tax calculation on the normal run, for example, to use supplemental tax rates. It therefore results in a lower rate for the normal run as well as for the supplemental earnings.

The run types are predefined and you will rarely create additional run types.

Related Topics

- How Pay Frequency Components Work Together

Object Groups

Overview of Object Groups

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

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

- Element
- Payroll Relationship
- Work Relationship
- Process Information Group

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

Element Groups

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

This table explains the usages for an element group.

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

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

Payroll Relationship Groups

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

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

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

Work Relationship Groups

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

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

Process Information Groups

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

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

Related Topics

- Overview of Loading Object Groups
- Example of Loading Object Groups
- Set Up Distributed Costing for an Element

Process Information Group Security

Use the View Process Information Group Quick Action to create a bank correction group. You use a bank correction group to load the bank corrections file returned by your bank.

You can use either of these navigation paths to access the View Process Information Groups Quick Action from your Home page and create a Bank Correction group:

- My Client Groups > Show More > View Process Information Groups under Payroll
- My Client Groups > Payroll > View Process Information Groups

The View Process Information Groups Quick Action task provides access only to the Bank Correction groups. When you use this task to create a Bank Correction group, you first search for a person and then create the group in the context of the assignment of the person.

Note: You must use the PAY_RESPONSIVE_PERSON_SEARCH_CLASSIC_ENABLED profile option to enable Responsive Person Search on this Quick Action.

Before you use this Quick Action task, secure the View Process Information Groups Quick Action task and the predefined roles that inherit it, using the following aggregate role privileges:

- Aggregate Role: Manage Process Information Group

  (ORA_PAY_MANAGE_PROCESS_INFORMATION_GROUP)
- Function Privilege: Manage Process Information Group

  PAY_MANAGE_PROCESS_INFORMATION_GROUP
- Data Privilege: Manage Process Information Group Data

  PAY_MANAGE_PROCESS_INFORMATION_GROUP_DATA

Update the function and data security to use this aggregate privilege. The aggregate privilege provides restriction for users to access person data based on their data security profiles.

If you're using the predefined roles of Payroll Manager and Payroll Administrator, no action is necessary. However, if you're using a user-defined version of these roles, you must ensure that the defined job roles have this aggregate privilege:

- Manage Process Information Group

  (ORA_PAY_MANAGE_PROCESS_INFORMATION_GROUP)

Note: You can also use the Object Groups task to create a Process Information Group object group. However you don't need this aggregate role privileges to use this task because you create the object group for an LDG and not in the context of a person.

Related Topics

- Overview of Object Groups

Create an Element Object Group

In this example, you create an element object group.

Watch video

1. On the Object Groups page in the Search Results section, click **Create**.
2. In the Create Object Groups dialog box, **Name** field, enter **Element Group**.
3. In the Legislative Data Group field, select **US Legislative Data Group**.
4. In the **Type** field, select **Element Group**.
5. Click **Continue**.
6. On the Create Object Group page, in the Basic Data section for the Start Date field, enter **1/1/2016**.
7. For the **End Date** field, enter **12/31/2018**.
8. Select the object group parameter.
    - In the Object Group Parameters section, in the Value column, click **Search**.
    - In the **Object Group Parameters** field, enter **%**.
    - Click **Search**.

      > **Note:** For element groups, the usage type can be a run group, distribution group, or configuration group. This element group will be used to specify the elements to be entered in batch loader.

    - Click **Distribution Group**.

      > **Note:** This element group will include all elements in the Standard Earnings classification, with the exception of Shift. Also, you must add federal taxes to be included.

9. Click **Next**.

11 Payroll Balances

Balance Definitions

Balance Definitions for India

A balance is a positive or negative accumulation of payroll results for an element or group of elements, over a specified period of time.

The balance can be monetary values, time element, such as hours or days worked, or any other numeric value.

Most of the balances you require are predefined. Depending on your country extension, additional balances are automatically created when you create elements. You can edit the definition of these generated balances, or create more balances.

Each defined balance holds a value for an individual at one of the three levels of the employment model.

- Payroll Relationships
- Assignments

Balance definitions also include balance dimensions and balance feeds. Balance groups are collections of balances that you associate with usages to determine the reports, pages, and processes that use the balances in the group.

Balance Name

It's the actual name of the balance, such as, Regular Earnings. You can't have the same name for more than one balance. However, more than one balance can have the same reporting name.

A reporting name is the balance name that reports and payslips display. When multiple balances are created due to differences in setup but need to be reported the same way, you can assign the same reporting name for all of the balances

Balance Categories

Each balance definition has a predefined balance category for quicker processing. Balance categories are a way of grouping balances so that you can set group attributes. Balance categories are predefined, and you can't create your own balance categories or modify the balance categories. When you create a balance during the implementation phase, associate it to one of the predefined categories. Use the Configure Payroll Legislations task in the Setup and Maintenance area to view the predefined balance categories. Edit the balance category name to include a display name appropriate for your legislation. These are the available global balance categories:

- Earnings
- Employer Charges
- Employer Taxes
- Information
- Prestatutory Deductions
- Voluntary Deductions
- Taxable Benefits

- Miscellaneous
- Social Insurance Deductions
- Tax Deductions
- Total Earnings
- Total Deductions
- Total Tax Deductions
- Total Voluntary Deductions
- Total Prestatutory Deductions

When creating a new balance, you must associate it with one of the predefined categories. You can't add or change categories during implementation.

Units of Measure

When you create a balance, the predefined units of measure available for selection are Day, Hour (with different combinations of minutes and seconds), Integer, Money, and Number. Match the unit of measure of the balance with the unit of measure of the element input values that feed it.

Balance Contexts

All contexts are predefined. Contexts restrict the run results included in a balance value. Context values are specified as part of the balance dimensions. For example, the REGULAR_ASG_TU_YTD balance is a Regular Earnings balance type with these context values associated in the balance dimension:

- Assignment
- Tax Reporting Unit

Generated Balances and Database Items

The country extension you select on the Features by Country or Territory page, determines what payroll-related components the element template generates when you create an element. The element template also creates a database item for each balance dimension. You can use the database items in your formulas or HCM extracts to use the value of a balance.

This table explains the components the element template creates, based on your selection of the country extension.

Country Extension	Components Generated by the Element Template
Payroll	When you create an element, the element template creates the element and associated objects, such as input values, formulas, and balances.
Payroll Interface	When you create regular and supplemental earnings elements, the element template creates the element and associated objects, such as input values, formulas, and balances. For all other elements, the template generates no other associated objects.
Human Resources or None	The element template doesn't generate associated objects like formulas, or balances.

You select the type of extension on the Features by Country or Territory page.

The element template also creates a database item for each balance dimension. You can use the database items in your formulas or HCM extracts to use the value of a balance.

Base Balances

You can specify a base balance when there's a dependent relationship between balances for processing and reporting. For example, Loan Repayment could be the base balance for Loan Repayment Arrears.

Remuneration

Only one balance in each legislative data group is predefined as the remuneration balance. This balance generates payments for employees. For example, the remuneration balance might be Net Pay. This calculated balance is the sum of standard earnings and supplemental earnings minus all the deductions calculated for the run.

Primary Balances

When you create an element, the element template creates a balance with a primary feed from the element to accumulate its run results. This is the primary balance for that element.

There are rules that govern primary balances and the input values that feed the balances.

For example, let's assume that Vision Corp has the following defined elements and balances that these elements feed into:

- A Bonus element that generates the Earnings Calculated input value for the Bonus balance. The primary feed for this balance is the Bonus element.
- A Festival Bonus element that's the primary feed for the Festival Bonus balance.
- Both the Bonus element and the Festival Bonus element also feed the Discretionary Earnings balance. These are non-primary feeds.

Normally, a primary balance is only fed by a single input value as it's exclusive to an element. But there are exceptions to this rule. In the above example, let's say a few years later, Vision Corp has a revised compensation policy and defines the additional Bonus_v2 element to include additional input values for sales incentives. The Bonus_v2 element should feed into the same Bonus balance.

The Bonus balance has these two feeds now:

- From the Bonus element, which is the primary feed.
- From the Bonus_v2 element to take care of sales incentives. This is a non-primary feed.

This table explains the rules for the primary balances and the input values that feed the generated balances, for this example.

Rule	In this example
A primary balance can have only one primary balance feed.	The primary balance Bonus can only have a primary feed from the Bonus element, and therefore can't have a primary feed from the Bonus_v2 element.
A primary balance can have a non-primary feed from a different input value, as long as that input value doesn't feed any other primary balance.	Since Bonus_v2 element is assigned as a non-primary feed to primary balance Bonus, it can't have its own primary balance.

Rule	In this example
An input value can feed only one primary balance.	Since Bonus and Bonus_v2 elements feed a primary balance, example Bonus balance, it can't feed any other primary balance, say Festival Bonus. However, they can feed a non-primary balance like Discretionary Earnings.

Balances in Professional Tax Calculations

When you create an earnings element,

The Professional Tax(PT) Computational Standard Salary for <State/Panchayats/Corporation> balance requires as input the **Standard Value** of the **Results** element of the earnings element.

Professional Tax Computational Standard Salary Balances
PT Computational Standard Salary for Andhra Pradesh
PT Computational Standard Salary for Assam
PT Computational Standard Salary for Bihar
PT Computational Standard Salary for Chennai corporation
PT Computational Standard Salary for Coimbatore corporation
PT Computational Standard Salary for Dindigul corporation
PT Computational Standard Salary for Gujarat
PT Computational Standard Salary for Jharkhand
PT Computational Standard Salary for Karnataka
PT Computational Standard Salary for Kerala
PT Computational Standard Salary for Madhya Pradesh
PT Computational Standard Salary for Madurai corporation
PT Computational Standard Salary for Maharashtra

Professional Tax Computational Standard Salary Balances
PT Computational Standard Salary for Manipur
PT Computational Standard Salary for Meghalaya
PT Computational Standard Salary for Mizoram
PT Computational Standard Salary for Nagaland
PT Computational Standard Salary for Odisha
PT Computational Standard Salary for Panchayats
PT Computational Standard Salary for Puducherry
PT Computational Standard Salary for Punjab
PT Computational Standard Salary for Salem corporation
PT Computational Standard Salary for Sikkim
PT Computational Standard Salary for Telangana
PT Computational Standard Salary for Tirunelveli corporation
PT Computational Standard Salary for Tripura
PT Computational Standard Salary for West Bengal

Note: Retroactive pay elements shouldn't feed from these standard salary balances.

The Professional Tax Computational Salary for <State/Panchayats/Corporation> balance requires the **Pay value** of the **Results** element of the earnings element.

Professional Tax Computational Salary Balances
PT Computational Salary for Andhra Pradesh
PT Computational Salary for Assam
PT Computational Salary for Bihar

Professional Tax Computational Salary Balances
PT Computational Salary for Chennai corporation
PT Computational Salary for Coimbatore corporation
PT Computational Salary for Dindigul corporation
PT Computational Salary for Gujarat
PT Computational Salary for Jharkhand
PT Computational Salary for Karnataka
PT Computational Salary for Kerala
PT Computational Salary for Madhya Pradesh
PT Computational Salary for Madurai corporation
PT Computational Salary for Maharashtra
PT Computational Salary for Manipur
PT Computational Salary for Meghalaya
PT Computational Salary for Mizoram
PT Computational Salary for Nagaland
PT Computational Salary for Odisha
PT Computational Salary for Panchayats
PT Computational Salary for Puducherry
PT Computational Salary for Punjab
PT Computational Salary for Salem corporation
PT Computational Salary for Sikkim
PT Computational Salary for Telangana

Professional Tax Computational Salary Balances
PT Computational Salary for Tirunelveli corporation
PT Computational Salary for Tripura
PT Computational Salary for West Bengal

Balances in Net-to-Gross Calculations

When you create an earnings element, you can indicate that it pays a person a guaranteed take-home net pay per payroll period, or a bonus of a specified net amount.

Use either or both of these options to control balance feeds.

Enable Inclusion in Net-to-Gross Calculations

Use the Balance Definitions task to view the dimensions that are enabled for inclusion in net-to-gross calculations. You can also view which of the enabled dimensions are included by default for each new net-to-gross earnings element.

To enable a dimension, or enable and include a dimension within a balance definition for net-to-gross processing, select the Enable or Include check boxes, as required, under the Gross-Up Calculation column in the Balance Dimensions section of the Balance Definition page.

Exclude Balances from a Specific Net-to-Gross Earnings Element

If a balance is enabled but not included, you can still use it in the processing of a specific net-to-gross earnings element. Use Balance Feeds on the Elements Overview page while creating the Gross-to-Net Earnings element and review the balances to which the net pay amount or bonus contributes. Use the Gross Balance Exclusions option to add the balance. You can also use this task to exclude balances that are included by default.

Related Topics

- Create a Net-to-Gross Earnings Element
- How Net-to-Gross Earnings are Calculated

Generate Run Balances

The payroll calculation process generates run results and values for all balances. Creating or updating balance definitions and balance feeds can impact balance calculations and stored balance values for run balance dimensions.

Creating or updating balance definitions and balance feeds can impact balance calculations and stored balance values for run balance dimensions. When stored balance values are no longer accurate, the Run Balance Status column on the

Balance Definitions task displays the status of the balance dimensions as invalid. Reports and processes continue to obtain accurate values from the summed run results, but summing run results can slow performance.

To improve performance and accuracy, recalculate the invalid balance values for saved run balance dimensions by submitting the Generate Run Balances process.

This topic covers:

- Submit the Generate Run Balances process
- Use Generating Run Balances Examples

Submit the Generate Run Balances Process

Submit the Generate Run Balances process before you submit the payroll run or after you create or update these tasks:

- Balance definition using the Balance Definitions task, for example to add balance feeds or new balance dimensions
- Balance feeds to an element using the Elements task

When you submit the process, you specify parameters that control which balances to generate as shown in the following table.

Flow Submission Parameters	Purpose
Balances to Include	Identifies the set of balances to include when submitting the process: • All balances • All invalid balances • Single balance **Note:** If you select a single balance, you must specify both a balance and a dimension name.
Balance Name	Lists balance names marked as run balances when a single balance is selected.
Dimension Name	Lists run dimensions when a single balance is selected. The list is filtered again when the balance name is selected.

Use Generating Run Balances Examples

Here are two different ways you can use generate run balances to improve performance and accuracy in your payroll application.

- Updating a balance feed effective date

  Your enterprise stops the transportation allowance element as of January 1. This ends the balance feeds between the element input value and the related balances, such as gross-to-net. It also sets the status of the balance values for completed payroll runs to invalid. You submit the Generate Run Balance process to recalculate the balance values and set the status to valid.
- Adding a new balance feed

You receive a notification on January 31 that a non-taxable earning became taxable as of January 1. You add a balance feed to the earnings element so that the input value feeds a taxable pay balance. You submit the Generate Run Balances process and recalculate the balance values for the taxable pay balance.

Related Topics

- Payroll Balance Definitions

Balance Groups and Usages

Balance Groups

Balance groups represent a collection of balance definitions, including their dimensions that you can use to retrieve balance values for reports, archives, and balance views. Balance group usages determine which reports, pages, and processes use the group to display or process balance information.

Use the **Balance Groups** task to manage your balance groups.

Balance Group Level

You can define a balance group at the employee or organization level. The balance group level determines the group level at which you can include the balance dimensions.

Employee level applies to balances at a payroll relationship level or lower. Organization level or Group level applies to any dimensions higher than the payroll relationship level, including Group Person dimensions.

Balance Definitions

On the Balance Definitions page of a balance group, you can see the balances associated with the balance group. The information includes the balance name, balance dimension, balance category, unit of measurement, and legislative data group. A balance category groups together similar balances. It is similar to the element classifications, for each element classification there is a corresponding balance category. You can also use this page to search for and add balance definitions to your own balance groups and to certain predefined balance groups.

Use **Select and Add** to add multiple balance definitions at a time.

> **Tip:** You can select multiple balance definitions in the Select and Add window. Hold down the Shift key to select a group of consecutive balance definitions. To select individual balance definitions hold down the Control key and select the balance definitions that you want to add to the balance group. Click **Apply** and keep the dialog window open to add the query to search the selected balance definitions . Click **OK** to add the selected balance definitions and close the dialog window.

Restrictions

Restrictions limit the balances that you can add to the balance group. You can add a list of balance categories, a list of balance dimensions, or a combination of balance categories and dimensions.

The **Included Balances Restricted by Category** and the **Included Balances Restricted by Dimension** check boxes are automatically updated on the Balance Group Details page as you add restrictions on the Restrictions page. For example,

the standard earnings category means that the balance group is restricted to all balances based on the standard earnings category.

You can also define a balance group without any restrictions.

> **Note:** In some situations you can update a restriction if it's not used by balance definitions and default inclusions. The **Edit** button on the Restriction page is enabled if the selected row can be updated. A balance group may be defined without restrictions.

Default Inclusions

Default inclusions are combinations of balance categories and dimensions that are automatically added to the balance group. This means that any balance definition you define (manually or through the element template), or existing already for the specified category and attached to the specified dimension, is included in the balance group by default. However, if you need to include any other balance definition outside of those in the Default Inclusions, you must manually add the defined balance to the balance group.

Balance Group Usages

Balance group usages represent an instance of how a particular balance group is used.

A balance group must have at least one usage. The usage can be a report, process, or page that uses the balance values from the group. The group can also many balance group usages.

Balance group usages store detailed info about how the balance data is formatted and sequenced. Payroll reports use balance groups to determine the balances to include in specific sections of the report.

Use the **Balance Group Usages** task to manage your balance group usages.

Matrix and Table Formats

A balance group usage can use a matrix or table format to display the balance dimensions. You choose the option when you create the balance group usage.

For a matrix format, you select balance dimensions as columns in the matrix and decide their position in the matrix using **Position**. The first position must be 1, and any additional positions must be sequential. It displays only the balance dimensions that you select as columns for the matrix. If you don't specify the balance dimensions as matrix items, they don't display, regardless of what dimensions the defined balances in the balance group contain.

Sorting

Sorting determines the order in which balance types and dimensions display for the balance group usage. If you select **Table**, it returns all balances in the balance group one line at a time in the table format. If you select **Matrix**, you can add balance dimensions and decide their positions in the matrix.

This table shows the options you can use to define your sorting order.

Field	Values
Sort Method	Select one of these options:

Field	Values
	• Name, to sort by balance name. • Value, to sort by balance value. • Static Order, to sort by the sequence you specify in the Sort Items table.

You can also create a static order by selecting the balance name and sequence in **Sort Items**. For example, you can sort the summary balances for the gross-to-net report type in the processing order rather than the alphabetic order. Here's an example of a static order of the Gross to Net summary balances for the Statement of Earnings. The balances shown here are sorted in the order of Gross to Net Calculation.

- Gross Pay
- Pretax Deductions
- Employee Tax Deductions
- Involuntary Deductions
- Voluntary Deductions
- Nonpayroll Payments
- Net Payment

Examples

Report type	What balance dimensions they use
Global Archive	Archive of current and year-to-date tax code balances for areas 1, 2, and 3
Global Balance Views	Earnings default balances for the Balance Views page
Global Deduction	Balances for involuntary, pre-statutory, social insurance, and tax deductions
Global Element Results	Nonpayroll payment tax balances at the assignment and relationship levels
Global End-of-Year Archive	Payroll Relationship level balances
Global Payroll Activity Report	Earnings balances at the payroll relationship level for the current payroll period and year-to-date
Global Payroll Run Result Report	Balances for all earnings at the assignment and relationship levels
Global Statutory Deductions Report	All city, county, state, and school tax deduction balances for the current period and year-to-date
Global Gross-to-Net	Direct payment balances for a group tax unit for the current period and year-to-date

Report type	What balance dimensions they use
Statement of Earnings	City, county, and state pretax deductions for the current payroll period and year-to-date

Related Topics

- Balance Groups
- Create Balance Groups and Usages
- Payroll Balance Definitions

Create Balance Groups and Usages

This example demonstrates how to create a balance group and balance group usage for a user-defined report of voluntary deductions.

Before You Begin

If you're creating a user-defined report, create a lookup code for the report in the PAY_BALANCE_REPORT_TYPE lookup.

1. In the Setup and Maintenance work area, go to the **Manage Common Lookups** task.
2. Search for and select the **PAY_BALANCE_REPORT_TYPE** lookup type.
3. Add the lookup code, meaning, and description for the user-defined report in the Lookup Codes section.

How to Create a Balance Group

To create a balance group:

1. On the Home page, click the **Balance Groups** quick action under the **My Client Groups** tab.
2. Click **Create** to open the Create Balance Group dialog box.
3. Select a legislative data group and enter a name for the balance group.
4. Click **Continue**.

   The Balance Group Details page displays.
5. Select **Employee** as the balance group level.
6. Click **Save**.
7. Select the **Balance Definitions** folder under the Balance Group Overview list.
8. Click **Select and Add**.
9. In the Select and Add: Balance Definitions dialog box, enter these values.

Field	Value
Dimension Name	Relationship Run
Category	Voluntary Deductions

10. Click **Search**.
11. In the Results section, select the balance definitions that you want to add and then click **OK**.

> **Tip:** You can select multiple balance definitions in the Select and Add window. Hold down the Shift key to select a group of consecutive balance definitions. To select individual balance definitions hold down the Control key and select the balance definitions that you want to add to the balance group. Click **Apply** and keep the dialog window open to add the query to search the selected balance definitions . Click **OK** to add the selected balance definitions and close the dialog window.

12. Click **Submit**.
13. Click **Done**.

How to Create a Balance Group Usage

To create a balance group usage:

1. On the Home page, click the **Balance Groups** quick action under the **My Client Groups** tab.
2. Click **Create** .
3. In the Create Balance Group Usage dialog box, complete the fields as shown in this table.

Field	Value
Legislative data group	Enter the same LDG as the balance group for which you're creating the usage.
Name	Employee voluntary deduction run balances
Balance Group	The group you created in the previous task
Format Type	Table

4. Click **Continue**.

   You're returned to the Balance Group Usage Details page.
5. Select the report type (this was the report type that you added as a lookup code to the PAY_BALANCE_REPORT_TYPE lookup).
6. Click **Save**.
7. Select the **Sorting** folder under Balance Group Usage Overview list.
8. From the Actions drop down list on the right, select **Create**.
9. Enter these details.

Field	Value
Name	Any
Sort Method	Name

Field	Value
Sort By	Balance Type
Order	Ascending

10. Click **Save**.
11. Click **Done**.

Examples of Balance Group Usages for India

Add matrix items to predefined balance group usages and associate them with existing balance groups for use in reports, archives, and views. While you can't modify existing usages that are predefined, you can modify matrix items that are user-defined.

You can include balance dimensions for multiple time periods in your balance group usage, such as the current payroll run, month-to-date, or year-to-date.

Balance group usages are used to display balance values. You select the usage associated with the balance group. Additionally, you can sequence balances using balance group usages to display in a certain sequence, which may not necessarily be a standard sort sequence.

Here's a list of the predefined report types and the different kinds of balance dimensions they use.

Note: The report type is the owner of the balance group usage. A usage can have only one report type

Report Type	Used in Which Reports	Balances Included
Global Archive	Payroll Register Report, Payslip, Payslip Reprinting Report, Payroll Register for the Latest Process	Archive of current and year-to-date balances
Global Balance Views		Earnings default balances for the Balance Results page
Global Deduction	Deduction Report	Balances for involuntary, prestatutory, social insurance, and tax deductions
Global End of Year Archive	Archive End-of-Year Payroll Results	Payroll Relationship level balances required for End-of-Year Statutory reporting
Global Payroll Activity Report	Payroll Activity Report, Employee Active Payroll Balance Report, Payroll Activity Report for the Latest Process	Balances at the payroll relationship level for the current payroll period and year-to-date
Global Payroll Run Result Report	Payroll Balance Report	Current balances at the assignment and relationship levels

Report Type	Used in Which Reports	Balances Included
Global Statutory Deductions Report	Statutory Deductions Register	All city, county, state, federal, and school tax deduction balances for both the employee and employer in the current period and year-to-date
Global Gross-to-Net	Gross-to-Net Report	Summary balances for a group tax unit for the current period and year-to-date in the order of gross-to-net calculation.
Statement of Earnings	Statement of Earnings	Summary and detailed balances for a specific employee and payroll run.

Related Topics

- Rules for Editing Balance Groups and Their Usages
- Balance Groups
- Balance Group Usages
- Create Balance Groups and Usages

Rules for Editing Balance Groups and Their Usages

The limitations on the changes you can make to balance groups and usages are different for predefined and user-defined groups.

Balance Group Rules

These are the actions you can take for both predefined and user-defined balance groups.

Action	Predefined Balance Group	User-Defined Balance Group
Create balance group	No	Yes
Edit balance group	No	Yes
Delete balance group	No	Yes
Add balance definitions	No, unless the Add button in the table menu is enabled	Yes
Remove balance definitions	No, unless the balance definitions are added by the user.	Yes
Add restrictions	No	Yes

Action	Predefined Balance Group	User-Defined Balance Group
Edit restrictions	No	No
Delete restrictions	No	Yes
Edit the balance group level	No	Yes, if the group contains no balance definitions, default inclusions or dimension restrictions.
Add default inclusions	No, unless the Add button in the table menu is enabled	Yes
Edit default inclusions	No	Yes
Delete default inclusions	No	Yes

Balance Groups Usage Rules

The only change you can make to a predefined balance group usage is to add matrix items.

For a user-defined usage, you can:

- Edit or delete the usage
- Edit the usage details
- Add or delete matrix items
- Create, edit, or delete sorting definitions

CAUTION: You can't change the format type of a usage after you save it. Additionally, you can't change the sort method unless you delete the existing sort items.

Balance Exceptions

Balance Exceptions

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

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

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

Comparison Types

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

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

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

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

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

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

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

Variance Operators

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

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

- Comparison type is previous month
- Balance name is monthly car allowance
- Dimension name is relationship month to date
- Previous month amount is 500
- Variance value is 100

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

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

Variance Operator	Balance Exception Report Output	Results (based on sample data)

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

Severity Level

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

Using Formula Variance Type

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

Using Balance Variance Type

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

Run Dimension Support

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

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

Define the following to support this exception rule:

- Balance Name: e.g. Salary
- Variance Type: Amount
- Variance Operator: Greater Than
- Variance Value: 2,000
- Severity: 1

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

Flow Connector Rule Support

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

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

Examples of Balance Exceptions

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

Track Increases in Commissions

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

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

Track Gross Earnings

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

exception to find out if the current gross earnings exceeds the gross earnings of the previous period by more than 10 percent:

Field	Values
Balance Exception Name	Gross Earnings
Comparison Type	Previous period
Comparison Value	1
Balance Name	Gross Earnings
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1 **Note:** Enter a lower value for a high priority exception.

Balance Exception Report

Balance Exception Report

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

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

Before you run this report:

- Use the Balance Exceptions task to create a balance exception.
- Use the Balance Exceptions and Reports task to create a balance exception report that groups together one or more balance exceptions.

- Create an Exception Report Name that you can use to run the Balance Exception Report. For instance, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month, to determine the monthly car allowance paid to employees in excess of 600 more than the previous month.

Report Parameters

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

Payroll Flow

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

Process Start Date

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

Process End Date

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

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

Balance Exception Report

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

Payroll

Select the required payroll name.

Process Configuration Group

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

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

Consolidation Group

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

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

Payroll Statutory Unit

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

Tax Reporting Unit

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

Location

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

Payroll Relationship Group

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

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

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

Report Results

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

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

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

Related Topics

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

How to Create a Balance Exception Report

In this example, you create a balance exception and run the Balance Exception Report to compare the total payments made to your employees for the current payroll period with the payments you made in the previous payroll period.

Before you create and run the Balance Exception Report, you must create a balance exception for this example.

Create a Balance Exception

Let's look at the steps to create a balance exception to compare the net pay amounts for the current and the previous period.

1. On the Home page, click the **Balance Exceptions** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select a legislative data group and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Balance Exception Name	Compare Net Payment Amounts to the Previous Period
Comparison Type	Previous period
Comparison Value	1 For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only.
Balance Name	Net Payment
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1

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

5. Click **Submit**.

Create a Balance Exception Report

1. On the Home page, click the **Balance Exceptions and Reports** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select the same legislative data group you selected in the previous task and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Exception Report Name	Compare Net Payment Amounts to the Previous Period
Consolidation Group	Select a value to restrict this exception report to a specific consolidation group. Leave blank to not restrict the output or to decide at the time of report submission.
Payroll	Select a value to restrict this exception report to a specific payroll. Leave blank to decide at the time of report submission, where payroll is a required parameter.

5. Click **Add**.
6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.
7. Click **Submit**.

Run the Balance Exception Report

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the same legislative data group as in the previous tasks.
3. Select the **Run Balance Exception Report** flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

Field	Value
Payroll Flow	Enter an appropriate name for this instance of the report.
Process End Date	Enter a value.
Balance Exception Report	Compare Net Payment Amounts to the Previous Period

Field	Value
Payroll	Select a value to restrict this exception report to a specific payroll. Enter the same name as in the previous task, if one was specified.

5. Click **Next**.

   When you enter information on the Linked Flow section of the Submit a Flow page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.
6. Click **Next**.
7. Click **Submit**.

   When you submit a flow, it creates an instance of the flow, the application generates a checklist by default.
8. Click **OK and View Checklist**.
9. In the task list click the **Run Balance Exception Report**. View and monitor the status of the flow on this page.
10. Click on the on the task to go to the Process Results Details page.
11. You can view the output from the Output and Log files section.

Related Topics

- Examples of Balance Exceptions
- Balance Exceptions
- Balance Exception Report for the US
- Balance Exception Formula Type

Severity Level for Balance Exceptions

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

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

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

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

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

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

Related Topics

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

Copy Balances During Global Transfer

Overview of Copying Balances

Carry forward assignment and relationship level balances using balance adjustments from the source to the target legal employer during the global transfer of employees.

Several payroll calculations would require the knowledge of prior calculations in other payroll relationships. It's necessary for the balances to be brought forward to the new payroll relationship so that calculations within the new payroll relationship are made aware of all prior results within the appropriate time frame of that balance. The overall balance that's copied includes,

- The balances calculated within the payroll relationship
- The balances copied to the source payroll relationship for prior global transfers

Any further payroll deduction calculations on the target employment record must consider the calculations in the prior employment records for the same person. The payroll run can't access balances across payroll relationships. So you must copy the final balance from the source before the first payroll run on the target employment record.

Although you're using balance adjustments for the balances copy process, the application automatically generates the adjustment element, similar to the balance initialization process. The application creates a balance feed from the initialization element for both the target and source balance. You'd require this balance feed to read what's copied to the target using the source balance in the next copy process. For example, you want to copy the Car Loan Accrued balance to the target relationship. This copy process uses a REL_ITD dimension and the application copies it into a separate balance called Prior Accrued. The source balance should include the balance calculated within the source relationship, and the balances received from any previous global transfers.

You can copy balances to the target record through these methods:

- Select the **Copy balances to the new employment record** checkbox to start the copy of balances automatically after the global transfer is complete. You can find this checkbox in the **Payroll Details** section of **Local and Global Transfer** and **Mass Legal Employer Change** flow. Once the copy process is complete, you can view the status message on the **Change Legal Employer Dashboard**. You can preconfigure the list of balances by an object group; called **Process Information Group**. You can use the delivered **Default Global Transfer Group** or define an object group according to your requirements.

- Submit the **Transfer Balances** flow if you think that the balances aren't ready on the source at the time of global transfer and you want to start the copy later. You can identify the readiness of the balance by these two conditions,
    - Any further payroll activity on the source
    - Time left for the first payroll activity on the target

The Transfer Balances process copies balances through a balance adjustment batch with adjustments for each balance listed in the specified object group. The application records these adjustments using an application-generated element with the Balance Initialization classification. If the source defined balance has one or more balance contexts, the process creates separate adjustments for each context value.

The Transfer Balances flow consists of two tasks:

- **Create Global Transfer Adjustment Batch**: Creates the balance adjustment batch for copying balances between employment records.
- **Adjust Multiple Balances**: Processes the adjustment batch and also supports rollback and retry operations.

You can run the Transfer Balance process again if more payroll runs take place on the source employment record. This process assumes that the source balance value is the source of truth and adjusts for differences in balance values between the source and target employment records, even negative ones. So the best idea is to leave the **Exclude Target Assignment with Payroll Results** parameter in the Transfer Balances flow at its default value. This approach would prevent accidentally reversing the results of calculations on the target employment record that aren't part of the source balance value.

Before You Set Up the Object Group

There are several factors you must consider when configuring the application to copy balances between employment records.

Source and Target Balances

The source balance is the balance used to read values on the source assignment or payroll relationship. You must choose the source balance based on which calculation results should be visible to the target payroll calculation. For example, when continuing a Total Owed deduction on the target assignment or payroll relationship. You must also copy the Accrued balance, as that's what the payroll calculation checks to determine the remaining amount to deduct.

The target balance is the balance adjusted on the target assignment or payroll relationship. The most common choice for target balance is the same as source balance. However, this choice may not meet every requirement, especially if you need to separate the Previous Balance from the balance calculated within the current legal employer for reporting purposes. To meet these requirements you will require additional manual configuration, such as new balances, and should be done only when necessary.

Source Balance Dimension

To read the balance value on the source employment record you will require a defined balance, which is a combination of the balance and the associated balance dimension. The balance dimension is determined by three factors based on how the copied balance is used on the target employment record.

1. **Employment Level**: Assignment or Payroll Relationship

2. **Time Span**: The period over which the balance value must be fetched and copied. For example, an Arrears or Accrued balance for a deduction would require Inception to Date (lifetime) values. On the other hand, annual statutory limits on a pre-tax deduction would require Year to Date values.
3. **Context or References**: If you want to copy the values separately based on logical partitions such as Tax Reporting Unit, Deduction Reference, State/Province, then select the dimension that contains the necessary contexts. Calculation Breakdown is an implicit context and you can exclude this using a No Calculation Breakdown dimension. For example, if a state imposes an annual statutory limit on employee earnings, which is exempt from state income tax. In this case, you would want to copy the exempt earnings from the source legal employer for the year to date separately for each state. You can do this by using a **State Year to Date** dimension. The application reads and adjusts the balances for every value of the context, where the balance values differ between the source and target employment records.

Element Entry as a Prerequisite for Copying Balances

The most common use case for copying balances is to bring visibility of calculation results to the payroll calculation on the target payroll relationship. You can use the calculation formula associated with the element entry that uses the balance value to determine the final calculated result. You can choose to copy the balance always or only if such an element entry exists.

Although, copying balances only if an element entry exists might seem like the most efficient method by avoiding copying balance values that may never be used on the target employment record, you must consider the possibility of the following scenario:

- The application assigns an element entry after the copy process. For example, a pre-tax deduction that's subject to an annual statutory limit.

Related Topics

- Overview of Copying Balances
- Example to Carry Forward Total Owed Deductions
- Global Transfer Overview

Example to Set Up Voluntary Deduction Balance to Object Group

This example describes how to configure the list of source and target voluntary deduction balances by Process Information Group. You can add balances to the delivered Default Global Transfer Group or define an object group according to your requirements.

Here's how you can add the Car Loan Repayment balance to the object group:

1. On the Home page, click the **Object Groups** quick action under the **My Client Groups** tab.
2. Select a **Legislative Data Group**.
3. Search for and select the **Default Global Transfer Group** as the object group name.
4. Click **Edit** on the **Object Groups** page, and click **Next**.
5. In the **Object Group Store** section, select **Global Transfer Balance Adjustment** in the **Context Segment** field. Click **Search**.
6. To add a new entry, click the Create button.
7. Select the **Source Defined Balance** as **Car Loan Repayment Accrued Relationship No Calculation Breakdown Inception to Date** to read the value on the source employment record.
8. Select the **Target Balance** as **Car Loan Repayment Accrued** that's adjusted on the target employment record.

9. Optionally, select the **Prerequisite Target Element** as **Car Loan Repayment** if you want to copy the balance only when the employee has a prerequisite element entry.

12 Setup Fast Formulas

Using Formulas

Overview of Using Fast Formulas

Fast Formula is a simple way to write formulas using English words and basic mathematical functions. You can use information from your database in formulas without learning the database structure or a programming language.

The **Elements** task generates standard element skip and calculation formulas, and you can modify these formulas based on your requirements. Use the **Fast Formulas** task to use formulas corresponding to one or more formula types, requiring specific formula inputs and outputs.

Uses of formula in payroll include:

- **Control Processing**
  - Payroll flow patterns: Control the repetition of a payroll flow.
  - Element skip: Control when elements are processed in a payroll run.
  - Work or payroll relationship groups: Define a set of people for payroll processing, data entry, or reporting.
- **Configuration**
  - Configure payment method preferences. For example, you can limit the number and types of payment methods.
- **Validation**
  - Element entry validation: Validate one or more element entry values. Provide a default value for an element entry value, or calculate entry values based on the user's entries in other entry values.
  - User table validation: Validate entries in user-defined tables.
- **Calculation**
  - Proration formulas control how payroll runs prorate element entries when they encounter an event such as a mid-period change in an element entry value.
  - Associate more than one payroll formula with each element to perform different processing for employee assignments with different statuses.
- **Data Loading**
  - Transformation formulas convert inbound data into a format that HCM Data Loader understands.

Note: Refer Using Fast Formula guide for more information about the general formula concepts.

Example of Writing a Fast Formula Using Formula Text

In this example, you use the text editor to create a fast formula.

Here are the key decisions when deciding on which formula to create:

Key Decisions	In This Example
Is the formula for a specific legislative data group?	No, this is a global formula that can be used by any legislative data group.
Are there any contexts used in this formula?	No
Are there any database item defaults?	Yes, PER_ASG_JOB_NAME
Are there any input value defaults?	No
What are the return values?	MIN_HOURS, MAX_HOURS, FREQUENCY

Creating a Fast Formula Using the Text Editor to Determine a Manager's Scheduled Hours

1. Search for and select **Fast Formulas** in **My Client Groups**.
2. Click **Create**.
3. Complete these fields:

Fields for the Fast Formula	Values for the Fast Formula
Formula Name	Manager Range of Scheduled Hours
Formula Type	Range of Scheduled Hours
Description	Manager's Range of Hours
Effective Start Date	1-Jan-2010

4. Click **Continue**.
5. Enter these formula details in the Formula Text section:

```
/* DATABASE ITEM DEFAULTS BEGIN */
DEFAULT FOR per_asg_job_name IS ' '
```

```
/* DATABASE ITEM DEFAULTS END */
JOB_1 = PER_ASG_JOB_NAME
IF JOB_1 = 'Manager' then
(MIN_HOURS = 25
MAX_HOURS = 40
FREQUENCY = 'H')
else
(MIN_HOURS = 20
MAX_HOURS = 35
FREQUENCY = 'H')
return MIN_HOURS, MAX_HOURS, FREQUENCY
```

6. Click **Compile**.
7. Click **Save**.

Example of Writing a Fast Formula Using Expression Editor

In this example, you create a fast formula that groups executive workers for reporting and processing. All executive workers are in department EXECT_10000.

After you create the formula, you need to add it to the object group parameters, so that only the workers that belong to the EXECT_10000 department are used in processing.

Here are the key decisions when deciding on which formula to create.

Key Decisions	In This Example
Is the formula for a specific legislative data group?	Yes, InVision
What's the formula type for this formula?	Payroll Relationship Group

Creating a Fast Formula Using the Expression Editor

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Complete these fields:

Fields for Fast Formula	Values for Fast Formula
Formula Name	Executive Payroll Relationship Group
Type	Payroll Relationship Group
Description	Executive Workers
Legislative Data Group	Vision LDG

Fields for Fast Formula	Values for Fast Formula
Effective As-of Date	1-Jan-2010
Type of Editor	Expression Builder **Note:** For more complex conditions to create a group, you can select Text. However, after you save the formula, you can't change the type of editor.

4. Click **Continue**.
5. In the Formula Details section, click **Add After** to add a row and complete these fields:

Conjunction	Database Item Name	Data Type	Operand	Literal Value
None applicable	DEPARTMENT	Character	=	'EXECT_10000'
And	SELECT_EMP	Character	=	'YES'

6. Click **Compile**.
7. Click **Save**.

Write a Fast Formula for Gratuity

You can write your own custom logic in the fast formula to calculate the gratuity payment amount.

You can either write your own custom logic in the fast formula to calculate the gratuity payment amount or enter the amount directly in the seeded element to override the amount calculated by the seeded element.

1. Navigate to: **Payroll > Fast Formulas**.
2. Click **Create** and enter the formula name: XXCUST_INDIA_GRATUITY_CALCULATION_FF
3. Enter the **Type**: Oracle Payroll
4. Enter additional details like **Description**, **Legislative Data Group**, **Effective Start Date**, and click **Continue**.
5. Write the formula text in the Formula Text editor that opens.
6. Click **Submit**.
7. Compile the formula and verify that there are no errors.

```
/*****************************************************************************
 $Header:
 * Formula Name : XXCUST_INDIA_GRATUITY_CALCULATION_FF
 * Description : Custom Gratuity Calculation for India localization
 *****************************************************************************/

/* The formula should have the below return values.
l_gratuity_amount_payable
```

```
*/

l_gratuity_amount_payable = -1

/* Begin Custom logic - Add your custom logic here to set the value to the variable provided*/

l_gratuity_amount_payable = 100000

/*Custom logic End*/

 return /* Use the below return variables*/
 l_gratuity_amount_payable
```

Results:

The formula returns the value for **Gratuity Amount Payable**.

Write a Fast Formula for Commuted Pension

You can write your own custom logic in the fast formula to calculate the commuted pension amount.

You can either write your own custom logic in the fast formula to calculate the commuted pension. amount or enter the amount directly in the seeded element to override the amount calculated by the seeded element.

1. Navigate to: **Payroll > Fast Formulas**.
2. Click **Create** and enter the formula name: XXCUST_INDIA_COMMUTED_PENSION_CALCULATION_FF
3. Enter the **Type**: Oracle Payroll
4. Enter additional details like **Description**, **Legislative Data Group**, **Effective Start Date**, and click **Continue**.
5. Write the formula text in the Formula Text editor that opens.
6. Click **Submit**.
7. Compile the formula and verify that there are no errors.

```
/*****************************************************************************
 $Header:
 * Formula Name: XXCUST_INDIA_COMMUTED_PENSION_CALCULATION_FF
 * Description: Custom Commuted Pension Calculation Formula for India Localization
 ******************************************************************************************/

/* The formula should have the below three return values.
l_commuted_pension_payable -- Corresponds to input value : Amount Paid
l_total_commuted_pension -- Corresponds to input value : Total Pension Amount
l_percentage_total_pension -- Corresponds to input value : Percentage of Total Pension
*/

l_commuted_pension_payable = -1
l_total_commuted_pension= -1
l_percentage_total_pension = -1

/* Begin Custom logic */

l_commuted_pension_payable = -1
l_total_commuted_pension = 4000000
l_percentage_total_pension = 40

/*Custom logic End*/

return /* Use the below return variables*/
 l_commuted_pension_payable,
 l_total_commuted_pension,
 l_percentage_total_pension
```

Results:

The formula returns the values for **Amount Paid**, **Total Pension Amount** and **Percentage of Total Pension**.

Write a Fast Formula for Leave Encashment

You can write your own custom logic in the fast formula to calculate the leave encashment amount.

You can either write your own custom logic in the fast formula to calculate the leave encashment amount or enter the amount directly in the seeded element to override the amount calculated by the seeded element.

1. Navigate to: **Payroll > Fast Formulas**.
2. Click **Create** and enter the formula name: XXCUST_INDIA_LEAVE_ENCASHMENT_CALCULATION_FF
3. Enter the **Type**: Oracle Payroll
4. Enter additional details like **Description**, **Legislative Data Group**, **Effective Start Date**, and click **Continue**.
5. Write the formula text in the Formula Text editor that opens.
6. Click **Submit**.
7. Compile the formula and verify that there are no errors.

Results:

The formula returns the values for **Leave Encashment Amount**, **Leave Encashment Annual Allotted Leave Days**, **Total Leaves Availed**, **Completed Years of Service** and **Last Ten Months Salary for Leave Encashment**.

```
/*****************************************************************************
 $Header:
 * Formula Name: XXCUST_INDIA_LEAVE_ENCASHMENT_CALCULATION_FF
 * Description: Custom Leave Encashment Calculation Formula for India Localization
 ******************************************************************************************/

/* The formula should have the below return values.

l_leave_encash_amount_payable
l_annual_leave
l_utilized_leave
l_service_years
l_last_10mnth
*/

l_leave_encash_amount_payable = 0
l_annual_leave= 0
l_utilized_leave = 0
l_service_years = 0
l_last_10mnth = 0

/* Begin Custom logic - Add your custom logic here to set the values to the variables provided*/

l_leave_encash_amount_payable = 376750
l_annual_leave = 35
l_utilized_leave=200
l_service_years = 15
l_last_10mnth = 330000


/*Custom logic End*/

return /* Use the below return variables*/
 l_leave_encash_amount_payable,
```

```
l_annual_leave,
l_utilized_leave,
l_service_years,
l_last_10mnth
```

Write a Fast Formula for Retrenchment Compensation

You can write your own custom logic in the fast formula to calculate the retrenchment compensation benefit.

You can either write your own custom logic in the fast formula to calculate the retrenchment benefit or enter the amount directly in the seeded element to override the amount calculated by the seeded element.

1. Navigate to: **Payroll > Fast Formulas**.
2. Click **Create** and enter the formula name: XXCUST_INDIA_RETRENCHMENT_AMOUNT_CALCULATION_FF
3. Enter the **Type**: Oracle Payroll
4. Enter additional details like **Description**, **Legislative Data Group**, **Effective Start Date**, and click **Continue**.
5. Write the formula text in the Formula Text editor that opens.
6. Click **Submit**.
7. Compile the formula and verify that there are no errors.

Results:

The formula returns the values for **Retrenchment Compensation Amount**, **Completed Years of Service** and **Last Three Months Average Salary**.
Here's the fast formula for retrenchment amount calculation where you add your custom logic.

```
/*****************************************************************************
 $Header:
 * Formula Name: XXCUST_INDIA_RETRENCHMENT_AMOUNT_CALCULATION_FF
 ******************************************************************************************/

/* The formula should have the below three return values.
l_ret_comp_amount_payable -- This is the Retrenchment Amount Payable
l_ret_comp_srv_yrs -- Completed years of service.
l_ret_comp_avg_sal -- Average Salary for the last three months.
Return -1, if any value is not overriden.
*/

l_ret_comp_amount_payable = -1
l_ret_comp_srv_yrs= -1
l_ret_comp_avg_sal = -1

/* Begin Custom logic - Add your custom logic here to set the values to the variables provided*/

l_ret_comp_amount_payable = 400000
l_ret_comp_srv_yrs = 10
l_ret_comp_avg_sal = 93333

/*Custom logic End*/

 return /* Use the below return variables*/
 l_ret_comp_amount_payable,
 l_ret_comp_srv_yrs,
 l_ret_comp_avg_sal
```

Write a Fast Formula for Voluntary Retirement Scheme

You can write your own custom logic in the fast formula to calculate the voluntary retirement scheme amount.

You can either write your own custom logic in the fast formula to calculate the voluntary retirement scheme amount or enter the amount directly in the predefined element to override the amount calculated by the predefined element.

1. Navigate to: **Payroll > Fast Formulas**.
2. Click **Create** and enter the formula name: XXCUST_INDIA_VRS_CALCULATION_FF
3. Enter the **Type**: Oracle Payroll
4. Enter more details like **Description**, **Legislative Data Group**, **Effective Start Date**, and click **Continue**.
5. Write the formula text in the Formula Text editor that opens.
6. Click **Submit**.
7. Compile the formula and verify that there are no errors.

```
/*****************************************************************************
 $Header:
 *
 * Formula Name: XXCUST_INDIA_VRS_CALCULATION_FF
 * Description: Custom VRS Calculation Formula for India Localization
 *
 *****************************************************************************************/

/* The formula should have the below return value.
l_vrs_amount_payable
Return -1, if any value is not overriden.
*/

l_vrs_amount_payable = -1

/* Begin Custom logic */

l_vrs_amount_payable = 15000

/*Custom logic End*/

return /* Use the below return variables*/
 l_vrs_amount_payable
```

Results:

The formula returns the values for **VRS Amount Payable**.

Formula Errors

Formula Compilation Errors

Compilation errors are displayed in the Fast Formulas page after you compile the formula. The compiler stops the compilation process when it encounters an error. Error messages display the line number and the type of error.

Common Compilation Errors

Here's some of the common formula compilation errors.

Formula Compilation Error	Description
Syntax Error	The formula text violates the grammatical rules for the formula language. For example, if you use **IF1** instead of **IF** in an **IF** statement.
Incorrect Statement Order	**ALIAS**, **DEFAULT**, or **INPUT** statements come after other statements.
Misuse of **ASSIGNMENT** Statement	Occurs when any of these conditions exist: • An **ASSIGNMENT** assigns a value to a database item. • A context is assigned a value externally to a **CHANGE_CONTEXTS** statement. • The formula assigns a value to a non-context variable within a **CHANGE_CONTEXTS** statement. You can use CHANGE_CONTEXTS statements in a formula.
Misuse of **ALIAS** Statement	You can use an **ALIAS** statement only for a database item.
Missing **DEFAULT** Statement	A database item that specifies a default value must have a DEFAULT statement.
Misuse of **DEFAULT** Statement	You specify a DEFAULT statement for a variable other than as an input or a database item.
Uninitialized Variable	The compiler detects that a variable is uninitialized when used. The compiler can't do this in all cases. This error often occurs when the formula includes a database item that requires contexts that the formula type doesn't support. The formula treats the database item as a local variable. For example, balance database items require the PAYROLL_REL_ACTION_ID, PAYROLL_ASSIGNMENT_ID and CALC_BREAKDOWN_ID contexts. Typically, you use these statements in formulas of type Oracle Payroll.
Missing Function Call	The compiler doesn't recognize a function call. The combination of return type, function name, and parameter types doesn't match any available function.
Incorrect Operator Usage	An instance of a formula operator use doesn't match the permitted uses of that operator. For example, the + operator has two permitted uses. The operands are both of data type **NUMBER**, or both of data type **TEXT**.
Inconsistent Data Type Usage	The formula uses a formula variable of more than one data type. Or the formula uses a database item or context with the wrong data type. For example, Variable A is assigned a **NUMBER** value at the start of the formula, but is assigned a **TEXT** value later in the formula.
EXIT Statement Not Within **WHILE** Loop	A condition that eventually becomes false or an **EXIT** call for exiting the loop doesn't exist.
Misuse of Context	The formula uses a variable as a context, or a context as a variable. For example, a formula assigns a value to **AREA1** as an ordinary variable, but later uses **AREA1** as a context in a **GET_CONTEXT** call.

Formula Compilation Error	Description

Formula Execution Errors

Fast formula execution errors occur when a problem arises while a formula is running. Typically, data-related issues cause these errors either in the formula or in the application database.

Formula Execution Errors

Here's some of the formula execution errors.

Formula Execution Error	Description
Uninitialized Variable	When the formula compiler can't fully determine if a variable or context is initialized, it generates a code to test if the variable is initialized. When the formula runs, the code displays an error if the variable or context isn't initialized.
Divide by Zero	Raised when a numeric value is divided by zero.
No Data Found	Raised when a non-array type database item unexpectedly fails to return any data. If the database item can't return data, then it should provide a default value. You can specify a default value using a **DEFAULT** statement. An error in formula function code can also cause this error message.
Too Many Rows	Raised when a non-array type database item unexpectedly returns more than a single row of data. The cause is an incorrect assumption made about how the data is being accessed. An error in the formula function code can also cause this error message.
NULL Data Found	Raised when a database item unexpectedly returns a **NULL** data value. If the database item can return a **NULL** value, then it provides a default value. **Note:** Some database items can't return a **NULL** value. If the database items can return a **NULL** value, then you can provide a default value for that database item.
Value Exceeded Allowable Range	Raised for a number of reasons, such as exceeding the maximum allowable length of a string.
Invalid Number	Raised when a formula attempts to convert a nonnumeric string to a number.
User Defined Function Error	Raised from within a formula function. The error message text is provided as part of the formula error message.

Formula Execution Error	Description
External Function Call Error	A formula function returns an error, but doesn't provide any additional information to the formula code. The function may have sent error information to the logging destination for the executing code.
Function Returned `NULL` Value	A formula function returns a `NULL` value.
Too Many Iterations	A single `WHILE` loop, or a combination of `WHILE` loops has exceeded the maximum number of permitted iterations. This error is raised to terminate loops that can never end, which indicates a programming error within the formula.
Array Data Value Not Set	The formula tries to access an array index that has no data value. This error occurs in the formula code.
Invalid Type Parameter for `WSA_EXISTS`	You specify an invalid data type in the `WSA_EXISTS` call.
Incorrect Data Type For Stored Item	When retrieving an item using `WSA_GET`, the actual data type doesn't match that of the stored item. This error occurs within the calling formula.
Called Formula Not Found	The called formula isn't found when attempting to call a formula from a formula. This error may occur due to an issue in the calling formula, or because of installation issues.
Recursive Formula Call	An attempt was made to call a formula from itself. The call could be made directly or indirectly from another called formula. Calling a formula in a recursive manner isn't permitted.
Input Data Has Different Types in Called and Calling Formulas	When calling a formula from a formula, the input data type within the called formula doesn't match the data type specified in the calling formula.
Output Has Different Types In Called and Calling Formulas	When calling a formula from a formula, the output data type within the called formula doesn't match the data type specified in the calling formula.
Too Many Formula Calls	When a formula calls another formula in its text, resulting in a hierarchy. The maximum depth of the hierarchy is 10.

FAQs for Formula Errors

When do I run the Compile Formula process?

When you create or update multiple fast formulas simultaneously, run the Compile Formula process on the Submit a Process or Report page.

What's the difference between a formula compilation error and an execution error?

Compilation errors occur on the Fast Formulas page when you compile the formula. An error message explains the nature of the error.

Common compilation errors are syntax errors resulting from typing mistakes. You can view error messages on the dashboard or go to the messages tab directly after the process is run.

Execution errors occur when a problem arises while a formula is running. Typically, data-related issues either in the formula or in the application database cause these errors.

13 Payments

Bank Accounts

Considerations When You Create Accounts

Banks, branches and accounts fit together on the premise of the Bank Account model. The Bank Account model enables you to define and track all bank accounts in one place.

The Bank Account Model can explicitly grant account access to multiple business units, functions, and users. Consider the following when you set up bank accounts:

- Assign a unique general ledger cash account to each account, and use it to record all cash transactions for the account. This facilitates book to bank reconciliation.
- Grant bank account security. Bank account security consists of bank account use security, bank account access security, and user and role security.

Legal Entity-Based Data Access for Bank Account Setup

By default, users with the necessary function security privileges have access to create and manage all internal bank accounts.

Optionally, restrict access to bank account information based on the user's legal entity data access. This allows cash managers to add, review, or modify only the bank accounts associated with the legal entities that the user has access to. For example, only users who have been assigned the Manage Bank Account (CE_MANAGE_BANK_ACCOUNT_PRIV) privilege for Vision Operations legal entity, can create, review, or modify internal bank accounts associated with this legal entity.

Decentralized organizations will benefit with improved security by ensuring that users only manage the bank account setup for the organizations they're authorized for.
Business benefits include:

- Improve security and increase control of bank account setup by limiting user access to bank account information.
- Helps decentralized organizations that require users only to manage the bank account information for the organizations they're authorized for.

To enable the feature Legal Entity-Based Data Access for Bank Account Setup, you must:

1. Use the Opt in UI to enable the feature.
2. Assign users to the appropriate legal entity security context:
    a. In the Setup and Maintenance work area, Select the Offering as Financials, Functional Area as Users and Security, and Task as Manage Data Access for Users.
    b. On the Manage Data Access for Users page, create data access for users by entering the user name, Cash Manager as role, legal entity as security context, and legal entity name as security context value, to create the data access for the user.
    c. Save the changes.

Once the feature is enabled, legal entity-based data access security is applied when an internal bank account is created or managed using either the UI or REST API.

Account Use

Account Use refers to accounts created for:

- Oracle Fusion Payables
- Oracle Fusion Receivables
- Oracle Fusion Payroll

Select the appropriate use or uses when creating an account in one or more of these applications.

Account Access

Payables and Receivables account access is secured by business unit. Before the bank account is ready for use by Payables or Receivables, you must:

1. Select the appropriate use for the application.
2. Grant access to one or more business units.

> **Note:** You can only assign access to the business units that use the same ledger as the bank accounts owning the legal entity,

User and Role Security

You can further secure the bank account so that it can only be used by certain users and roles. The default value for secure bank account by users and roles is No. For Payables and Receivables, you must have the proper business unit assigned to access a bank account even if the secure bank account by users and roles is No. If the secure bank account by users and roles is set to Yes, you must be named or carry a role assigned to the bank account to use it.

- To set up banks, branches, and accounts, your custom role must have the security duty role Cash Management Administration. You must have the assigned the Manage Bank Account Security privilege (CE_MANAGE_BANK_ACCOUNT_SECURITY_PRIV) to modify the User and Role Security.
- To restrict the access to the Security tab, you must create a custom role and remove the Manage Bank Account Security (CE_MANAGE_BANK_ACCOUNT_SECURITY_PRIV) privilege. For example, you'd copy the Cash Management Administration duty role, rename it, and remove the privilege.

GL Cash Account Segments

Consider selecting the option to enable multiple cash account combinations for reconciliation to reconcile journal lines of multiple cash account combinations matching the same natural account and other specified segment values.

For example, if you set up 01-000-1110-0000-000 as your cash account, and select Account and Subaccount as GL Cash Account Segments, you can manually or automatically reconcile journal lines entered on different account code combinations matching the same natural account '1110' and subaccount '0000'.

Related Topics

- Assign Data Access to Users

How Bank, Branch, and Account Components Work Together

Banks, branches, and accounts fit together on the premise of the Bank Account model.

The model enables you to define and keep track of all bank accounts in one place and explicitly grant account access to:

- multiple business units
- functions
- users

This eliminates the redundant duplicate bank account setup in different business units when these business units share the same bank account.

Banks

Creating a bank is the first step in the bank account creation. You can:

- Search for existing banks to view and update
- Create a new bank from an existing party

Consider the following:

- The option to create from an existing party is implicitly implemented by the matching option.
- The option is available only after the existing party has been found with the same bank.
- If you select the matching option, the page repopulates the information from the matched party.

Branches

Once you have created your bank, the next step is creating a branch or branches associated to the bank. The matching option is also available when creating branches. To create a new branch without using the matching option, manually enter the required information. You can also define other branch- related attributes in the same page.

If you don't use the matching option when an existing party is found, a branch with the same party name is created.

Accounts

The four areas associated with defining an account are:

- General information
- Control of the account
- Security and access to the account
- Business unit assignment

Once the bank and branch are created, proceed to the bank account setup by doing the following:

- Select the bank branch you want to associate to your bank account.

- Assign the owner of the bank account.

> **Note:** To create a bank account for Payables or Receivables, add the Business Unit Access first for the business units to use the bank account.

Consider the following:

- The Oracle Fusion Account Payables or Receivables accounts are identified by the business unit.
- The Oracle Fusion Payroll accounts are identified by the legal entity.
- The program, Inactivates Banks and Bank Branches enables you to inactivate all banks and bank branches that have no active internal and external bank accounts.
- Optionally, secure the access to bank account information based on the user's legal entity data access, by enabling the opt-in **Legal Entity-Based Data Access for Bank Account Setup**.
- Legal entity-based data access for bank account setup:
  - Improves security and increases control of bank account setup by limiting user access to bank account information.
  - Helps decentralized organizations that require users only to manage the bank account information for the organizations they are authorized for.

Related Topics

- Considerations When You Create Accounts
- Reconciliation Matching Rules
- Assign Data Access to Users

How Account Number Masking in Payroll Reports Work

To prevent display of sensitive bank account information, you can use the option of masking or encrypting bank account information in these reports:

- Payslips
- Payment Register
- Third-Party Payment Register

Masking involves displaying only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can't see them on the reports. For example, a customer may want to display only the last 4 characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports and UIs that support masked account numbers.

Encryption requires a secure key for decoding the encrypted account number and IBAN number through an API. The application displays the truncated account or IBAN number when the encryption is turned on and the full, clear number when the encryption is turned off.

Settings that Affect Account Number Masking

The application stores the bank account number and IBAN number information in these columns of the database tables:

- Original column that stores the visible unmasked portion of the numbers.
- Masked column that stores the masked numbers. When masking isn't enabled, these columns store the full numbers.
- Secured column that stores the encrypted numbers and requires a secure key to retrieve the data.

This table shows how the bank account numbers are stored in the tables depending on how you configure masking and encryption.

Actual Account Number	Configuration - Masking	Configuration - Encryption	Original Column	Masked Column	Secured Column
ABC123456	No	No	ABC123456	ABC123456	ABC123456
ABC123456	Yes	No	ABC123456	XXXXX3456	ABC123456
ABC123456	Yes	Yes	3456	XXXXX3456	ABC123456

Note: The above table assumes that the masking setup displays only the last four characters of the bank account number.

- The first row in the table shows the default settings where both masking and encryption is turned off. The original full number is stored in all the three columns.
- The second row in the table depicts a scenario where masking is turned on but encryption is turned off. In this case the masked column displays only the last four characters of the account number.
- The third row depicts a scenario where both masking and encryption is turned on. In this case the original column contains the truncated four-digit account number. You need the secure key to retrieve the full account number from the secured column.

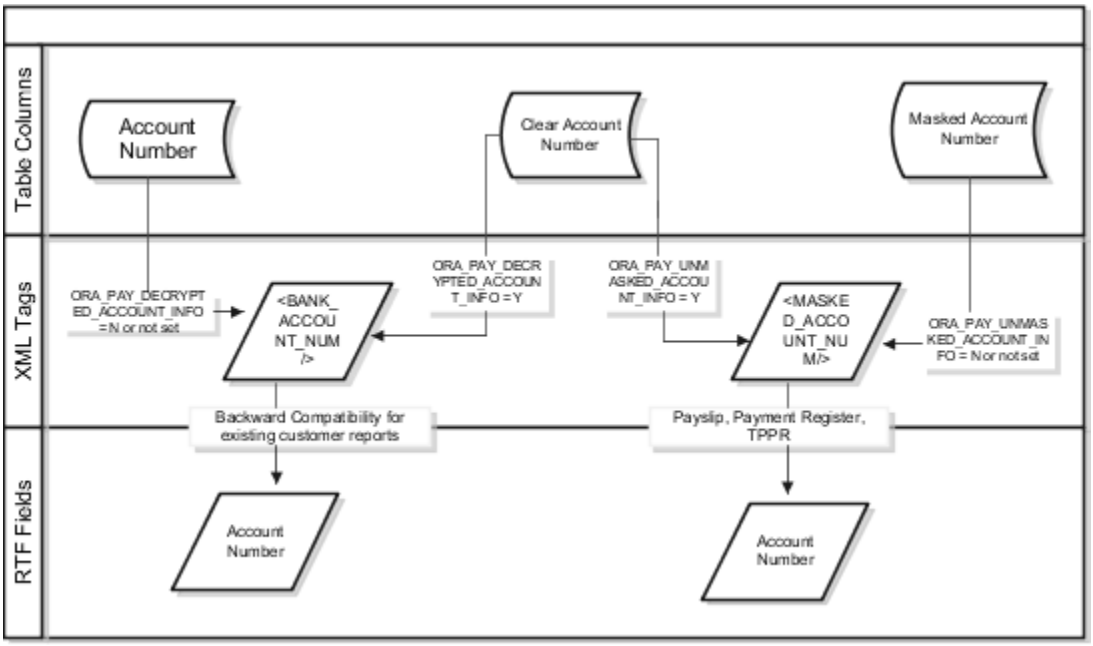
When you turn on encryption, the unsecured account number and IBAN columns only shows the visible characters as defined by masking. This means that to turn on encryption, you must turn on masking. However, you can turn on masking without turning on encryption.

How Account Number Masking Works

Use the new **Extract Unmasked Bank Information** (ORA_PAY_UNMASKED_ACCOUNT_INFO) process configuration parameter to display either the masked or full numbers in the reports. This new parameter ensures:

- Consistency across the three reports
- Control how you display the numbers on the reports

The following figure shows how account number masking happens for the three reports.



The figure shows the following:

- The first stream layer shows the table columns that store the account number information.
- The second stream layer shows the XML tags and process configuration groups.
- The third stream layer shows the RTF fields shown on the report template.

As explained in the previous section, the application stores the account number information in three separate columns.

The new `ORA_PAY_UNMASKED_ACCOUNT_INFO` process configuration parameter controls the `MASKED_ACCOUNT_NUM` tag to display:

- The masked account number when the process configuration parameter is by default or set to *No*, or
- The clear or full account number when the process configuration parameter is set to *Yes*.

For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to *Yes*.

All the three reports use the `MASKED_ACCOUNT_NUM XML` field to display the Account Number.

You can use the **BANK_ACCOUNT_NUM** field if you use an older copy of the three reports. If you do so and you have turned on encryption, you can use the `ORA_PAY_DECRYPTED_ACCOUNT_INFO` parameter to switch between a clear and truncated number.

Related Topics

- Options for System Security
- Enable Encryption of Sensitive Payment Information

Bank Account User Rules by Country

Country-specific user interface rules have been predefined for employee bank accounts in the simplified bank account page.

The fields displayed on the user interface are governed by the rules defined in the table CE_CTRY_SPECIFIC_UI_RULES. The tables on the UI Rules list the predefined country-specific user interface rules for employee bank accounts in the simplified bank account page.

Related Topics

- Employee Bank Account Rules by Country: Argentina to Guernsey
- Employee Bank Account Rules by Country: Hong Kong to Norway
- Employee Bank Account Rules by Country: Oman to Vietnam

Define Bank, Branches and Accounts

You need to define the payment source before creating the organization payment methods for payroll processing.

You can define the bank, branch and account details before setting up the organization payment method. Banks, branches, and account info to use as the payment sources are set up in Oracle Cloud Cash Management.

Create Bank Details

Use the **Manage Bank** task to add the details of the different banks.

Here's how you can setup the bank details:

1. From the homepage, navigate to Setup and Maintenance > Financials.
2. In the Show list, select **All Tasks**.
3. In the **Search Tasks**, enter **Bank**.

   From the list of tasks displayed select **Manage Banks**.
4. Click **Create**.

   Enter the required bank information, such as the Country, Name, Bank Code, Taxpayer ID and Tax Registration Number.
5. Click **Save**.
6. In the **Addresses** section, click **Create**.

   Enter the bank address details such as Country, Address, City or Town, Pin Code and State.
7. Click **OK**.
8. In the **Contacts** section, click **Create**.

   In the **Create Bank Contact** screen, you can add the name, phone number, and address details of the contact persons in the bank.
9. Click **OK** and click **Save**.

Create Bank Branch

Use the **Manage Bank Branch** task to add the details of the different bank branches. You can add the required bank branches for the banks associated in each TRU.

Here's how you can setup the bank branch details:

1. From the homepage, navigate to Setup and Maintenance > Financials.
2. In the Show list, select **All Tasks**.
3. In the **Search Tasks**, enter **Bank**.

   From the list of tasks displayed select **Manage Bank Branch**.
4. Click **Create**.

   Enter the bank branch details for the bank information added earlier such as the Branch Name, IFSC Code, BIC Code, Branch Number Type, Bank Branch Type, and other details.

   > **Note:** The IFSC Code and BIC Code are specific for India Payroll.
5. Click **Save**.
6. Add the branch address and contact details for the bank branch record.
7. Save the data.

Create Bank Account

Use the **Manage Bank Account** task in Cash Management to add the details of the different bank accounts for the LTRU/LE.

Here's how you can setup the bank account details:

1. From the homepage, navigate to **Setup and Maintenance** > **Financials**.
2. In the Show list, select **All Tasks**.
3. In the **Search Tasks**, enter **Bank**.

   From the list of tasks displayed select **Manage Bank Account** in Cash Management.
4. Click **Create**.

   Enter the bank account details such as the Account Name, Account Number, Bank, Bank Branch, Currency, and Country.
5. Enter the **Legal Entity Name** to associate the bank account with a legal entity.
6. Specify the **Account Type** as Savings.
7. Select the required **Account Use**, which can be **Payables, Payroll** or **Receivables**.
8. In the **Controls** tab, in **Cash Management Controls** > **Reconciliation**, specify the **Accounting Conversion Rate Type** as Corporate.
9. Click **Save**.

Payment Methods

How Payment Methods and Payroll Definitions Work Together

When you create objects, such as payroll definitions, third-party payment methods, and personal payment methods, you select a payment method to associate with the object. Understanding the functional relationship between the payment methods and the objects that use them is important.

Functional Relationships

This table helps you understand the functional relationship of payment methods with other objects.

Object	Function
Personal Payment Method	Associates a person to a payment method, currency, and payment source for payroll payments.
Third-Party Payment Method	Associates third parties, who aren't on the payroll, to payment information, such as currency and bank. Payments to third parties might be garnishments to control how you pay or other involuntary deductions and are typically processed separately from the payroll.
Payroll Definition	Associates a default payment method for payments to employees when a personal payment method isn't defined. **Note:** You can't set EFT payment methods as default payment methods because each payee must have a personal payment method with bank account information to know where to deposit the money.
Run-Type Payment Method	Associates a default payment method for a run type for payments to employees with no personal payment method defined. This overrides the payroll default payment method. For example, your regular payroll is by EFT but you issue check/cheque bonuses once a year. Using the Separate Payment run type, the payment method overwrites the default payment method of the payroll.

Related Topics

- Payroll Definitions
- Organization Payment Methods Overview
- Third-Party Payment Methods

Organization Payment Methods

Configure Organization Payment Method for India

Use the Organization Payment Methods task.

You can map the same payment source to different payment types. You can use the payment source at the TRU level by defining a rule.

Derive Payment Source Based on TRU

You pay your workers by electronic funds transfer (EFT) payments. To comply with tax reporting unit (TRU) regulations for out-of-TRU payments, payment rules are created based on TRU to pay from two different banks. This table helps you understand your key decisions for this scenario:

Decisions to Consider	In This Example
How many OPMs do you need?	One.
How many payment sources do you need?	Three. One default payment source for the TRU1, one source for payments in TRU2, and one source for payments in TRU3.
How many bank accounts do you need?	Three. One for each payment source.
What payment method rules do you need?	Rules for bank accounts used as payment sources based on each TRU.

Prerequisites

Verify you have completed these before you continue:

1. Primary ledger is set up in Oracle Cloud General Ledger.
2. Banks, branches, and account info to use as the payment sources are set up in Oracle Cloud Cash Management.
3. Legal entity associated with the legislative data group is assigned to a general ledger.
4. TRUs are set up.

Create the OPM with Basic Details

Add new OPM in the Organization Payment Methods page with this info:

1. Click the Organization Payment Methods task.
2. In the Search Results section, click **Create**.
3. Select your legislative data group. This example is InFusion LDG.
4. Select the date this payment method is to be available for use.

> **Tip:** Select a date that's on or before the effective date this payment method will be used by the payroll definition or other objects.

5. Click **Continue**.
6. In the Organization Payment Method section, enter the required info for the fields:

Field	Value
Name	Payroll Direct Deposit
Payment Type	Direct Deposit **Note:** The available payment types for OPMs can vary by legislation.
Currency	Payment currency

7. In the Payment Information section, enter the required info for the fields:
8. Use the Prenotification option to trigger the routing number and account number verification.

   To enable prenotification, select the **Prenotification Required** checkbox and set the notification days.
9. Click Save.

Add Direct Deposit Info

When you select the direct deposit payment type, you have the option enter EFT info at these levels:

> **Note:** EFT file info entered at the payment source level takes priority over info entered at the organization payment method level.

1. Payment source level
2. Organization payment method level
3. Both levels

Create Payment Sources

Perform these steps three times to create each payment source.

1. In the Payment Sources section under Payment Source Information, click Create.
2. On the Create Payment Source page, enter a unique name for the payment source.

   > **Tip:** Keep your payment source names unique and specific as possible for each scenario. This naming convention helps you manage complicated combinations of OPMs and payment rules.
3. In the Source Bank Information section, select the account name. This associates the organization bank account to the organization payment method.

4. Click Continue.

Create Payment Rules

Perform these steps three times to create each payment source.

1. In the Payment Method Rules section, for the direct deposit payment , ensure that the default setting is Yes.
2. In the same section, click Create to create payment rules that map a payment source to a TRU.
3. Click Submit.

Payment Sources in Organization Payment Methods Setup Examples

You set up payment sources when you create organization payment methods (OPM) for payroll processing. Use the Organization Payment Methods task.

Derive Payment Source Based on TRU

You pay your workers by electronic funds transfer (EFT) payments. To comply with tax reporting unit (TRU) regulations for out-of-TRU payments, payment rules are created based on TRU to pay from two different banks. This table helps you understand your key decisions for this scenario:

Decisions to Consider	In This Example
How many OPMs do you need?	One.
How many payment sources do you need?	Three. One default payment source for the TRU1, one source for payments in TRU2, and one source for payments in TRU3.
How many bank accounts do you need?	Three. One for each payment source.
What payment method rules do you need?	Rules for bank accounts used as payment sources based on each TRU.

Prerequisites

Verify you have completed these before you continue:

1. Primary ledger is set up in Oracle Cloud General Ledger.
2. Banks, branches, and account info to use as the payment sources are set up in Oracle Cloud Cash Management.
3. Legal entity associated with the legislative data group is assigned to a general ledger.
4. TRUs are set up.

Create the OPM with Basic Details

Add new OPM in the Organization Payment Methods page with this info:

1. Click the Organization Payment Methods task.
2. In the Search Results section, click Create.
3. Select your legislative data group. This example is InFusion LDG.
4. Select the date this payment method is to be available for use.

> **Tip:** Select a date that's on or before the effective date this payment method will be used by the payroll definition or other objects.

5. Click Continue.
6. In the Basic Details section, complete the fields with this info:

Field	Value
Name	Payroll Direct Deposit
Payment Type	Direct Deposit **Note:** The available payment types for OPMs can vary by legislation.
Currency	Payment currency

7. Click Save.

Add EFT File Info

When you select the EFT payment type, you have the option enter EFT info at these levels:

> **Note:** EFT file info entered at the payment source level takes priority over info entered at the organization payment method level.

1. Payment source level
2. Organization payment method level
3. Both levels

Create Payment Sources

Perform these steps three times to create each payment source.

1. In the Payment Sources section under Payment Source Information, click Create.

2. On the Create Payment Source page, complete the fields in order, as shown in this table:

Field	Source 1	Source 2	Source 3
Name	Payroll EFT Source 1	Payroll EFT Source 2	Payroll EFT Source 3
Bank Account Name	Bank A	Bank B	Bank C
Bank Reference	123456789	234567890	345678901
Company Reference	456789012	567890123	678901234

> **Tip:** Keep your payment source names unique and specific as possible for each scenario. This naming convention helps you manage complicated combinations of OPMs and payment rules.

3. Click Continue.

Create Payment Rules

Perform these steps three times to create each payment source.

1. In the Payment Method Rules section, for Payroll EFT Source US, ensure that the default setting is Yes.
2. In the same section, click Create and select the values shown in this table to create two payment rules that map a payment source to a TRU.

Field	Source 2	Source 3
Default	No	No
Tax Reporting Unit	TRU2	TRU3
Payment Source	Payroll EFT Source 2	Payroll EFT Source 3

3. Click Submit.

Create Same Payment Source for Pay Workers and Third Parties

Your organization pays all workers and third-party payees from the same source bank account. In this scenario, no special payment method rules are required. Perform these steps for this scenario:

1. Ensure the payment source is set as the default.
2. Leave the Third-Party Payment, Tax Reporting Unit, and Payment Criteria fields blank.
3. Click Continue.

Create Separate Payment Source for Pay Workers and Third Parties in a Specified TRU

Your enterprise is based in one tax reporting unit (TRU1), but you have some workers in another tax reporting unit (TRU2). To comply with TRU1 regulations for out-of-TRU payments, you specify a payment source for the TRU2. In this scenario, your payment source for TRU1 is already set as the default payment source, so no change is needed for TRU1. Perform these steps for the TRU2 employees:

1. Add a payment method rule.
2. Select the TRU2.
3. Select the TRU2 payment source.
4. Click Continue.

Create Separate Payment Sources for Pay Workers and Third Parties in the Same TRU

You currently pay everyone in your TRU using Payment Source A. Your company recently employed a private consultant, Jon Moore, from a third-party auditing company. A new company requirement states that payments must come from a new payment source, Payment Source B. For this scenario:

1. Create John as a third-party person payee.
2. Leave the Third-Party Payment, Tax Reporting Unit, and Payment Criteria fields blank.
3. Click Continue.

Create Separate Payment Source for Pay Workers in a Specified Department

Note: This scenario has these prerequisites:

- An information element exists named Default Payer with an input value named Payment Criteria.
- A formula exists that retrieves department names and the assignment IDs of the employees associated with them.
- The processing rules in the Default Payer element refer to the formula. The result rules target field is set to Payment Criteria. The returned field is set to the value specified in the formula.

You use different payment sources to pay employees in the Sales and Development departments. Perform these steps for this scenario:

1. Create a payment method rule for each department.
2. Enter the department name in the Payment Criteria field.
3. Select the TRU and payment source.
4. Click Continue.

Related Topics

- How Bank, Branch, and Account Components Work Together
- Payment Method Rules Setup Examples
- Organization Payment Methods Overview
- Derive Payment Sources Example

Payment Method Rules Setup Examples

These examples show you can use payment method rules to handle payments to different parties and from different payment sources. Set payment method rules on the Organization Payment Methods page.

Create the Same Payment Source for Pay Workers and Third Parties

Your organization pays all workers and third-party payees from the same source bank account. In this scenario, no special payment method rules are required. Add a payment rule in the Payment Method Rules section as stated in these steps:

1. Ensure that the payment source is set as the default.
2. Leave the Third-Party Payment, Tax Reporting Unit, and Payment Criteria fields blank.

Create Separate Payment Sources for Pay Workers and Third Parties in a Specified TRU

Your organization is based in one tax reporting unit (TRU1), but you have some workers in another tax reporting unit (TRU2). To comply with TRU1 regulations for out-of-TRU payments, you specify a payment source for the TRU2. In this example, your payment source for TRU1 is already set as the default payment source, so no change is needed for TRU1. For the TRU2 employees. Add a payment rule in the Payment Method Rules section as stated in these steps:

1. Select the TRU2.
2. Select the TRU2 payment source.

Create Separate Payment Sources for Pay Workers and Third Parties in the Same TRU

You currently pay everyone in your TRU using Payment Source A. Your company recently employed a private consultant, Jon Moore, from a third-party auditing company. In this example, you have a new company requirement that states payments must come from a new payment source, Payment Source B. Add a payment rule stated in these steps:

1. Create John as a third-party person payee.
2. Add the Payment Source B payment source and a new payment method rule in your organization payment method.
3. Select the Third-Party Payment check/cheque box, Jon's name as the third-party person to pay, and Payment Source B in the payment method rule.

Create a Separate Payment Source for Pay Workers in a Specified Department

You use different payment sources to pay employees in the Sales and Development departments. Add a payment rule in the Payment Method Rules section as stated in these steps:

1. Create a payment method rule for each department.
2. Enter the department name in the Payment Criteria field.
3. Select the TRU and payment source.

Note: This scenario has these prerequisites:

- An information element exists named Default Payer with an input value named Payment Criteria.
- A formula exists that retrieves department names and the assignment IDs of the employees associated with them.
- The processing rules in the Default Payer element refer to the formula. The result rules target field is set to Payment Criteria. The returned field is set to the value specified in the formula.

Related Topics

- Derive Payment Sources Example
- Payment Sources in Organization Payment Methods Setup Examples

Derive Payment Sources Example

Use payment criteria to set up your rules to derive payment sources within a single TRU. The prepayments process uses the rules to identify the source bank information from the employee's TRU and any additional payment criteria you define.

This example uses department, but you can use other criteria, such as business unit.

Steps to Derive Payment Sources by Department

You want to pay employees in the Sales and Development departments from separate payment sources. You define the payment rules in organization payment method, create fast formulas get department names from HR and call the employees department names by Assignment ID, and create an element with the default payer information. The default payer element passes the department name as a run result value.

1. Define the payment rules .in the Organization Payment Method page.
    - Add one payment rule for each department in the Payment Method Rules section, as shown in this table:

Field	Development Department	Sales Department
Tax Reporting Unit	TRU 1	TRU 1
Payment Criteria	Development	Sales
Payment Source	Payment Source A	Payment Source B

Note: In the Payment Sources section, create the payment sources to use in the payment rules, if they don't already exist.

2. Create the formula to get department names from HR.

- Enter information on the Fast Formulas page, as shown in this table:

Field	Value
On the Fast Formulas page, create the formula with values as shown in this table:	XX_Employee_Department
Formula Type	Payroll Access to HR
Description	Formula to return the department of an employee.
Effective Date	01/01/1951 **Note:** Enter the same date used to create elements during implementation.

- In the Formula Text section, enter this content:

```
Default for PER_ASG_ORG_DEPARTMENT_NAME is ' '
l_dept_output = PER_ASG_ORG_DEPARTMENT_NAME
Return l_dept_output
```

- Click Submit.
- Click Complete.

3. Create the formula to get the departments for employees to use as payment criteria value.

> **Note:** This formula calls the department names formula to get employee department by Assignment ID, which are used to find employees values.

- Enter information on the Fast Formulas page, as shown in this table:

Field	Value
On the Fast Formulas page, create the formula with values as shown in this table:	XX_Default_Payer_Payment_Criteria
Formula Type	Payroll
Description	Formula to use the returned Department database item as Payment Criteria input for Default Payer element.

Field	Value
Effective Date	01/01/1951 **Note:** Enter the same date used to create elements during implementation.

- In the Formula Text section, enter this content:

```
Default for ASG_HR_ASG_ID is 0
SET_INPUT('HR_ASSIGNMENT_ID', ASG_HR_ASG_ID)
EXECUTE('XX_Employee_Department') /* Formula to retrieve the
Employee Department. */
Emp_Dept = GET_OUTPUT('l_dept_output','Null')
Return Emp_Dept
```

- Click Submit.
- Click Complete.

Create the Element to Derive Payment Source by Department

Create the Default Payer element with the Payment Criteria input value, and automatic element eligibility.

1. Create an element on the Elements page using the Information primary classification and the values shown in this table:

Field	Value
Name	Default Payer **Note:** This name must match exactly. This name is how the application identifies any existing payment criteria.
Reporting Name	Default Payer
Effective Date	01/01/1951 **Note:** Enter the same date used to create elements during implementation.
What is the earliest entry date for this element?	First Standard Earnings Date

Field	Value
What is the latest entry date for this element?	Last Standard Process Date

2. Edit the new element to create an input value named Payment Criteria:
    - Click Input Values in the Element Overview section.
    - Select Create Input Values from the Actions menu.
    - Enter values as shown in this table:

Field	Value
Name	Payment Criteria
Display Sequence	10
Unit of Measure	Character

    - Click Save.
3. Edit the new element to create element eligibility that is set to automatic entry:
    - Click Element Eligibility in the Element Overview section.
    - Select Create Element Eligibility from the Actions menu.
    - Enter Payment Criteria Element Eligibility in the Element Eligibility Name field.
    - Select Automatic entry.
    - Click Save.
4. Edit the new element to create processing rules:
    - Click Status Processing Rules in the Element Overview section.
    - Select Create Status Processing Rules from the Actions menu.
    - Select XX_Default_Payer_Payment_Criteria in the Formula Name field.
    - Add a row in the Result Rules section using the values in this table.

Field	Value
Result Returned	EMP_DEPT
Result Rule	Direct Result
Target Input Value	Payment Criteria

Field	Value

- Click Submit.

Related Topics

- Payment Sources in Organization Payment Methods Setup Examples

Personal Payment Methods

Personal Payment Methods

Personal payment methods (PPM) determine how you pay payroll payments to your employees. PPMs includes key information, such as bank information for direct deposits, payment type and payment amount.

If personal payments aren't created for an employee, payments are made using the default organization payment method for the employee's assigned payroll.

Related Topics

- Configure Payment Method Preferences
- How Payment Methods and Payroll Definitions Work Together
- Personal Payment Method Alerts Template

Bank Info for Personal Payment Methods

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

Enter Bank Info for PPMs

This table summarizes approaches to create bank info for employees.

Approach	Purpose
Manage Banks and Manage Bank Branches pages	Create, edit, and view your bank account information. **Note:** In order to manage banks and branches, you must have the Manage Bank and Manage Bank Branch privileges.

Approach	Purpose
Payment Methods page	Create, edit and view employee bank account details to receive payroll payments.
HCM Data Loader	Use an integrated Excel workbook to load personal payment methods and employee bank account details.

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

- If you set the option to Yes, you need to load bank and branch data. Administrators and employees select bank and branch details from a list of values in the bank region on the Payment Method page.
- If you set the option to No (default setting), you don't need to load any bank details. Administrators and employees enter their bank and branch details as free text.

Access to PPMs and Bank Info

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

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

Related Topics

- How Bank, Branch, and Account Components Work Together
- Configure Payment Method Preferences
- Examples of Loading Banks
- Examples of Loading Bank Branches
- Example of Loading Personal Payment Methods

Configure Payment Method Preferences

Configure preferences related to payment methods within a legislative data group (LDG) using Payment Method Preferences. Preferences are applied when your self-service employees enter payment methods for payroll payments.

Note: *If you support multiple organization payment methods of the same payment type, you MUST indicate which of these should be available to your self-service users, using the Payment Method Preferences page.*

Note: *If you intend to support multiple organization payment methods of the same payment type, then the Organization Payment Method field will appear on the Payment Methods page.*

Preference Rule	Action	Example
Legislative Data Group	Choose from the list of existing LDGs for the Payment Method Preference.	Payment Method Preferences are applied to LDGs. In all cases, choose your LDG for the preference.
What organization payment methods should be available for employees to select?	Choose from the list of existing OPMs for the LDG you want available to your employees on the Payment Method page. Note: When you choose multiple OPMs for the same payment type, employees will select from an OPM list instead of a payment type list to set up their personal payment methods.	You support check/cheque and EFT payment methods but you only want checks/cheques to be issued under certain circumstances. In this case, choose your EFT OPM and don't choose your check/cheque OPM from the list.
What is the maximum number of payment methods an employee should be allowed to create?	Enter the maximum number of payment methods you want an employee to create. Note: This number means an employee can create as many payment methods as they want equal to or less than this number.	You want to restrict the number of personal payment methods employees can create to 1. In this case, enter 1 into the field.
What payment amount types should be available for employees to select?	Choose from the list of payment amount types you want available to your employees on the Personal Payments page. Note: The system default is Both.	You want employees to only create payment methods with percentages. In this case, choose Percentage from the list.
What payment methods should employees not be allowed to edit?	Choose from the list of existing OPMs for the LDG you want to restrict your employees from editing on the Payment Method page.	You support paying employees by Pay Card, however, you want the personal payment method details to only be entered by professional users. In this case, choose your pay card OPM from the list for your employees to view this information but not make any edits.
Should the above selected payment methods be excluded from the 100% validation logic?	Choose Yes or No from the list to include the available payment methods that aren't allowed	You support Pay Card, however, you want to exclude this from the 100% validation rule so that your employees' salary can't be split

Preference Rule	Action	Example
	to be edited but are included in the 100% validation rule.	between Pay Card and another payment method. In this case, choose Yes from the list.

Related Topics

- Bank Info for Personal Payment Methods
- Payment Method Rules Setup Examples
- Organization Payment Methods Overview

Personal Payment Method Alerts Template

Personal payment method (PPM) alert template automatically sends personalized email notifications to employees. Based on logic, the email notification includes details about the PPM type created, updated or deleted.

You can use the PPM_ALERT alert templates as delivered or deactivate the delivered template and create new to change logic for notification generation, email content, font size, font style, graphics and links, to meet your communication style.

Use the Alerts Composer tool to enable and configure your email notifications. The templates are in Groovy programming language and contain tokens. Tokens are placeholders where information specific to the alert is filled in and included in the email notification.

These are the tokens supported by the personal payment method template:

Token	Definition
SessionUserName	User Name of the person performing the Operation self-service user or Administrative User.
UserName	User Name of the employee associated with the PPM.
ssoUser	Identifies when the action is performed by self-service user.
PPMName	Name of the personal payment method.
PersonId	Person Id of the employee associated with the PPM.
EffectiveStartDate	Effective Start date of the PPM.
EffectiveEndDate	Effective End date of the PPM.
Operation	Action performed on PPM, such as create, update, or delete.
CREATE_EFT	Identifies when the action creates an EFT source type of PPM. If PPM is created with an EFT source Type, bank, branch, account number and masked account number are associated.

Token	Definition
BankName	Name of bank associated with the PPM of EFT source type.
BankBranchName	Name of bank branch associated with the PPM of EFT source type.
MaskedAccountNum	Masked account number associated with the PPM of EFT source type.
CREATE_NON_EFT	Identifies when the PPM is created with a non-EFT source Type, like check.
UPDATE	Identifies when the PPM is updated.
CORRECTION	Identifies when the PPM is corrected.
END_DATED	Identifies when the PPM is end-dated.
ZAPPED	Identifies when the PPM is permanently deleted.

Both the subject and body of the delivered template contain the same logic to determine when to send an email notification, to whom, and what to include for each notification. However, the logic in the alert subject sends the content for the subject, the logic in the alert body sends content for the body, and they're sent in one single email notification. There are 6 Groovy expressions in each that cover the following 11 scenarios to send ppm alerts to the employee. With the exception of the deletion of a personal payment method, each expression handles 2 scenarios using the common IF, THEN, ELSE logic.

Scenario	Alert Logic	Email Notification
An EFT PPM (direct deposit) is created and it's created by the employee self-service user	Subject: <% if(Operation.equals('CREATE_EFT')) { %> <%if(ssoUser){%>Your PPM with bank information was created<%}else{%>Your PPM with bank information was created for you < %}%> <%} %> Body: Hello <%if(UserName !=null){%>${UserName}< %}%>z <% if(Operation.equals('CREATE_EFT')){ %> <%if(ssoUser){%>Your Personal Payment Method (${PPMName}) with bank account ending with ${MaskedAccountNum} has been created successfully. Contact your Payroll Specialist with any questions.< %}else{%> Your Personal Payment Method (${PPMName}) with bank account ending with ${MaskedAccountNum} has been created for you. Contact your Payroll Specialist with any questions.<%}%> <%} %>	Hello <%if(UserName Your Personal Payment Method (${PPMName}) with bank account ending with ${MaskedAccountNum} has been created successfully. Contact your Payroll Specialist with any questions. Thank you

Scenario	Alert Logic	Email Notification
	 Thank you	
An EFT PPM (direct deposit) is created and it's NOT created by the employee self-service user	Same logic as above for the ELSE expression.	Subject: Hello <%if(UserName Your PPM with bank information was created for you Body: Your Personal Payment Method (${PPMName}) with bank account ending with ${MaskedAccountNum} has been created for you. Contact your Payroll Specialist with any questions. Thank you
A non-EFT PPM (check) is created and it's created by the employee self-service user	Subject: Hello <%if(UserName !=null){%>${UserName}<%}%>z <% if(Operation.equals('CREATE_NON_EFT')){ %> <%if(ssoUser){%>Your PPM was created<%}else{%> Your PPM was created for you <%}%> <%} %> Body: Hello <%if(UserName !=null){%>${UserName}<%}%>z <% if(Operation.equals('CREATE_NON_EFT')){ %> <%if(ssoUser){%>Your Personal Payment Method (${PPMName}) has been created successfully. Contact your Payroll Specialist with any questions. <%}else{%>Your Personal Payment Method (${PPMName}) has been created successfully for you. Contact your Payroll Specialist with any questions.<%}%> <%} %> Thank you	Your Personal Payment Method (${PPMName}) has been created successfully. Contact your Payroll Specialist with any questions. Thank you
A non-EFT PPM (check) is created and it's NOT created by the employee self-service user	Same logic as above for the ELSE expression.	Subject: Your PPM was created for you Body: Hello <%if(UserName Your Personal Payment Method (${PPMName}) has been created successfully for you.

Scenario	Alert Logic	Email Notification
		Contact your Payroll Specialist with any questions. Thank you
A PPM is corrected and it's corrected by the employee self-service user	Subject: <% if(Operation.equals('CORRECTION')){ %> <%if(ssoUser){%>Your PPM information was updated<%}else{%> Your PPM information was updated for you<%}%><%} %> Body: Hello <%if(UserName !=null){%>${UserName}<%}%>z <% if(Operation.equals('CORRECTION')){ %> <%if(ssoUser){%> Your Personal Payment Method (${PPMName}) has been updated successfully. Contact your Payroll Specialist with any questions.<%}else{%>Your Personal Payment Method (${PPMName}) has been updated successfully for you. Contact your Payroll Specialist with any questions. <%}%> <%} %> Thank you	Subject: Your PPM information was updated Body: Hello <%if(UserName Your Personal Payment Method (${PPMName}) has been updated successfully. Contact your Payroll Specialist with any questions. Thank you
A PPM is corrected and it's NOT corrected by the employee self-service user	Same logic as above for the ELSE expression.	Subject: Your PPM information was updated for you Body: Hello <%if(UserName Your Personal Payment Method (${PPMName}) has been updated successfully for you. Contact your Payroll Specialist with any questions. Thank you
A PPM is updated and it's updated by the employee self-service user	Subject: <% if(Operation.equals('UPDATE')){%> <%if(ssoUser){%>Your PPM information was updated<%}else{%> Your PPM information was updated for you<%}%><%} %> Body: Hello <%if(UserName !=null){%>${UserName}<%}%>z <% if(Operation.equals('UPDATE')){%> <%if(ssoUser){%>Your Personal Payment Method (${PPMName}) has been updated successfully. Contact your Payroll Specialist with any questions.<%}else{%>Your Personal	Subject: Your PPM information was updated Body: Hello <%if(UserName Your Personal Payment Method (${PPMName}) has been updated successfully. Contact your Payroll Specialist with any questions. Thank you

Scenario	Alert Logic	Email Notification
	Payment Method (${PPMName}) has been updated successfully for you. Contact your Payroll Specialist with any questions. <%}%><%} %> Thank you	
A PPM is updated and it's NOT updated by the employee self-service user	Same logic as above for the ELSE expression.	Subject: Your PPM information was updated for you Body: Hello <%if(UserName Your Personal Payment Method (${PPMName}) has been updated successfully for you. Contact your Payroll Specialist with any questions. Thank you
A PPM is end-dated and it's end-dated by the employee self-service user	Subject: <% if(Operation.equals('END_DATED')){%> <%if(ssoUser){%>Your PPM information was end-dated<%}else{%> Your PPM information was end-dated for you<%}%><%} %> Body: Hello <%if(UserName !=null){%>${UserName}<%}%>z <% if(Operation.equals('END_DATED')){%> <%if(ssoUser){%>Your Personal Payment Method (${PPMName}) has been end-dated as of ${EffectiveEndDate}. Contact your Payroll Specialist with any questions. <%}else{%>Your Personal Payment Method (${PPMName}) has been end-dated as of ${EffectiveEndDate} for you. Contact your Payroll Specialist with any questions. <%}%><%} %> Thank you	Subject: Your PPM information was end-dated Body: Hello <%if(UserName Your Personal Payment Method (${PPMName}) has been end-dated as of ${EffectiveEndDate}. Contact your Payroll Specialist with any questions. Thank you
A PPM is end-dated and it's NOT end-dated by the employee self-service user	Same logic as above for the ELSE expression.	Subject: Hello <%if(UserName Your PPM information was end-dated for you Body: Your Personal Payment Method (${PPMName}) has been end-dated as of ${EffectiveEndDate} for you. Contact your Payroll Specialist with any questions.

Scenario	Alert Logic	Email Notification
		Thank you
A PPM is deleted and there is no condition for type of user	Subject: <% if(Operation.equals('ZAPPED')){%> Your PPM information was deleted for you<%}%> Body: Hello <%if(UserName !=null){%>${UserName}<%}%>z <% if(Operation.equals('ZAPPED')){%> Your Personal Payment Method (${PPMName}) has been permanently deleted for you. Contact your Payroll Specialist with any questions.<%} %> Thank you	Subject: Hello <%if(UserName Your PPM information was deleted for you Body: Your Personal Payment Method (${PPMName}) has been permanently deleted for you. Contact your Payroll Specialist with any questions Thank you

Related Topics

- Personal Payment Methods
- Functions and Groovy Expressions

FAQs for Personal Payment Methods

Why does an inactive bank account still shows as active?

Your bank account is active until the end of the day you marked it inactive. An end date is saved as of the date you mark your bank account inactive and remains active until midnight of its inactive date.

For example, if today is the 25th of January and you mark your bank account as inactive, it's active until midnight. Tomorrow, 26th of January, when you view your bank account in the payment method page, your bank account shows an inactive status with the end date.

> **Note:** If your inactive bank account is linked to a payment method, you see a reminder banner on the payment method page to associate an active bank account with your payment method.

Related Topics

- Bank Info for Personal Payment Methods
- Considerations When You Create Accounts

Why can't I select a bank account in the payment source page?

In order for a bank account to appear in the payment source page it must be associated to a Payroll Statutory Unit (PSU), enabled for payroll payments and active.

Check these items for compliance:

- Assign a PSU legal entity to the bank account or a legal employer with a parent PSU to the bank account.
- Select Payroll in the bank account Account Use option.
- Effective dates of payment source must be within effective dates of the bank account.

Related Topics

- Payment Sources in Organization Payment Methods Setup Examples

Termination Payments

Configure Termination Payments for India

You can process the different payments for the terminated employees with income tax as applicable.

Here are the different payments for the terminated employees:

- Leave Encashment

  The Leave encashment amount paid at the time of retirement is fully exempt from income tax for government employees where as it is either fully or partially exempt for private employee based on the rules provided by the income tax act.

  Calculate the leave encashment amount for the unutilized leave based on your organization policies. Enter this amount directly in the seeded element or using a custom logic in the fast formula. This amount will then be processed further by the seeded element 'Leave Encashment Information' for payment and tax exemption.

- Death cum Retirement Gratuity

  Death cum retirement gratuity is paid for the terminated employees with any termination reason. However continuous service rule is ignored in case of death and disablement. The seeded element 'Gratuity Information' calculates the gratuity amount to be paid with applicable income tax exemption.

  You can either write your own custom logic in the fast formula to calculate the gratuity payment amount or enter the amount directly in the seeded element to override the amount calculated by the seeded element.

  You can also define your continuous period of service for gratuity payment for each Income tax TRU.

- Commuted Pension

  Commuted pension amount received by the government employee is fully exempt from income tax whereas it is either partially or fully exempted in case of a private employee. The tax exemption depends on the percentage of total pension received as commuted pension and whether the employee received the gratuity payment.

  You can either write your own custom logic in the fast formula to calculate the commuted pension amount or enter the amount directly in the seeded element 'Commuted Pension Information' which will be further processed for payment and tax exemption,

- Voluntary Retirement Scheme (VRS) Amount

  You can either write your own custom logic in the fast formula to calculate the VRS amount or enter the amount directly in the seeded element 'Voluntary Retirement Information' which will be further processed for payment and tax exemption,

- Retrenchment Compensation

  You can either write your own custom logic in the fast formula to calculate the retrenchment compensation amount or enter the amount directly in the seeded element 'Retrenchment Compensation Information' which will be further processed for payment and tax exemption,

Configure Termination Payments

Here are the various steps to configure the termination payments.

1. Define element eligibility rules for the following seeded elements:
   - Gratuity Information
   - Leave Encashment Information
   - Commuted Pension Information
   - Voluntary Retirement
   - Retrenchment Compensation Information
2. Create a new action for **Disablement due to accident or disease** to be used for gratuity with the following details:
   a. Code: IN_DISABLEMENT
   b. Name: Disablement due to accident or disease or any meaningful name
   c. Description: Disablement due to accident or disease or any meaningful description
   d. Type: Terminate Work Relationship
   e. Country: India
   f. Start Date: Example: 01/01/2022
   g. End Date: Example: 12/31/4712
3. Enter the following information for gratuity in the **Income Tax Basic Information** for your income tax TRU
   - Employer classification

     > **Note:** The employer classification information is also applicable for leave encashment.

   - Covered by Gratuity Act
   - Continuous period of service for Gratuity
4. Write your own custom logic in the fast formula for these allowances to calculate the payment with the following names respectively:
   - Leave Encashment - XXCUST_INDIA_LEAVE_ENCASHMENT_CALCULATION_FF
   - Gratuity - XXCUST_INDIA_GRATUITY_CALCULATION_FF
   - Commuted pension – XXCUST_INDIA_COMMUTED_PENSION_CALCULATION_FF
   - VRS Amount - XXCUST_INDIA_VRS_CALCULATION_FF
   - Retrenchment Compensation - XXCUST_INDIA_RETRENCHMENT_AMOUNT_CALCULATION_FF

5. Create the element entries for the seeded elements as applicable for the terminated employees.
6. You can optionally enter the input value **Last Ten Months Salary for Leave Encashment** in the seeded element **Leave Encashment Information** to override the ten months' average salary calculated by default.
7. You can optionally enter the gratuity forfeit amount and forfeit reason as input value for **Gratuity information** element entry, if applicable for the terminated employee.

> **Note:** You need to copy paste the fast formula from the sample formula provided and insert your own custom logic in it.

Consolidation Groups

Consolidation Groups

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

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

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

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

To create a consolidation group:

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

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

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

Related Topics

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

Payroll Definitions

Overview of Payroll Definitions

When you create or modify payroll definitions, the application generates a calendar of payroll periods based on your selections. The choices you make for these values determine the resulting schedule of payroll periods:

Effective Start Date

The effective start date is the first date that the payroll definition is available for employee data. The start date must be on or before the earliest date of any historical data that you want to load. For example, for a payroll starting on 01-JAN-2013 with five years of historical payroll data to load, you set the start date of the payroll definition to 01-JAN-2008.

The effective start date doesn't affect the generated calendar of payroll periods. The start date for the first payroll period is based on the first period end date.

First Period End Date

The first period end date is the end date of the first payroll period that the application generates for a payroll definition. The first period end date is typically based on the date of implementation, tax year, benefits enrollments, or a particular payment cycle. For example, if your weekly payroll work week is Saturday through Friday, and your first payment date is on 06-JAN-2012, you could use 30-DEC-2011 as your first period end date.

Ledger

You can select a primary ledger that will be used for payroll costing. The ledger determines the accounting information, such as, the chart of accounts and the accounting calendar.

Suspense and Default Accounts

You can associate accounts to the payroll definition that will be used by the payroll costing process for suspense and default accounting purposes.

Number of Years

The number of years you enter represents how many years of time periods to generate starting from the beginning of the first payroll period, which is determined by the first period end date. This table shows an example for a semimonthly payroll definition.

Effective Start Date	First Period End Date	Number of Years	Generated Time Periods
01-JAN-2014	15-JUN-2014	5	01-JUN-2014 to 31-MAY-2018

Once you save a payroll definition, you can later only increase but not reduce its number of years because a calendar of time periods for the payroll was already generated.

Note: The application generates the calendar of payroll periods in increments of ten or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you set the payroll definition number of years to 12.

Offsets

Depending on the payroll period type, you can elect for your payroll cycle events to occur on specific dates, or to have the application calculate dates based on offsets from period start or end dates.

This table describes the predefined payroll cycle events that you can offset.

Date	Meaning
Cutoff Date	Final date that payroll information is entered for the payroll period. This date is for information purposes only. Your departments, such as HR, may need this payroll deadline to submit information that affects the payroll run
Payslip Availability Date	Date on which payees can view payslips.
Payroll Run Date	Date used by payroll calculation processes to retrieve effective values such as employee details. The process date, if provided when submitting a payroll process, overrides this value. This date is predefined for your country or territory and is typically based on either date earned or date paid that payroll calculation uses as the process date.
Date Earned	Date on which the application processes element entries for the payroll run. The date earned must be within the effective dates of the payroll period.
Date Paid	Date the employee is marked as paid. For check/cheque payments, this is the date that the check/cheque is valid for cash or deposit. For electronic funds transfer (EFT) payments, it's the transfer date.
Planned Submission Date	Date to inform the payroll administrator or payroll manager on the planned date to submit the payroll run for each payroll period.

Dynamic Offsets

When you create a payroll definition, you can use dynamic offsets for payroll cycle events. All of the predefined payroll time periods you can use support dynamically generated dates for offsets. Use dynamic offsets to offset each payroll cycle event by a specified number of days before or after the start or end date.

Fixed-Date Offsets

The predefined Monthly (Calendar) payroll time period supports both dynamic offsets and fixed-date offsets. Use fixed date to adjust the exact date of each of the payroll cycle events for the first payroll period. Any adjustments that you make are reflected in the payroll calendar for subsequent payroll time periods. For example, if you set the cutoff date as the 25th of the month, then all payroll periods in the calendar will have those offsets.

Specific Date Adjustments

Once you generate the payroll time periods, you can further adjust any specific calendar dates, as needed. For example, if you know of a particular bank holiday that falls on a payment date, you might want to adjust the dates manually on the payroll calendar's time period. Make these adjustments when you create a payroll definition or any time after then, as long as the time period is in the future. Adjust the dates of an existing time definition on the Time Periods tab on the Manage Payroll Definitions page.

Related Topics

- Periodicity Conversion
- Statutory and Earning Periods
- Create Payroll Definitions

Configure Payslips and Checks

Overview of Online Payslip

A payslip is a printable record of a payment made to an employee during a payroll pay period or as a bonus or commission payment.

It includes details of the payment, such as employee and employer information, pay period, earnings, deductions and accruals, and net pay distribution details.

Use these two predefined templates to configure the payslip template to include your specific statutory requirements:

- Payslip Main Template
- Payslip Sub Template

For more information, refer to 'Configure the Payslip Report Template' topic in the Help Center.

After you configure the payslip template, and before you generate the payslips, consider the following.

Task	Where to find more information
Generate the worker's payslips in a language of their choice depending on what's set as the workers correspondence language.	Refer to these topics in the Help Center: • Multilanguage Support for Payslips • Generate Payslips in the Worker's Correspondence Language • Add Bursting to Print Delivery Option
Mask or encrypt bank account information to prevent display of sensitive information.	Refer to 'How Account Number Masking in Payroll Reports Work' in the Help Center.
Set the precision value for the number of decimal places for the rates displayed on the payslip.	Refer to 'Rate Precision in Payslips' in the Help Center.

Task	Where to find more information
Add text and input values to payslips.	Refer to 'How to Add Text to Payslips and Checks' and 'Examples of Input Values for Payslip and Check Text' in the Help Center.

The **Generate Payslips** process is run once each payroll period and it generates the payslip XMLs based on the payroll archive and prepayments data. The payslip PDFs are created and stored in the **Document of Records** for future reference and retrieval.

During the payslip process, payslip template files get downloaded, including files for multiple installed languages. You can quickly retrieve payslip templates that support large templates or multiple templates for different languages.

You can preview payslips PDF documents directly from the **Payslip** page without having to download. Use options in payslip preview window to zoom, scroll, print, download, or save payslip document. Use back arrow to exit payslip preview window and return to payslip list.

Configure the Payslip Report Template for India

Use the predefined payslip template and edit it to include legislative requirements as mandated by your country or territory. For example, you may want to add your company logo or add additional fields to the template.

Configuring the delivered payslip template includes these tasks:

1. Create a copy of the delivered payslip report
2. Edit a copy of the payslip sub template to include additional components as per your requirements
3. Add the changed template to the report
4. Set the priority of the payslip report as Critical
5. Test the configured payslip report in BI Publisher

Create a Copy of the Delivered Payslip Report

You can either copy the report template or use the **Customize** function to create an exact copy of the delivered report template. It is recommended that you use the **Customize** feature because of these advantages:

- The copied report has the same privileges as original report.
- Creates the necessary folder structure and keeps the same name as the original Payslip report.
- Ensures that the copied report is placed in the same folder structure under the 'Custom' folder and the BI Publisher automatically chooses to use this modified report and you don't have to add the delivery option changes.
- If you choose to copy the template, you must manually add the delivery options.

Note: You must have BI Publisher Developer or BI Publisher Administrator role to create or edit reports from the BI Publisher.

1. Navigate to **Tools > Reports and Analytics**.
2. Click **Browse Catalog** to open BI analytics in a new tab.
3. Navigate to **/Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/ Country Name** folder to open the delivered Online Payslip for a country.

For example, for India, you can find the India Payslip Report at /Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/India folder.

4. Select **More > Customize** for the payslip report.
5. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting** folder and check if you can see the report in the folder. It is recommended that you save all user-defined or configured reports in the Custom catalog folder under Shared Folders. Any reports created outside of the Custom folder will not be migrated and will be lost during patching or upgrade.
6. Click **More > Permissions** to verify the permissions of the report. You should have permissions for the Generate Payslips account with Read, Traverse, Run Publisher Report, Schedule Publisher Report, View Publisher Output Custom Permissions. If you don't have these privileges, add it manually.If you have the BI Administrator or BI Author privileges, the Permission menu is enabled.
7. Navigate to the copied report in the **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting** folder.
8. Click **Edit**. Save a copy of this template.
9. Click on **View a list** found on the top right of the page. Make a note of these values.

Field	Value
Name	Name of the report, for example OnlinePayslip
Template File	IN_Online_Payslip.rtf
Type	RTF
Output Format	HTML, PDF, Excel, RTF
Default Template	HTML
Default Layout	Yes
View Online	Yes
Active	Yes
Locale	English

10. Click **View Thumbnails** link and delete the downloaded template.

For more information on how you can edit RTF report template, refer to these topics on the Oracle Help Center.

- Create and Edit RTF Report Layout Templates
- How can I change the logo in the layout template?

Add the Revised Template to the Copied Report

Use these steps to add the revised template to the report you created in the first task.

1. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/Payment Distribution/ Payslip Sub Templates.**
2. Click **Edit**.
3. Click **Add New Layout**.
4. Select Upload and enter these details in the Upload Template File page.

Field	Value
Layout Name	Name of the report you created in the first task.
Template Name	Select the template you just modified in the second task.
Type	RTF
Locale	English

5. Click **View a list.**
6. Enter details you noted in step 9 in the first task and click **Save**.

Set the Priority of the Payslip Report as Critical

The Priority of payslip report on the BI server is by default set as Normal and hence is processed on first in, first out basis. To avoid interruptions, set the priority of the payslip report as Critical, so that it is executed on priority.

1. Navigate to the copied report in the **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting** folder.

   > **Note:** You should make any revisions only to the copied version of the report.

2. Click **Edit** and then click **Properties**.
3. On the Report Properties window, under the General tab, select **Critical** in the Job Priority field
4. Click **OK**.

   > **Note:** Setting the report as critical reduces chances of failure when there is an issue with the BI server or a performance issue with a previous report job in the process.

Test the Configured Payslip Template in BI Publisher

To test the configured template, you must first run the delivered template and generate the payslip.

1. Navigate to **/Shared Folders/Human Capital Management/Payroll/ Regulatory and Tax Reporting/ Country Name** folder to open the delivered Online Payslip for the country.
2. Select **Job History** for the delivered report.
3. Clear the value of the fields **Start Processing** and **Owner**.
4. Click **Search** and choose first row with success status.
5. Click **Report Job Name** link.

6. Record the value of these fields: Archive Action Identifier, Delivery Option Identifier, and Payroll Action Identifier.
7. Follow these steps to test your configured report template in the custom folder.
    a. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting/Country Name** folder and open the report you created.
    b. Enter values for Archive Action Identifier, Delivery Option Identifier, and Payroll Action Identifier fields you noted.
    c. Click **Apply**.
8. Verify that the payslip is generated successfully.

> **Note:** If the payslip didn't generate successfully, check your configured report and template for errors.

How to Configure the Payslip Report Template

Use the predefined payslip template and edit it to include legislative requirements as mandated by your country or territory. For example, you may want to add your company logo or add additional fields to the template.

Configuring the delivered payslip template includes these tasks:

1. Create a copy of the delivered payslip report
2. Edit a copy of the payslip sub template to include additional components as per your requirements
3. Add the changed template to the report
4. Set the priority of the payslip report as Critical
5. Test the configured payslip report in BI Publisher

Create a Copy of the Delivered Payslip Report

You can either copy the report template or use the Customize function to create an exact copy of the delivered report template. It is recommended that you use the Customize feature because of these advantages:

- The copied report has the same privileges as original report.
- Creates the necessary folder structure and keeps the same name as the original Payslip report.
- Ensures that the copied report is placed in the same folder structure under the 'Custom' folder and the BI Publisher automatically chooses to use this modified report and you don't have to add the delivery option changes.
- If you choose to copy the template, you must manually add the delivery options.

> **Note:** You must have BI Publisher Developer or BI Publisher Administrator role to create or edit reports from the BI Publisher.

1. Navigate to **Tools > Reports and Analytics**.
2. Click **Browse Catalog** to open BI analytics in a new tab.
3. Navigate to **/Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/Country Name** folder to open the delivered Online Payslip for a country.

    For example, for Canada, you can find the Canada Payslip Report at /Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/Canada folder.

4. Select **More > Customize** for the payslip report.
5. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting** folder and check if you can see the report in the folder. It is recommended that you save all user-defined or configured reports in the Custom catalog folder under Shared Folders. Any reports created outside of the Custom folder will not be migrated and will be lost during patching or upgrade.
6. Click **More > Permissions** to verify the permissions of the report. You should have permissions for the Generate Payslips account with Read, Traverse, Run Publisher Report, Schedule Publisher Report, View Publisher Output Custom Permissions. If you don't have these privileges, add it manually.If you have the BI Administrator or BI Author privileges, the Permission menu is enabled.
7. Navigate to the copied report in the **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting** folder.
8. Click **Edit**. Save a copy of this template.
9. Click on **View a list** found on the top right of the page. Make a note of these values.

Field	Value
Name	Name of the report, for example CAOnlinePayslip
Template File	CA_Online_Payslip.rtf
Type	RTF
Output Format	HTML, PDF, Excel, RTF
Default Template	HTML
Default Layout	Yes
View Online	Yes
Active	Yes
Locale	English

10. Click **View Thumbnails** link and delete the downloaded template.

Edit Copy of the Payslip Sub Template

Edit the delivered Payslip Sub Template and include the legislative and statutory changes you want to incorporate.

1. Navigate to **/Shared Folders/Human Capital Management/Payroll/Payment Distribution/Payslip Sub Templates.**
2. Click **Edit**.
3. Click **Locale**.
4. Open the template and make the required changes and save the template in the Custom folder.

For more information on how you can edit RTF report template, refer to these topics on the Oracle Help Center.

- Create and Edit RTF Report Layout Templates
- How can I change the logo in the layout template?

Add the Revised Template to the Copied Report

Use these steps to add the revised template to the report you created in the first task.

1. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/Payment Distribution/ Payslip Sub Templates.**
2. Click **Edit**.
3. Click **Add New Layout**.
4. Select Upload and enter these details in the Upload Template File page.

Field	Value
Layout Name	Name of the report you created in the first task.
Template Name	Select the template you just modified in the second task.
Type	RTF
Locale	English

5. Click **View a list.**
6. Enter details you noted in step 9 in the first task and click **Save**.

Set the Priority of the Payslip Report as Critical

The Priority of payslip report on the BI server is by default set as Normal and hence is processed on first in, first out basis. To avoid interruptions, set the priority of the payslip report as Critical, so that it is executed on priority.

1. Navigate to the copied report in the **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting** folder.

   Note: You should make any revisions only to the copied version of the report.

2. Click **Edit** and then click **Properties**.
3. On the Report Properties window, under the General tab, select **Critical** in the Job Priority field
4. Click **OK**.

   Note: Setting the report as critical reduces chances of failure when there is an issue with the BI server or a performance issue with a previous report job in the process.

Test the Configured Payslip Template in BI Publisher

To test the configured template, you must first run the delivered template and generate the payslip.

1. Navigate to **/Shared Folders/Human Capital Management/Payroll/ Regulatory and Tax Reporting/ Country Name** folder to open the delivered Online Payslip for the country.
2. Select **Job History** for the delivered report.

3. Clear the value of the fields **Start Processing** and **Owner**.
4. Click **Search** and choose first row with success status.
5. Click **Report Job Name** link.
6. Record the value of these fields: Archive Action Identifier, Delivery Option Identifier, and Payroll Action Identifier.
7. Follow these steps to test your configured report template in the custom folder.
    a. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting/Country Name** folder and open the report you created.
    b. Enter values for Archive Action Identifier, Delivery Option Identifier, and Payroll Action Identifier fields you noted.
    c. Click **Apply**.
8. Verify that the payslip is generated successfully.

> **Note:** If the payslip didn't generate successfully, check your configured report and template for errors.

Add Bursting to Print Delivery Option

When you enable payslip translation, both the transactional data and the labels on the payslip are translated.

As only one language can be applied to all the labels on a payslip, payslips for different languages must be in their own PDF. Add the Bursting configuration on the Print Delivery option within the Payslip Extract Definition so that payslips for different languages are in their own PDF.

How to Add the Bursting Configuration

Complete the following steps to add Bursting to the Print Delivery option for the payslip:

1. Select the **Extract Definitions** task from **My Client Groups > Show More > Data Exchange** on your Home page.
2. In the Search window, enter **Payslip** in the Name field.
3. Select **Archive Retrieval** in the Type field.
4. Select a legislative data group and click **Search**.
5. Click **Payslip** in the Search Results region.
6. Click the **Deliver** tab in the HCM Extract Definitions: Payslip page.
7. Select the **Printed Payslip** Delivery Option Name row in the Extract Delivery Options section.
8. Complete the following in the Additional Details section.
    a. Select **Default** in the Value column of Bursting.
    b. Remove content in the Value column of Locale.
    c. Select **Search** in the Attribute column of Locale.
    d. In the Search and Select: Attribute window, enter these details.

Field	Value
Parent Data Group	Global Archive Payroll Calculation Breakdown
Attribute	Correspondence Language

Field	Value
Record	Global Calculation Breakdown ID Information

9. Click **Search**, and then **OK**.
10. Click **Save** and then **Submit**.

Related Topics

- Overview of Translating Modified Text

Rate Precision in Payslips

Use the Payslip Rate Precision process configuration parameter to set a fixed, positive integer value as the precision value for rates displayed on the payslip. The default value is two decimal places. Set this parameter before you run the Periodic Payroll Archive process.

A fixed rate precision value ensures ease of implementation, user control, and consistency across different rates and element entries. Setting the rate precision value doesn't impact the calculation of payroll or the accuracy or precision of payments. You are only defining the number of decimal places for the rates shown on the payslip.

The precision value you set for the number of decimal places for the rates displayed on the payslip, is dependent on these two factors:

- Currency: Some currencies require a rate precision value higher than the default value of two.
- Multiplying factor for the rate: The precision value you set for the element rates displayed on the payslip is dependent on how high you expect the quantity to be. For example, if you expect the quantity, say hours to be high, set a precision value higher than the default value of two.

Here are some factors you must consider while setting the precision value.

- The precision value you set on the Archive process applies for the calculation results and appears by default on all reports that use the archived data. However, you can configure your report template to display a value that's lower than the value on the Archive process.
- Any precision value you set on the report template overrides the value you set on the Archive process. For rates needing a lower precision value, you must define it in the report template. You can't set a value that's higher than that on the Archive process.

For example, suppose you want your hourly employees to see four decimal places for rates and the salaried employees to see only two decimal places on their payslips. Set the Payslip Rate Precision process configuration parameter to four decimal places. Then, modify the report template to display the rates with two decimal places only for salaried employees.

Related Topics

- Overview of Online Payslip
- How Do I Set the Payslip Rate Precision Value
- Report Days and Units in Payroll Reports
- How to Configure the Payslip Report Template

How Do I Set the Payslip Rate Precision Value

The precision value defines how many decimal points the payslip uses when showing rate amounts. While the default is two decimal places, you can change it. Changing the precision value doesn't change the accuracy of the payroll calculations.

To change the default payslip rate precision value, you must change how the rates are captured in the periodic payroll archive.

1. Start the Payroll Process Configuration task from **My Client Groups > Show More > Payroll**.
2. Create a configuration group, and give it a meaningful name.
3. Select the **Details** tab, add a row, and select **Payslip Rate Precision**.
4. Set the number of decimal places in the **Override Value** field.
5. Click **Save**.

When you run the Archive Periodic Payroll Results process, use the **Process Configuration Group** parameter to select this configuration group.

You can modify the precision value set on the report template itself, and this value will override the value you set on the archive process. For example, suppose you want your hourly employees to see four decimal places for rates on their payslips and the salaried employees to see only two decimal places. In this case, follow these steps to make the changes.

1. Set the Payslip Rate Precision process configuration parameter to four decimal places.
2. Modify the payslip report template to display the rates with two decimal places only for salaried employees.

To modify the payslip report template, refer to 'How to Configure the Payslip Report Template' in the Help Center.

Related Topics

- Rate Precision in Payslips
- Overview of Online Payslip
- How to Configure the Payslip Report Template

Add a New Balance Dimension to an Existing Balance in the Payslip XML

This topic explains how you can add a new balance dimension to an existing balance, if the balance isn't displayed on the payslip.

After you add the balance dimension, you can display the balance dimension on the payslip XML.

For example, add the Inception to Date balance dimension to the Absence Accruals balance and display the Assignment Inception to Date Absence Plan balance in the Payslip XML.

You can add balance dimensions to other balance group records in the Archiver. Add dimensions that have the same level as the records in the balance group. For example, to add a relationship-level balance dimension, find balance group records in the Archiver that correspond to payroll or assignment relationships and add dimensions starting with 'Relationship'.

Here's the list of tasks you must complete:

1. Associate the balance dimension to the balance group.
2. Generate Payments (Generate Check Payment and Make EFT Payment, if applicable)
3. Archive Periodic Payroll Results

Note: Complete these tasks in the order as listed above.

Complete these tasks only if you want to regenerate the payslips to include the newly added balance dimension.

Associate the Balance Dimension to the Balance Group

Associate the Inception to Date dimension to the Absence Accruals balance group so that the values for the absence accrual balances are retrieved for the inception to date period. Use either of these options to add the balance dimension.

- Manually add a specific dimension to the group. Use this option if you want to add a specific dimension and not all the dimensions under a category to the balance group. Follow steps 4 and 5, given here.
- Use Default Inclusions, as given in steps 6 and 7, to add all existing dimensions within a category and any new dimensions that you include to a category.

Complete these steps to add a balance dimension to a balance group.

1. Navigate to **Balance Groups** under Payroll in My Client Groups on the Home page.
2. Enter these details and click **Search** for the requisite balance group.

Field	Value
Balance Group Usage	Global Absence Accruals for Global Archive
Legislative Data Group	Select a Legislative Data Group.

3. Click **Global Absence Accruals Balance Group** in the Search results section, to open the balance group page.
4. Click **Balance Definitions** in the left pane. Check if the Balance Name and Dimension Name appears in the list.
5. If not, use the **Select and Add** option under **Actions** and add the Assignment Inception to Date Balance Dimension. Click **Save**.

   Note: Alternately, if you want to view all of the balance dimensions within the category, you can use the Default Inclusions, and perform steps 6 and 7.

6. Select the correct Balance Category and Balance Dimension row and click **Default Inclusions** in the left pane.

7. Click **Add** and enter these details to create an Inclusion item.

Field	Value
Balance Category	Absence Accruals
Balance Dimension	Assignment Inception to Date
Legislative Data Group	Select a Legislative Data Group

8. Click **Save** and then **Submit**.

Add the Balance Dimension to the Balance Group Usage

Complete these steps to add the Assignment Inception to Date balance dimension to the Global Report Archive Balance Group Usages.

1. Navigate to **Balance Group Usages** under Payroll in My Client Groups on the Home page.
2. Enter these details and click **Search** for the requisite balance group.

Field	Value
Balance Group Usage	Global Absence Accruals for Global Archive
Legislative Data Group	Select a Legislative Data Group.

3. Click **Global Absence Accruals Balance Group** in the Search results section, to open the balance group page.
4. Click **Matrix Items** in the left pane. Check if the Dimension Name appears in the list.
5. If not, use the **Select and Add** option under **Actions** and add these details to create the Matrix Item. .

Field	Value
Matrix Item Type	Balance Dimension
Name	Assignment Inception to Date
Position	Enter the next numeric Position
Legislative Data Group	Select a Legislative Data Group.

Note: You can select any Assignment level balance for the Inception to Date dimension, for example, Assignment Inception to Date or Assignment Tax Unit Inception to Date balance.

6. Click **Save** and then **Submit**.

Run the Archive and Payments Process

1. Run the Archive Periodic Payroll Results and Payment processes, so that you include the newly added balance dimension in the archive and payments run. The payslip displays the newly added balance dimension only if you include it in the archive and payments processes

Generate the Payments and Payslips

1. Run the following processes:
    - Generate Check Payments or Make EFT Payments
    - Generate Payslips
2. After you run the Payslip, download the Payslip XML from Reports and Analytics > Report Job History. Confirm that the Balance values at ASG ITD dimension is showing in the Payslip XML in tag < LIFETIME> under the <GLB_PAY_ARCH_PAY_ASG_ABSENCE_ACCRUALS> node.

    In the Payslip XML, the <LIFETIME> tag contains values of the Inception-to-Date dimension. The <YEAR> tag contains values of the Year-to-Date dimension, and you must add the YTD balance dimension if you need YTD values on the Payslip XML.

    These are the XML tags or short codes you can use for the balance dimensions:

    - PERIOD
    - MONTH
    - QUARTER
    - YEAR
    - TMONTH
    - TQUARTER
    - THYEAR
    - TYEAR
    - FMONTH
    - FQUARTER
    - FHYEAR
    - FYEAR
    - HYEAR
    - MONTHS
    - LIFETIME
    - R1MTH
    - R3MTH
    - R6MTH
    - R12MTH
3. Configure the Payslip RTF template if you want to add the newly added Balance dimension to the Payslip PDF.

Related Topics

- How to Configure the Payslip Report Template
- Examples of Input Values for Payslip and Check Text

Disable or Override the Printed Delivery Option for the Payslip

A delivery option defines where and how the report output is delivered, including the output file format, choice of template, and optionally a destination such as an FTP server.

A report category is a set of delivery options grouped together so that you can generate the report in more than one output format with a single submission of the report.

You can define your own delivery option and include it in a report category, or you can also disable the delivery option for the report.

Use the Payslip Reprinting Report if the count of employees getting the printed payslips is very less compared to the overall employee population. This helps in optimizing the processing time to generate the printed payslips. Disable the Printed Payslip delivery option if you don't plan to use it.

Complete these tasks to disable the predefined Printed Payslip delivery option for the payslip.

1. Create a delivery option and set the start date and end date of the payslip to very early dates, for example from 01/01/1951 to 31/01/1951.
2. Override the existing printed delivery option using this newly created delivery option.

Here are the steps required to disable the Printed Payslip delivery option for the Payslip.

1. Select the **Extract Definitions** task in the Data Exchange work area on the Home page.
2. Click **Show Filters**.
3. In the Search window, enter **Payslip** in the Name field.
4. Select **Archive Retrieval** in the Type field.
5. Select a legislative data group (LDG) and click **Search**.
6. Click the pencil icon to edit the **Payslip** in the Search Results region.
7. Select the **Extract Delivery Options** tab under the Hierarchy panel on the left, and complete these steps.
    a. Add **Overriding Delivery Mode** column to the Extract Delivery Options table if it isn't already present.
    b. Click **Add** to add a row for the delivery option you're about to create.
    c. Enter these details.

Field	Value
Start Date	01/01/1951
End Date	31/01/1951
Delivery Option Name	Printed Payslip
Output Type	Select a value, for example, PDF.

Field	Value
Report	Enter the same location as in the Printed Delivery option.
Template Name	Enter the same name as in the Printed Delivery option.
Output Name	Enter Name of the report output, for example, Printed Payslip.
Delivery Type	Select None.
Required	Select this checkbox if this delivery option is a required option.
Overriding Delivery Mode	Select an existing printed delivery option you want to override, example, US Printed Payslip.

When you run the payslip, because the dates defined for the delivery option doesn't match with the actual print dates, the printed payslips aren't generated.

8. Click **Save and Close**.

Override the Printed Delivery Option for the Payslip

Follow these steps to override an existing delivery option, example, the US Printed Payslip, and create and use a new delivery option.

Override the printed payslip with a new delivery option using a custom data model only if the Payslip Reprinting Report doesn't filter the employees as required. You need to identify and filter employees who have opted for a printed payslip.

1. Create a delivery option as given in the previous section.
2. Set the **Start Date** and **End Date** of the new delivery option to the actual print dates.
3. Create a custom data model and report template. For more information on how to create the custom data model and report template, see the Define the BI Publisher template in HCM Extracts topic on the Oracle Help Center.

   For printing the payslip for a group of employees who have opted for the printed payslip, use the data set logic from the original payslip data model. Select the Payslip XML for the selected employees by filtering on

`source_type='PRA'` from the `pay_file_details` table. For example, the SQL in the custom data model is as given here:

```
select file_fragment

from pay_file_details

where source_type='PRA'

and source_id = '<Get the employee_payslip_rel_action_id>'
```

As an example, see the SQL in Payslip Bursting Data Model here, **/Shared Folders/Human Capital Management/Payroll/Payment Distribution/Data Models/Payslip Bursting Data Model**.

4. Select the **Required** checkbox to use the new delivery option instead of the one you're overriding.
5. Use the **Overriding Delivery Mode** field to select the delivery option you want to override.

Related Topics

- Add Bursting to Print Delivery Option
- Delivery Options for Extract-Based Payroll Reports
- Define the BI Publisher Template in HCM Extracts

14 Events, Retroactive Pay, and Proration

Payroll Event Groups

Overview of Payroll Event Groups

A payroll event group defines the types of data changes monitored for features such as the retroactive recalculation of payroll, the retroactive recalculation of time cards, and the retropay for late hires.

There are three types of payroll event groups:

- Proration
- Retroactive
- Event Action

Proration

Using proration, you can calculate proportionate earnings and deduction amounts whenever payroll-relevant data changes during a payroll period.

For example, you can calculate proportionate earnings and deduction amounts if:

- A person joins or leaves an organization in the middle of a payroll period
- A person's pay rate changes during a payroll period

If you want to prorate an element, such as basic salary, assign a proration event group to the element with proration points that affect a person's salary. You can use the predefined event group, or create a new one. When you create an event group, you select the events that activate proration calculation, such as changes to:

- Hourly or annual pay rates
- Working hours
- Allowances or deductions
- Assignment changes, such as grade or position

> **Tip:** You can only select events that represent changes to element entries, calculation cards, calculation value definitions and assignments.

Retroactive

Retroactive processing ensures that your payroll run for the current period reflects any backdated payments and deductions from previous payroll periods. A retroactive event group defines the types of changes that trigger a retroactive event notification. These types of changes are Entry Changes for Retro and trigger notifications when changes are made in a prior payroll period. You can make additional events trigger the recalculation process by editing the group or creating a new event group for the element. All events trigger in real time.

Within a retroactive event group, select the events that produce notifications if a backdated change occurs. Specify the entity, update type, and attribute, as shown in the examples provided in the following table.

To disable notifications for an element, within the Manage Element UI, query the 'base' element that you no longer want to be processed by retropay and remove the specified 'Retroactive Event Group'. This prevents new events from being triggered.

Entity	Update Type	Attribute
Element Entry Value	Correction	SCREEN_ENTRY_VALUE
Element Entry	Update	EFFECTIVE_START_DATE
Element Entry	Update	EFFECTIVE_END_DATE
Element Entry	Logical Date Change	
Element Entry	Insert	
Element Entry	Delete Changes	

Event Actions

An event action links a process to the events within an event group. When an event occurs, the process is triggered based on a set of conditions defined on the event action. You can use event actions to control the submission of features, which use event groups of type action such as generate HCM Rates and time card reprocessing. Event actions control the aspects of submission such as, if the process is automatically submitted when an event occurs or when submitted through a payroll flow.

There are two event action submission types:

- Manual: The application processes the event action notifications using the ‘Process Event Action’ flow. Schedule this process to run on a regular basis to ensure your information is kept up to date such as your stored rate values. Also, add this task to your payroll cycle flow so it is submitted before you calculate payroll.
- Automatic: The application automatically submits processes such as retropay late hires, each time an event action notification is generated.

There are different types of event actions, each with its own set of submission control rules such as:

- Resubmission of time cards
- Retropay for late new hires
- Absence resubmission
- HCM Rates Recalculation
- Mexico SDI calculations

Use HCM Data Loader to create an event action.

Related Topics

- How Retroactive Pay Is Calculated
- Set Up Element Proration
- Overview of Loading Event Actions and Event Action Groups

Event Action Notifications

When an event is triggered, the application filters the applicable event groups which include that event, and generates event notifications for each event action included in those event groups.

Let's consider an example where the application triggers an event for a worker due to a change in their job. This event is included in an Event Action Group associated with the HCM Rates Recalculation event action. As a result, the application creates an event action notification for the worker, for HCM Rates Recalculation in the Awaiting Processing status.

When the rates process is run, the application determines all workers with an event action notification of HCM Rates Recalculation in the awaiting processing status and recalculates rates for these employees. Once this process is completed successfully, the notification status is updated to Completed.

You can view and manage event notifications in two ways:

- For event notifications related to retroactive payroll and proration, use the **Event Notifications** page. You can configure the events that trigger these notifications using the **Event Groups** page.
- For all other event notifications associated with event actions such as time card resubmission, retroactive payroll for late hires and generate HCM rates, use the **Event Action Notifications** page. The event action groups configure these event actions and loads them through HCM Data Loader.

In order to visualize the impact of an event and the underlying cause for an event notification, you can navigate between event notifications and events. You can view event action notifications and drill down to view the events associated with that event notification to detect the type of change, when the change occurred, and who made the change. You can use the **Event Notifications** button on the Event Action Notifications page to navigate to the Event Notifications page for the selected person. This lets you view retropay notifications for the selected person. The back arrow on the Event Notifications page returns you to Event Action Notifications page.

Alternatively, you can also view the events raised for a person on the Events page, including those events that didn't raise any event notification. You can then drill down to view the event notifications associated with an event.

The Event Action Groups page consists of the event group setup. Here you can view all the event action groups loaded through HCM Data Loader and see if any are set up to watch the type of event you're interested in.

Event Notification Status

When an event is triggered, the payroll application generates event notifications for features such as the retroactive recalculation of payroll and retropay for late hires. The Notification Status attribute supports these values for an event:

- Not Started: Notification processing hasn't yet started.
- Complete: Notification processing is complete.
- Error: Notification processing has failed.
- Event Canceled: The event has been canceled.

  Use the event notification status to review and take an appropriate action on an event.

Retroactive Pay

How Retroactive Pay Is Calculated

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

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

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

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

Set up Elements for Retroactive Pay

To enable retroactive processing of an element:

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

    Note: This step is only if you want to attach your new group to an existing element. If your group exists and you are using the template to create the element, you do not need to navigate to the element page. You can attach the group from the template.This step is only if you want to have a different element pay the retroactive adjustment.
4. On the Retroactive Components page, create a full retroactive calculation with a reprocess type of 'Reprocess' and choose 'Yes' for the default component.
5. In the Retroactive Pay Elements section of the Retroactive Components page, create an entry with effective dates, adjustment type of 'Standard' and choose the target element of the results element that you want the retroactive pay process to use when creating a retroactive entry.

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

Process Retroactive Pay

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

1. Submit the Retroactive Notifications Report.

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

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

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

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

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

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

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

Exclude Retroactive Element from the Retroactive Pay Process

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

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

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

Related Topics

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

Add a Retroactive Event Notification Manually

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

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

Create a Payroll Relationship Event

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

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

4. Click **Save and Close**.

Create a Retroactive Event

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

Event Action Notifications

When an event is triggered, the application filters the applicable event groups which include that event, and generates event notifications for each event action included in those event groups.

Let's consider an example where the application triggers an event for a worker due to a change in their job. This event is included in an Event Action Group associated with the HCM Rates Recalculation event action. As a result, the application creates an event action notification for the worker, for HCM Rates Recalculation in the Awaiting Processing status.

When the rates process is run, the application determines all workers with an event action notification of HCM Rates Recalculation in the awaiting processing status and recalculates rates for these employees. Once this process is completed successfully, the notification status is updated to Completed.

You can view and manage event notifications in two ways:

- For event notifications related to retroactive payroll and proration, use the **Event Notifications** page. You can configure the events that trigger these notifications using the **Event Groups** page.
- For all other event notifications associated with event actions such as time card resubmission, retroactive payroll for late hires and generate HCM rates, use the **Event Action Notifications** page. The event action groups configure these event actions and loads them through HCM Data Loader.

In order to visualize the impact of an event and the underlying cause for an event notification, you can navigate between event notifications and events. You can view event action notifications and drill down to view the events associated with that event notification to detect the type of change, when the change occurred, and who made the change. You can use the **Event Notifications** button on the Event Action Notifications page to navigate to the Event Notifications page for the selected person. This lets you view retropay notifications for the selected person. The back arrow on the Event Notifications page returns you to Event Action Notifications page.

Alternatively, you can also view the events raised for a person on the Events page, including those events that didn't raise any event notification. You can then drill down to view the event notifications associated with an event.

The Event Action Groups page consists of the event group setup. Here you can view all the event action groups loaded through HCM Data Loader and see if any are set up to watch the type of event you're interested in.

Event Notification Status

When an event is triggered, the payroll application generates event notifications for features such as the retroactive recalculation of payroll and retropay for late hires. The Notification Status attribute supports these values for an event:

- Not Started: Notification processing hasn't yet started.
- Complete: Notification processing is complete.
- Error: Notification processing has failed.
- Event Canceled: The event has been canceled.

  Use the event notification status to review and take an appropriate action on an event.

Retroactive Pay for Late Hires

Use retropay for late hires to identify employees entered in the application after the regular payroll has been processed. The application detects and processes late hires when regular payroll result exists for a date later than the employee's hire date.

For example, Jane was hired on 22-Mar-2022, but the HR team entered her details late into the application. Jane wasn't included in the payroll run that was processed and paid on 26-Mar-2022.

The application will create a payroll action for Jane for the 26-Mar-2022 payroll period. Also, the application displays the payroll action on the process results page with action status 'Retroactively Added'. This action enables retropay to calculate her missing earnings for the 26-March payroll period.

You can also use retropay for late hires to support changes in the hire date. For example, David Ellis was entered in the application with a hire date of 01-Nov, but they actually commenced employment on 01-Oct-2022. Retropay for late hires enables retropay to calculate David' earnings for the October payroll periods.

Set Up Retropay For Late Hires

To enable retropay for late hires, create a new Event Group and Event Action for their legislative data group.

The event group identifies the late hire. The event action creates a payroll action for the late hire. Also, the employee appears in the process results for that payroll with the action status as Retroactively Added.

This lets late hires to be processed within the Recalculate Payroll for Retroactive Changes process. This flow pattern contains two tasks:

- Calculate Payroll for Late Hire
- Late Hire Retropay Notification

These tasks replace the need to manually enter an element entry against the late hire, as the Late Hire Retropay Notification task automatically creates the notification. You can view the late hire details for an employee using the Person Results and Payroll Checklist pages.

Use the sample HCM Data Loader (.DAT file) to enable all or some of the following events:

- **Create Flow:** If set to Y, generates the Evaluate Late Hire flow pattern with its Calculate Payroll for Late Hire and Late Hire Retropay Notification tasks.
- **Hire Date Later**: If set to Y, the retroactive net pay result is generated when an employee's hire date is later than the payroll process date.
- **Run Payroll Relationship Group**: If set to Y, the retroactive net pay result is generated even when the original payroll was run with a payroll relationship group.
- **Additional Assignments**: If set to Y, the retroactive net pay result is generated when a late assignment is added to a payroll relationship.

You can view the flow results in the View Flows, Process Results, and Person Results pages.

- Use the View Flows page to drill down to the Evaluate Late Hires details.
- Use the Person Results page to drill down to the Calculate Payroll for Late Hires details.

For more information on the sample .DAT files for these event groups and event actions, see "*Example of Loading Retropay for Late Hires Event Action*" in the HCM Data Loading Business Objects guide.

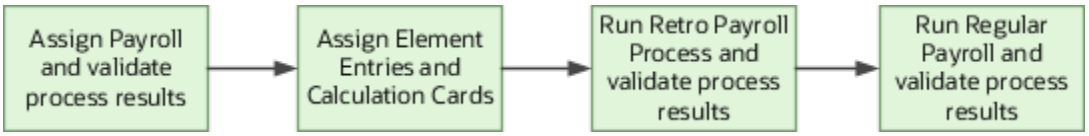
As this illustration shows, you follow a three step process to set up retropay for late hires.

Configure Employee Details

After you have enabled the feature, and you late hire the employee on 01-Mar-2022, complete these payroll steps to recalculate payroll for the retroactive changes.

1. Assign Payroll
2. (Optional) Assign Element Entries and Calculation Cards
3. (Optional) Review the Hire Date Flow to ensure both tasks are complete
4. (Optional) Review the employee's Process Results to see the retroactively added Calculate Payroll process
5. (Optional) Review Event Notification
6. Run Retro Payroll Process
7. Run Regular Payroll

As shown in this illustration, add a payroll to the employee to control how and when the employee is paid and verify the process results. Assign element entries and calculation cards. Then, run the retropay process, which picks up the retro notification and processes the late hire. Validate the process results. Finally, run the process for regular payroll and validate the process results.



If the original payroll run used a relationship group, restricting who was processed, this new late hire feature ignores that run. This is only applicable if you haven't enabled allowing payrolls with payroll relationship groups to be enabled in the Event Action HDL. The late hire only adds late hires to payroll calculations that weren't restricted by a relationship group.

Related Topics

- Example of How to Transfer Payrolls
- Guidelines for Loading Time and Labor Event Groups

Proration

Set Up Element Proration

Use proration to calculate proportionate amounts for recurring elements when payroll-relevant data changes during a payroll period.

Examples of such scenarios include a person joining the enterprise or a mid-period pay increase. Proration creates two payroll run results. The first run result is for the payroll period up to the day before the event. The second one is from the date of the event to the end of the period. When you create an element, you specify its proration event group and the calculation method.

Use proration rate conversion rules to specify a different rule than that used for periodicity. For example, you prorate based on calendar days when using work units for conversion.

To set up element proration, you do these tasks:

- Review the predefined proration event group to ensure that it includes changes you want to track. You can optionally update the event group or create a new group.
- Create an element and enable proration processing for an element.

Review the Predefined Event Group

When you create or update a recurring element, you can make it subject to proration.

1. On the Home page, click the **Event Groups** task under the My Client Groups tab.
2. Search for the predefined event group: Entry Changes for Proration.
3. Review the types of changes that automatically trigger proration for the elements associated with this event group.

   You can edit this group or create a new event group for the element, if required. For example, you might want to add changes to calculation cards or assignments.

Enable Proration Processing for an Element

To enable proration, do these steps:

1. On the Home page, click the **Elements** task under the **My Client Groups** tab, and click **Create**.
2. On the Create Element: Additional Details page, select **Yes** for the following question: Is this element subject to proration?
3. Select the predefined event group (Entry Changes for Proration) or a new group that you created.
4. Select a **Proration Units** and **Proration Rate Conversion Rule**.
5. Select a **Proration Conversion Rule** formula.

Note: If the predefined conversion rules don't meet your requirements, you can create a user-defined formula.

Related Topics

- Overview of Payroll Event Groups
- How Prorated Earnings and Deductions are Calculated
- Create Conversion Formulas for Proration

Create Conversion Formulas for Proration

The predefined proration formula GLB_EARN_PRORATION controls how the payroll calculation prorates an element entry when it encounters an event. This could happen when there's a change to an element entry value.

You can copy and edit a predefined proration formula to modify the calculation. Then, you can select the user-defined formula as the proration formula for your element.

Create a Formula

You must create a modified rate conversion before you create its related proration conversion rule.

1. Select the formula type **Payroll Run Proration**.

2. Search for and copy the predefined **Rate Conversion Proration** formula.
3. Add the suffix underscore **_PRORATE** to the name.
4. Update these formula inputs:
    - PRORATE_START_DATE (date)
    - PRORATE_END_DATE (date)
    - SOURCE_PERIODICITY (text)
    - DAYS_WORKED (number)
    - RATE_CONV_FORMULA (text)
    - HOURS_WORKED (number)
    - IN_AMOUNT (number)
    - UNIT_TYPE (text)
    - PRORATION_UNIT (text)
5. Add the formula outputs for the element input values.
6. Save, submit, and compile the formula.

Some countries or territories supply predefined proration formulas that you can use as the basis for your modified version.

Related Topics

- Set Up Element Proration
- How Prorated Earnings and Deductions are Calculated
- Periodicity Conversion

How Prorated Earnings and Deductions are Calculated

You can select from a number of different proration conversion rules to calculate standard or supplemental earnings. Select the proration conversion rule when you create an earnings or deduction element using the Manage Elements task.

You can also calculate prorated earnings based on calendar days or work schedules.

This topic covers:

- How deductions are calculated
- How prorated earnings are calculated
- Examples of earnings calculation based on calendar days
- Example of earnings calculation based on work schedule

How Deductions Are Calculated

Typically, you don't prorate deductions, such as deductions based on a percentage of earnings. You might prorate fixed rate deductions, such as voluntary deduction for a fitness center membership. In most cases, use the predefined global proration formula for deductions (GLB_DEDN_PRORATION). For this formula the proration value is the periodic value multiplied by the number of calendar days in the proration period. This figure is then divided by the number of calendar days in the payroll period.

How Prorated Earnings are Calculated

Creating a recurring earnings element automatically associates it with a predefined proration formula (GLB_EARN_PRORATION). The proration formula determines how to prorate earnings in the proration period based on the proration calculation method you select.

As a guideline the global formula doesn't prorate:

- Nonrecurring elements
- Earnings elements with a calculation rule of unit multiplied by rate, if rate and hours are entered in the element entry

Note: Some predefined legislations provide a different default proration formula and rules.

These examples show how proration calculations are performed on earnings calculations, based on:

- Calendar days
- Work schedules

Example: Earnings Calculation Based on Calendar Days

The formula calculates proration results as shown in the following table.

Proration Conversion Rule and Proration Units	Proration Calculation
Standard Rate Annualized rule Daily proration units	Calendar days in proration period multiplied by annual pay and divided by annual calendar days
Example: 1. You assign a person to a monthly payroll for a salary basis of 25,000. 2. You update the salary on 10 December, 2013 to 30,000. 3. You calculate the December monthly payroll. 4. The proration formula calculates 2 proration periods with 9 calendar days in the first proration period, and 22 in the second period.	(9 * 25000) / 365 + (22 / * 30000) / 365 = 616.44 + 1808.22 = 2424.66
Standard Rate Daily rule Daily proration units	Total pay divided by calendar days in the payroll period and multiplied by calendar days in the proration period.
Example: 1. You hire a person to a weekly payroll in the middle of the payroll period. 2. The employee works 3 calendar days and receives a location allowance of 500.	(500 / 7) * 3 = 214.29

Proration Conversion Rule and Proration Units	Proration Calculation
3. The proration formula calculates the employee's location allowance for the 3 days.	

Example: Earnings Calculation Based on Work Schedule

The formula calculates proration results as shown in the following table. If no working hours are defined, the proration formula checks the assignment definition for the number of working hours and frequency. If no information is found, the formula uses 40 as the number of working hours and 5 as the number of days for the work week.

Proration Conversion Rule and Proration Units	Proration Calculation
Periodic Work Schedule Rate Annualized rule Workday proration units	Work schedule days in proration period multiplied by annual pay and divided by 260 days, the default number of annual working days. A day in a work schedule is a 24 hour period.
Example: 1. You hire a person to a monthly payroll for an annual salary basis of 25,000. 2. The employee works 5 days a week Monday through Friday. 3. You increase the monthly salary to 30,000 effective 10 December, 2013. 4. You calculate the December monthly payroll. 5. The proration formula calculates 6 working days from 1st December to 9th December, and 16 working days from 10th December to 31st December.	(6 * 25000) / 260 + (16 * 30000) / 260 = 576.92 + 1846.15 = 2423.07
Periodic Work Schedule Rate Annualized rule Hourly proration units	Work schedule hours in proration period multiplied by the annual pay and divided by 2080, the default number of annual working hours.
Example: 1. An employee assigned to a weekly payroll receives an annual salary basis of 25,000. 2. You increase the salary to 30,000 effective 10 December, 2013. 3. The employee works 10 hours a day from 9 December to 12 December. 4. You calculate the weekly payroll for the week 8 December to 14 December. 5. The proration formula calculates 2 proration periods, with 10 working	(10 * 25000) / 2080 + (30 * 30000) / 2080 = 120.19 + 432.69 = 552.88

Proration Conversion Rule and Proration Units	Proration Calculation
hours for the first period, and 30 for the second period.	

Related Topics

- Set Up Element Proration
- Create Conversion Formulas for Proration

15 Set Up Auditing and Data Validation

Auditing Business Objects

Audit Payroll Business Objects

Set up auditing policies to maintain a history of changes to your important data: what changed, who changed it, and when.

The audit tracks changes to attributes of payroll business objects made using the application pages, web services, or payroll processes, which use Oracle Enterprise Scheduler.

You can view the audit history to determine how a business object obtained its current value and to compare old and new values. To view the history or to create an audit report from the Audit History work area, you require appropriate duty roles and privileges. Enterprises typically assign the following two audit duty roles to the application implementation consultant and master data management application roles:

- Audit trail management, which determines the objects audited
- Audit trail report viewing to view the audit history

Payroll Business Objects

When you set up auditing for payroll, you configure Oracle Fusion Applications business objects on the Manage Audit Policies page in the Setup and Maintenance area:

1. Select the HCM Payroll application on the Configure Business Object Attributes page.
2. Specify the attributes to audit for the objects.

   For example, you might audit the start and end date attributes for the calculation card component details.

This table lists the payroll business objects you can set up for auditing payroll. You track changes to attributes specified for these objects.

Payroll Business Object	Description
Assigned Payroll	Holds date-effective attributes about payrolls assigned to a worker.
Assigned Payroll More Details	Holds details that aren't date-effective about the payroll assigned to a worker.
Calculation Card	Holds values required for calculating payroll components.
Calculation Card Component	Holds the definition of a component that represents one or more logically related payroll components.
Calculation Card Component Detail	Holds the input values of a person's calculation card.

Payroll Business Object	Description
Calculation Reporting Card	Defines the tax reporting units that report the calculation.
Calculation Reporting Card Usage	Attaches a reporting card to a person record.
Element Entry	Holds earning and deductions details for a person.
Element Entry Value	Holds the values of the compensation and benefits granted to a person.
Payroll Calculation Range Value	Defines the values or sets of values used in the calculation of a value definition.
Payroll Calculation Value Definition	Defines how a value is calculated in payroll processing.
Personal Payment Method	Holds the payment method details for a person.

Related Topics

- Audit Policies
- Audit Configuration for Business Object Attributes
- Audit Reports

Audit Policies

Auditing is used to monitor user activity and all configuration, security, and data changes that have been made to an application. Auditing involves recording and retrieving information pertaining to the creation, modification, and removal of business objects.

All actions performed on the business objects and the modified values are also recorded. The audit information is stored without any intervention of the user or any explicit user action.

Use audit policies to select specific business objects and attributes to be audited. The decision to create policies usually depends on the type of information to be audited and to the level of detail required for reporting.

Enabling Audit Functionality

For Oracle Applications Cloud, you must configure the business objects and select the attributes before enabling audit. If you enable audit without configuring the business objects, auditing remains inactive. By default, auditing is disabled for all applications. To enable and manage audit, ensure that you have a role with the assigned privilege Manage Audit Policies (FND_MANAGE_AUDIT_POLICIES_PRIV). For appropriate assignment of roles and privileges, check with your security administrator.

To enable auditing for Oracle Fusion Middleware products, select one of the levels at which auditing is required for that product. The audit levels are predefined and contain the metadata and events to be audited. For more information, see *Audit Events for Oracle Applications Cloud Middleware (Doc ID 2114143.1)* on My Oracle Support.

If you don't want an application to be audited, you can stop the audit process by setting the Audit Level option to **None**. Also, note that there's no specified retention period for the audited data or the logs. Follow your company policy for retaining or removing such data.

> **Note:** You won't be able to enable audit if you're working in a sandbox. If you try to set up audit while you're in a sandbox, you will see the message "Audit setup is disabled in a sandbox". You'll also notice that the buttons associated with the audit functionality are disabled.

Related Topics

- Audit Configuration for Business Object Attributes
- Overview of Audit Configuration

Audit Configuration for Business Object Attributes

Audit enables tracking the change history of particular attributes of a business object. However, those objects and their attributes must be selected for audit and auditing must be enabled for that application.

The configuration settings determine which attributes to audit for a given object, and when the audit starts and ends. Auditing takes into account all the operations performed on an object and its attributes, such as create, update, and delete. To configure audit business object attributes, use the **Manage Audit Policies** task in the Setup and Maintenance work area.

Selecting an Application

To set up auditing, you must select a web application that contains the required business objects that can be audited. From the list of business objects, select those business objects that you want to audit. Selecting a business object also displays its attributes that are enabled for auditing.

Selecting Attributes

For each selected business object to be audited, select the corresponding attributes to include in the audit. All attributes that belong to that object are by default selected for audit and appear on the user interface. However, you can add or remove attributes from the list. When you remove an attribute from the list, you stop auditing it even when the parent object is selected for audit. So, if you want an attribute to be audited, you must add it to the list. If the object selected in an audit hierarchy is also a part of several other audit hierarchies, the attribute configuration for that object is applicable to all the hierarchies in that application.

For business objects based on flexfields, select the Flexfields (Additional Attributes) check box to view, add, or remove flexfield attributes. The selected objects are audited.

> **Note:** You can't audit LOB (BLOB, CLOB, and NCLOB), rich text, and long text attributes.

Starting and Stopping Audit

The business object is ready for audit after you select its attributes and save the configuration changes. However, to start auditing, the audit level for Oracle Applications Cloud must be set to **Auditing** on the Manage Audit Policies page.

To stop auditing an object, you can deselect the entire object and save the configuration. As a result, all its selected attributes are automatically deselected and aren't audited. To continue to audit the business object with select

attributes, deselect those attributes that aren't to be audited. When users view the audit history for an application, they can specify the period for which they want the results. Therefore, make a note of when you start and stop auditing an application.

For example, users intend to view the audit history of an object for the previous week, but auditing for that object was stopped last month. They wouldn't get any audit results for that week, because during the entire month that object wasn't audited. Even if you enable audit for that object today, users can't get the wanted results because audit data until today isn't available.

Note: When users export the report summary to a Microsoft Excel file, there's a limit on the number of rows that are displayed in the file.

- For Oracle Fusion Middleware products, the maximum limit is 25000. By default, the limit is set as 10000. You can change this limit using the FND_AUDIT_FMW_EVENT_LIMIT profile option.
- For Oracle Fusion Application Business Objects, the maximum limit is 10000 per table. This is set as the default value. Sometimes, the actual rows returned might be more than the limit set, because a single transaction can update multiple tables. To decrease this limit, you can create the FND_AUDIT_EXPORT_ENTITY_LIMIT profile option and set a lesser value for it.

  See *Why is it taking so long to get search results when exporting audit summary of Fusion Application Business Objects?*

Audit Reports

You can use the Audit Reports work area to view changes to the application data, such as the business objects that were created, updated, and deleted.

To view the history or to create a report, you must have a role with the View Audit History (FND_VIEW_AUDIT_HISTORY_PRIV) privilege assigned to it. For appropriate assignment of roles and privileges, check with your security administrator.

Audit Events

Transactional events in the application trigger the audit process based on the create, update, and delete operations. For events to trigger the audit process for the business objects, you must first enable the objects for auditing.

These are the events that trigger the audit process.

Transactional Event	When the Audit Activity is Triggered	Audit Report Content
Create	Whenever business object data is created and stored in the database	• Name of the created object • Name of the user who created the object • Time of creation
Update	Whenever the existing business object data is updated	• Both old and updated values of the object • Name of the user who updated the object • Time of updating

Transactional Event	When the Audit Activity is Triggered	Audit Report Content
Delete	Whenever the existing business object data is removed from the database	• The last value that the object attributes contained • Name of the user who deleted the object

The event details are stored in the audit table. The attributes of the audited object data can be used in lookups and foreign keys to display values in the audit history. The application supports displaying the audited information according to the language settings configured.

For Oracle Fusion Middleware products, events such as failed sign-in attempts are used as triggers. In absence of an audit table, the information is stored in the sandbox and presented only in English.

Note: This topic focuses on the create, update, and delete event types available in Fusion Applications. For details on events used in the Oracle Fusion Middleware products, refer to the Oracle Fusion Middleware documentation. See: *Introduction to Oracle Fusion Middleware Audit Framework*

Related Topics

- View Audit Reports

Data Validation

Overview of Payroll Data Validation Report

Before you run payroll or any other statutory processes or reports, the required HR and payroll data setup must be complete for all your workers. Missing or noncompliant data can impact legal processes or reports.

The Payroll Data Validation Report provides details of missing or statutorily noncompliant data at the worker and organization level. Prior to running the payroll process or any other report, run the Payroll Data Validation Report. You can then take corrective action as necessary to complete the data setup and correct noncompliant data.

During the implementation phase, add the business rules and validation messages at the enterprise or legislative data group level. These validations are in addition to the country-specific validations that are predefined in the application.

Validation Levels

The data group you select when adding validation rules to the Data Validation Report determines the level of validation. For example, you might have a validation rule at the tax reporting unit level or at the person details level. When adding a validation, you must ensure a database item exists for the attribute for which you're adding the validation.

Set Up Validation Rules

Use the delivered formula 'Global Attribute Mandatory Check' to set up validations to identify missing data. You add the validations to the Data Validation Report extract definition. Here's the summary of the required steps to set up the validation rules:

1. Identify a suitable short name for the attribute for which you want to add the validation, for example, `ASG_JOB_CODE`. Prefix it with `CST` to mean user-defined. Therefore, the short name should be `CST_ASG_JOB_CODE`.
2. Set up a lookup code to control the validation. For mandatory validations, that you set up using the delivered formula, set up the lookup code as a short name suffixed by `>MC`. For example, `CST_ASG_JOB_CODE>MC`.
3. Based on the level at which you need the validation, you must create the records and data elements in the appropriate data group. Identify the relevant data group to add the validation and create a record in the group. For example, add assignment level validations to the Assignment Data Group.

   Note: A database item must exist for the attribute for which you're adding the validation.

4. Add the validation and create the extract definition attributes.
5. Generate and compile the formula at the report record.
6. Run the appropriate Payroll Data Validation Report to include the validations.

Control the Validations

Use the delivered `ORA_HRX_GLB_VALIDATION_OBJECTS` lookup type to set up a lookup code that you can use to control the validation. For example, you can use this lookup code to add multiple country tags to a validation. Alternately, if the validation is no more valid for the country, remove the previously added country tag from the lookup code.

Note: If you don't add a country tag, the application doesn't trigger any validation.

Validation Types

The validations can be simple or complex.

The application triggers simple validations if you haven't provided a value for an attribute required for a report or a process. For example, the Tax Reporting Registration Number is missing at the organization level or the National Identifier value is missing for a worker. You can create a simple validation by using the delivered formula 'Global Attribute Mandatory Check' and the appropriate database item group.

The application triggers complex validations when there's more than one attribute included in the validation. For example, a value is missing for a National Identifier Type pertaining to a worker.

For coding complex validations, Oracle recommends that you use data elements of type Rule with a user-defined Rule Formula to perform the validation. You must deliver these data elements in a record of type Formula.

User-Defined Rule Formula

For coding complex validations, Oracle recommends that you use extract attributes of type Rule with a user-defined Rule Formula to perform the validation. Consider the following for coding user-defined Rule Formula:

- Check if the formula is of type Extract Rule.
- Check that the lookup code exists for the short code of the data element, and is enabled for the legislation code, for which the report is run.
- Check if the formula is associated with the correct data element. Since this is a user-defined formula, check and run only if short code matches.

- Perform the validation to return validation message text or return a NULL value. The message text should be fewer than 240 characters or the application considers only the first 240 characters of the message.

Data Security

By default the report is submitted through an elevated user that has full data access and is secured through the list of values on the report parameters. However, you can configure the Data Validation Report to run based on the profile of the user who submits the report. For example, if a user has access to only employees within a specific payroll or department, you can configure the report to check data only for those employees.

Validation Rules for Data Validation Report

You can add validation rules to the Data Validation Report to identify missing data required to run a process or report. You can run the report and make relevant corrections to complete the employer or payroll-related data.

Use the **Extract Definitions** task in the **Data Exchange** area in **My Client Groups** on the Home page, to add a validation rule to the Data Validation Report extract definition.

Rule Formula

Use the delivered formula 'Global Attribute Mandatory Check' to set up validations to identify missing data. You add the validations to the Data Validation Report extract definition.

This formula includes certain important enhancements such as supporting translated messages. It also offers the ability to control the validations without you deleting the validation already configured by you or delivered by Oracle. It's not mandatory for you to migrate your existing validations from the 'Global Null Check Rule' formula to the new one. Oracle recommends migrating to the new formula to make use of the benefits.

Validation Levels

This table describes the validation rules at the various levels.

Validation Level	Description
Employee	Add simple validations for a missing attribute at the worker level. For example, if the National Identifier value is missing for a worker.
Organization	Add simple validations for a missing attribute at the organization level. For example, a missing Tax Reporting Registration Number.
Repeating Child Entity of a Worker	Add validations at the repeating child entity of a worker. For example, you may add a validation for a missing IBAN number for one of the multiple payment methods that a worker has. You can add a validation to specify the details of the attribute value (IBAN Number). This attribute value is missing for the Entity Type (Personal Payment Method) and for the Entity Name (Personal Payment Method Name).
Repeating Child Entity of the Organization	Add validations at the repeating child entity of an organization. For example, add a validation for a missing SWIFT Code for one of the multiple organization payment methods that's valid for a payroll statutory unit. You can add a validation to specify the details of the attribute value (SWIFT Code). This attribute value is missing for the Entity Type (Organization Payment Method) and for the Entity Name (Organization Payment Method Name).

Validation Level	Description

Data Groups

The data group you select when adding validation rules to the Data Validation Report determines the level of validation. For example, you might have a validation rule at the tax reporting unit level or at the worker details level.

The processes associated with the Data Validation Report extract definition are:

- Run Payroll Data Validation Report
- Run Worker Data Validation Report
- Data Validation Report for Payroll Interface

These reports use different data groups to report data validation. You must select a data group for any validation rules you add based on the type of data and the level you want the validation to occur.

Payroll Data Validation Report

Add validation rules to these data groups to report payroll-related data validation:

- Payroll Statutory Units
- Tax Reporting Units
- Payroll Relationships
- Payroll Assignments

Worker Data Validation Report

Add validation rules to these data groups to report worker-related data validation:

- Payroll Statutory Units
- Legal Employers
- Reporting Establishments
- Work Relationships
- Person Details
- Assignments

Data Validation Report for Payroll Interface

Add validation rules to these data groups to report worker-related and payroll-related data validation for Global Payroll Interface:

- Payroll Group
- Payroll Relationship Group
- Work Relationships
- Assignments
- Payroll Relationships

- Payroll Assignments

Usage of Tags

The report output has different sections for legal employer, reporting establishment, person, and so on. The validations reported in the different sections is based on the tag that's added for rule data element. Consider these conditions while using tags for adding validation rules for Data Validation Report.

- For reporting validations at organization level, add the validations to Organization Data Groups and the related tags, as given in the table here.

Validation Level	Data Group	Tag
Legal Employer	Legal Employers	`LEMP_RULE_TEXT`
Establishment	Reporting Establishments	`REP_EST_RULE_TEXT`
Payroll Statutory Unit	Payroll Statutory Units	`PSU_RULE_TEXT`
Tax Reporting Unit	Tax Reporting Units	`TRU_RULE_TEXT`

- For reporting validations at worker level, add the validations to the corresponding data group and the predefined tags as given in the table here.

Validation Level	Data Group	Tag
Employee or payroll relationship level validations	Identify appropriate data groups (Example: Assignment).	`RULE_TEXT`

- For reporting organization validations or the validations of other entities in a separate table, add the validations to the corresponding data group and the predefined tags as given here.

Validation Level	Data Group	Tag
All levels other than employee or organization	Identify appropriate data groups (Example: Assignment).	`OTHERS_RULE_TEXT`

Related Topics

- Set Up a Lookup Code to Control the Rules for Data Validation Reports
- Overview of Payroll Data Validation Report
- Payroll Data Validation Report
- Add Rules to Data Validation Reports

Set Up a Lookup Code to Control the Rules for Data Validation Reports

Use the delivered ORA_HRX_GLB_VALIDATION_OBJECTS lookup type to set up a lookup code that you can use to control a validation for the Data Validation Report.

You can then use this lookup code to add multiple country tags to a validation. Alternately, you can remove a previously added country tag from the lookup code, if the validation is no more valid for the country.

Note: If you don't tag a country, the application doesn't trigger any validation.

To create a lookup code:

1. In the Setup and Maintenance area, select the **HCM Extract Lookups** task.
2. Search for and select **HCM Extract Lookups**.
3. Click **Create**.
4. Enter these lookup code details.

Field	Description
Lookup Code	Enter a lookup code suitable for the attribute or entity to be validated. If you want to use the Oracle delivered formula for mandatory attribute validation, enter suffix as **>MC** n the lookup code, for example **CST_PERSON_ADDRESS_LINE 1>MC**.
Display Sequence	Enter a unique value for the lookup code. It is recommended to use a sequence number, between 201 to 500, for the user-defined lookup codes.
Start Date	Enter 01/01/0001.
End Date	Enter 12/31/4712.
Meaning	Enter a suitable meaning for the lookup code, for example, Person Address Line 1 Check.
Description	Enter a suitable description, for example, Person Address Line 1 Check.

Field	Description
Tag	Tag an appropriate country or countries, for which the validation is to be performed. For example, `+FR`. **Note:** If no Tag is set up, the application doesn't perform the validation for any country.

5. Click **Save**.

Related Topics

- Overview of Payroll Data Validation Report
- Payroll Data Validation Report
- Add Rules to Data Validation Reports

Add Rules to Data Validation Reports

This example demonstrates how you can add a validation rule to the Data Validation Report extract definition.

Before you make changes to the extract, select a legislative data group. When you submit your changes for a new rule, the validation is available for the selected legislative data group. Depending on the validation rule and the legislative data group you add it to, the validation is included when you submit any or all of the following processes:

- Payroll Data Validation Report for identifying missing payroll data needed for processes
- Worker Validation Report for identifying missing HR data needed for processes
- Data Validation Report for Payroll Interface for identifying missing HR or payroll data of persons associated with a given object group or payroll. The primary goal of the report in this case is to validate the data before it's exported by the Global Payroll Interface process to a third-party payroll provider.

Before you add the validation rule, ensure that a database item exists to retrieve the value to be validated. The contexts required by the database item are provided by the block level to which you add the validation. For example, suppose you're adding the new validation to the Person Details data group. You are adding a rule to check whether each person's Person Address Line 1 attribute has a value. If there is no value, the report displays an error message. A database item must exist for the person address line 1 attribute. Create the records and data elements in the appropriate data group based on the level at which you need the validation.

How to Create the Validation

To create a validation:

1. In the Name field, enter **Data Validation Report**.
2. Select **Extract Definitions** task from the **Data Exchange** area under **My Client Groups**.
3. Search for and select the extract definition to edit as follows:
    a. In the Type list, select **Full Profile**.
    b. Select a legislative data group.
    c. Click **Search**.

d. In the search results, click **Data Validation Report**.

4. On the Extract Definitions page, click **Switch Layout**.
5. In the **Session Effective Date** field, enter **01/01/0001**.
6. Add a new record to the Data Group to which you want to add validations as follows:
   a. Select **Person Details** under the **Data Group** node.
   b. In the Records section, click **Create**.

      Ensure that the Session Effective Date is 01/01/0001.
   c. Enter these details in the **Create Extract Record** section.

Field	Value
Sequence	Enter a unique value for the records within the Data Group. It is recommended to use a sequence number between 200 and 600. **Note:** Two records in the same Data Group can't use the same sequence number.
Name	Person Address Details
Type	Detail record
Process Type	Fast Formula

   d. Click **Save**.
7. Add the database item attribute as follows.
   a. In the **Extract Attributes** section, click **Create**
   b. Complete the fields as shown in this table. This table lists the fields and the respective values for the extract attributes.

Field	Description
Name	Enter a suitable name, for example, Person Address Line 1 Attribute. This name is used in the validation message.
Tag Name	Person_Address_Line 1_Attribute
Short Code	Enter a suitable name to match the lookup code and remove the suffix, '`>MC`', for example, `CST_PERSON_ADDRESS_LINE_1`.
Start Date	01/01/0001

Field	Description
End Date	12/31/4712
Data Type	Enter a value appropriate to the data that you want to check. For example, Text for address details.
Type	Database item group
Database Item Group	Person Address Line 1
Output Label	Person Address Line 1
Output Column	6

Note: If you don't find the Database Item Group that fetches the attribute value you want to validate, it could be that:

- The Extract Attribute is added at an incorrect level (Data Group), or
- The Database Item Group is unavailable. Verify the availability of the Database Item Groups by trying to add the extract attribute to other levels (Data Group). If the required Database Item Group is unavailable, you can contact Oracle Support.

For more information, see Database Items for Extracts and Formulas in Oracle Fusion HCM guide on My Oracle Support (1565118.1).

c. Click **Save and Close**.

8. Create another attribute for the validation rule as follows:

a. In the **Extract Attributes** section, click **Create**
b. Complete the fields as shown in this table. This table lists the fields and the respective values for the validation rule.

Field	Value
Name	Person Address Line 1 Rule
Tag Name	RULE_TEXT

Field	Value
	Note: Enter this value exactly.
Short Code	`CST_PERSON_ADDRESS_LINE_1>MC` **Note:** The short code must include the short code of the database item attribute you created followed by a space and the suffix: `>MC`. The short code is case-sensitive.
Start Date	01/01/0001
End Date	12/31/4712
Data Type	Text
Type	Always set as Rule.
Rule	Global Attribute Mandatory Check
Output Label	Enter a value same as the Short Code, for example, `CST_PERSON_ADDRESS_LINE_1-RULE`.
Output Column	Enter a unique value within the record, 26.
Results Display Option	Summary and detail

c. Click **Save and Close**.

9. In the **Actions** menu, select **Generate Formula**.
10. In the **Actions** menu, select **Compile Formula**.
11. Click the Extract Execution Tree node and verify that all formulas are compiled.
12. Click **Submit**.

Data Security in Payroll Data Validation Reports

Configure the Data Validation Report to run based on the profile of the user who submits the report.

For example, if a user has access to employees only within a specific payroll or department, you can configure the report to only report data for those employees. The access the user has is defined by the data security profile attached to the user's role.

Here are the tasks required to configure and run the report based on the profile of the user submitting the report:

1. Sign in as IT Security Manager and define HCM data roles and setup data security. Assign the data roles to the application user as per the requirement of your enterprise.
2. Sign in as Payroll Manager and secure the 'Payroll Data Validation Report' at the Legislative Data Group level.
3. Sign in as application user to whom the privileges are assigned and run the report.

Define Data Roles and Assign Data Roles to the Application User

No predefined HCM data roles exist. While creating an HCM data role, include a job role. The secured HCM object types that the job role accesses are identified automatically, and sections for the appropriate security profiles appear. Select or create security profiles for those object types in the HCM data role.

For each object type, you can include only one security profile in an HCM data role, which is known as Security Profile. Consider the following to complete the setup.

- You must have the IT Security Manager Job role to perform this task.
- To create an HCM data role, use the Assign Security Profiles to Role task in the Setup and Maintenance work area.
- For more information on setting up the data security as per the requirement of the enterprise, see Oracle Human Capital Management Cloud Securing HCM.

Here are the steps required to configure the report based on the profile of the user submitting the report.

1. Search and select the **Payroll Flow Patterns** task from **Payroll** in **My Client Groups** on your Home page.
2. Search for the **Run Payroll Data Validation Report** flow pattern.
3. Select the required **Legislative Data Group**.
4. Click **Edit**.
5. Click **Go to Task** and click **Edit**.
6. Select the row and click the **Edit** on the tool bar for the row.
7. Select the **Secure Process or Report** check box and click **Save**.
8. Alternately, you can click on **Remove all Updates**.

Repeat these steps for each Legislative Data Group, where the setting must apply. This configuration, although done on the delivered flow pattern, is preserved during patching and upgrades.

Submit Report

When you submit the report, consider the following:

- Select the Payroll Statutory Unit (PSU) from a secured list of values. If the user's data security is restricted by the PSU, then the user can only run the report for that PSU they have access to, even if the report is run as the elevated user by default.
- If the user's data access is restricted based on other attributes like department or payroll, configure the report based on the user profile. This is only if you must restrict the report to the profile of the user submitting the report and only data for the department or payroll is reported.

Payroll Data Validation Report for India

Run the Payroll Data Validation Report to generate a list of employees with missing or noncompliant payroll data. Use this report to verify if the required data setup for all employees for the payroll run or process is complete.

As a payroll manager, you need to run this report before running the payroll process.

The report consists of two regions:

1. Tax reporting unit data validation area displays the data for the income tax, provident fund, and professional tax.
2. Employee level data validation area includes the data from payroll, employee and calculation card information.

Validate the required data for India payroll to identify any missing data before processing the payroll. Missing or noncompliant data can impact legal processes or reports.

View the Payroll Data Validation report

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

The report is generated as an excel spreadsheet, which includes the employee data that doesn't pass the validation criteria.

16 Reports

Payroll Reports and Analytics

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

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

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

Payroll reports can be broadly classified under these categories.

- Payroll Calculation and Balancing, such as the Gross-to-Net Report, used to review and verify payroll calculations and payroll run results.
- Payroll Payment and Cost Distribution, such as the Payment Register, used to review and verify payment calculations and payment and cost distributions.
- Data Validation and Audit, such as the Payroll Data Validation Report, used to verify payroll information prior to running payroll processes and statutory reports.

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

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

Related Topics

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

Payroll Reports for India

Form 24Q Report

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

Companies making payments to third parties (deductees) are required to deduct tax at source from these payments. The tax deducted at source needs to be deposited at any of the branches of banks authorized to collect taxes on behalf

of Government of India. As per the Income Tax Act, 1961, all corporate and government deductors or collectors are required to file their TDS or TCS statements in electronic form, e-TDS or TCS returns.

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

Prerequisite Information

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

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

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

Run Form 24Q Report

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

Form 24Q Corrections Report

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

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

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

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

Generate Form 24Q Correction report

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

Example Sequence for Correction Flows

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

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

If there are any corrections done:

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

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

Professional Tax Computation Report for India

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

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

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

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

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

Tax Regime Comparison Report for India

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

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

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

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

Simplified Payroll Flow for India

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

Payroll Flow Parameters

Here are the parameters required to run the flow:

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

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

Required Flow Parameters	Reports
Legal Employer	India 24Q IT Balances report (Optional), Required for Data Validation Report
Include Information Messages	Run Payroll Messages Report (Optional)

Run the India Payroll Flow

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

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

Processes
Run Retroactive Notification Report
Verify Retroactive Events
Recalculate Payroll for Retroactive Changes
Run Retroactive Entries Report
Verify Retroactive Report
Run India Payroll Data Validation Report
Verify India Payroll Data Validation Report
Calculate Payroll
Verify Payroll Results
Run Payroll Activity Report for the Latest Process
Run Gross-to-Net Report
Run India Professional Tax Report
Generate IT Computation Sheet
Run Payroll Messages Report

Processes
Verify Reports
Calculate Prepayments
Verify Prepayments
Archive Periodic Payroll Results
Run Payroll Register Report
Make EFT Payments
Generate Check Payments
Generate Payslips
Verify Payslips
Run Payment Register Report
Provident Fund Electronic Challan and Return
Run India 24Q IT Balances Report
Manual Run ESI Monthly Contribution Report
Manual Run India Form24Q

Note:

1. **Manual Run ESI Monthly Contribution Report** is a manual task for the **Run ESI Monthly Contribution Report** flow if the ESI report needs to be run. You can either click **Submit Related Flows** or submit separately outside of this flow. When using **Submit Related Flows** option, after the child flow is submitted, mark the manual task as **Completed**, for the child flow to be triggered.
2. **Manual Run India Form24Q** is a manual task for the **Run India Form24Q** flow which can be submitted every quarter.

ESI Monthly Contribution Report

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

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

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

- Upload of the excel spreadsheet with the ESI monthly contribution details of the employees.
- Online payment with the generated challan number.

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

To generate the report:

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

To view the report output:

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

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

Generate Form 16

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

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

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

Prerequisite Steps

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

1. Run the flow **Run India Form 12BA** to generate the Form 12BA.
2. Run the flow **Run India Form 12BB** to generate the Form 12BB for employees.

3. Download the Form 16 from the income tax portal, TRACES, and then, generate the individual Form16 Part A and Part B files for each employee using the TRACES utility.
4. Submit the flow **Run India Form16 Part A and Part B Upload**, to generate the DAT file for all the eligible employees.
5. To import the Form16 Part A and Part B files, upload the files using HDL process.
6. Upload it into the payroll, after the digital signing process.

Generate Form 16

You need the digital certificate file and its passcode as input parameters, to generate the digital signed Form 16.

1. From the home page, navigate to **My Client Groups > Payroll > Submit a Flow**.
2. Select **Run India Form16** and enter the flow name with the following parameters:
    - Tax reporting unit
    - Financial year
    - Payroll Relationship group
    - Digital signature
    - Publish Date
    - Upload Digital Signature file
    - Digital Signature Passcode
    - Publish Date
    - Process Configuration group

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

Configure Lookup for Digital Signed Form 16

Here are the lookup types that you need to set up to generate digital signed Form 16 document.

Configure Lookup Type for Digital Signature

You can configure the following lookup types for enabling the digital signature in Form 16.

Lookup Type	Lookup Code	Description	Default Value
ORA_HRX_IN_FORM16_CONFIG	DSIGN_LOCATION	Hyderabad	<Blank>
ORA_HRX_IN_FORM16_CONFIG	DSIGN_PROPERTY	Contains a combination of Page Number: X Position : Y Position: Length : Breadth 1:10:10:80:40	1:0:0:100:60
ORA_HRX_IN_FORM16_CONFIG	DSIGN_REASON	Reason For Signing	<Blank>
ORA_HRX_IN_FORM16_CONFIG	DSIGN_STYLE	Possible values are simple and detailed	detailed

Lookup Type	Lookup Code	Description	Default Value

Enable or Disable Password Protection

Here are the lookup types you need to setup for password protection in Form16 thats digitally signed.

Lookup Type	Lookup Code	Description	Default Value
ORA_HRX_IN_FORM16_CONFIG	DISABLE_PASSWORD	Y or N	N
ORA_HRX_IN_FORM16_CONFIG	PASSWORD_DOB_FORMAT	DD/MM/YYYY	DD/MM/YYYY

By default the digital signature enabled Form16 is password protected. If password protection isn't enabled, the Form16 isn't digitally signed.