Oracle Fusion Cloud Global Payroll

How do I configure payroll to set up absence donation pools?

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation pools?

G30220-01

Author: Niresh Mathur

Contents

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Get Help

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 ⑦ 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!

ORACLE

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Get Help

ORACLE

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

1 How do I configure payroll to set up absence donation pools?

Define Payroll Elements for Absence Accrual Plans that Enable Donating to a Pool

This example shows how to define an absence element for a vacation accrual absence plan that's enabled for donating to a donation pool.

Based on your setup decisions, this procedure configures these additional elements:

- Accrual element to process absence liability amounts

- Entitlement element to process payments for absence during vacation

- Discretionary disbursement element to process disbursement of partial time accruals

- Final disbursement element to process accrual disbursement when the absence plan enrollment ends

- Donation pool element to process donations from an employee to a donation pool

The name of the element is prefixed to each additional element.

> **Note:** Each absence accrual plan will have its own, specific accrual element defined. The element you define for an accrual plan shouldn't be used across multiple plans. You can't map one element to multiple accrual plans.

This table summarizes key decisions for this scenario.

Decisions to Consider	In this Example
What units do you want to use for reporting calculations?	Days
What type of an absence are you transferring to payroll?	Accrual Balances and Absences
Do you want the element to calculate absence liability?	Yes
Which rate should the calculate absence liability use?	Liability Rate
Does your absence plan enable balance payments when enrollment ends?	Yes

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

Decisions to Consider	In this Example
Which rate will be used for the final balance payment calculation?	Final Disbursement Rate
Does this plan enable absence donation to donation pools?	Yes
Does your absence plan enable payment of partial accrual balances?	No
How do you want to calculate deductions for paid absences for employees not requiring a time card? • Reduce regular earnings by the amount of the absence payment so that the worker doesn't get paid twice? • Select a rate to determine the absence deduction amount?	Reduce regular earnings by absence payment
Does this plan enable entitlement payments after termination?	No

Define an Absence Element

Ensure that you've configured a rate definition to determine the monetary value of a unit of absence.

Depending on your enterprise, you should have also configured separate rates to calculate liability, discretionary disbursement, and final disbursement payments. You configure a rate definition using the Rate Definitions task.

Here's how you create absence accrual elements for donating to a donation pool:

1. Click **My Client Groups** > **Show More** > **Payroll** > **Elements**.
2. In the **Create Element** dialog box, select your **Legislative Data Group**.
3. From the **Primary Classification** drop-down list, select **Absences**.
4. From the **Secondary Classification** drop-down list, select an appropriate value for your legislation, such as **Vacation**.

   Note: Only accrual type absence plans can donate leave to a donation pool.

5. Click **Continue**.
6. On the Create Element: Basic Information page, enter **Vacation Payment** in the **Name** and **Reporting Name** fields.

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

7. In the **Absence Plan Details** section, specify the fields as shown in this table. Use default values for fields unless the steps specify other values.

Field	Value
What calculation units are used for reporting?	Days
Work Units Conversion Rule	Standard Rate Daily
What type of absence information do you want transferred to payroll?	Accrual Balances and Absences

8. Click **Next**.
9. On the Create Elements: Additional Details page, in the **Accrual Liability and Balance Payments** section, complete the fields as shown in this table. Use default values for fields unless the steps specify other values.

Field	Value
Calculate absence liability?	Yes
Which rate should the liability balance calculation use?	Liability Rate
Does this plan enable balance payments when enrollment ends?	Yes
Which rate should the final balance payment calculation use?	Final Disbursement Rate
Does this plan enable partial payment of balance?	No
Does this plan enable absence donation to donation pools?	Yes **Note:** This question is displayed only if you've selected Accrual Balances and Absences for the "What type of absence information do you want transferred to payroll?" question.
Which rate should the donation pool calculation use?	Absence Donation Rate

ORACLE

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

Field	Value

10. In the **Absence Payments** section, complete the fields as shown in this table. Use default values for fields unless the steps specify other values.

> **Note:** In this worked example, all fields are being entered. However, only required fields must be entered and others might be blank.

Field	Value
How do you want to reduce earnings for employees not requiring a time card?	Reduce regular earnings by absence payment
Which rate should the absence payment calculation use?	Absence Payment
Does this plan enable entitlement payments after termination?	No

11. Click **Next**.
12. On the Create Element: Review page, review the information that you entered so far.
13. Click **Submit**.

The template generates all the related elements, balances, and formulas.

Define Element Eligibility

Here's how you define the eligibility for each element:

1. In the **Element Overview** section of the Element Summary page, click the **Element Eligibility** node.
2. From the **Actions** menu, click **Create Element Eligibility**.
3. In the **Element Eligibility** section, enter **Vacation Payment Open** in the **Element Eligibility Name** field.

   Leave the rest of the fields on the page blank.
4. Click **Submit**.
5. Click **Done**.
6. On the Elements page, search for the other elements prefixed with your absence element name.
7. Select each element in turn and repeat the steps on the Element Summary page to define eligibility for each element.

ORACLE

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

Define Payroll Elements for Donation Pool Plans

This example shows how to define an absence element for a donation pool plan.

Based on your setup decisions, this procedure might configure these additional elements:

- Accrual element to process absence liability amounts

- Entitlement element to process payments for absence during vacation

- Discretionary disbursement element to process disbursement of partial time accruals

- Final disbursement element to process accrual disbursement when the absence plan enrollment ends

- Donation pool element to process claims from a donation pool and maintain the donation pool total

The name of the element is prefixed to each additional element.

> **Note:** Each donation pool plan will have its own, specific donation pool element defined. For example, the Emergency Donation Pool Plan will have an Emergency Donation Pool element; the Earthquake Donation Pool Plan will have an Earthquake Donation Pool element. The element you define for a donation pool plan shouldn't be used across multiple plans. You can't map one donation pool element to multiple donation pool plans.

This table summarizes the key decisions for this scenario.

Decisions to Consider	In this Example
What units do you want to use for reporting calculations?	Days
What type of an absence are you transferring to payroll?	Accrual Balances and Absences
Do you want the element to calculate absence liability?	Yes
Which rate should the calculate absence liability use?	Liability Rate
Does your absence plan enable balance payments when enrollment ends?	No
Does your absence plan enable payment of partial accrual balances?	No
How do you want to calculate deductions for paid absences for employees not requiring a time card?	Reduce regular earnings by absence payment

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

Decisions to Consider	In this Example
• Reduce regular earnings by the amount of the absence payment so that the worker doesn't get paid twice? • Select a rate to determine the absence deduction amount?	
Does this plan enable entitlement payments after termination?	No

Define a Donation Pool Element

Ensure that you've configured a rate definition to determine the monetary value of a donation pool unit.

Depending on your enterprise, you should have also configured separate rates to calculate the discretionary disbursement and final disbursement payments. You configure a rate definition using the Rate Definitions task.

Here's how you define payroll elements for donation pool plans:

1. Click **My Client Groups** > **Show More** > **Payroll** > **Elements**.
2. In the **Create Element** dialog box, select your **Legislative Data Group**.
3. From the **Primary Classification** drop-down list, select **Absences**.
4. From the **Secondary Classification** drop-down list, select **Donation Pool**.
5. Click **Continue**.
6. On the Create Element: Basic Information page, enter **Emergency Donation Pool** in the **Name** and **Reporting Name** fields.
7. In the **Absence Plan Details** section, specify the fields as shown in this table. Use default values for fields unless the steps specify other values.

Field	Value
What calculation units are used for reporting?	Days
Work Units Conversion Rule	Standard Rate Daily
What type of absence information do you want transferred to payroll?	Accrual Balances and Absences

8. Click **Next**.

ORACLE

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

9. On the Create Elements: Additional Details page, in the **Accrual Liability and Balance Payments** section, complete the fields as shown in this table. Use default values for fields unless the steps specify other values.

Field	Value
Calculate absence liability?	Yes
Which rate should the liability balance calculation use?	Liability Rate
Does this plan enable balance payments when enrollment ends?	No
Does this plan enable partial payment of balance?	No

10. In the **Absence Payments** section, complete the fields as shown in this table. Use default values for fields unless the steps specify other values.

> **Note:** In this worked example, all fields are being entered. However, only required fields must be entered and others might be blank.

Field	Value
How do you want to reduce earnings for employees not requiring a time card?	Reduce regular earnings by absence payment
Which rate should the absence payment calculation use?	Absence Payment
Does this plan enable entitlement payments after termination?	No

11. Click **Next**.
12. On the Create Element: Review page, review the information that you entered so far.
13. Click **Submit**.

The template generates all the related elements, balances, and formulas.

ORACLE

Oracle Fusion Cloud Global Payroll
How do I configure payroll to set up absence donation
pools?

Chapter 1
How do I configure payroll to set up absence donation
pools?

Define Element Eligibility

Here's how you define the eligibility for each element:

1. In the **Element Overview** section of the Element Summary page, click the **Element Eligibility** node.
2. From the **Actions** menu, click **Create Element Eligibility**.
3. In the **Element Eligibility** section, enter **Vacation Payment Open** in the **Element Eligibility Name** field.

   Leave the rest of the fields on the page blank.
4. Click **Submit**.
5. Click **Done**.
6. On the Elements page, search for the other elements prefixed with your absence element name.
7. Select each element in turn and repeat the steps on the Element Summary page to define eligibility for each element.

ORACLE