Oracle Fusion Cloud Human Resources

How do I set up HR and payroll for Ireland?

FA Latest

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1 About this Playbook

Use this playbook to understand the setup and configuration tasks required for Oracle Fusion Cloud Human Resources for Ireland.

This playbook covers the task lists and tasks for these areas:

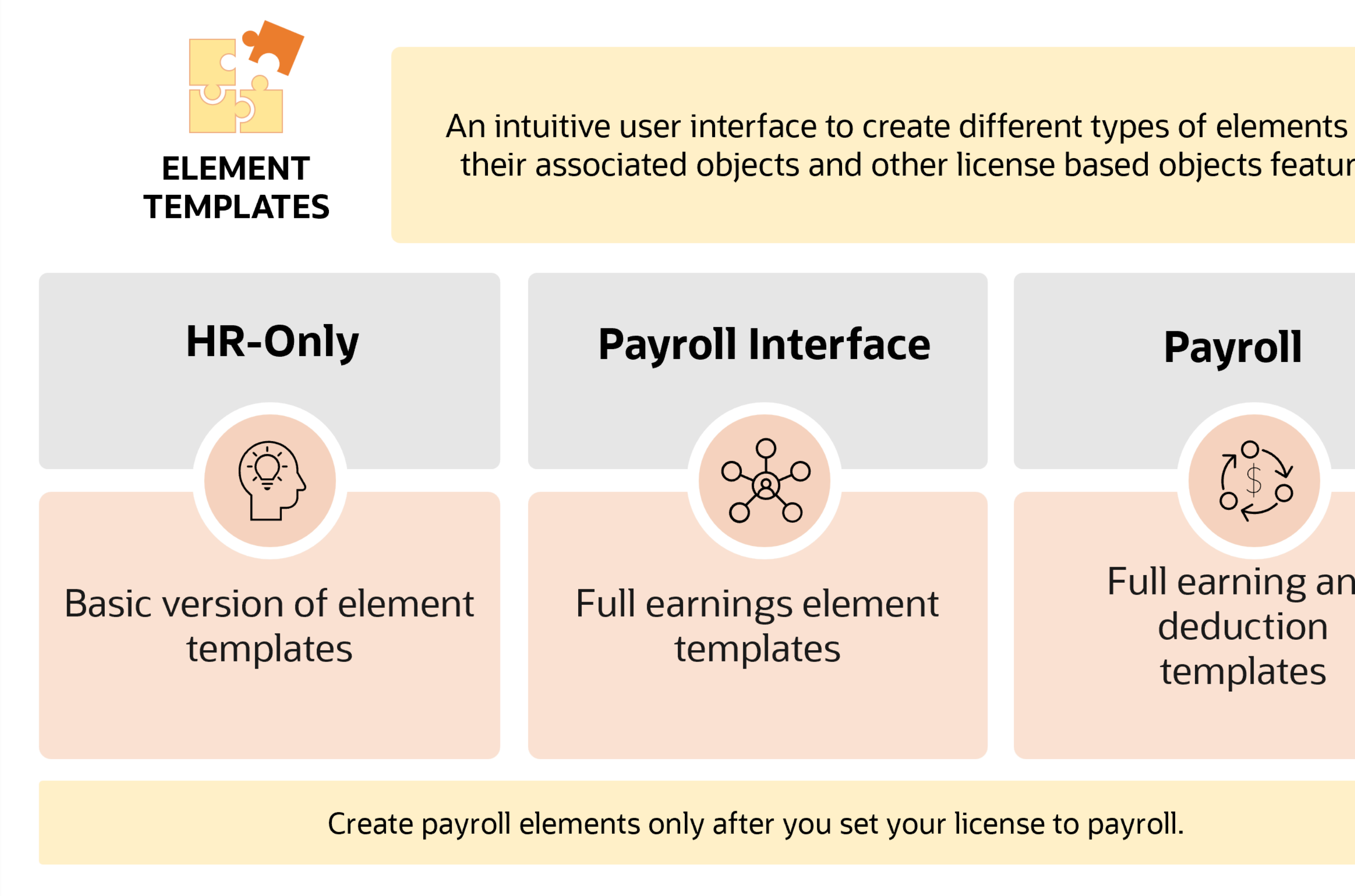
- Organizational structures that you need to define to manage HR processes.
- Ireland-specific data that needs to be provided.
- How predefined Ireland-specific data can be integrated with customer-specific data.
- Data definition required to hire and maintain Irish employees.
- HR processes that you can run for Ireland.
- The information required to support interfacing or transferring data to a third-party payroll.
- The migration process from a legacy application, by identifying the Ireland-specific fields that need to be populated.

License Details

The features of the element templates depend on the type of license you have. There are three licenses that you can use to access the element templates:

- HR-Only
- Payroll Interface

- Payroll


ELEMENT TEMPLATES
An intuitive user interface to create different types of elements
their associated objects and other license based objects featur
HR-Only
Basic version of element templates
Payroll Interface
Full earnings element templates
Payroll
Full earning an
deduction
templates
Create payroll elements only after you set your license to payroll.

2 Set Up Enterprise Structures

Define Geography Information

Before defining enterprise structures, you need to verify predefined geographies and load any additionally required local geographies.

Perform these steps to view predefined geographies:

> **Note: Setup and Maintenance** > **Enterprise Profile** > **Manage Geographies**

1. Select Ireland and click **Search** to view the predefined Ireland geography setup and content.
2. Select the checkbox for each type of geography data you want to verify:

Geography Data	Description
Address Cleansing Defined	Real time address cleansing level.
Structure Defined	The geography that exists at this level should be selected for Post County, Post Town, Locality, and Postal Code.
Hierarchy Defined	All post counties defined.
Validation Defined	Geography validation selected for postal code.

3. Verify the info on each page and make necessary changes, then click **Save and Close.**

   You can create new geographies by importing data through interface tables. You can load data into the interface tables using the Oracle Fusion file-based data import process or the tool of your choice.

Set Up Legal Jurisdictions

Jurisdictions must be set up before creating registrations, because a jurisdiction is required in the registration process.

You need to create the jurisdiction called Ireland Revenue Jurisdiction as part of Implementation steps.

To create this jurisdiction:

> **Note: Setup and Maintenance** > **Tasks** > **Search** > **Manage Legal Jurisdictions**

1. Click **Create.**

2. Enter the required details.

   You need to create a legal jurisdiction using the values defined in the table and the TRU needs to be registered with this jurisdiction.

Field	Value
Name	Ireland Revenue Jurisdiction
Territory	Ireland
Legislative Category	Revenue- Tax and PRSI
Identifying	Yes
Legal Entity Registration Code	Legal Entity Registration Number
Legal Reporting Unit Registration Code	Employer PAYE Reference

3. Click **Save and Close.**

> **Note:** An identifying jurisdiction is one that's automatically associated with all legal entities created for the territory. It represents the jurisdiction that a company must register with when first created, such as The Companies Registration Office (the CRO). Registration information for the identifying jurisdiction is required when creating a Legal Employer.

Create Additional Jurisdictions

You can create additional jurisdictions, if required. These would be the values for the Central Statistics Office:

Field	Value
Name	Ireland Central Statistics Office
Territory	Ireland
Legislative Category	Statistical
Identifying	No
Legal Entity Registration Code	CBR Number
Legal Reporting Unit Registration Code	Legal Reporting Unit Registration Number

Legal Addresses and Legal Authorities

There are no predefined legal addresses for Ireland. You need to create the legal address for all organizational units of the enterprise.

To define legal authorities:

> **Note: Define Legal Jurisdictions and Authorities for Human Capital Management** > **Manage Legal Addresses**

1. Click **Create**.
2. On the Location Create page, enter the address information, and click **OK**.

Legal Authorities

You must create a legal authority for each government entity, such as a local tax office, that has a relationship with the enterprise. Later, you'll register each legal entity you create to link with a legal authority.

> **Note: Define Legal Jurisdictions and Authorities for Human Capital Management** > **Manage Legal Authorities**

1. Click **Create**.
2. On the Create Legal Authority page, do the following:
    - Select the Tax Authority Type based on the type of interaction. Typically, this is set to Collecting and Reporting.
    - Add one or more addresses.
    - Add one or more legislative categories, such as the predefined Statistical category. This establishes a link between the legal authority and all jurisdictions associated with the selected legislative category.
3. Click **Save and Close**.

Legislative Data Groups and Legal Entities

An LDG must be defined in an HR-only implementation if you plan to export employee-level info, such as payment methods or salary, to a third-party payroll system.

If an LDG is associated with a PSU, then whenever you create payroll data, the LDG can be derived from the payroll relationship for the transaction through the PSU association.

You can define an LDG by navigating to the Manage Legislative Data Groups page and clicking on **Create.**

Define a Legal Entity

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

- If it’s to be used in an HCM context, choose it as a legal employer. In an HCM implementation, it's required to define legal employers.

- If it's to be used in a Payroll context, choose it as a PSU.
- You can define a legal entity that's both a legal employer and a PSU.
- If multiple legal employers need to 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 not share a PSU.

> **Note:** No legal entities are predefined for Ireland. You must create all legal entities that apply to the enterprise you're setting up.

Create a Legal Entity

> **Note: Define Legal Entities for Human Capital Management** > **Manage Legal Entity**

To define legal entities:

1. Click **Create**.
2. Provide the required information, noting the following:
    - If a legal entity isn't choose as a payroll statutory unit, you can select an existing payroll statutory unit to which it belongs.
    - The Legal Entity Identifier is an internal code.
    - An identifying jurisdiction must have already been defined.
    - You must have already defined the legal address for the legal entity.
    - The type of registration information required is based on the Registration Code Assignment info you defined when you created the selected jurisdiction. In this case, Legal Entity Registration Number and Employer PAYE Reference are required for registration with the defined Ireland Revenue jurisdiction.

Define Legal Entity Registrations

Legal entities are connected to legal authorities through legal entity registrations. A registration is automatically created for the identifying jurisdiction you select when you create a legal entity. If the legal entity is registered with the Ireland Revenue jurisdiction, it can interact with income tax and social insurance legal authorities. If the legal entity interacts with other legal authorities, you must create more registrations as appropriate.

> **Note: Define Legal Entities for Human Capital Management** > **Manage Legal Registrations**

1. Click Select and Add in the Legal Entity field.
2. Search for and select the legal entity you just created, then click Apply and Go to Task and then click Save and Close.
3. The Manage Registrations page displays a list of registrations for this legal entity.

    > **Note:** A registration was automatically created for the Ireland Revenue Jurisdiction when the legal entity was created, based on the registration details provided.

4. Click **Create**.
5. Enter the required information. Ensure that the **Ireland Revenue Jurisdiction** is selected.

    > **Note:** When you select a jurisdiction, the Territory field is automatically populated.

6. Click **Save and Close**.

Legal Entity HCM Information

Additional information about legal entities is required for Oracle HCM processes. To provide HCM information:

> **Note: Define Legal Entities for Human Capital Management** > **Manage Legal Entity HCM Information**

1. On the Select Scope window, click Select and Add in the Legal Entity field.
2. If the entity is a legal employer, complete the fields on the Legal Employer tab.

   > **Note:** The employment model selection is critical. Ireland supports all delivered employment models.

3. If the legal entity is also a PSU, click the Payroll Statutory Unit tab.
4. Click on EHECS Information to provide EHECS reporting information for Ireland.
5. Complete the fields of Ireland Default EHECS Information and the Legal Employer and click Submit.

   > **Note:** The Fiscal Year Start for Ireland customers should be January 1st of the year the enterprise is going live on Oracle Fusion HRMS.

Create a TRU and Business Unit

Follow the steps to create a TRU for Ireland:

> **Note: Legal Structures** > **Manage Legal Reporting Unit**

1. Select **Create** in the Legal Reporting Unit field.

   > **Note:** A TRU with the same name as the previously created legal entity is created by default. This TRU is designated as the main legal reporting unit for the legal entity.

Additional HCM Info for a TRU

Additional information about legal reporting units, referred to as tax reporting units in this context, is required for Oracle HCM processes.

1. Set the scope for this task by selecting the parent legal entity and then the TRU, as described.
2. Select Manage Legal Reporting Unit HCM Information in the implementation project task list.
3. Select a legal entity and a legal reporting unit.
4. Select Reporting Establishment IE to view the Ireland-specific fields.
5. Select Tax Reporting Unit IE to view the Ireland-specific fields.
6. Click **Submit**.

Create a Business Unit

To create a business unit:

> **Note: Organization Structures** > **Manage Business Unit**

1. Click **Create**.
2. On the Create Business Unit page, provide the required information:

> **Tip:** You must have previously created the location and default set. Default sets are created using the Manage Reference Data Sets task. For more information about business units and default sets, refer to the Oracle Fusion Workforce Deployment Implementation Guide.

3. Click **Save and Close**.

3 Define Workforce Setup

Locations, Divisions, Departments, and Reporting Establishments

The first workforce structures to be defined are the locations where business is conducted, or which are of interest to the business.

Locations, Divisions and Departments

To create or manage locations:

> **Note: Setup and Maintenance** > **Tasks** > **Search** > **Manage Locations**

1. Click **Create**.
2. On the Create Location page, provide the required information and click **Submit**.

You can create Divisions and Departments by using the same navigation and selecting the **Manage Divisions** and **Manage Departments** tasks respectively.

Reporting Establishments

To create reporting establishments:

> **Note: Setup and Maintenance** > **Tasks** > **Search** > **Manage Reporting Establishments**

1. Click **Create**.
2. Select **Create new** to create a new reporting establishment or choose **Select an existing organization to define as a Reporting Establishment** if the reporting establishment is an existing TRU.
3. If you choose to select an existing organization, the Search: Organization section is displayed.
4. Select **Tax Reporting Unit** in the Classification field and click **Search**. Then click **Select Organization** for the TRU you want to work with.
5. In the Reporting Establishment Description section, provide the required information.
6. Click **Next** to provide additional details, and then review and submit.

Define Grades, Jobs, and Positions

A set of workforce structures, including grades, jobs, and positions, must be defined during implementation. These structures are used to assign a role to each worker in the organization.

Grades

To create grades:

> **Note: Setup and Maintenance** > **Workforce Structures** > **Manage Grades**

1. Click **Create** and provide the required info.
2. Click **Next** to define the order of progression between grades.
3. Click **Next** to define grade rates.

Jobs

To create jobs:

> **Note: Setup and Maintenance** > **Quick Actions** > **Search** > **Define Jobs and Positions** > **Manage Job**

1. Click **Create** and provide the required info.
2. Click **Next** to enter job details.

Positions

To create positions:

> **Note: Setup and Maintenance** > **Quick Actions** > **Search** > **Define Jobs and Positions** > **Manage Positions**

1. Click **Create** and provide the required info.
2. Click **Next** to provide additional position details.

   > **Note:** On this page, you can specify optional attributes, such as Full Time or Part Time, Regular or Temporary, Entry Grade and Entry Step. You can also add previously defined grades that are valid for this position. No Ireland-specific data is required or captured in the Position Details page or other setup pages for positions.

Personal Data Setup

Let's look at the setup and validations which are predefined for Ireland for the following person info:

- Addresses
- Names
- Legislative Info
- National IDs

Addresses

The format in which addresses must be entered for workers located in Ireland is predefined and should not be modified during implementation. The predefined format enables the following fields:

- Country (Required)
- Address 1 (Required)
- Address 2
- Address 3
- City or Town (Required)
- County
- Postal Code

Address Validation

The Postcode (EIR Code) is 7 characters long. The EIR Code has two parts, that's, the Routing Key which is the first 3 characters and the Identifier Key which is the last 4 characters of the EIR code. There's a space between the Routing Key and the Unique Identifier Key.

Routing Key: The Routing Key is formed with the first 3 characters of the EIR code. It accepts the values in following format:

Position	Valid Characters
1	A,C,D,E,F,H,K,N,P,R,T,V,W,X,Y
2	0-9
3	0-9 or W

The Unique Identifier Key: The unique Identifier Key consists of the last 4 characters of the EIR code. It must conform to the following:

Position	Valid Characters
1	0-9 and A,C,D,E,F,H,K,N,P,R,T,V,W,X,Y
2	0-9 and A,C,D,E,F,H,K,N,P,R,T,V,W,X,Y
3	0-9 and A,C,D,E,F,H,K,N,P,R,T,V,W,X,Y
4	0-9 and A,C,D,E,F,H,K,N,P,R,T,V,W,X,Y

> **Note:** The Routing Key and Unique Identifier Key aren't validated separately. Only the complete EIR Code (Postcode) is validated for correct format.

Names

The format in which names must be entered for workers located in Ireland is predefined and shouldn't be modified during implementation.

The Ireland name format follows the standard format used in Oracle Fusion:

- Last Name
- First Name
- Title
- Middle Name

Address Mapping

If you're uploading data through HCM Data Loader (HDL) or File Base Loader (FBL), then map the address fields as follows:

Field	Table Column Name (PER_ADDRESSES_F)
Street Name	ADDRESS_LINE_1
House or Building Number	ADDRESS_LINE_2
House or Building Number Addition	ADDRESS_LINE_3
Location Description	ADDRESS_LINE_4
Postal Code	POSTAL_CODE
City	TOWN_OR_CITY
Country	Country

Legislative Information

Ireland-specific legislative information can be captured for each person. None of these fields are required, and it's up to your organization the enterprise to decide which data needs to be entered.

Ireland supports the following legislative information:

- Marital Status: Uses Ireland-specific values in the lookup.
- Ethnicity: Uses Ireland-specific values in the lookup.

The Ireland-specific PER_PERSON_LEGISLATIVE_DATA_LEG_DDF includes demographic information:

- Mother's Maiden Name (PER_INFORMATION1) - This is used to capture Mother's Maiden Name for Ireland person.
- Sexual Orientation – If the person wishes to declare their sexual orientation, then this field is used to record the data. It consists of a predefined list of values.

- Statutory Absence Seniority Start Date: Typically, an employee would be eligible for payments after completing 13 weeks of service according to seniority. If you need to override the number of weeks by an earlier date, you can use this field to set the option.
- Medical Card - If you set this option for USC, the formula will calculate a reduced rate of USC for an employee if a person has a full medical card.

You can use the **Working Hours Band** field on the **Employment Information** page to record the band for average weekly hours worked by an employee. This value can be referenced for any calculations, if needed, and also be included in relevant reports.

National Identifiers

The Personal Public Service (PPS) Number is the National Identifier for Ireland. The PER_NATIONAL_IDENTIFIER_TYPE lookup type has the lookup code PPS Number for Ireland.

The PPS number entered by the user is validated as per the legislative requirements.

If an employee's PPS Number has changed over a period of time and needs to be recorded, you can use the Previous PPS Number lookup code (ORA_HRX_IE_PREV_PPS) in PER_NATIONAL_IDENTIFIER_TYPE lookup type.

Note:
- The employee needs to inform the employer about this change. To make the changes, use the Person Management task.
- You need to first record the person's current PPS Number in the Previous PPS Number field.
- Once you've done this, you need to update the employee's PPS Number field with the new PPS Number.

4 Set Up Payments for Employees

Define Banks, Branches, and Bank Accounts

Banking setup is required for reporting purposes because the data may be passed to other products, such as an expenses module.

Banks

To define banks:

1. Sign-in to the application with a role that has implementation privileges, such as APPL_IMP_CONSULTANT.
2. Select **Manage Banks** in the implementation project task list.
3. Click **Create**.
4. Provide the required info.

Branches

To define branches for the banks you created:

1. Select **Manage Bank Branches** in the implementation project task list.
2. Click **Create**.
3. Provide the required info.

Bank Accounts

To set up bank accounts:

1. Select **Manage Bank Accounts** in the implementation project task list.
2. Click **Create**.
3. Provide the required info.

   > **Note:** If you want to use this bank account for processing payments related to payroll, select the Payroll option in the Account Use field.

Define Organization Payment Methods

After setting up banks, you define the payment methods that can be used within the organization.

To define organization payment methods:

> **Note: Setup and Maintenance** > **Tasks** > **Search** > **Define Elements, Balances and Formulas** > **Organization Payment Methods**

1. Click **Create**.

2. Select the legislative data group associated with this payment method.
3. Enter the appropriate values for Company Reference, Extract Delivery option for Third-party Payees and Payment Free Text.
4. In the Payment Sources section, click **Create**.
5. On the Create Payment Source page, enter a Name and select a Bank Account Name.
6. Enter the Company Reference, Extract Delivery option for Third-party Payees and Payment Free Text.

To set up multi-file single-day format:

1. In the Electronic Funds Transfer File Information section, enter the Company Reference, Extract Delivery option for Third-party Payees and Payment Free Text.
2. In the Payment Sources section, click **Create**.
3. On the Create Payment Source page, enter a Name and select a Bank Account Name.

Enter the Company Reference, Extract Delivery option for Third-party Payees and Payment Free Text.

Net Pay Balance

During the payment process, the net pay balance is used to store the amount to be transferred as remuneration for the payee. A net pay balance, named Net Payment, is predefined for Ireland, and no additional setup is required during the implement phase.

To view the Total Pay balance:

1. Select Define Elements, Balances and Formulas>**Balance Definitions.**
2. Enter **Net Payment** in the Name field and select an Ireland LDG, then click **Search**.
3. Click the Net Payment balance in the Search Results to view the balance information.
4. Click **Balance Dimensions** to display the dimensions associated with this balance.

Payroll Definitions and Consolidation Groups

Using payroll definitions, you can specify payment frequency, processing schedule, and other parameters for a particular payroll.

Payroll period types, such as weekly or monthly, determine the interval at which you pay employees.

Each payroll definition can be associated with only one payroll period type, and you must set up at least one payroll definition for each payroll period type that you use to pay employees. When you create a payroll definition, the complete payroll schedule is automatically generated, based on the selected payroll period type, any offsets or calendar adjustments, and the number of years that you specify. Once you've saved a payroll definition, you can assign employees to it on the Manage Payroll Relationships page.

No payroll definitions are predefined for Ireland. To set up payroll definitions:

> **Note: Setup and Maintenance** > **Tasks** > **Search** > **Payroll Definitions**

1. Click **Create**.
2. Select the LDG for this payroll definition and click **Continue** and enter the required info.

   > **Note:** You must select an existing consolidation group.

3. Click Add Row in the Valid Payment Methods section to add an organization payment method to use as the default, plus any additional payment methods that are valid for this payroll. You can select any organization payment method defined for the LDG that's linked to this payroll definition.
4. Click **Next** and provide the required info on the Create Payroll: Payroll Offsets page.

Set up Consolidation Groups

If you create payroll definitions, you must define at least one consolidation group first since it is mandatory info for payroll definitions.

To set up consolidation groups:

> **Note: Setup and Maintenance** > **Tasks** > **Search** > **Consolidation Groups**

1. Sign-in to the application with a role that has implementation privileges, such as APPL_IMP_CONSULTANT.
2. On the Consolidation Groups page, click **Add Row**.
3. Enter a name and select a legislative data group. Description is optional, but useful to provide.
4. Click **Save**.

Assign a Payroll and Payment Methods to an Employee

If a payroll definition wasn't assigned to the employee during the hire process, follow these steps:

> **Note: Navigator** > **Payment Distribution** > **Payroll Relationships Task**

1. Sign-in to the application with a role that has payroll privileges, such as PAY_MGR_ALL.
2. Search for and select the employee.
3. On the Manage Payroll Relationships page, add the payroll in the Payroll Details section.

Assign Payment Methods to an Employee

To assign personal payment methods:

> **Note: Navigator** > **Payment Distribution Task** > **Personal Payment Methods**

1. Search for and select the employee.
2. On the Manage Personal Payments Methods page, click **Create**.
3. On the Personal Payment Method page, select the Organization Payment Method for this employee.
4. If the payment type is EFT, you must add a bank account and provide banking details. An employee can have multiple payment methods.
5. Use the **Payment Amount Type** and **Percentage fields** to manage distribution across different payment methods.

5 Elements and Calculation Cards for Payroll

Personal Calculation Cards

Personal payroll calculations represent calculation that's specific to a payroll relationship. Payroll and Payroll Interface application users can create personal calculation cards.

You require a calculation card for every payroll relationship. When you create a payroll relationship, a calculation card is automatically created.

> **Note:** A payroll administrator or payroll manager can override the default values in the automatically created personal calculation cards.

Automatic Creation of Personal Calculation Cards

Consider these important aspects of the automatic calculation card creation process:

- Calculation cards are created automatically for all payroll relationships of type Standard. For Ireland, standard payroll relationship is applicable to Employees and Nonworker (paid).
- To enable automatic card creation, you need to have a license setup for Payroll or Payroll Interface applications.
- The application creates a calculation card after the completion of the new hire process.

  > **Note:** Before you hire an employee, you need to either select the check box **Disable automatic new starter creation** on the organization-level Statutory Deductions calculation card in Tax Information calculation card details. Or, you need to create the element eligibility for the Tax and Social Insurance element when you hire an employee to use the PAYE component.

- To include additional assignments, you need to create another card (for example, for another TRU) or update the existing calculation card assignments, if the same tax and social insurance rules apply.

  > **Note:** The existing card isn’t automatically updated nor is a new card created. You must do this manually, if required. The reporting establishment in the New Hire task in the employment information page is also a TRU.

Run Feature Upgrade

You need to run the feature upgrade process for PAYE data migration. This will update any existing PAYE components.

Here are the steps to do this:

> **Note: Navigator** > **My Client Groups** > **Show More** > **Submit a Flow**

1. Select the LDG for Ireland

2. Search for the **Run Feature Upgrade** flow.
3. Enter a name for the payroll flow.
4. Select the **Ireland Statutory Deduction Card Upgrade** flow parameter.
5. In **Additional Information**, enter the name of the LDG for which you're running the PAYE data migration. Even though this is under Optional Parameters, you need to provide the LDG.
6. Submit the flow.

   The PAYE component stores two contexts:

Field	Context	Description
Context Value 1	Employer Reference	This is automatically populated with the component ID
Context Value 2	Employment ID	The default value is component ID, but you can edit this field.

When you run this feature upgrade, the process moves the employment ID from the component details (if they exist) to Context Value 2 on the PAYE component. If no values are found, it will set the Context Value 2 to a system generated value (that is, the component ID)

Create Personal Calculation Cards Manually

Personal calculation cards capture info that's used to calculate one or more related payroll calculations.

Create a Statutory Deduction Card

Note: My Client Groups > **Person Management** > **Select Employee** > **Calculation Cards**

1. Search for calculation cards by providing the search parameters. Under Search Results, click on the person name.

   Note: Persons under a **Legislative Data Group** and **Effective As-of Date** appear in search results.

2. Click **Create**.
3. Enter the Effective As-of-Date. Select **Statutory Deductions**.
4. Click **Continue**.

Create Calculation Components and Associations

To create Calculation Components and Associations

1. In the Calculation Components region, click **Create**:
2. In the Create Calculation Component window, select PAYE calculation component.
3. Click OK and Save.
4. In the Calculation Card Overview pane, click **Associations**.

5. Click **Create**.
6. Enter the Tax Reporting Unit:

    > **Note:** The selected TRU must correspond to the Reporting Establishment, which is selected while hiring the employee.

7. In the Associations Details region, click **Create**.
8. Select the Assignment Number and Calculation Component.
9. Click OK and then Save and Close.

Set Up Salary Basis

Once you've created the elements that hold the payee basic salary and compensation info, you can perform the setup to attribute gross compensation to the payee.

To set up the salary basis:

> **Note: Navigator** > **Compensation** > **Salary Basis**

1. Sign-in to the application with a role that has compensation administrator privileges, such as CMP_ADMIN_ALL
2. Select **Salary Basis** and then click **Create**.
3. Select the payroll element to use for the salary basis and provide the required info.

Create an Individual Compensation Plan

To create a compensation plan, such as for a car allowance:

> **Note: My Client Groups** > **Compensation** > **Individual Compensation Plans** > **Create**

1. Select the payroll element for the compensation plan, such as a car allowance.
2. Select the **Dates** tab and set the payment start and end dates.
3. Click the **Eligibility** tab to define eligibility for the plan.
4. Edit the **Plan Access** tab and indicate whether to restrict access to this plan.
5. Select the **Instruction Text** tab and any user instructions you want to associate with the plan.

Assign a Salary Basis and Compensation to a Payee

Once you've completed the setup for Salary Basis and Compensation, you can assign them to the payee.

Add a Salary

> **Note: My Client Groups** > **Person Management** > **Employee Record** > **Change Salary**

1. Select **Change Salary** on the Employment Record task list of the person.
2. Click **Propose New Salary** button, and then complete the fields on the Salary window.
3. On the Manage Salary page, select the previously created Salary Basis and enter a **Salary Amount**, such as 50000 Euro per month.

When you submit this record, an element entry with the specified start and end dates is automatically generated. You can view the entry on the Elements Entries tab.

> **Note:** An annualized value of the compensation is given to the Salary Basis. The salary element entry is passed to the Gross Compensation calculation process, which prepares compensation data for the Payroll Interface.

Add a Compensation

> **Note: My Client Groups** > **Person Management** > **Employee Record** > **Individual Compensation**

1. On the Manage Compensation page, click **Award Compensation**.
2. On the Award Compensation window, select the previously created compensation plan and enter the compensation amount, such as 500 Euro for a car allowance.

   The compensation element entry is passed to the Gross Compensation calculation process, which prepares compensation data for the Payroll Interface.