Human Resources Cloud

Administering Payroll for Bahrain

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Get Help

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1 Let's Get Started

Payroll Concepts to Understand

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).

Date Support Across Payroll Responsive Pages

The date context you set on the advanced Person Search page remains constant when you navigate across the payroll responsive pages using Smart Nav.

Search for a person and access the Smart Nav menu using the three orange dots next to the person photo in the header region. This menu is available on all person level payroll tasks such as Calculation Entries, Element Entries, and so on. You can access these tasks from the Payroll area under My Client Group on your Home page.

The Smart Nav menu enables you to navigate between pages whilst retaining the context of the person and the person search date.

For example, suppose you have selected an effective date of 17, May on the advanced Person Search page to view your calculation entries on the Calculation Entries page and you subsequently navigate to the Balance Adjustments page, the balances are displayed as of 17, May. The latest effective date, 17 May, on the Calculation Entries page is passed on to the next page you view, the Balance Adjustments page.

If you don't provide a date in the advanced Person Search page, then the application uses the system date and passes this date when you navigate across the payroll pages using Smart Nav.

If you update the date on a subsequent page, this date isn't carried forward to a subsequent page. The person search date is always used when you navigate to a new page using Smart Nav.

Some classic pages, such as the Individual Balance Adjustment page, don't support this date context and hence the date context is lost when you navigate from the classic Balance page to another responsive page with Smart Nav.

Effective Date on Professional Payroll Pages

An Effective Date field is displayed on these professional payroll pages:

- Payslip
- Person Results
- Third-Party Person Payment Methods
- View Process Information Groups

The effective date gives a date context to the data you are viewing on the page. The effective date is the same as the date you enter on the Advanced Person Search page.

If you don't enter a date on the Advanced Person Search page, the effective date defaults to today's date.

Use the Effective Date field to view information on a page as of a specific date. For example, if you have selected a date of 27, October 2022 and chosen to view Last 3 Months payslips, you can view your payslips for prior three months.

For payslips, the effective as of date is editable, and you can enter a different date. However for the other three pages, the effective as of date, is read-only and appears on the top right hand side of the page.

Payroll Tasks in Person Spotlight

Professional payroll users can see their workers' information in the Person Spotlight page, and take certain actions depending on the security configuration of their role.

Currently, you can navigate to Person Spotlight using any of the following navigation paths:

- Search for a person using the Global Search option, and you will be redirected to the employee Public Info page where the Person Spotlight Menu is available.
- Use the Me menu on your Home page and chose either the Directory or Public Information tasks.

What Payroll Administrators Can Do

Payroll Managers or Payroll Administrators can manage their workers' information in the Person Spotlight. For example, a Payroll Administrator can enter element entries for a worker and submit a QuickPay calculation.

The available tasks and actions depend on the security configuration of their role. They can do any of these actions:

- Adjust Individual Balances
- Calculate Quickpay
- Access Calculations Cards
- Element Entries
- Costing for a Person
- Personal Payment Methods
- Payroll Relationship
- Payslip

Application Tools

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.

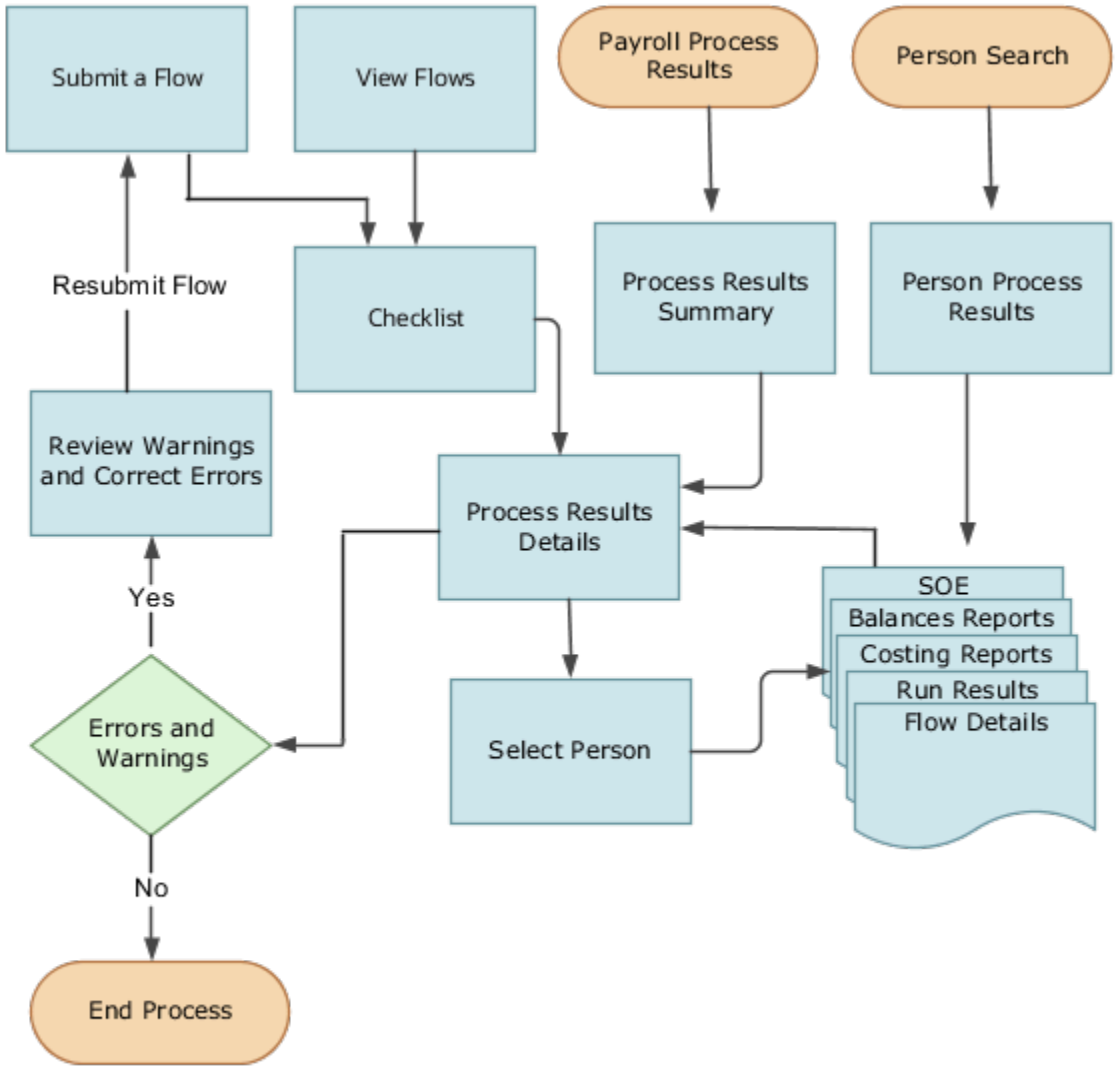
Predefined flow patterns are automatically available for you to submit all types of payroll processes and reports. A flow pattern can consist of a single task such as the Calculate Payroll flow, or multiple tasks, such as the Payroll Cycle flow. The Payroll Cycle flow includes all tasks for a payroll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

Payroll Background Logging and Monitoring Flow

Use the **Payroll Background Logging and Monitoring** flow to identify and help resolve payroll queries for features that use the payroll background flow.

This flow helps you track the status of a process and troubleshoot issues. It's useful for those who manage customer environments, test payroll processes, and troubleshoot issues with payroll processes. For example, your system administer can use this flow to generate log files for features that uses the payroll background flow such as Anytime Pay.

> **Note:** These are the payroll features that use the payroll background flow:
> - Anytime Pay
> - Event Notification Processing that has rate events enabled

The payroll background process is an ESS process that runs continuously in the background to improve the performance of payroll features. Since it runs continuously, it’s not required for the ESS server to start or stop whenever you submit a process, such as the submission of the QuickPay process for Anytime Pay.

When you submit the flow, leave the Legislative Data Group field blank.

Use the **Action** field to perform any of these actions on the flow.

- **Start Process**: When called by a feature, the background payroll ESS process starts automatically and will continue to run. Use this option to override this default behavior and manually start the process.
- **Stop Process**: Use this option to stop the background payroll ESS process. Any process that's already running using the payroll background process will complete, but the next process in queue will not start.
- **Report**: Use this option to report on the status of the background payroll ESS process.
- **Resubmit Process**: Use this option to resubmit a process submitted using the background payroll ESS process and is in error.

Use the **Job Identifier** field to identify a process that's submitted using the payroll background and that needs a log file or must be resubmitted. Each background process has a job ID number, similar to an ESS job number.

Use the **Report Type** field to select the type of report you want to generate using this flow. You can use these reports to identify the root cause of an issue. The types of reports you can generate are:

- **Processing Report**: This report displays all processes that are currently running or are in the payroll background queue for the day. For example, a QuickPay has been submitted for Anytime Pay but no results are generated for the employee. Use this report to check if the QuickPay is stuck in a queue of processes waiting to be completed by the payroll background process.
- **Scheduled Report**: This report identifies all pending processes in the payroll background queue for the specified date range.
- **Error Report**: This report identifies all error messages for the payroll background process. For example, you have submitted a QuickPay for Anytime Pay but no results are generated for the employee. Use this report to check if the payroll background process has hit an error that stopped the submission.
- **Log File**: Use this option to enable detailed logging information for a process submitted using the payroll background process.

2 Assemble and Maintain Payrolls

Personal Payroll Entries

You can update payroll information for your employees and employees can update their own payment method and bank account details on their home page.

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

Task	Instructions	Payroll Only
Elements	• Review the earnings and deduction entries to be processed in the payroll run. • You can update some entries, such as voluntary deductions. • You can manage other entries, such as salary, through other pages or in a source application. The entries are view-only on this page.	No
Legal Reporting Unit Calculation Cards	• Review rates and values for statutory deductions, involuntary deductions, and other entries held on calculation cards. • Depending on the type of entry, you can update values on the card, or in a source application, such as a time card.	No
Personal Payment Methods	• Create personal payment methods, and specify the percentage or fixed amount that each method needs to pay. • Enter bank account details for electronic funds transfers.	No
Third Parties	• Create third party payees to process payments to organizations and people who aren't on the payroll.	Yes
Payroll Relationships	• Transfer a person to another payroll. • Enter final processing dates for terminations.	No
Manage Batch Uploads	Use a spreadsheet to batch load this person-level information: • Element entries • Bank details for personal payment methods	No

Task	Instructions	Payroll Only
	• Assigned payrolls	

Payroll Relationships

Overview of Administering Payroll Relationships

Oracle HCM Cloud automatically creates a payroll relationship when you hire an employee or create other types of person records, such as candidates and pending workers. A payroll relationship is an association between a person and a payroll statutory unit (PSU).

A payroll relationship is the highest level of the payroll employment model. If a person has multiple employment records that belong to the same PSU, assignments are grouped within a payroll relationship for statutory reporting purposes. Payroll relationships enable you to enter payroll related information for a person in Oracle HCM Cloud, such as compensation, time cards, payment methods, and salary offers to candidates.

Use the **Payroll Relationships** task to view details, such as the payroll relationship number and the associated PSU. You can also perform actions for the assignments associated to the payroll relationship, such as adding a payroll or setting the time card required status.

Use the redesigned Payroll Relationships page to manage employee payroll information captured in the different sections of the page:

- Basic Information
- Assignment
- Payroll Association
- Payroll Assignment Details

Payroll Association

The Payroll Association region displays the payroll currently associated with the assignment and any prior payrolls up to the final close date.

Use the **Transfer** button to transfer the payroll of an employee due to changes in the employee's terms and conditions such as a promotion, demotion, new position, new job, and so on. The employee is assigned a new primary payroll association effective the transfer date, and the current payroll association gets terminated as of a day prior to the transfer date.

The element duration dates on the assignment record control when element entries for an employee start or end. For example, a sales employee is terminated, and the Last Standard Process Date is automatically set to the last date of the employee's payroll, say 25 Aug 2022. However, a commission payment is due to be paid after the termination date, so you want to keep the employee's payroll record open until 31Dec 2022. To ensure that the employee is paid the commission, you can set the Final Close date on the assignment record to 31 Dec 2022.

When you delete a payroll, the payroll association including the element and CIR entries associated with the payroll association is purged. However, you can't remove a payroll that's invalid as of the start date.

Process a Payroll Relationship in Payroll

For employees with multiple assignments, payroll relationships support social insurance calculations that you perform on earnings from all assignments grouped within the relationship. The results of payroll processes are accordingly held against the payroll relationship of a person.

Use the **Process Result Summary** task to view a payroll process. Select a process such as calculate payroll, and drill-down to view a list of the payroll relationships included in the process.

Manage Payroll Relationships

Use the **Assignment Switcher** to choose an assignment for employees with multiple assignments. You can choose one of the active assignments and navigate to the Payroll Relationship page and view the assigned payroll and relationship information for the selected assignment.

> **Note:** You can't switch between assignments if the selected assignment is in an Inactive status.

To search for an inactive assignment, you can use the **Advanced Person Search**. For assignments with a final close, the information shown on the Payroll Relationships page is view-only for both the assignment and the payroll relationship.

The Payroll Relationship page displays view-only information entered for the work assignment in the Human Resources flows such as Hire and Promote. Use the Payroll Assignment Details section to view and manage the assignment-level information for payroll.

Unless a **Final Close** is set on a payroll relationship, you can't remove person information. Purge occurs at the person level, and not at the payroll relationship level. So, if a person has multiple payroll relationships belonging to different legal employers, then, for the purge to complete, all payroll relationships under that person should be final closed, before the purge date.

Use the **Date** picker to switch the date and view the assignment, assigned payroll and payroll relationship information as of the date selected. You can select a date between the start and end date of the assignment.

Hide or display fields to meet your business requirements. However, you can’t hide fields based on specific legislative requirements.

Add the PER_ENABLE_WORKER_SEARCHES_USING_EFFECTIVE_DATES_PRIV functional privilege to a user-defined role, so that a person with the role can have access to date effective changes to the assignment.

Use the **Journey** option to include the VBS version of the page in a Journey.

Related Topics

- Payroll Employment Hierarchy Profile Options
- Payroll Relationship Type Mappings
- Overview of Payroll Employment Model
- What's a payroll statutory unit?

Payroll Relationships for Bahrain

Payroll Relationship represents the relationship of the person with the Payroll Statutory Unit (PSU).

Each country defines the person types for which a payroll relationship is created. In general, to be processed in payroll, a person must have a person type of Employee, Contingent Worker, Candidate or Beneficiary.

In Bahrain, the payroll relationship type Standard is used for person type Employee.

You can also create a payroll relationship for other person types such as contingent worker and nonworker.

Worker Type	Payroll Relationship
NonWorker Paid	Standard
NonWorker	Element Entries
NonWorker Unpaid	No payroll relationship required
Contingent Workers	Element Entries
Employee Candidate	Standard
Contingent Worker Candidate	Element Entries

Bahrain payroll relationships can handle multiple assignments within a legal employer.

Social insurance deduction is calculated at the payroll relationship level. Earnings related to social insurance are considered at relationship and assignments level.

Bahrain specific data needs to be captured at a payroll relationship level, and the calculation of some country specific allowances are derived from this.

Payroll Relationship Rule Continuous Period of Service (C)

Bahrain has a predefined payroll relationship rule Continuous Period of Service ©.

The payroll relationship rule Continuous Period of Service (C) checks for a payroll relationship of the same type and PSU when the HR user creates a new work term. If the work term exists, the Last Standard Earning Date (LSED) of the payroll relationship is validated. If it's greater than the term start date, the work term is attached to it.

If the LSED is less than the term start date, a new payroll relationship is generated. If the payroll relationship doesn't exist, a new payroll relationship is created. When a work term is terminated, and is the last active work term associated with the payroll relationship, the payroll relationship is also terminated.

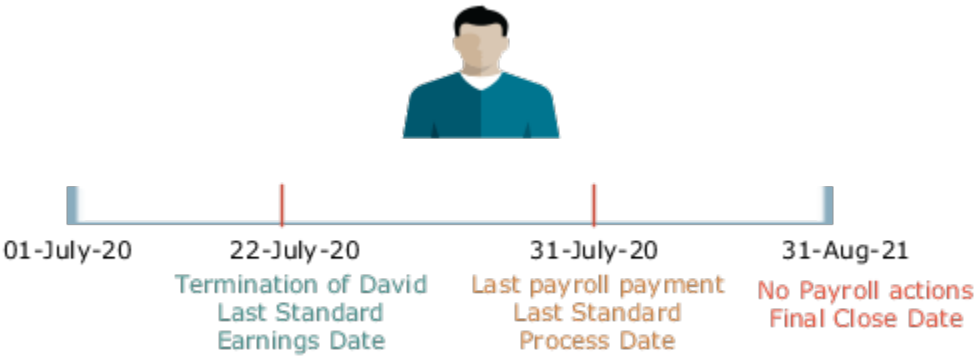
> **Note:** You can find the predefined data for legislation rules in the document Oracle_Fusion_HRMS_BH_Payroll_Data.xls on My Oracle Support (MOS).

Payroll Relationship and Termination Dates

When you terminate an employee or end an assignment record, the Payroll Relationship page displays the corresponding dates. These dates control how earnings and deductions are processed for the terminated employment record.

For example, David Ellis resigned from his teaching post at Royal High School, and his line manager enters a termination date of 22-July-2020. The application will process David's last payroll payment for 31-July-2020. You can view these termination dates on the payroll relationship page for David. These dates show up at all the employment levels of David, such as assignment, associated payroll, and payroll relationship.

This image shows David's Ellis payroll processing dates and the behavior of the application for handling the payroll records:



Name	Date	Application Behavior
Last Standard Earnings Date	22-JUL-2020	Sets the Last Standard Earnings Date as David's termination date.
Last Standard Process Date	31-JULY-2020	Sets the Last Standard Process Date as the process date of the payroll period in which David's termination occurred.
Final Close Date	31-AUG-2021	Enter a Final Close Date on David's assignment. This date will carry over to David's payroll, payment methods and payroll relationship records. The Final Close Date ends the payroll records. You can't perform any payroll actions for David after this date, such as calculate payroll, make retro payments, or balance adjustments. The date you provide would depend on your business requirements, such as when your company makes commission payments to terminated employees. However, the best approach is to enter a Final Close date that falls after tax year-end. You can perform any balance adjustments as part of your year-end processing.

Name	Date	Application Behavior
		Note: If you enter a Final Close date for a person who has other active assignments, the payroll relationship still remains active. **Note:** Define a Final Close date to ensure only active employees are considered for processing in the payroll run. Remember to enter a Final Close date for all terminated employees, so that they're excluded from the Calculate Payroll process. You can also use Autocomplete Rules to default the Final Close date when an employee is terminated. You can derive the Final Close date in 2 different ways: • As a predefined (static) date valid for all terminated employees across the enterprise. For example, 31-DEC-2024. In this case, the business object for Final Close is PayDate. • As a derived date (dynamic), based on the employee termination date + x number of days. For example, if Final Close date = Termination date (such as 31-JAN-24) + 90 days, Final Close date = 31-APR-24. For more information, see *Overview of Element Duration Date* and the related topics below.
End Date	31-AUG-2021	This date is defaulted when you enter the Final Close Date.

Terminate and Delete Payroll

You can terminate or delete a payroll association from the Payroll Association region. Select Edit and then click Delete to choose between Delete Payroll Association or Terminate Payroll.

When you terminate a payroll association, the worker's payroll association is terminated with the Last Standard Earnings Date as the termination date. The Last Standard Process Date defaults to the end of the pay period but the Final Close Date is left blank.

In cases where you've to delete the payroll assigned to an employee, you can choose Delete Payroll Association from the Payroll Association region. The payroll association and records are deleted and no record of the payroll association remains.

Reverse Terminate Payroll Association

For employees with a terminated payroll association, you can select the Reverse Terminate Association option to reactivate the payroll association. The reactivated payroll association becomes the primary payroll associated with the employee and the corresponding element entries and calculation cards are reactivated.

Related Topics

- How to Set End Dates for Terminations
- How Terminations Affect Payroll Processing
- Example of Loading Element Duration Dates for Assigned Payroll

Payroll Relationship and Rehires

When you rehire a person, the application adds the new assignment to the original payroll relationship or creates a new payroll relationship.

The behavior of the application depends on the legislative rules of your country. For example,

- **Lifetime Record payroll relationship rule in the US**: If you rehire an employee, the application adds the rehire assignment to the original payroll relationship. If you have entered a Final Close Date on the payroll relationship, the application removes this date during the rehire process.
- **Last Record payroll relationship rule in the UK**: If you rehire an employee, the application creates a new payroll relationship for the rehire assignment.

> **Note:** These rules only apply to rehires that exist for the same person type such as employee and PSU as the original employment. The application creates a new payroll relationship for any rehires that exist for a different person type or PSU.

Related Topics

- Configure Legislations
- Payroll Legislative Data

Payroll Relationship and Time Card Required

Select the Time Card Required option to indicate if an employee must submit a time card for salary payments.

This option controls how the salary basis entry for the employee is processed in the payroll run:

- If a time card is required for the employee, the application doesn't process the salary basis entry in the payroll run. The employee must submit time cards for salary hours.
- If a time card isn't required for the employee, the application processes the salary basis entry in the payroll run.

You can enter a Time Card Required status on the payroll record or assignment for a person. Use the Time Card Required status on the payroll record to control the status when the person transfers to a new payroll. Alternatively, you

can define the status for a person on the assignment. Use the **HCM Experience Design Studio** task to select the option that best suits your company and hide the other fields.

Related Topics

- Time Card Required Option
- Define Payroll Level Information
- Use Transaction Design Studio to Configure Field Displays
- HCM Experience Design Studio

Payroll Relationship and Overtime Period

Select an overtime period to allocate the employee's earnings to the selected period, such as weekly.

For the US, the overtime period defines the starting date and length of the default workweek for nonexempt employees. Overtime is allocated to the appropriate workweek and this information is used to determine overtime calculations.

You can enter an Overtime Period on the employee's payroll relationship, payroll record, or assignment level. The Overtime Period at payroll relationship level applies to all the assignments. Use the payroll record option to control the overtime period when the person transfers to a new payroll. Alternatively, you can define the period details for a person on the assignment. Use the **HCM Experience Design Studio** task to select the option that best suits your company and hide the other fields.

Related Topics

- Define Payroll Level Information
- Use Transaction Design Studio to Configure Field Displays
- HCM Experience Design Studio

FAQs for Payroll Relationships

How can I create a payroll relationship?

Oracle HCM Cloud automatically creates a payroll relationship when you hire an employee or create other types of person records such as candidate and pending workers.

How can I end a payroll relationship?

Enter a Final Close Date for a terminated employee after you've completed all payroll processing including any remaining payments and year-end balance adjustments. The Final Close Date ends the payroll relationship record and discontinues the employee to be included in payroll processes.

Enter the Final Close Date on the assignment of the terminated employee. If the employee has no other active assignments, the Final Close Date that you've entered on the assignment shows up on the payroll relationship record.

Note: Define a Final Close date to ensure only active employees are considered for processing in the payroll run. Remember to enter a Final Close date for all terminated employees, so that they're excluded from the Calculate Payroll process.

You can also use Autocomplete Rules to default the Final Close date when an employee is terminated. You can derive the Final Close date in 2 different ways:

- As a predefined (static) date valid for all terminated employees across the enterprise. For example, 31-DEC-2024. In this case, the business object for Final Close is PayDate.
- As a derived date (dynamic), based on the employee termination date + x number of days. For example, if Final Close date = Termination date (such as 31-JAN-24) + 90 days, Final Close date = 31-APR-24.

Related Topics

- How to Set End Dates for Terminations

What happens if I don't use Cloud Payroll, do I need a payroll relationship?

If you want to capture payroll related information in Oracle HCM Cloud, such as salary, compensation, and time cards, you need a payroll relationship.

If you aren't using Cloud Payroll, you can extract this information from Oracle HCM Cloud and send to a third-party payroll provider.

Related Topics

- Overview of Global Payroll Interface

Add and Transfer Payrolls

How You Assign and Transfer Payroll

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

Watch video

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

11. Click **Close**.

Add a Payroll to a Person

You add a payroll to a person to control how and when the person is paid. For example, you add a weekly payroll to the assignment of Carrie Smith to ensure the application pays her each Friday.

You can add a payroll when you hire an employee or when you create other types of person records such as candidate and pending workers. You can also enter a payroll on the payroll relationship page.

If you use a third-party payroll product, you might also need to capture a payroll for a person with HCM Cloud. For example, if your company has defined a salary basis with a 'Payroll Period' frequency, you need to add a payroll to the person before you can enter a salary.

Payroll that's assigned to a person controls how the application generates the entry dates for nonrecurring element entries. The application derives the end date of a nonrecurring element entry from the end date of the payroll period.

Let's consider this example. Effective on 3-Dec-2020, you assign a nonrecurring element entry to a monthly paid employee. In this case, the application automatically derives the end date as 31-Dec-2020. Alternatively, let's assume that you assign a nonrecurring element entry to a candidate before assigning them a payroll, which has an effective date of 3-Dec-2020. In this scenario, the application derives the start and the end date as 3-Dec-2020.

Related Topics

- Overview of Payroll Definitions

Add a Payroll and Make Payroll a Mandatory Attribute

You add a payroll to a person to control how and when the person is paid.

You can automate adding a payroll record to a newly created assignment and make payroll a mandatory attribute on flows such as new hire using the HCM Experience Design Studio.

Set the Payroll Details region to ‘required’ in the HCM Experience Design Studio to ensure that your users can’t submit the transaction, such as new hire, without viewing the Payroll Details region.

You can define rules to display payroll attributes on flows such as new hire and add assignment and access the **Add Payroll** and **Delete Payroll** attributes in the HCM Experience Design Studio.

Add Payroll

Set this attribute to 'required' to automatically add a payroll record to newly created employment records. For example, if you’re using the Recruiting product, a payroll record is automatically added to the offer. If you create new hires directly in the HR product, a payroll record is automatically added to the new hire.

When you enable the Add Payroll attribute for an action such as ‘Hire an Employee’, the payroll region is expanded within the new hire flow.

> **Note:** You must select a payroll to complete the transaction. If there is no payroll assigned to the employee, you must delete the blank payroll record to complete the transaction.

Note: Use the Add Payroll feature in conjunction with the Show or Hide Regions feature to make payroll a mandatory attribute.

You can also use the auto-complete feature to define rules to default the payroll for an employee.

Delete Payroll

Set this attribute to “Not Visible’ to hide the delete button on the payroll record. For example, if you are using auto-complete to default the payroll for an employee, you may want to stop the user from deleting the employee payroll record.

Steps to Enable

1. Access **HCM Experience Design Studio** from **My Client Groups**
2. Select **Transaction Design Studio**
3. Enter an Action such as Hire an Employee
4. Click on **Add** in the Rules section
5. Under **Show or Hide Regions** select Payroll Details to be set as **Required**
6. Under Page Attributes select the region as Payroll Details and you can view the **Add Payroll** or **Delete Payroll.** attributes.

Related Topics

-

Transfer a Payroll

You can transfer a person to another payroll on the Manage Payroll Relationships page. Select the appropriate assignment record to view the person's current payroll details.

Select the 'Transfer Payroll' option to move the assignment to a new payroll. The assignment will begin processing on the new payroll from the payroll transfer date. The original payroll on the assignment will also remain active to enable you to pay any outstanding payments on this payroll. Once you complete all such payments, you can enter a Final Close Date to end date the original payroll.

Note: The application will process the employee in both the original and new payrolls until you enter a Final Close date.

Update Payroll During Change Assignment Transaction

You can update an employee’s payroll while updating their assignment. Use the Change Assignment quick action to either transfer the employee to a new payroll or edit the existing one.

For example, when an employee transfers to a new department and changes from a monthly to a weekly payroll, you can capture the new payroll as part of the Change Assignment transaction. You can also update Payroll Assignment information such as the time card required and the overtime period.

Accessibility Steps

1. Select the **Change Assignment** quick action.
2. Choose the assignment you want to update.
3. Select Payroll Details.
4. Fill in the When and Why section and the other selected regions.
5. Continue to the Payroll Details section.
    - If the assignment doesn't have an assigned payroll already, you can create one.
    - If the assignment has an assigned payroll, you can either edit the current payroll frequency or transfer to a new one.
6. When you select Edit Current Payroll Frequency, the Payroll Frequency fields become editable.
7. If you select Transfer to a New Payroll Frequency, you can enter the new payroll frequency details.

Note: The new payroll frequency record will be created with the assignment change start date entered in the When and Why section. The current payroll frequency record will be ended as of the day before.

Usage Tips

The options may not be available in certain conditions:

- Edit option is unavailable when:
    - Both the Overtime Period for Payroll and Time Card Required for Payroll are hidden using Transaction Design Studio.
- Transfer option is unavailable when:
    - A future-dated payroll transfer already exists for the assignment or if the assignment has future-dated changes (such as a termination).
- When the employee no longer has an active payroll frequency (either because of termination or because the assignment was ended), the Current Payroll Frequency will be blank.
- Payroll region is hidden (even if selected from the questionnaire) under the following conditions:
    - If the selected assignment doesn’t have a payroll relationship.
    - When the Worker type is Contingent Worker or Non-worker.
    - If the user doesn't have the security privileges to access the payroll region.
- The payroll region is read-only if:
    - The action selected in When and Why is either End Assignment or End Temporary Assignment.
    - The logged-in user only has access to the payroll region in read-only.
    - The selected assignment is inactive. Use the Manage Payroll Relationship Quick Action to make necessary updates to the assignment’s payroll after termination.

Approvals

Once the Change Assignment is submitted, it goes through approval (if approval is configured). Payroll changes are part of the approval process and won’t be committed until the Change Assignment has been approved.

You can’t make further changes to the employee’s assigned payroll via Manage Payroll Relationship until the approval process is complete: the Payroll and Other Info sections are locked for edit.

Rules on locking Manage Payroll Relationship

- Payroll Association Region

  If you start a Change Assignment transaction, and in the Payroll Section you take one of the following actions, the lock status of the Payroll Association region on the Manage Payroll Relationship will vary as described below:

Action	Lock Status
Click on Edit but don't make any changes	Locked
Click on Edit but don't make any changes, then click Cancel button	Won't be locked
Click on Edit and make a change	Locked
Click on Edit and make a change, then click Cancel button	Won't be locked

- Payroll Details Region

  If you start a Change Assignment transaction, and in the Other Info Section you take one of the following actions, the lock status of the Payroll Assignment Details region on the Manage Payroll Relationship will vary as described below:

Action	Lock Status
Make a change	Locked
No changes	◦ Locked if Other Info is enabled ◦ Won't be locked if Other Info is disabled using Transaction Design Studio

Save for Later Option

When using the Save for Later option on Change Assignment, any changes made in the payroll region will be saved and a transaction can be discarded or resumed at a later date. However, the following conditions might invalidate the saved transaction:

- A payroll transfer is entered as part of the Change Assignment transaction and saved for later. In the meantime another payroll transfer is recorded through the Manage Payroll Relationship task. When resuming the Change Assignment transaction, the following error message is raised in the When and Why section: "This transaction is no longer valid because the payroll association changed after it was saved. Discard it and start a new one."
- Other Info attributes are entered or updated as part of the Change Assignment transaction and saved for later. In the meantime changes are also made to the same attributes through the Manage Payroll Relationship task. When resuming the Change Assignment transaction, the following error message is raised in the When and

Why section: "This transaction is no longer valid because the payroll assignment details changed after it was saved. Discard it and start a new one."

Roles

The Payroll Details region is secured using the following aggregate privileges:

Aggregate Privileges	Job Roles
Manage Payroll Relationship ORA_PAY_PERSONAL_PAYROLL_ RELATIONSHIP_MANAGEMENT_DUTY	• Payroll Manager • Payroll Administrator • Human Resource Manager • Human Resource Specialist • Payroll Interface Coordinator
View Payroll Relationship ORA_PAY_PERSONAL_PAYROLL_ RELATIONSHIP_VIEW_DUTY	Human Resource Analyst

Note: By default, the payroll region is enabled. To disable it, create a rule in Transaction Design Studio.

Considerations

- Approval notification does not include the payroll changes. Approvers will not be able to see what changes, if any, were made to any of the payroll fields. This will be delivered in subsequent release.
- If you disable the region, then enable it at a later date, the predefined rules controlling whether the region is displayed or not will be disabled.
- You can set the Retain Employment Changes profile option to Yes, to enable valid employment changes to be retained in the in-progress transaction when the user changes the effective date. Payroll data isn't retained, even with profile option set to Yes.
- You can create Auto-complete rules to either validate the New Payroll Frequency or default it based on assignment attributes.

Note: You must be cautious while making the payroll frequency field mandatory in the Change Assignment flow, as it may cause issues in certain circumstances. Consider the following scenario: an employee isn't currently on a payroll. You start a Change Assignment and select the payroll region from the questionnaire. When the payroll region is opened, a new payroll record is automatically created, however the logged-in user only has access to the region in read-only mode.

Payroll Transfer Dates

When you transfer a payroll, the application creates a new payroll record for the assignment and, also populates element duration dates on the new and original payroll records.

These dates control how the application processes assignment level earnings and deductions on the new and original payrolls.

Carrie Smith is a temporary employee, assigned to a weekly payroll. She accepts an offer to become a full-time permanent employee in the same position starting on 20-Feb. Here's how you can update Carrie's assignment record:

- On the Manage Relationship's page, you transfer her to a semimonthly payroll, appropriate for a full-time permanent worker.
- Set the effective date to 20-Feb, which is the date of payroll transfer.

The transfer sets element duration dates on the original weekly payroll and the new semimonthly payroll as shown below.

Semimonthly Payroll

Name	Date	Description
Start Date	20-Feb	This is the date Carrie transferred to the semimonthly payroll.
First Standard Earnings Date	20-Feb	This date is also set to Carrie's payroll transfer date. It controls the start date of entries such as salary on the semimonthly payroll.

Weekly payroll

Name	Date	Description
Last Standard Earnings Date	19-Feb	This is the day before Carrie's payroll transfer date. This date controls the end date of entries such as salary, on the weekly payroll.
Last Standard Process Date	23-Feb	This is the last of the weekly payroll period in which Carrie's payroll transfer occurred. Use this to control the end date of entries such as, voluntary deductions on the weekly payroll.
Final Close Date	Example: 19-Aug	This date is entered by the Payroll or HR administrator which ends Carrie's association with the weekly payroll. All outstanding payments including commission and overtime must be paid before you enter a Final Close Date.

Name	Date	Description
End Date	N/A	This is the end date of the semimonthly payroll. This date is defaulted when you enter a final close date.

Note: Payroll customers should define eligibility rules based on a payroll criteria such as, 'All Payrolls' for assignment level elements. This ensures assignment level element entries are processed based on the dates populated by the payroll transfer.

Define Payroll Level Information

You have the option to define information such as the Time Card Required status against either the person's payroll, or directly on the assignment record. Select the option that best meets the needs of your company.

You can use Transaction Design Studio to hide fields at different levels:

- **Payroll Level:** Select this option if the attribute such as Time Card Required changes when a worker transfers to a new payroll. Assume all weekly paid workers at your company submit a time card, but all monthly paid workers are salaried and therefore don't. In such scenarios you can enable the Time Card Required field at a payroll level to meet this requirement.
- **Assignment Level:** Select this option if the attribute such as Time Card Required doesn't change when a worker transfers to a new payroll.

The payroll option enables you to capture information that's specific to the payroll of a person. This option is particularly helpful when an assignment has multiple active payrolls following a payroll transfer.

FAQs for Add and Transfer Payroll

How can I prorate elements when a person transfers payrolls?

You can prorate assignment level elements when a person transfers to a new payroll using the following steps.

1. Enable proration for the assignment level element.
2. Ensure the proration event group tracks changes to a person's payroll.
3. Define eligibility for the element using the payroll criteria. Select the 'All Payrolls' option if the element is applicable to workers on any of your company's payrolls

Let's assume you have enabled proration for the Salary element. You transfer Yan Klein from the weekly to monthly payroll effective 20-Feb.

- The application will stop processing Yan's salary for the weekly payroll on 19-Feb and the salary entry is prorated.
- The application starts processing Yan's salary for the monthly payroll on 20-Feb and the salary entry is prorated.

Note: In the example above, the salary element ends on the Last Standard Earnings date of the assignment.

Related Topics

- Payroll Element Eligibility

What happens when I add a payroll to a person, does the application create a new payroll relationship?

The application automatically creates a payroll relationship when you hire a worker or when you create other types of person records such as candidate or pending workers. Adding a payroll to a person doesn't create a new payroll relationship.

Terminations

How to Set End Dates for Terminations

These scenarios illustrate how to set the last standard process date and final close date for element entries at the assignment level.

You can't change the last standard earnings date. Set element duration dates in the Payroll Details section of the Payroll Relationships page.

Exclude Terminated Employees from Process Consideration

You terminated Heidi's assignment on 03, June 2014. The termination process automatically sets the last standard earnings date to the termination date (03, June 2014). The process also sets the last standard process date to the end date of her weekly payroll (06, June 2014). You must specify a Final Close date for terminated employees, so that only active employees are considered for processing in the payroll run. The termination process doesn't set a Final Close date, but you can define an Autocomplete Rule to default this date when an employee is terminated.

To ensure payroll processes stop considering Heidi for processing after one full year after termination, you set the final close date to 03, June 2015.

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

Modify the Last Standard Process Date for Compensation

Anthony has two assignment records, one on a weekly payroll and one on a monthly payroll. On 10 June 2014, an HR manager terminated Anthony's assignment record on the weekly payroll. The termination process automatically set the last standard process date to the end date of the payroll period. Anthony's termination package specifies that he should receive compensation payments through the month of June. To ensure he's paid on both the weekly and monthly payroll through June, you must change the last standard process date on the weekly payroll to 30 June 2014.

> **Note:** Change the assignment status to **process when earnings** if you want to allow recurring entries to be processed after the last standard process date.

Frequency of Recurring Elements for Terminated Employees

Use frequency rules to process a recurring element at a frequency other than the one you defined for the payroll. For example, to process a monthly deduction in the third payroll period of the month for employees that are paid on a weekly basis.

When you terminate an employee, the application normally ends payment of recurring elements such as salary, and therefore frequency rules can't be applied. Frequency rules are processed in the payroll period in which the employee terminates but these rules aren't processed in subsequent payroll periods. You can use element entry start and end dates to control the frequency of recurring elements for terminated employees.

Related Topics

- Payroll Relationship and Termination Dates

How Terminations Affect Payroll Processing

Initiating a termination automatically sets dates that control when the person's element entries end.

The effect date of a termination on payroll relationships and assignments depends on the type of termination and country or territory payroll relationship rules.

Entry Dates That Affect Processing

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

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

How Terminations Are Processed

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

Update Personal Payroll Information for a Termination

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

- Update element entries, for example, enter severance payment details on the Element Entries page.
- Verify termination dates and element duration dates on the Payroll Relationships page.
- Update personal calculation cards to provide information required for tax reporting on the Calculation Cards page.

If you use Oracle Fusion Global Payroll for payroll processing, your termination flow might include one or more automatic or manual tasks such as the ones listed above. You can use these sections to manage these flows:

- Payroll Dashboard to view the details of payroll termination flow tasks and navigate to any items requiring attention
- Payroll Checklist to view the status and results of tasks in an active flow

Related Topics

- How to Set End Dates for Terminations
- Terminations
- Payroll Relationship Rules for the US

FAQ for Personal Payroll Entries

How can I correct a hire date for an employee?

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

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

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

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

3 Calculation Entries

Calculation Cards

Enterable Values on Calculation Cards

Some values entered on a calculation card override values defined in a calculation value definition.

For example, you might set a default tax rate for the legislative data group, and allow the rate to be overridden by a flat amount entered on a personal calculation card.

The following table explains where you can enter override values on calculation cards. It also provides the order in which the Calculate Payroll process checks for values entered on calculation cards. When the process finds an entered value, it stops checking and uses the values defined at that level.

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

Allowing Enterable Values on Calculation Cards

The ability to enter values on calculation cards is controlled by the **Enterable Calculation Values on Calculation Cards** section of the calculation value definition. Here you can set calculation values, such as specific rates or other values for the person, which could 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 tax card.

- For user defined calculation value definitions, you can specify an enterable calculation value in this section. You provide:
    - The display name to appear on the calculation card.
    - The value type, such as total amount or additional amount.
- Enterable values for statutory and involuntary deductions are predefined. You can't allow new enterable values for predefined calculation value definitions.
- You can't override values loaded from another application, but you can add values, such as adding additional contributions to a pension deduction.

Enterable Value Types

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

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

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

Related Topics

- Calculation Value Definitions Examples
- Creating Calculation Cards for Deductions at Different Levels for the US

Review and Update Calculation Value Definitions for the Deduction

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

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

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

Related Topics

- Considerations to Enter Calculation Values for Pensions

FAQs for Calculation Cards

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

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

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

How to Configure a Personal Calculation Card

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

Prerequisite

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

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

Configure the Calculation Card

1. In the Payroll section, select **Calculation Cards**.
2. Enter and search for the person's name and legislative data group in the **Search** section.
3. Click the person's name in the Search Results to open the **Person Details** page. Any available calculation cards appear in the Search Results.
4. Click **Create** to open the **Create Calculation Card** window.
5. In the **Name** field, select **Statutory Deductions** as the calculation card type.
6. Click **Continue** to display the **Calculation Cards** page.

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

Configure Calculation Components

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

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

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

Configure Calculation Component Details

1. In the **Calculation Component Details** section, click **Create**.
2. In the **Calculation Component Details** field, select **Income Tax Details**.

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

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

Define an Association

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

1. In the **Calculation Card Overview** pane, click the **Associations** node.
2. Click **Create**.
3. Select your legislative data group and click **OK**.
   Since you didn't select a calculation component, the tax reporting unit is associated with all components on the card.
4. Select the new association in the **Associations** section, click **Create** in the Association Details section.
5. Select the calculation component you just configured, click **OK**.
6. Click **Save and Close**.

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

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

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

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

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

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

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

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

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

How do I suspend a calculation component?

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

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

Related Topics

- What happens when I end date an object?

How Entries of Personal Calculation Cards Fit Together

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

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

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

Card Types

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

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

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

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

Social Insurance Calculations

Social Insurance Calculation for Government Sector Employees

Social insurance is applicable to all Gulf Cooperation Council (GCC) citizens who work in Bahrain and are paid there.

Social Insurance Calculation for Government Sector (Bahraini and GCC) and Bahraini Private Sector employees

- You can override the contributory salary at the person level.
- If you haven't specified an override, then the country-specific balance Employee Government Sector Contributory Salary Base can be used to calculate the amount.
- You can also define a formula to calculate the contributory salary at the legal employer level if no balances are fed.

  > **Note:** For Bahrain, after checking for an override, the reference formula is checked. Contributory salary balances aren't available.

- If none of the above are defined, the contributory salary uses the value of earnings elements which are subject to social insurance. These elements are identified through their secondary classification, and feed the balance Subject to Social Insurance.

- Contributory salary is calculated for each month of the payroll processing.
- For a Bahraini citizen, contributory salary will be used to calculate the employee and employer contributions as there are no maximum and minimum salary range.

Citizenship	Sector	Balances	Notes
Bahrain	Government	Bahrain Social Allowance Base in Government Sector: User fed with social allowance elements that represent Social Allowance only Bahrain Employee Government Sector Contributory Salary Base	A rule to limit social allowance to 150BHD is applied. This is applicable if the contributory salary is derived from either of the contributory salary balances, or from the subject to social insurance balance.
Bahrain	Private	Bahrain Employee Private Sector Contributory Salary Base Bahrain Allowance Base in Private Sector: User fed with elements for commission and fixed allowances (not cost of living, housing or social allowance).	A rule to limit fixed allowances to 100% of basic salary is applied.This is applicable if Bahrain Allowance Base in Private Sector balance is greater than Basic Salary. Excess amount is reduced from subject to social insurance.

Social Insurance Calculation for Private Sector Employees

Social insurance is applicable to all Gulf Cooperation Council (GCC) citizens who work in Bahrain and are paid there.

This contribution is normally paid both by the employer and the employee, but there are some exceptions to this which can be defined in the person social insurance calculation card.

For GCC private sector employees (except Bahrain):

The amount of the contributory salary can be overridden at the person level.

- If no override is present, the country-specific balance, Employee Private Sector Contributory Salary Base can be used to calculate the amount.
- If balances aren't fed, you can define a formula to calculate the contributory salary at the legal employer level.
- If there's no formula defined, the contributory salary uses the value of the earnings elements that are subject to social insurance. These elements are identified through secondary classification and feed the balance Subject to Social Insurance.
- The contributory salary is set once a year in the first month of payroll processing for the employee (when a new hire), or in the first month of the year. If there's a need to correct the contributory salary that's already been set,

you can use the Social Insurance Contributory Salary Adjustment component of the Employee Social Insurance Details calculation card. The contributory salary will be modified in the next, normal, payroll run.

- The contributory salary may have a monthly minimum and a monthly maximum value. This means, if the monthly social insurance income is lower than the min value, contributions are calculated on the min value. If the monthly social security income exceeds the monthly max, contributions are due just on the part up to the max.
- If the employee's payroll relationship is terminated before the last day of the month, no contribution is deducted. If termination date is at the end of the month the full contribution is deducted.

> **Note:** If the employee's payroll relationship terminated on or before 15th of the month then no contribution is deducted.

Social Insurance Calculation for GCC Citizens

Social Insurance is now applicable to all Gulf Cooperation Council (GCC) citizens.

Social Insurance contributions are calculated and deducted from all employees who have a GCC nationality and are working in any of the GCC countries in accordance with the Unified Law of Insurance Protection Extension.

Employee Social Insurance Calculation Card has been enhanced to capture additional information:

- Whether or not it has been agreed that the country of citizenship will pay any difference in contribution amounts.

> **Note:** Currency Conversion Rate across the country of citizenship and country of employment needs to be considered for social insurance calculation for GCC citizens working in Bahrain. You must set up conversion rates before processing social insurance for GCC citizens.

- If the person is a Saudi citizen aged over 50 special rules are applied no matter where they are working in the GCC.
  - In the calendar year if the Saudi citizen reaches age 50, then there is no change in the contributory salary even if the actual salary has changed.
  - In the calendar year following the 50th birthday, the contributory salary will be the lowest value of the current year's contributory salary or previous year's contributory salary plus 10% or the previous year's contributory salary if there's no change in the salary.

    If there continues to be no change in salary in subsequent years after the salary has been set using the preceding method, the same contributory salary will be continued to be used.
  - If the person is a Omani citizen working in the private sector and having SI contributory salary less than the minimum salary, the employer pays contributions on the actual contributory salary and the employee pays contributions on the minimum salary. The emp

Citizenship	Sector	Balances
Kuwait	Government	Kuwait Employer Government Sector Social Allowance Base: User fed with social allowance elements that represent Social Allowance only Kuwait Employee Government Sector Contributory Salary Base

Citizenship	Sector	Balances
Kuwait	Private	Kuwait Employer Private Sector Social Allowance Base: User fed with all social allowance elements Kuwait Employee Private Sector Contributory Salary Base
Oman	Government	Oman Employer Government Sector Social Allowance Base: User fed with social allowance elements that represent Social Allowance only Oman Employee Government Sector Contributory Salary Base
Oman	Private	Oman Employer Private Sector Social Allowance Base: User fed with all social allowance elements Oman Employee Private Sector Contributory Salary Base
Saudi	Government	Saudi Employer Government Sector Social Allowance Base: User fed with social allowance elements that represent Social Allowance only Saudi Employee Government Sector ContributorySalary Base
Saudi	Private	Saudi Employer Private Sector Social Allowance Base: User fed with all social allowance elements Saudi Employee Private Sector Contributory Salary Base
UAE	Government	UAE Employer Government Sector Social Allowance Base: User fed with social allowance elements that represent Social Allowance only UAE Employee Government Sector Contributory Salary Base
UAE	Private	UAE Employer Private Sector Social Allowance Base: User fed with all social allowance elements. UAE Employee Private Sector Contributory Salary Base
All GCC Countries	Government/Private	Employer Contributory Salary: This should be user fed with Basic Salary elements. **Note:** This balance is common to all GCC countries. The employer social insurance contributions will be calculated based on this amount.

Citizenship	Sector	Balances

loyee will also pay the employer's share of contributions for the difference between their actual salary and the minimum salary. This is effective from 1st July 2020.

Social Insurance Deductions and Parameters

Social insurance contribution is calculated through the deduction Social Insurance that's part of the component group Social Insurance.

Calculations are performed through the element Social Insurance.

To view details on component groups, calculations and elements:

1. Sign in to Oracle Fusion application using a role that has the profile of a Payroll Manager.
2. Navigate to the Payroll Calculation Information task in the Payroll work area.
3. Search for Social Insurance and select SI.

Legislative Repository for Calculation Information

Parameters used in the calculation of social insurance are stored in the legislative repository for calculation information. These parameters are predefined by the Bahrain localization and cannot be modified in the implementation phase.

To view predefined parameters:

1. Log in with a Payroll Manager role.
2. Navigate to the Payroll Calculation Information task in the Payroll work area.
3. Search for Social Insurance and select SI.
4. Open Calculation Factors under Social Insurance Processing:

   By clicking on the range values details of the calculation factors are displayed.

Gratuity Calculations

Gratuity Calculation

Employees working in Bahrain are entitled to an additional payment on termination which is called Gratuity.

The entitlement to this payment is accrued during the work relationship.

Gratuity calculations are triggered only for employees who aren't eligible or not registered for social insurance and if the employer has opted to provide an employee gratuity. The gratuity amount to be paid is driven by Bahrain labor laws.

If you aren't following the Bahrain labor laws, you can define your own formula for gratuity processing. The following options are available:

- You can define your own formula and create a setup according to the values to be returned to the formula run results. In such a scenario, you may not need to use the localization solution for gratuity processing.
- You can define your own reference formula gratuity processing, which substitutes the gratuity formula defined at the legislative level. If a user-defined formula exists, then the seeded formula executes it.

Gratuity Calculation Rules

The localization solution for gratuity processing uses the following rules:

- The duration of service determines the number of days of gratuity payment the payee is entitled per year of service. These days are retrieved from the legislative repository for calculation information. Note that the duration of service can be reduced by unpaid or unauthorized absences.

  This is obtained by creating elements for Unpaid Leave classification and attaching this element to the absence type. If an absence with this newly created absence type is recorded, the Unpaid Leave element's days input value will feed the Leave Without Pay balance. In the Gratuity formula, the Leave Without pay balance is used to get the unpaid absences.
- The base salary for gratuity payment is calculated through the salary formula selected at the legal employer level.
- When a person is terminated the termination type and eligibility for gratuity is checked.
- If the reason for termination is dismissal, then the gratuity isn't paid.
- If the reason for termination is other than dismissal, the full gratuity amount the person is eligible for will be paid.
- If the employee's does not meet any minimum service criteria, no gratuity will be paid.

Daily Salary:

Daily Salary is calculated as Monthly Salary divided by 30. Length of month is always considered as 30 days. If 30 days equals a month then 360 days equals a year

Gratuity Entitlement

Entitlement and Gratuity Payments are based on the Length of Service and whether the termination was initiated by the employer or employee.

Length of Service	Termination Initiated By	Entitlement	Units	Percentage to be paid	Tenure
0-3 months	Employer	0			
3 - 36 months	Employer	15	Days	100	Up to 3 years service
36+ months	Employer	30	Days	100	Every year above 3 years service (in addition to the days

Length of Service	Termination Initiated By	Entitlement	Units	Percentage to be paid	Tenure
					calculated up to 3 years service)
0 - 3 months	Employee	0			
3 - 36 months	Employee	15	Days	100	Up to 3 years service
36+ months	Employee	30	Days	100	Every year above 3 years service (in addition to the days calculated up to 3 years service)

Article 111C

Article 111C is paid, after employee termination, due to court instructions.

Article 111C calculation is triggered if calculation component Article 111C Details is created with a value in field Article 111C Employee Compensation Payment.

.And Payment is made irrespective of the type of termination, or if any gratuity payment is due.

Bahrain Citizens Payment

Bahraini citizens working in Private sector, and whose contributory salary exceeds the maximum contributory salary (currently 4,000 BHD), can receive gratuity for the period of service where the contributory salary amounts exceed the maximum limit.

A message to indicate the date when employee's contributory salary exceeds the maximum contributory salary, is generated in Payroll Calculation. This date may be used to calculate the gratuity amount.

Bahrain Citizens Payment is triggered when calculated gratuity amount is entered in Citizen Gratuity Payment field of Bahrain Citizens Payment component details in Gratuity Card.

Monthly Gratuity Accrual

The application calculates the accrual of gratuity on a monthly basis.

The amount calculated is the amount that an employee would be entitled to, if they were terminated at the end of that month and if they were eligible for payment. The monthly gratuity accrual calculation is done through the Employee Gratuity Accrual Initiator element. The application keeps a record of the total accrued amount and the incremented accrued amount (periodic difference).

Manually attach the Employee Gratuity Accrual Initiator element to employees for whom a monthly gratuity accrual is required.

The monthly gratuity accrual considers the following details to calculate the gratuity:

- **Date of Termination**: he current pay period end date is taken as the date of termination.
- **Length of service**: All types of paid leave are considered to calculate the length of service. Unpaid leave isn't included.
- **Base Salary**: The base salary for gratuity payment is calculated through the salary formula selected at the legal employer level.
- **Termination Type**: The calculation assumes the termination type as not Dismissal. And the employee is entitled to the full amount.
- **Probation**: If the employee is hired on or after 6th January 2005 and has not completed three months of service then gratuity payment isn't calculated.
- **Entitlement**: Entitlement is same as the Gratuity EntitlementGratuity Entitlement mentioned in the preceding section.
- **Maximum Limit**: There is no maximum limit for the gratuity payment.

From 1st March 2024 private sector employers are now able to calculate and pay monthly gratuity contributions to the Social Insurance Organization for non-Bahraini / non-GCC employees working in the private sector, as the requirement to pay gratuity on termination ends for these employees on 29th February 2024.

Additional calculation value definitions, elements, and balances have been added to manage the new component **Employer Gratuity Social Insurance**.

The social insurance formula is updated to calculate gratuity social insurance based on a contributory salary with no maximum limit.

The following rules are also taken into account:

- If the employees salary increases during the year, contributions will be calculated on the new contributory salary
- If the employees salary decreases during the year, contributions will be calculated on the original, higher, contributory salary

To pay any outstanding gratuity amount to current employees, for the period of service up to 29th February 2024, add the element **Gratuity Contributions Payment Initiator** to element entries for the affected employees. The existing formula will be used to calculate the amount, or it can be entered directly at element entry level. It will be the shown in the calculation results as **Gratuity Contributions Payment** element.

Time

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

Process Time Entries in Payroll

Most time card applications and providers apply validation rules when employees submit their time cards.

Typically, you import time entries to payroll by submitting the Load Time Card Batches process. The process validates that the persons in the batch are eligible for the time card elements, and rejects records for terminated employees.

Aspects of working with time card entries include:

- Validating time card entries
- Resolving transfer errors
- Viewing time card entries
- Viewing costing overrides
- Correcting time card entries

Validating Time Card Entries

You use the Load Time Card Batches process to transfer time card entries to payroll from Oracle Fusion Time and Labor or a third-party time provider. The payroll application validates the time card entries to confirm that the employee isn't terminated and is eligible for the element.

Resolving Import Errors

Resolve the underlying problem for the error in the Time and Labor application, and then import the corrected entry. Don't manually correct errors in payroll.

For example, if you use Oracle Fusion Time and Labor, you can take the following steps:

1. The Payroll Manager rolls back individual records or the entire transfer process in payroll.
2. The Time and Labor administrator corrects the cause of the error, and resets the status of the corrected time cards to Submitted. The administrator routes the time card for approval.
3. The next time the payroll manager imports the time cards using the Load Time Card Batches process, the process retrieves the corrected time card entries.

If you use a third-party time provider, you can roll back the Load Time Card Batches process. After resolving the transfer error with the time provider, you resubmit the Load Time Card Batches process.

You can continue to import corrected time card entries until the payroll calculation starts for the payroll period that includes the entries. Corrections submitted after that time are processed as a retroactive change in the next payroll period.

Viewing Time Card Entries

Submitting the Load Time Card Batches process creates or updates a time calculation card for each person included in the batch. Use the **Calculation Cards** task to view time card entries. There's only one time calculation card for each payroll relationship. The card includes time entries for multiple assignments for the same payroll relationship. It displays the employee's time entries for the effective-as-of-date specified on the search. The time that's transferred on Calculation Card captures these values. For more information about the values, refer Time Element Value Definitions.

> **Note:** You can use HCM Experience Design Studio to configure the Time fields on the Calculation Entries page. You can hide or display specific fields, and make specific fields optional or mandatory. You can configure the following fields on the Calculation Entries - Time region:
>
> - Time Entries - Detail: **Rate Name**, **Rate Value**, **Factor**, and **Periodicity**

Viewing Costing Overrides

Some of the time attributes associated with element entries, such as costing overrides, aren't stored on the calculation card. Use the **Element Entries** task to view these entries. The **Costing** tab on **Element Entries** page displays the costing overrides for the effective date used for your search. Costing entry on the time card is at the element entry level, which overrides costing at every level except the priority account.

Based on the primary and secondary classifications you select, the element template may generate indirect elements for calculation. In such scenarios, the element eligibility record of the Results indirect element defines costing. Submitting the Load Time Card Batches process displays costing for imported time entries on the calculation element. If no indirect elements exist, the Load Time Card Batches process displays costing for imported time entries on the base element.

For example, the employee might select a cost center on the time card to reflect where the employee worked overtime. When the payroll calculation process derives the account number for the overtime element, it uses the cost center from

the time card. You can view the costing override on the person's calculation card. After you submit the payroll run, you can view the costing results on the **Person Process Results** page.

Correcting Time Card Entries

Any updates and corrections must occur in the application used to report time. You can continue to import new and updated time entries to payroll until you calculate the payroll for the period that includes the time entries.

If you import a late time card after the payroll is run for that payroll period, you can still process that time entry. Use one of the methods shown in this table.

Method	Action
Pay the time card entries in the next payroll period as retroactive pay	Submit the Recalculate Payroll for Retroactive Changes process. The process creates retroactive element entries for each element that has a retroactive change. If the imported time card entry includes a rate change, the element's formula recalculates the amount.
Process QuickPay	1. Roll back the records processed for the employees from the payroll run. 2. Submit the Calculate QuickPay process.
Process employees in a separate payroll run	1. Roll back the records processed for the employees from the payroll run. 2. Create a payroll relationship group that includes these employees and process a payroll run for the time card entries.

Related Topics

- Import Time Card Entries to Payroll
- Create Time Card Elements for Time Entries
- Recalculate Payroll for Retroactive Changes
- Time Element Value Definitions

Import Time Card Entries to Payroll

Use the **Submit a Flow** task to submit the **Load Time Card Batches** process to import time card entries to payroll. This process creates a calculation card or updates an existing card for each person with time entries included in the batch.

Use the same process to import time entries from Oracle HCM Cloud Time and Labor and from a third-party time provider.

Use the **Transfer Time Cards from Time and Labor** payroll flow to transfer time card data to Global Payroll. Use the optional transfer parameters, such as time card from and to dates, HCM group, payroll relationship, person, or payroll, to identify the time cards to include within the selected legislative data group. Here are two ways to use these parameters:

- Use the **From Date** and **To Date** flow parameters to dates to include all time cards with pay periods that end between these dates. For example, enter the from date is June 1, 2022 and the to date as June 30, 2022, to transfer all time cards with pay periods that end in June. Any time card with a pay period that starts in May 2022 and ends June 1, 2022 is included.
- Use the **Filter Mode** to include all time cards for the specified group of people by HCM Group, Payroll, Payroll Relationship Group or Person. The selected filter mode populates the corresponding parameter choice list. For

example, if you select the HCM Group filter mode, in the HCM Group choice list, you see all active HCM group options and you don’t see any options in the Person choice list.If you change the filter mode to Person, the Person choice list gets populated and you don't see any groups in the HCM Groups choice list.

Import Time Entries from Time and Labor

Complete these steps to import your time entries

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. On the **Flow Submission** page, select the **Legislative Data Group**.
3. Search for and select **Load Time Card Batches** in the Flow Pattern field.
4. Click **Next**.
5. On the **Submit a Payroll Flow** page, enter a name to identify the flow in the **Payroll Flow** field.
6. In the **Interface Type** field, search for and select **ORACLE FUSION TIME AND LABOR**.
7. Optionally, specify a process configuration group. Click **Next**.

> **Note:** If you don't need to connect, schedule, or review the flow parameters, skip these pages and submit the flow.

8. On the Enter Flow Interaction page, complete the optional parameters. Click **Next**.
9. On the Schedule page, complete the optional parameters. Click **Next**.
10. On the Review page, click **Submit**. 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 **Upload File** row, **Task Type** column. If not, click the **Refresh** icon intermittently on the toolbar until you do.
12. Right-click the **Upload File** row and select **Mark as Complete**.

    You don't need to upload a file for Time and Labor.

The **View Person Process Results** page lists the time card IDs included in the batch of transferred time cards. Use the **Calculation Cards** task to view the time entries for each person's time included in the batch.

Import Time Entries from a Third-Party Provider

For third-party time applications, you can load time cards using HCM Data Loader.

The **View Person Process Results** page lists the time card IDs included in the batch of transferred time cards. Use the **Calculation Cards** task to view the time entries for each person's time included in the batch. Entries transferred from third-party providers only display on the calculation cards, and not in the Oracle Fusion Time and Labor time cards.

Import Time for Terminated Employees

To avoid release of information on planned terminations, time providers usually hide and ignore the future termination date until it's formally announced. Employees reporting time in Time and Labor can report time entries beyond their termination date, without any indication that they're ineligible for the time entered. Line managers can view and approve these entries, but the Load Time Card Batches process will reject time card entries beyond the termination date.

Related Topics

- Process Time Entries in Payroll
- Create Time Card Elements for Time Entries
- Example of Loading Payroll Time Cards

Time Card Updates to Payroll

Load time card update entries to Payroll by submitting the Load Time Card Batches process, when there's a change to a time card.

Your time elements control how time information is loaded to the application when there's a change to a time card. You can use either of these two methods to load time card updates: 'Update' or 'Delete and Create' method.

Let's look at an example to understand these different methods. An employee submits a weekly time card with 7.5 hours salary per day, Monday to Friday. The time card is loaded into the payroll application. Then, the employee updates Thursday's salary hours to 8.5 hours.

- **Update:**When time is next loaded to payroll, only the 8.5 hours update is loaded. If the weekly time card has already been paid, the extra 1 hour is identified by the retropay process and paid in the next payroll period.

  > **Note:** It's recommended that you enable the **Update** solution when you create time elements for a payroll implementation. The Update solution is automatically available from Release 22C and onward. This solution reduces the volume of time card entries created and also supports costing updates at the time card entry level. It also reduces the volume and complexity of retropay processing for time card changes.

- **Delete and Create:** When time is next loaded to payroll, the original 7.5 hours is deleted, and a new time entry is created for 8.5 hours.

Follow these steps to enable the **Update** solution:

By default, the **ORA_PAY_INTFC_IN_PLACE_UPDATE** profile option is set to **No**, which means that the time card records are deleted and recreated when you upload updated time card information. To disable this action, set the profile option to **Yes** so that only the updated time information is passed to payroll.

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 the **ORA_PAY_INTFC_IN_PLACE_UPDATE** profile option.
3. Set the profile option ORA_PAY_INTFC_IN_PLACE_UPDATE to **Yes**.
4. Click **Save and Close**.
5. When time card information is loaded into the payroll application, the details including costing, is held in the calculation information tables. Expand the retropay event group to include changes to these time card details.
   - Navigate to **My Client Groups** and select the **Event Group** task.
   - Add the 'Calculation Range Item' entity to the 'Entry Change for Retro' event group for each type of update such as correction, insert, remove and update. You need to select the 'VALUE1' attribute for the correction update. Attribute can be left blank for the insert, remove and update rows.
6. Take the same action if you've defined your own event group for retropay purposes.

Upgrade Time Elements

For all time elements created before Release 22C update, upgrade your time elements using the Run Feature Upgrade flow by following these steps:

- Select the **Upgrade Time Element for Time Update Feature**.
- Optionally enter a Process Configuration Group.

- Enter the name of your time element to be updated in the Additional Information parameter. Or enter '%' to run the upgrade process for all your time elements.
- Set the profile option **ORA_PAY_INTFC_IN_PLACE_UPDATE** to Yes. By default, the profile option is set to No which means Time records are deleted and recreated when updated time card information is loaded. To disable this action, set the profile option to Yes so only the updated time information is passed to payroll.
- When time card information is loaded into the payroll application, the details including costing, are held in the calculation information tables. Expand the retropay event group to include changes to these time details.
    - Navigate to **My Client Groups** and select the **Event Group task**.
    - Add the **Calculation Range Item** entity to the **Entry Change for Retro** event group for each type of update such as correction, insert, remove.
- Take the same action if you've defined your own event group for retropay purposes.

Related Topics

- Create Time Card Elements for Time Entries

FAQs for Time

What happens if a time card is transferred after the payroll run starts?

The payroll run doesn't process the time card entries. Perform one of these actions to process these entries:

- For the current payroll period, perform one of the actions:
    - Process the entries as an additional payroll run.
    - Mark the process for retry.
    - Submit QuickPay calculations to calculate and pay the time worked.
- For the next payroll period, process the entries as retroactive pay.

  The application creates element entries for the adjusted entries, which are included as retroactive pay in the next payroll run.

Related Topics

- Process Time Entries in Payroll

What happens if time is reported beyond an employment termination date?

To avoid releasing information about planned employment terminations, unannounced future dates get hidden and ignored. People can report time beyond these dates, without any indication that they're ineligible for that time. And line managers can view and approve these entries.

The Load Time Card Batches and Transfer Time Cards from Time and Labor processes reject these entries:

- Entries for elements beyond the employment termination date
- Entries for elements that are end-dated
- Entries where the element eligibility criteria no longer applies

Related Topics

- How Terminations Affect Payroll Processing

Can I correct a time entry in payroll?

You can't correct time card entries displayed within the calculation cards. You correct reported time in the time card application and then transfer the time cards to payroll.

Related Topics

- What happens if a time card is transferred after the payroll run starts?

Balances

Balance Definitions for Bahrain

Bahrain localization has predefined data related to the following balance definitions:

- Balance Categories (enabling of global categories)
- Balance Types
- Balance Dimensions and Usages (enabling of global dimensions)
- Defined Balances
- Balance Groups and Attributes

A detailed list of balances definitions predefined for Bahrain can be found in the balances spreadsheet Oracle_Fusion_HRMS_BH_Payroll_Balances.xlsx on My Oracle Support (MOS).

Balance Categories

The following global categories are enabled for Bahrain:

- Absences
- Hours
- Absence Accruals
- Total Absences
- Days
- Other Units
- Earnings
- Employer Charges
- Total Employer Charges
- Information
- Miscellaneous
- Social Insurance Deductions

- Total Social Insurance Deductions
- Direct Payments
- Total Direct Payments
- Total Payments
- Involuntary Deductions
- Total Involuntary Deductions
- Pre-Statutory Deductions
- Total Pre-Statutory Deductions
- Voluntary Deductions
- Total Voluntary Deductions
- Total Deductions
- Total Earnings
- Supplemental Earnings
- Total Supplemental Earnings

> **Note:** When creating a new balance in implementation phase, it must be associated to one of the predefined categories and categories cannot be added or modified in implementation phase.

Balance Categories for Bahrain

Bahrain has the following global categories enabled:

- Absences
- Hours
- Absence Accruals
- Total Absences
- Days
- Other Units
- Earnings
- Employer Charges
- Total Employer Charges
- Information
- Miscellaneous
- Social Insurance Deductions
- Total Social Insurance Deductions
- Direct Payments
- Total Direct Payments
- Total Payments
- Involuntary Deductions

- Total Involuntary Deductions
- Pre-Statutory Deductions
- Total Pre-Statutory Deductions
- Voluntary Deductions
- Total Voluntary Deductions
- Total Deductions
- Total Earnings
- Supplemental Earnings
- Total Supplemental Earnings

Balance Types for Bahrain

Balance types predefined by Bahrain localization are listed in the Balances Spreadsheet: Oracle_Fusion_HRMS_BH_Payroll_Balances.xlsx on My Oracle Support (MOS).

These are the balances that affect payroll calculation and that are likely to be fed by elements created in the implementation phase.

Gross Earnings

Balance Gross Earnings collects all the gross earnings applicable for Bahrain and is fed by 3 primary classifications:

- Standard Earnings
- Supplemental Earnings
- Absences

  All elements created at the implementation level with these primary classifications feed this balance.

Social Insurance

The balance **Subject to Social Insurance** collects all the earnings that are liable to Social Insurance and fed by the subclassification Subject to Social Insurance.

This subclassification is associated by default to earnings with primary classification Standard Earnings and Information and so all elements created in the implement phase with these primary classifications feeds this balance.

The value of this balance is used as contributory salary if the same is not overridden.

Balance **Contributory Salary** is used as a base in the contributions calculations. Subject to Social Insurance is designed to store the earnings that make up the contributory base, but for private sector the base can be overridden or adjusted so, eventually, if there is no override or adjustment balance, contributory salary balance is equal to balance Subject to Social Insurance, otherwise it will account for the override or adjustment.

Net Pay

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 Pay, is predefined for BH, and no additional setup is required during the implementation phase.

To view the Total Pay balance:

- Select Balance Definitions in the Payroll or Setup and Maintenance work areas.
- Enter Net Pay in the Name field and select a BH LDG, then click Search.
- Click the **Net Pay** balance in the Search Results to view the balance information.
- Click **Balance Dimensions** in the left panel to display the dimensions associated with this balance.

  Note: The **Relationship Payments** balance dimension is associated with this balance.

- Click Balance Feeds in the left panel to display the classification that feed this balance.

Statement of Earnings (SOE) for Bahrain

The online Statement of Earnings (SOE) is a feature which lets you view all the relevant info for an employee payroll run, or a prepayment in a single place.

This typically covers personal information, employment information, payroll information, absence information, run results, messages and balances.

The SOE feature is part of global product and has been customized to meet country specific requirements.

Earnings: This section includes results for defined balances connected to the balance group: GLB_SOE_EARNINGS_BALANCE_GROUP which is connected to the following attributes:

- GLB_EARNINGS_ATTRIBUTE
- GLB_SUPPLEMENTAL_EARNINGS_ATTRIBUTE
- GLB_TAXABLE_BENEFITS_ATTRIBUTE

Deductions: This section includes results for defined balances connected to balance group: GLB_DEDUCTIONS_BALANCE_GROUP which is connected to the following attributes:

- GLB_PRE_STAT_DEDUCTIONS_ATTRIBUTE
- GLB_INVOLUNTARY_DEDUCTIONS_ATTRIBUTE
- GLB_VOLUNTARY_DEDUCTIONS_ATTRIBUTE
- GLB_TAX_DEDUCTIONS_ATTRIBUTE
- GLB_SOCIAL_INSURANCE_DEDUCTIONS_ATTRIBUTE

Information: This section includes results for defined balances connected to balance group: GLB_INFORMATION_BALANCE_GROUP which is connected to the attribute GLB_INFORMATION_ATTRIBUTE.

Employer Contributions: This section includes results for defined balances connected to balance group: GLB_SOE_EMPLOYER_CHARGES_BALANCE_GROUP which is connected to the following attributes:

- GLB_EMPLOYER_TAXES_ATTRIBUTE
- GLB_EMPLOYER_CHARGES_ATTRIBUTE

Direct Payments This section includes results for defined balances connected to balance group: GLB_DIRECT_PAYMENTS_BALANCE_GROUP that is connected to attribute GLB_DIRECT_PAYMENTS_ATTRIBUTE.

Taxable Benefits: This section includes results for defined balances connected to balance group: GLB_TAXABLE_BENEFITS_BALANCE_GROUP that is connected to attribute GLB_TAXABLE_BENEFITS_ATTRIBUTE.

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.

Comparison Type	How it Operates as a Basis of Comparison
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.

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

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

Severity Level

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

Using Formula Variance Type

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

Using Balance Variance Type

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

Run Dimension Support

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

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

  Define the following to support this exception rule:
- Balance Name: e.g. Salary
- Variance Type: Amount

- Variance Operator: Greater Than
- Variance Value: 2,000
- Severity: 1

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

Flow Connector Rule Support

The Balance Exception Report supports flow connector rules to view the consolidated run balances for connected flows. For example, during a payroll period, you run several off-cycle QuickPay runs to accommodate 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

Field	Values
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.

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

Balance Exception Formula Type

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

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

These contexts are available to all formulas of this type:

- EFFECTIVE_DATE
- PERSON_ID
- HR_ASSIGNMENT_ID
- TAX_UNIT_ID
- PAYROLL_RELATIONSHIP_ID
- PAYROLL_REL_ACTION_ID
- PAYROLL_TERM_ID
- PAYROLL_ASSIGNMENT_ID
- LEGISLATIVE_DATA_GROUP_ID
- PAYROLL_ID
- CALC_BREAKDOWN_ID
- AREA_1
- AREA_2

- AREA_3
- AREA_4
- AREA_5
- AREA_6
- PAYROLL_STAT_UNIT_ID
- INSURANCE_TYPE
- PENSION_TYPE
- DEDUCTION_CARD_ID

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

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

These return values are available to formulas of this type:

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

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

```
/*************************************************************
FORMULA NAME: SAMPLE_BEX_FORMULA_1
FORMULA TYPE: Balance Exception
DESCRIPTION: This is a sample formula that returns a static value.
Formula Results:
reference_value - Reference Value for comparison in the Balance Exception Report.
reference_info - Reference Value for reporting in the Balance Exception Report.
*************************************************************/
reference_value = 100
reference_info = 'Ref Info'
RETURN REFERENCE_VALUE,REFERENCE_INFO
/* End Formula Text */
```

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

```
/*****************************************************
FORMULA NAME: SAMPLE_BEX_FORMULA_3
FORMULA TYPE: Balance Exception
DESCRIPTION: This sample formula returns a Balance Value Formula
Results:
reference_value - Reference Value for comparison in the Balance Exception Report.
reference_info - Reference Value for reporting in the Balance Exception Report.
/*****************************************************
ytd_value = GROSS_EARNINGS_ASG_YTD
reference_value = 0.75* ytd_value
```

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

Related Topics

- Balance Exceptions for the US

Adjust Individual Balances

Overview of Balance Adjustments

Perform balance adjustments when you complete any or all of these tasks and you want to correct the processed balance values:

- Correct balances you loaded using the Load Initial Balance task with these incorrect values:
  - Tax balance dimensions
  - Tax jurisdiction
  - Overstated or understated tax limits
  - Omissions or unwanted balance initialization
- Zero out arrears you have manually recovered or written off the dues from terminated employees after processing their final pay.
- Load balances for payroll payments administered by a third-party, such as:
  - Sick Pay
  - Stock Options
  - Relocation Expenses

  Though a third-party is calculating these payments, you must report the earnings and taxes withheld. Therefore, you must import the details using balance adjustments.

  Note: You don't have to complete this task if you choose to process these earnings in the payroll run.
- It's recommended that you use retroactive pay to process retroactive changes. However, not all elements support retroactive payroll processing and hence you may have to use balance adjustments. For example, Tax Deductions are not enabled for retroactive pay.

Here are the methods that you can use to adjust balances for a person. The option you use depends on the corrections required.

Adjustment Method	When to use this method
Adjust Individual Balances Choose an element, a worker and a date, and then enter the input and context values for the run result.	• Adjust existing balances for elements processed in a payroll run. • Create balance results for elements not processed in a payroll run.

Adjustment Method	When to use this method
Adjust Balance action on the **Balance Results** section in the **Person Process Results** page. All the values of element name, context values, date, and so on, are inherited from the balance results screen.	Adjust balances for elements you have already processed in a payroll run.

Before adjusting the balances, use the **Person Process Results** task to view the balance results of the specific employee, and review and document these details:

- Employee
- The effective date of adjustment
- Balance before your adjustment with relevant contexts
- Adjustment amount
- Expected balance after adjustment
- Costing overrides on the element entries, if any

Adjust Balance Action

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

- Are already associated with a person
- Have contexts that don't require updates

To adjust a balance:

1. Search by balance group or balance name.
2. Select the appropriate balance value in Balance Results.
3. Use the Adjust Balance action and select an element.
4. Enter the adjustment value.

Verify Adjustments

After making the adjustments, verify that the Payroll Process Results task indicates the correct adjusted values.

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

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

Roll Back Balance Adjustments

If you need to correct or remove a balance adjustment, you must roll back the adjustments on the **Person Process Results** or **Payroll Process Results** page.

Related Topics

- How to Make Balance Adjustments for Incorrect State Tax Jurisdiction
- Example of Loading Balance Adjustments
- Calculate Cost Distributions

Considerations to Adjust Individual Balances

Use the **Adjust Individual Balances** task to adjust one or more balances for a worker as of a specific date. For example, use this task to perform any of these actions for an individual worker:

- Adjust balances for elements you have processed during:
  - Payroll Run
  - Balance Initialization
- Create balance results for elements that you:
  - Haven't processed in a payroll run
  - Have omitted during the balance initialization process
- Correct balances with incorrect tax dimensions or incorrect tax jurisdictions

Use the **Adjust Individual Balances** task and select the person for whom you want to make the adjustments. Consider these factors while adjusting balances.

Effective Date

By default, the effective date is the current date.

- When adjusting a balance on the Adjust Individual Balances page, you can change it to any date between the person's hire date and the final close date.

  For example, you can enter the process date of the payroll run or enter the end date of the last period, such as the month, quarter, or year.

- When performing an adjustment from the Person Results page, you can't change the date.

  This is because you're adjusting the balance result of the current payroll run.

Adjustment Element

On the **Adjust Individual Balances** page, use the **Adjustment Element** field in the **Adjust Values** section to view the eligible elements you can adjust. Select the appropriate element for adjustment based on the balance that you choose to adjust.

The **Balance** drop-down lists all the balances applicable for the legislative data group.

- When you select a balance, the Adjustment Element drop-down includes list of elements:
  - Feeding the selected balance
  - Elements the employee is eligible for
- To perform adjustments on any element, you must create an eligibility link. Elements that don't have an eligibility link are not included in the Adjustment Element drop-down list.

  If there is only one eligible element, the name of the element is displayed as read-only text.
- If the employee isn't eligible for any of the elements that feeds the selected balance, you can't proceed further.

  For example, if the element duration has ended prior to the effective date of the balance adjustment, the element becomes ineligible, and you can't make the adjustment as of the date.

  In this case, you can:
  - Select a different balance.
  - Leave the **Balance** field blank.
- If the element is defined at the assignment level, and if multiple assignments exist for the employee, use the **Assignment** field to select the appropriate assignment for adjustment.

Use the **Add** button to create additional adjustments for the same person in a single session. You can add multiple adjustments for:

- Same element
- Multiple elements with different balance contexts.

Context Values

Enter values for the required contexts so that the adjustment is performed correctly. If you leave the context values blank, the adjustment will not be associated with the correct context.

Here are some examples:

- If the context includes a state or province, and you have left one of the fields blank, the context is undefined and the process doesn't adjust the value.
- If an employee is transferred from one tax jurisdiction to another, create a separate adjustment for each tax jurisdiction. All adjustments use the tax jurisdiction as a context.
- If a balance value has the wrong context combination, you must perform two balance adjustments:
  - An adjustment with identical values against the correct contexts
  - An equal but opposite (negative) adjustment to negate results in the wrong contexts.

Impacted Balances

The **Impacted Balances** section displays details of the payroll balances that are impacted by the adjustment. The value assigned to a balance during processing is determined by the feeds defined for the balance. When you make an adjustment, all other balance feeds, or input values that either add to or subtract from the balance value are also impacted.

For example, the Bonus element with an element input value of Earnings Calculated feeds these three balances:

- Bonus
- Gross Earnings
- Net Pay

Therefore, if you select an element input value of Earnings Calculated, and select any one of these three balances to adjust, the Impacted Balances section displays adjustment details of the other two balances. This section displays:

- Current balance values for the employee.
- New balance values after the adjustment is submitted.
- Reference or context value for the balance, if applicable.

However, if the balance is a primary balance and is fed by only one element, it doesn't have any balance feeds and therefore no other balances are impacted by the balance adjustment. In this case, the Impacted Balances section doesn't display any balances.

Click **Impacted Balances** to view the latest values of the impacted balances.

Use the Impact Balances section to view and validate the impact of the change on other payroll balances before you submit the balance adjustments for the employee.

This section displays the calculated values for those balances that have a corresponding mapping between the balance and the balance dimension. The balance dimension must contain all selected contextual input values you enter for the adjustment. For example, if the context includes a state or province, and you have left one of the fields blank, the context is undefined, and the process doesn't adjust the value. In this case, the Impacted Balances section doesn't display any balances.

List of Values for Balances and Elements

If you're using any of these predefined job roles, then the list of values for Balances and Elements on the Adjust Individual Balances responsive page are secured by the security privileges defined for the roles.

- ORA_CMP_COMPENSATION_ADMINISTRATOR_JOB
- ORA_HRC_HUMAN_CAPITAL_MANAGEMENT_APPLICATION_ADMINISTRATOR_JOB
- ORA_HRC_HUMAN_CAPITAL_MANAGEMENT_INTEGRATION_SPECIALIST_JOB
- ORA_PAY_PAYROLL_ADMINISTRATOR_JOB

However, if you are using a user-defined role, add the aggregate privilege ORA_PAY_REST_SERVICE_ACCESS_PAYROLL_REFERENCE_DATA_LOVS to the role to secure the list of values. If you don't add this privilege, the Adjust Individual Balances responsive page doesn't display the list of values for balances and elements.

For more information on how to secure the list of values for balances and element for a user-defined role, refer 'Secure List of Values for a User-defined Role for Balance Adjustments' topic on the Oracle Help Center.

Costing and Payment Details

Use the Costing and Payment Details section to:

- **Include adjustment in payment balance**

  Select **Include adjustment in payment balance** to include the adjustment run results in the next prepayments process. If you're loading balances related to a payment made by a third-party for say Sick Pay, deselect this checkbox to prevent double payment.

- **Include adjustment in costing process**

  Use the **Include adjustment in costing process** checkbox to calculate the costing of the adjusted balance amount. For example, if you're adjusting balances to correct a balance initialization process, deselect this checkbox because the legacy application has already costed these balances.

  Follow these steps if you want to disable costing of the adjustment results.

  a. Navigate to the Setup and Maintenance area and search for the Manage Profile Options task.
  b. On the Manage Profile Options, click **Actions < New** and create the **PAY_BAJ_UI_COST_FLAG** profile option.
  c. In the Profile Option Levels section, select **Updatable**. Click **Save and Close**.
  d. Navigate to the Setup and Maintenance area and search for the **Manage Administrator Profile Values** task.
  e. On the Manage Administrator Profile Values page, search for and select the **PAY_BAJ_UI_COST_FLAG** profile option.
  f. In the Profile Values section, click **Add**.
  g. Specify the level at which you want to set the profile value. Select **Site** in the Profile Level field and **N** in the Profile Value field to disable costing of the balance adjustment results.
  h. Click **Save and Close**.

  The **Include adjustment in costing process** checkbox is deselected by default and the balance adjustment results aren't costed.

Adjust Multiple Balances Flow

After you select the payroll balance you want to adjust and enter the adjustment details, and click **Submit**, the **Adjust Individual Balances**

task uses the **Adjust Multiple Balances** flow to submit the changes for the employee. The flow automatically generates a name for the flow that includes the name of the employee and the date of the balance adjustment.

For example, if you use the Adjust Individual Balances to submit balance adjustments for Susan Smith as on 08, November 2022, the flow name would be 'Balance_Adjustment_Susan_Smith_2022_11_08'.

You can view details of the balance adjustments submitted for an employee on these pages:

- View Flows
- Process Results Summary
- Person Results

Examples of Balance Adjustments

Let's look at some examples of when and how you can review run results and adjust balances.

Scenario 1: Correct entries from the Load Initial Balances process

Vision Corp has acquired a company and it has hired a group of employees mid-year through this acquisition. After the acquisition, you have enrolled them into the payroll of Vision Corp.

After you have hired the employees and before you begin processing their payroll, you must use the Balance Initialization process to load their initial balance values. This ensures the earnings and taxes are accurate for the entire year and not just the period they worked for Vision Corp. The Balance Initialization process can result in the following:

- **Incorrect Amounts**

  For example, after the first payroll run for your new employees, you realize that you initialized the FIT Withheld balance for an employee less than 100. Use the Adjust Individual Balances task to adjust the balance. Use the payroll element that feeds the FIT Withheld balance while making the adjustments.

- **Incorrect Tax Dimensions or Incorrect Tax Jurisdictions**

  After the first payroll run for your new employees, you realize that you initialized the balance for a new employee with an incorrect tax jurisdiction or an incorrect tax dimension.

  You must replace the balance initialization run result with the incorrect balance dimension or incorrect tax jurisdiction contexts, with these two balance adjustment run results.

  a. One with the correct contexts for the same worker, dates, and amount; and,
  b. The other to negate the original run result by a run result with the incorrect contexts and the negative amount for the same worker and dates.

- **Omissions in Balance Initialization**

  For example, after the first payroll run, you realize that an employee was omitted from the balance initialization process and none of the employee's balances were loaded. You must then make a balance adjustment to include the employee's details in the payroll of Vision Corp.

- **Unwanted Balance Initialization**

  After the first payroll run, you realize that you incorrectly entered an employee's tax jurisdiction as California instead of Texas. Texas doesn't have State Income Tax (SIT) and hence you must credit the SIT for California that was deducted from the employee through a balance adjustment.

These balance adjustments are not paid as the necessary payment was done by the original company before the actual acquisition. You might have to do the costing to report and account for the earnings, taxes, and payments made.

Scenario 2: Third-party gross-to-net calculations

Some companies use third party agencies to handle certain earnings such as disability payments or stock option payouts. Although such earnings are calculated by a third-party, the employer must report them. Use balance adjustments to import the incremental values of the earnings calculated and withheld by a third-party. Such balance adjustments are costed but not paid as the third-party has already paid it.

Scenario 3: Retrospective changes that aren't covered by retroactive pay

Generally, you use the Retroactive Pay process to accommodate retrospective changes that impact payroll run results. The retroactive pay process creates retroactive element entries for the difference between what was calculated and what should have been calculated after applying the retrospective change. The

next payroll run accommodates this difference.

However, not all elements support retroactive pay, and hence you must use the balance adjustments to adjust the retrospective changes. For example, Tax Deductions are not enabled for retroactive pay.

How to Make Balance Adjustments for Incorrect State Tax Jurisdiction

Use the **Adjust Individual Balances** quick action under the **My Client Groups** tab on your home page to make a balance adjustment for an employee.

Before you start

Watch video

To illustrate how you can make a balance adjustment for an employee, let's look at an example to correct an employee's incorrect state tax jurisdiction.

For example, Patricia Smith, is employed at Illinois, but, you've erroneously set her work location as California. This results in deducting the wrong state tax for Patricia, instead of the correct Illinois sales tax. This error could impact multiple balances, as several balances are tagged by the state tax jurisdiction.

As a Payroll Administrator, you must:

1. Contact an HR Specialist to access Patricia's employment records and change the work place from California to Illinois.
2. Use the Elements task to ensure element eligibility links exist for all elements impacted by the tax jurisdiction.
3. Use the Adjust Individual Balances task to make the balance adjustments for the change of work location.

Here's how you perform the balance adjustment.

1. On the Home page, click **Adjust Individual Balances** under **My Client Groups**.
2. Enter the employee's name in the Search window.
3. Enter 3/31/2021 as the effective date for a quarter end correction.
4. In the Adjust Values section, expand **Adjustment Element** .

   Confirm it lists all the elements relevant for the employee. If an element isn't included here, you must set up the element eligibility and ensure that the employee meets the eligibility requirements.
5. Select **Residence State Income Tax**.
6. In the Adjustment Values section, expand **State** and select **CA** for California state.
7. Enter **-9318.72** as gross.
8. Enter **-9318.72** as subject withholdable.
9. Enter **-9318.72** as the reduced subject withholdable.
10. Enter **-641.38** as tax calculated.

11. Under the Costing and Payment Details section, select the following:
    - If you want the balances to be refunded or deducted in the next payroll run, select **Yes** for **Include adjustment in payment balances**.
    - If you want costing for the individual balances to be done as soon as the balance adjustments are processed, select **Yes** for **Include adjustment in costing process**.
12. Click **Submit**.
13. Click **OK.**

    Repeat the same steps to enter the positive balance details for Illinois state for the employee.

After you submit the balance adjustments, the application uses the Adjust Multiple Balances flow to submit the changes for the employee. It automatically generates a name for the flow that includes the name of the employee and the date of the balance adjustment. For this example, it generates 'Balance_Adjustment_Patricia_Smith_2022_03_31' as the flow name.

View and Verify the Balance Adjustment

You can view the adjustment details using any of these tasks:

- Use the **View Flows** task, search for the submitted balance adjustment flow, and view the flow results.
- Use the **Process Results Summary** task, enter a date, and search for the Adjust Balances flow, click the flow name, and select the person to view the details.
- Use the **Person Results** task, search for the person, and view the results details.

Here's how you can use the **Person Results** task to view and verify the balance adjustment for Patricia.

1. Click **Person Results** under **My Client Groups**.
2. Search for and select Patricia Smith.
3. Click **Show Filters**.
4. All the three payroll **Activities** filter options are selected by default. To view all results, deselect the three filter options, or click **Clear**.
5. Enter 3/31/21 as process date.
6. Click **OK**.
7. Click **Search**. You can see the details of the processes as per the selected filter options.
8. Click the **Adjust Multiple Balances** flow to view details of the adjustments you made.

Secure List of Values for a User-Defined Role for Balance Adjustments

If you are using a predefined job role, then the list of values for balances and elements on the Adjust Individual Balances responsive page are automatically secured.

These predefined job roles are secured by the security privileges defined for the roles.

- ORA_CMP_COMPENSATION_ADMINISTRATOR_JOB
- ORA_HRC_HUMAN_CAPITAL_MANAGEMENT_APPLICATION_ADMINISTRATOR_JOB
- ORA_HRC_HUMAN_CAPITAL_MANAGEMENT_INTEGRATION_SPECIALIST_JOB
- ORA_PAY_PAYROLL_ADMINISTRATOR_JOB

However, if you are using a user-defined role, add the aggregate privilege ORA_PAY_REST_SERVICE_ACCESS_PAYROLL_REFERENCE_DATA_LOVS to the role to secure the list of values. If you don't add this privilege, the Adjust Individual Balances responsive page doesn't display the list of values for balances and elements.

Use these steps to add the aggregate privilege to a user-defined job role for balance adjustments.

1. Navigate to the **Security Console** under **Tools** on your Home page.
2. Search for the user-defined role and click **Edit Role.**
3. Select the **Role Hierarchy** tab and click **Add Role**.
4. Search for the **ORA_PAY_REST_SERVICE_ACCESS_PAYROLL_REFERENCE_DATA_LOVS** privilege.
5. Click **Add Role Membership.**
6. Click **Save and Close** and then **Submit**.

After you add the privilege, follow these steps to regenerate the data security grants.

1. Navigate to **Scheduled Processes** under **Tools** on your Home page.
2. Click **Schedule a New Process**.
3. Use the drop-down in the **Name** field and search for **Regenerate Data Security Grants**.
4. Click **OK** and enter a **Mode** and **Job Role**.
5. Click **Submit**.
   If you have signed-in with the new job role, you will now be able to see the list of values for balances and elements on the Adjust Individual Balances responsive page.

FAQs for Adjust Individual Balances

How can I backdate a balance adjustment?

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

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

Can I update a balance adjustment?

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

Absences

Rates Used to Calculate Absences in Payroll

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

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

1. Absence plan

2. Absence element
3. Compensation salary element

Absence Plan

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

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

Absence Element

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

- Absence payments
- Discretionary disbursement
- Final disbursement
- Liability balance rate

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

Compensation Salary Element

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

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

Related Topics

- Define Payroll Elements for Processing Absences for the US

Import Absence Entries to Payroll

You can import worker absences from Oracle Fusion Absence Management or another absence application to Oracle Fusion Global Payroll to process absence payments.

When you set up an absence plan, you associate an absence element to transfer the absence information to a person's calculation card. Processing absence information for payroll includes the following aspects.

- Importing absence entries
- Processing absence entries
- Validating absence results
- Correcting absence results

Importing Absence Entries from Absence Management

Recording an absence in Absence Management transfers a summary record and a daily breakdown for each day the person is absent to the person's calculation card. The summary record contains information such as the start and end date of the absence, the absence rate, the units. The daily breakdown shows the absence date and any factor to be applied, such as a percentage to use when calculating the absence payment.

Importing Absence Entries from a Third-Party

For third-party absence applications, you can load absence records using HCM Data Loader.

The View Person Process Results page lists the absence IDs included in the batch of transferred absences. View the absence entries for each person included in the batch using the Calculation Cards task in My Client Groups.

Processing Absence Entries

Transferring the absence information to a calculation card creates an element entry for the element associated with the absence plan. The payroll run processes this entry using the formula attached to the element and values from the calculation card. The resulting values are then passed back to the element entry and stored as run results and balances.

Note: After the donations and claims for a donation pool are transferred from Absences, they're displayed on the Calculation Cards task and Calculation Entries page as follows:

- Donations are displayed as positive values to enable their addition to the donation pool in the payroll run.
- Claims are displayed as negative values to enable their deduction from the donation pool in the payroll run.

Validating Absence Results

You can verify the results of absences after calculating run results by using payroll reports or the statement of earnings. After archiving payment results, validate absence information on the Payroll Register Report or the person's payslip.

Review absence results on the following payroll reports:

- Element Result Report
- Gross-to-Net Report
- Payroll Activity Report
- Payroll Balance Report
- Payroll Register Report

Use the View Person Process Results task in the Payroll Calculation work area or click the person's record on the Person Process Results page of the payroll calculation flow to go to the person's statement of earnings. The following table lists the absence information displayed on the statement of earnings.

Statement of Earnings Sections	Information Displayed
Absences Accrual tab in the Quick Reference Summary	Accrual balances for accrual days and accrual hours
Absences	• Total for the entitlement, discretionary disbursement, final disbursement payment

Statement of Earnings Sections	Information Displayed
	• Absence deductions made for that period

Use the View Payslip task to view the person's absence information in the Person Management work area. The following table lists the absence information displayed on the payslip.

Payslip Sections	Information Displayed
Summary	Total amount for the following balances: entitlement payment, entitlement deduction, final disbursement payment, and discretionary disbursement payment
Absence	Payment balances that contribute to the total absence balance shown in the Summary region **Note:** Subregions display hours and rate, and days and rate details for these balances
Absence Accrual	Balances for accrual days and accrual hours

For accrual liabilities, the Employer Charges section of the Statement of Earnings page and payslip display the difference for liability balance from the last payroll.

Note: You can use HCM Experience Design Studio to configure the Absence fields on the Calculation Entries page. You can hide or display specific fields, and make specific fields optional or required. You can configure the following fields on the Calculation Entries - Absences region:

- Absence Entries - Detail: **Rate Name**, **Factor**, and **Periodicity**.
- Absence Entries - Summary: **Rate Name** and **Factor**.

Correcting Absence Results

You can continue to transfer updated absence entries to a person's calculation card until the payroll calculation starts. Any further updates are then processed as retroactive absences entries in the following payroll run.

Related Topics

- Integrate Absence Management with Global Payroll
- Define Payroll Elements to Process Absences
- Example for Loading Absence Records

Absence Entitlement Updates to Payroll

Load only the updated absence entitlement information into the Payroll application, when you update an absence entitlement record.

Let’s look at an example to understand how it works: Let's say an employee submits an absence entitlement record for 05/01, 05/02, and 05/03, with 8 hours per day. The absence is loaded into the Payroll application. Subsequently, the employee updates the existing entitlement record by another hour to 9 hours per day. When the absence is next loaded to Payroll, only the 3 hours update will be included for the absence. If the absence has already been paid, the additional 3 hours will be identified by the Retropay process and paid in the next payroll period.

Here's how you can enable this feature:

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 the **ORA_PAY_INTFC_ABSENCE_IN_PLACE_UPDATE** profile option.
3. Set this profile option to **Yes**.

   By default, the profile option is set to No, which means that absence records are deleted and recreated when updated absence information is loaded. To disable this action, set the profile option to Yes, so that only the updated absence information is passed to Payroll.

   > **Note:**
   > - When you change the absence start date, it's considered as a new absence. The original absence records are deleted, and a new absence is created.
   > - If an employee submits an absence entitlement record for a donation pool absence plan, in place updates aren't available.

4. Click **Save and Close**.

When absence information is loaded into the Payroll application, the details including costing, are held in the calculation information tables. Expand the retropay event group to include changes to these absence details.

1. Navigate to **My Client Groups** and select the **Event Group** task.
2. Add the **Calculation Range Item** entity to the **Entry Change for Retro** event group for each type of update such as correction, insert, remove.
3. Repeat the previous step if you've defined your own event group for retropay purposes.

4 Global Transfers

Overview

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

The application terminates the existing work relationship and all assignments under it as of a day prior to the global transfer date. In this scenario, the application sets the Last Standard Earnings Date and Last Standard Process Date automatically, but you have to set the Final Close Date according to your requirements. Perform all the payroll actions before entering a Final Close Date because the application terminates the original assignment after you enter this date.

Depending on the payroll relationship rules, the application creates a new assignment under a different payroll relationship. You can also change the legal employer of multiple employees in a single batch using the Mass Legal Employer Change task.

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

During a legal employer change within the legislative data group (LDG), you can select the data that you want to copy from the source to the target assignment and payroll relationship.

What's Copied

For global transfers within the LDG, you can copy personal payroll data to the new payroll relationship and assignment. In the Payroll Details section of the Local and Global Transfer or Mass Legal Employer Change flow, select the checkbox for the corresponding data items that you want to copy.

> **Note:** Personal Payment Methods and Third-Party Payment Methods are copied automatically without any checkbox, subject to eligibility and the validation rules applicable. You can copy these payroll objects in the event of a transfer.

Payroll item	What this includes
Payroll Relationship and Assignment attributes (Payroll Details)	Attributes such as payroll, overtime period, and time card. These values default to the value from the source, and you can override them if required.
Personal Payment Methods	Payment methods are copied subject to the availability of a valid organization payment method (OPM) for the same payment type.
Third Party Payment Methods	Payment methods are copied subject to a valid OPM on the target payroll.
Person Costing Overrides	All costing overrides are copied.

Payroll item	What this includes
Recurring Element Entries	Copy for element entries are subject to eligibility. The process doesn't copy adjustments made after the global transfer date.
Calculation Cards and Components	The application copies the cards and components at the payroll relationship level based on each country's legislation. It doesn't copy cards at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.
Balances	The process copies the source assignment and relationship-level balances to the target assignment and payroll relationship respectively.

Change Legal Employer Dashboard

You can use the Change Legal Employer Dashboard to view the results of a 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.

Override Default Settings

Some fields and copy options are enabled by default and hidden on this process. You can use HCM Experience Design Studio to configure what fields are hidden or displayed according to user role. For example, you can choose to hide some of the payroll fields from the line manager and make them visible to the payroll manager.

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

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.

Related Topics

- Mass Legal Employer Change
- Overview of Administering Payroll Relationships
- Payroll Relationship and Termination Dates
- HCM Experience Design Studio
- Dashboard for Legal Employer Change
- Local and Global Transfer

Payroll Details

In the payroll employment model, each employee has:

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

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

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

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

Transfers Within a PSU

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

Transfers Between PSUs

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

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

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

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

Related Topics

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

Element Entries Transfer

What Happens to Element Entries During Person Transfers

You use element entries to capture employee info required for payroll processing, such as earnings and deduction information.

- For global transfers, the process copies the person's element entry info to the new employment record, subject to the eligibility.
- For local transfers and global temporary assignments, the element entries are unchanged.

If you want this	This is what you do
Copy all recurring element entries to the new assignment	Select **Copy element entries to the new employment record** in **Payroll Details**. The process copies only the recurring element entries that are recorded in payroll. This option doesn't impact the element entries sourced from other modules, such as: • Oracle Cloud Benefits • Oracle Cloud Workforce Compensation • Oracle Cloud Absences For example, Vision Corp grants an employee a recurring car allowance payment. This payment is effective from 1-Jan-2023. On 15-Apr-2023, you transfer them within the same legislative data group (LDG) to a different legal employer. As part of this transfer, the process copies the car allowance element entry to the new assignment as of 15-Apr-2023. If the original car allowance entry ended on 14-Apr-2023 due to the termination rule, the process wouldn't copy the element entry values.
Exclude some element entries	If you want to exclude certain element entries from the transfer, use **Element Group** to identify them. **Note:** This field is hidden by default and doesn't have a default value. Use the HCM Experience Design Studio task to enable it. For further info, see HCM Experience Design Studio in the Help Center. When you select **Copy element entries to the new employment record** during the transfer, the process displays a list of Global Transfer usage type Element Group values for the LDG. For example, you have sourced some element entries from a third-party application, and it reevaluates the eligibility based on the new assignment. When you run the process, it doesn't copy those element entries automatically. Instead, it defines the element entries based on the info provided by the third-party application.

If you want this	This is what you do
Transfer elements with automatic eligibility	The process creates element entries with automatic eligibility. It doesn't update the element entry values if they would be invalid in the destination. **Note:** • This occurs regardless of what you select for **Copy element entries to the new employment record**. • For the element entries that are copied, the process also copies the element entry costing overrides.

Voluntary Deduction Element Entries

For employees with voluntary deductions, the process copies the element entry, but it doesn't make any automatic adjustments for prior contributions.

For example, an employee has a car loan of $5000, with a commitment to repay it over 10 months with a semi-monthly deduction of $250. You set the deduction's Total Owed to 5000, so the deduction stops once $5000 is recovered from the person.

1. The employee starts their repayment on 1 April.
2. On 16 July, you transfer them to a different legal employer.
3. During the transfer, the process copies the element entry to the new legal employer, but it doesn't copy the adjustments.

Therefore, after completing the transfer, you must:

1. Check for prior contributions.
2. Adjust the copied element entries appropriately.
    - You can use the Transfer Balances flow.
    - You can perform a balance adjustment manually.

What Element Entries Get Copied

Here's how the process handles the different kinds of element entries.

Element entries	Are they copied?
Recurring, defined through the Element Entry process	Yes
Recurring, loaded through HCM Data Loader	Yes
Nonrecurring element entries	No
Entries related to calculation card components	No

Element entries	Are they copied?

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

Related Topics

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

Examples of Copying Element Entries During an Employee Transfer

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

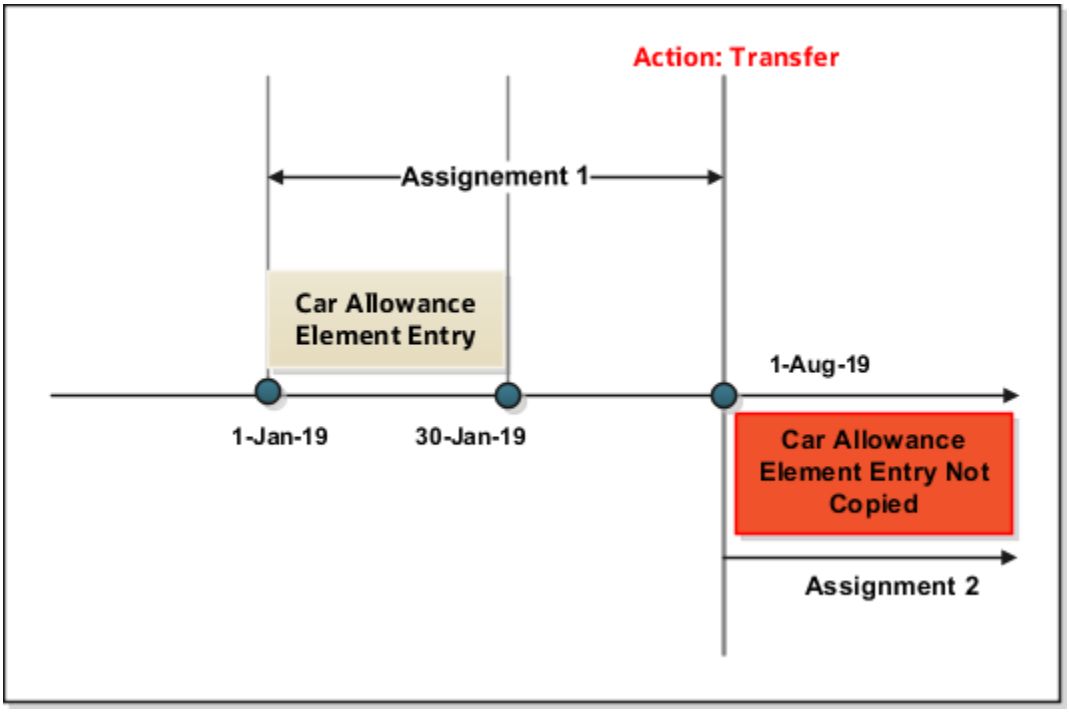
Scenario	Are The Element Entries Copied
When the start and end date of the element entry is before the global transfer date.	No
When the start and end date of the element entry is after the global transfer date.	No
When the global transfer date is between, or equal to, the start and end date of the element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

For further info, see the following sections.

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

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

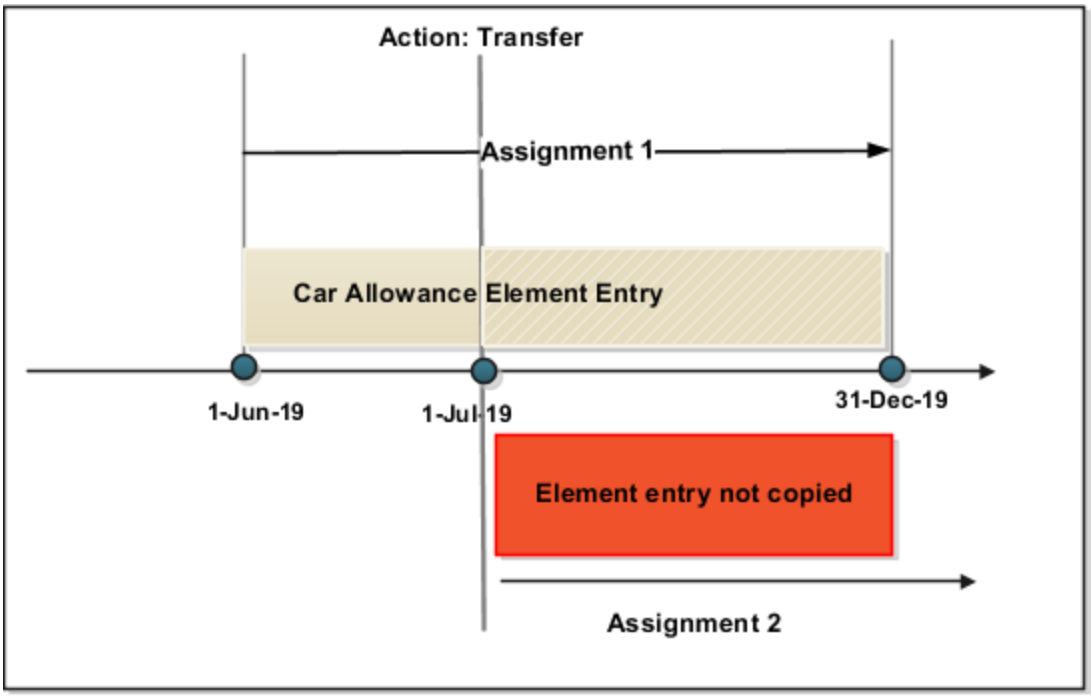
In this case, the process doesn't copy the car allowance element entry as its start and end date are before the global transfer date.



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

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

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



Payment Methods Transfer

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

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

Personal Payment Methods

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

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

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

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

   For further info, see Prenotifications in the Help Center.

Here's how the process handles different PPM scenarios.

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

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

Considerations for Organization Payment Methods

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

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

Condition	Payment method on the source OPM	Available PPM on the target	This is the what the process does
When the source OPM is valid on the target payroll	Biweekly Check	• Biweekly Check • Biweekly Direct Deposit	In this case, there is an exact match between the PPMs of the source and target OPMs. The process assigns the person to the matching OPM.
When the source OPM isn't valid for the target payroll but just one OPM of the same payment type exists on the target payroll	Biweekly Check	• Semimonthly Check • Monthly Direct Deposit • Monthly Check	In this case, there is no exact match, but there is one OPM that uses the same payment type as the source.
When the OPM doesn't match any of the methods of the same type on the target payroll	Vision EFT	• Corp EFT • Warehouse EFT • Corp Check • Warehouse Check	Because there are multiple PPMs that match the payment type, the process doesn't assign the person to an OPM.
When no OPM exists on the target payroll for the same payment type	Biweekly Check	• Monthly Direct Deposit	In this case, there is no match. The process doesn't assign the person to an OPM.

Third-Party Payment Methods

You use third-party payment methods to process payments to external organizations and people. Unlike PPMs, these payment methods aren't restricted to a single payroll relationship.

However, if the third-party payee is a person, you should link the payment method to their target payroll relationship. You don't have to link the payment method if the third-party payee is an organization. The process links payment methods for the third-party person to the target payroll relationship if the OPM is valid for the target payroll.

Related Topics

- Third-Party Payment Methods
- Local and Global Transfer
- Organization Payment Methods Overview
- Personal Payment Methods
- Prenotifications for the US

Person Costing Transfer

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

- Payroll relationship
- Assignment

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

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

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

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

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

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

Date Considerations

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

- The process doesn't copy costing overrides that end date-effective before the transfer date.
- It copies costing overrides that are scheduled to begin after the transfer date.
- It copies costing overrides that began before the transfer and are scheduled end after it.

Related Topics

- Global Transfers for the US

Calculation Cards Transfer

Calculation cards capture values required for payroll calculations. When using the Local and Global Transfer process, you can select to copy calculation cards and their components at a payroll relationship level.

Note: The process doesn't copy calculation cards from other applications such as Oracle Cloud Time, Absence, and Workforce Compensation.

The process copies the cards and components at the payroll relationship level based on each country's legislation. It doesn't copy cards at the payroll statutory unit (PSU) and tax reporting unit (TRU) levels.

Rules for Copy

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

1. It copies the card or component from the source payroll relationship, if the target payroll relationship doesn't already have the card or component.
2. It creates an association for the target TRU only if it exists for the source TRU.

   For cards and components associated to the source TRU, it verifies whether the target card and component is associated to the target TRU. It creates an association if one doesn't already exist.
3. For cards and components having an association detail record on the source assignment, the process creates an association detail for the target assignment.
4. If you selected not to copy the calculation cards, none of these rules apply.

   You can manually add the info if required.
5. Country legislations may deliver additional logic to reset or initialize values on specific cards and components.

Calculation Card Copy Scenarios

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

For these transfers	This is what the flow does
Transfer within the same payroll relationship and TRU	1. Creates an assignment in the same payroll relationship. 2. Uses the existing cards and components. 3. Adds an association detail to the target assignment, if required.
Transfer to a new TRU but the same payroll relationship	1. Creates an assignment in the same payroll relationship. 2. Reuses the cards and components associated to the source TRU by adding an appropriate TRU association. If that's not possible (such as the source TRU doesn't have a TRU association with the target), the process creates cards and components and associates them to the target TRU. 3. If the process reuses the cards and components, it may support only one TRU at a time. In this case, the process updates the TRU association to the new TRU as of the transfer date. Otherwise, the process doesn't change the source TRU association. Instead, it associates the cards and their components to the new TRU. 4. Creates an association detail to the target assignment, if required.
Transfer to a new payroll relationship and TRU	1. Creates a card and component. 2. Copies the source info to them. 3. Adds an association to the target TRU and an association detail for the new assignment.

Note: If the person already has a card or component on the target payroll relationship, the task uses it. This could be through a different assignment, which isn't part of the global transfer. In such cases, the rules defined under scenario 2 apply.

Rules Delivered by Country Legislations

Each country's legislation delivers rules that control how the Local and Global Transfer process copies cards and components. These rules define whether it needs to create or reuse a card based on preconfigured data. Here's some examples you can configure based on your country's legislation.

- Whether the application copies a card or component.
- If the global transfer is across TRUs, you can choose if the process should reuse an existing card or component.
- Support of an association with more than one TRU at a time by a reused card or component.

Related Topics

- Global Transfer Overview

Balances 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.

Example to Carry Forward Total Owed Deductions

This example describes how you can enable deductions to continue on the new assignment and payroll relationship.

You can pick up the calculations from where you last left off on the source payroll relationship and assignment. You can also enforce statutory balance limits that apply to the overall balance across all payroll relationships for the same person.

A total owed deduction entry such as Car Loan Repayment is set up for John Doe. Recurring deductions of 1000 are taken each pay period until the total contribution matches the total owed of 15000. After repaying 5000 of the total loan amount, John Doe is transferred to a new legal employer.

- The new employer can continue from where the previous legal employer left, using a new deduction entry for the same element.
- The new employer can retain the total owed as an indicator of the original loan amount, and give credit for prior contributions of 5000 through balance adjustment.

When the remaining amount is non-zero, the application reads and adjusts the total contributions on through an adjustment element. The application creates a balance feed from this initialization element for both the target and source balance. You would require this balance feed to read what's copied to the target using the source balance in the next copy process.

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 payroll relationship, and the balances received from any previous global transfers.

Copy Voluntary Deduction to the Target Record

For example, you want to copy a relationship level voluntary deduction such as Car Loan Repayment, which has total owed to the target employment record. In this scenario, you can add the Car Loan Repayment Accrued to the object group with these details:

- **Source Defined Balance**: Car Loan Repayment Accrued Relationship No Calculation Breakdown Inception to Date
- **Target Balance**: Car Loan Repayment Accrued
- **Prerequisite Target Element** (Optional): Car Loan Repayment

Effective Dates for Balance Fetch and Adjustment

The Transfer Balances process consists of two phases, Balance Fetch and Balance Adjustment.

Both of these operations require the use of a reference date, which isn't necessarily the date of global transfer. The global transfer process can occur when future run results exist on the source payroll relationship, while the target payroll relationship could consume the balance value even before then. You must have a complete view of the final balance on or before the dimension reset date.

Balance Fetch

Although the global transfer happens on a specific date, the Transfer Balances flow doesn't necessarily fetch the copied balance values on the same date. Payroll calculations can't go out of sequence within a payroll relationship. Transfer Balances flow fetches balances as of the dimension end date to include the balance values impacted by the future run results up to that date.

Balance Adjustment

The global transfer process adjusts balances as of the global transfer date or the First Standard Earnings Date of the target payroll relationship.

If you choose to run the Transfer Balances process later, a payroll activity might occur on the target record that's already in sync with the source. In this scenario, the application adjusts the balances on the target payroll relationship as of these dates, or whichever is later.

- The date you have run the last payroll process
- The start date of the balance dimension
- First Standard Earnings Date

If this adjustment date is later than the end date of the balance dimension, the application can't carry forward the balances because the future payroll calculation results exist on the target payroll relationship.

Adjust Balance Differences

Rerun the Transfer Balances process to sync the additional payroll activity on the source payroll relationship to the target payroll relationship.

An employee might also have been paid in the past on the target payroll relationship during the period spanning the balance value, that's after the start date of the balance dimension.

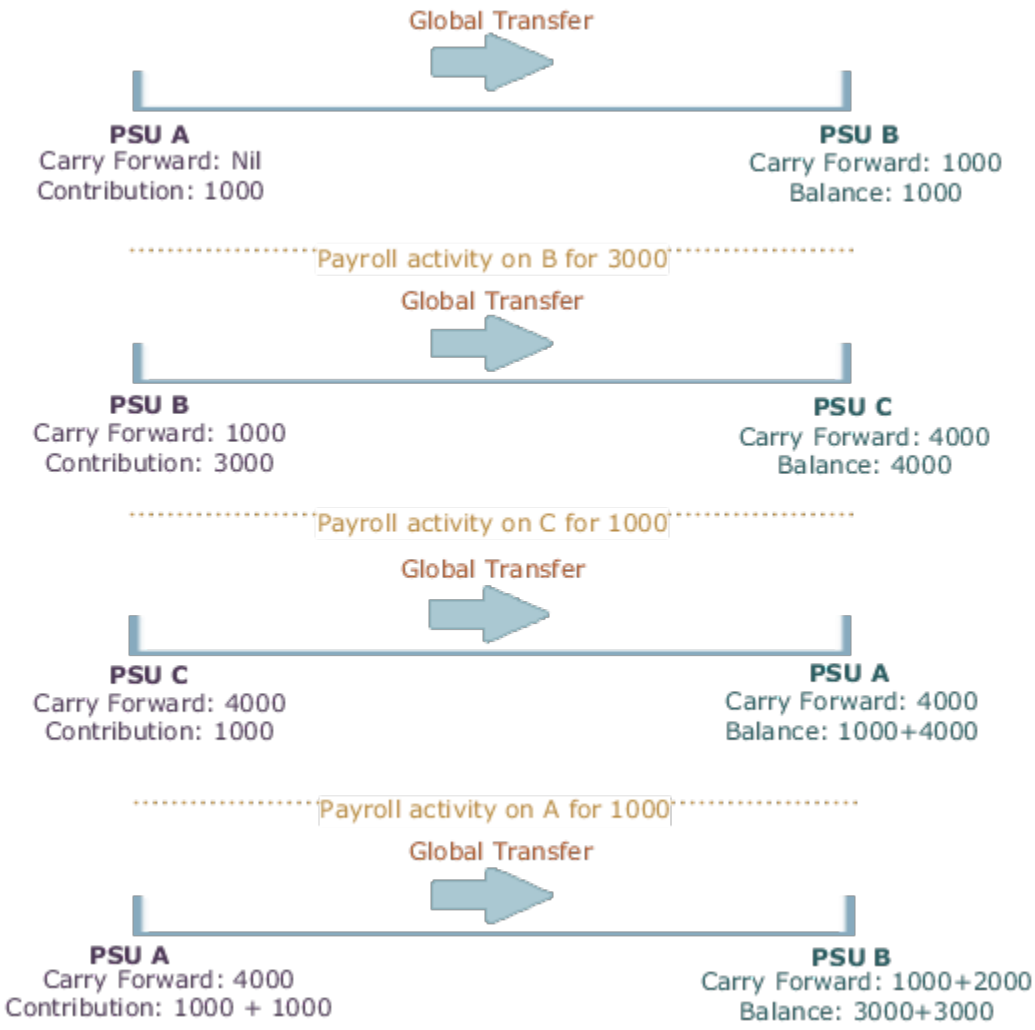
You can rerun this process to fetch the balances for the same dimension and context values on both the source and target records. The application records the adjustment for the difference in balance values. If the balance values match, the application doesn't make further adjustments.

Payroll Relationship Level Balances

If an employee had worked in the target payroll relationship before, the process adjusts the difference of balance values read from the source and the target. Any balance being carried from the source includes balance that's processed for the same set of contexts in the target before.

In this example, the source PSU is up to date and in sync with the balance value.

1. An employee contributed 1000 in PSU A and moved to PSU B. The application carries forward the balance of 1000 to PSU B.
2. With a further contribution of 3000 in PSU B, the total contribution in PSU B sums up to 4000. He moves to PSU C and carries forward a balance of 4000.
3. With a further contribution of 1000 in PSU C, the total contribution in PSU C sums up to 5000.
4. The employee is transferred back to PSU A in the same year. Only 4000 out of the 5000 is brought forward to PSU A because 1000 in PSU C already came from PSU A.
5. With a further contribution of 1000 in PSU A, the total contribution in PSU A sums up to 6000.
6. The last global transfer from PSU A to B carries forward 2000, the only portion missing in PSU B.

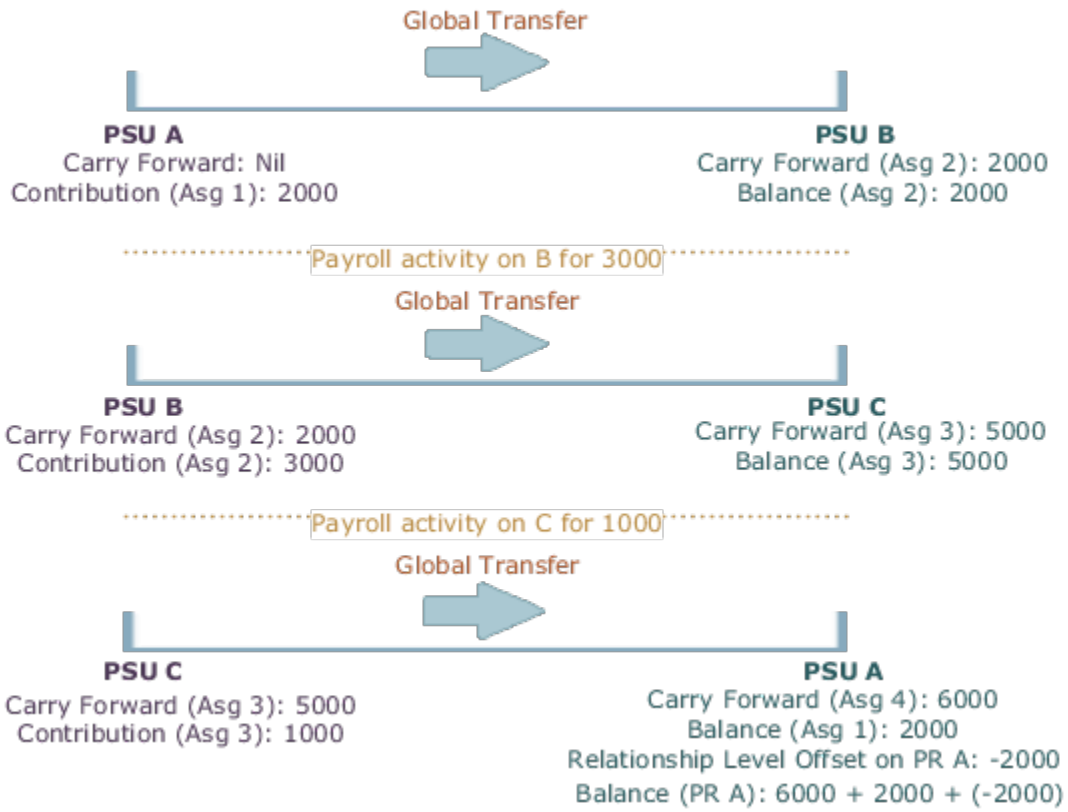


If you're running the same process twice on the source or target without any occurrence of other payroll activity, the second instance wouldn't further adjust the values. The application finds the values on the target to match those on the source.

Assignment Level Balances

Copy forward assignment level balances if the payroll formula uses only the assignment level balances, instead of relationship level balances, to determine the calculation results. You can use this copy when the calculation results must include the balance values from a prior assignment, such as assignment level voluntary deductions with total owed or arrears, or both.

In this example, assignment 4 must be aware of the 6000 because the prior contributions in PSU A occurred through a different assignment 1. In this scenario, the payroll formula won't consider the prior contributions in PSU A because the element is at an assignment level. With the copy of an assignment level balance of 6000, the PSU A balance of 8000 at a relationship level would be inaccurate, instead of the correct value of 6000. The balance inaccuracy occurs because the application counts 2000 contributed in assignment 1 twice. To overcome this inaccuracy, the process adds a relationship level offset adjustment of -2000 which doesn't impact the assignment level balances for assignments 1 and 4.



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.

  For example, a person is transferring from the Netherlands to the United States. In the Netherlands, their marital status is **Living Together**. Because the US doesn't have this status, their marital status would be null. However, if the marital status is **Married**, both legislations support that status, and it would be copied during the transfer.

- 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.
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:

Data Item	What This Includes
	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: o Performance goals o Goal plans o 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.

Payroll Item	What This Includes
	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.

Copy Future Dated Changes

You can copy future-dated changes and preserve end dates on the payroll objects, to include calculation cards and person costing overrides, copied during a change of legal employer (Global Transfer).

For example, if a recurring element entry has an end date after the global transfer date (future change) and you choose to copy the element entry as of the global transfer date, the end date is also copied.

These are the two types of future changes you can copy during a Global Transfer:

- Future updates to the record created as of the global transfer date.
- Future record that begins after the global transfer date.

Copying future dated changes for calculation cards is supported by the **Local and Global Transfer** flow as well as the **Mass Change Legal Employer** flow. Legislation rules control the type of calculation card changes that are copied during a global transfer. Let's take a US example, if you perform a global transfer effective December 1, 2022 for a US employee who has already updated the tax card effective January 1, 2023, both the tax card effective December 1, 2022 as well as the future changes are copied to the new payroll relationship created by the global transfer. For more details, refer to the global transfer help documentation specific to your legislation.

Future changes to employment data are copied only if you choose to copy future assignment updates. The following payroll objects are considered employment data and supported with this feature:

- Overtime Period
- Time card Required
- Element Entries not linked to Calculation Cards, including future nonrecurring entries.
- Person Costing overrides
- Calculation Cards

Use the HR profile option **Future Assignment Changes Copy Enabled** (ORA_PER_CLE_COPY_FUT_ASG) in the **Local and Global Transfer** flow to copy future changes to employment data.

In the **Mass Legal Employer Change** flow, select the checkbox **Copy future assignment updates** to copy future changes on employment data.

For example, select this option for a global transfer due to a re-organization, merger, or acquisition, where the employees are expected to continue with the same employment data, including those scheduled for the future.

For personal data (Personal Payment Methods) and calculation cards, the future changes are copied irrespective of what's set on the HR profile option or the check box.

Related Topics

- Global Transfer Overview
- Mass Legal Employer Change

How the Local and Global Transfer Process Handles Copy Failures

The Local and Global Transfer process logs any success, warning, and error messages in the Change Legal Employer Dashboard.

As part of transferring a worker, the Local and Global Transfer process:

1. Creates the appropriate employment records on the target, including an assignment, payroll definition, and payroll relationship.

   If the process encounters an error when creating these records, it logs the error in the Change Legal Employer Dashboard and stops.
2. Copies the payroll data to the target.

   This includes personal payment methods, person costing overrides, and element entries.

   If a payment method encounters an error, the process doesn't copy the data.

   For all other payroll data, the copy continues even if one of the records fails. It doesn't reverse the transaction.

Related Topics

- How the Local and Global Transfer Process Handles Payroll Details
- What Happens to Calculation Cards During Employee Transfers
- What Happens to Costing Overrides During Person Transfers
- What Happens to Element Entries During Person Transfers
- What Happens to Payment Methods During Person Transfers
- Dashboard for Legal Employer Change

FAQs for Global Transfers

Why did the data copy fail for an employee who was global transferred temporarily?

The application copies the data only for permanent global transfers between legal employers within the same LDG.

Related Topics

- Global Transfers for the US

How can I exclude element entries during employee transfers?

When running the Local and Global Transfer task, to exclude all element entries from the transfer, select **Copy element entries to the new employment record** on the **Payroll Details** section.

The process still creates entries for elements with automatic eligibility.

To copy some elements and exclude others, define an element group with the **Global Transfer** usage type.

Related Topics

- What Happens to Element Entries During Person Transfers
- Global Transfers for the US

Why weren't any element entries copied during my employee transfer?

Verify you selected **Copy element entries to the new employment record** when running the Local and Global Transfer task.

If you didn't, verify you defined an element group in the same legislative data group as the source and target legal employers.

Confirm you assigned the **Global Transfer** usage type to the element group.

What happens to future-dated changes during employee transfers?

The Local and Global Transfer task copies future-dated changes to employment data if you choose to copy future assignment updates.

If a recurring element entry has an end date after the transfer date, and you choose to copy the element entry as of the transfer date, task copies the end date.

> **Note:** Use the **Future Assignment Changes Copy Enabled** HR profile option (ORA_PER_CLE_COPY_FUT_ASG) in task to copy future changes on employment data.

Related Topics

- What Happens to Element Entries During Person Transfers
- Examples of Copying Element Entries During an Employee Transfer

Does default value apply to the copied element entry in the new assignment?

Default value doesn't apply to the new element entry because the value is copied from the source legal employer.

Even if the value was a default value in the source assignment, the application doesn't consider it as a default value in the new assignment.

Can I perform an employee transfer with HCM Data Loader?

Yes, but this requires separate HCM Data Loader files to copy the related payroll info.

For further info, see How You Perform a Global Transfer Using HCM Data Loader in the Help Center.

Related Topics

- How You Perform a Global Transfer Using HCM Data Loader

Why shouldn't I use balance initialization to carry forward balances during global transfer?

Though you use balance initialization to initialize balances during mid-year go-lives, it's not the best approach to carry forward balances during global transfer.

If you have paid an employee in the target payroll relationship earlier, you can't use balance initialization to carry forward the balances. Balance initialization is allowed only before any payroll calculations.

5 Process Payroll

Third-Party Payment Methods

Third-Party Payment Methods

Create third-party payment methods for third-party persons or external organizations. Use either the Third-Party Personal Payment Methods task or the Third-Party Organization Payment Methods task to create.

Typical payments to third parties include:

- Involuntary deductions, such as court-ordered garnishment.
- Voluntary deductions, such as pension plan or union membership payments.

> **Note:** You must use the Third Parties task to create the third party and ensure the organization payment method for the payment source exists before you create a third-party payment method.

As you create your third-party organization payment methods, you will notice additional fields that can be captured, such as whether or not to exclude the third party from the Run Third-Party Payment Rollup process or to separate worker payments by reference. These identifiers will determine how these payees are paid and reported at the time of payment.

- Use the Exclude from Third-Party Rollup Process checkbox, if you run the Run Third-Party Payment Rollup but have to pay certain third parties that require an individual check per employee payment. For example, the UK requires deduction from earnings orders, such as child maintenance payments, to be sent as separate transactions. By checking this box, payments to this third party, won't be rolled up into a single payment.

  > **Note:** When checking this box, the Separate Worker Payments by Reference box is automatically checked because it's typical for an employee making multiple payments to this third party that each payment is to be reported by reference separately. However, you may deselect, if this is your requirement.

- Use the Separate Worker Payments by Reference checkbox to generate employee payments to a given third party, based on reference. For example, if an employee is making multiple payments to a given third party, these can be generated separately, each with the corresponding reference.

  > **Note:** The calculation card's calculation component has a reference field to uniquely identify the deduction, such as a court order number, case number, or other identifier provided by the issuing authority. The prepayment process breaks down the employee payments by this reference number captured against the employee deduction, which is mandatory for all countries.

You can still select the Separate Worker Payments by Reference checkbox even if you don't select the Exclude from Third-Party Payment Rollup Process checkbox to roll up the third-party payment and separate employee payments based on reference. These choices allow you to roll up the third-party payments during the Run Third-Party Payment Rollup process and separated out by on reference during the prepayments process the employee payments to that third party. You can then retrieve the information if you need to extract the details in the payment file, or reports. For

example, you need to send a single consolidated payment to a loan company but you also need the employee payments paid to multiple loans at the same loan company separated out.

- Use the Time Definition list of values to pay a third-party on a date that's different from the employee payment date. For example, you want to make employee payroll payments on the last day of the month and make third-party payments 5 days later.

To create a third-party organization payment method, follow these steps:

1. Select the Third-Party Organization Payment Methods task.
2. Click the Create icon.
3. Select a Legislative Data Group.
4. Select the Third-Party Name from the list.
5. Select the Organization Payment Method from the list.

   Note: Payment Type and Currency populate based on chosen Organization Payment Method.

6. Select Effective Start Date.
7. Select Exclude from Third-Party Payment Rollup Process, if the third party isn't part of the Run Third-Party Payment Rollup.
8. Select Separate Worker Payments by Reference if separate payments are generated for employee payments to a given third party, based on reference.
9. Select the Time Definitions from the list, if you have defined a time definition to pay the third party on a different date than the rest of your third-party payments.
10. If you're creating a direct deposit to a third party, perform these additional steps in the Bank Account region to create the associated bank account.
    - Click the Create icon.
    - At a minimum, fill in the required fields identified by an asterisk.
      - *Account Number
      - *Account Type
      - Check Digit
      - Account Holder
      - Secondary Account Reference
      - *Bank
      - *Bank Branch
      - *Routing Number
    - Click the Save and Done button.
11. Click Save.
12. Click Done.

To create a third-party personal payment method, follow these steps:

1. Select the Third-Party Person Payment Methods task.
2. Search and select an employee.
3. Click the Create icon.
4. Select a Legislative Data Group.
5. Select the Third-Party Name from the list.
6. Select the Organization Payment Method from the list.

   Note: Payment Type and Currency are based on chosen Organization Payment Method.

7. Select Effective Start Date.

8. If you're creating a direct deposit to a third party, perform these additional steps in the Bank Account region to create the associated bank account.
    - Click the Create icon.
    - At a minimum, fill in the required fields identified by an asterisk.
        - *Account Number
        - *Account Type
        - Check Digit
        - Account Holder
        - Secondary Account Reference
        - *Bank
        - *Bank Branch
        - *Routing Number
    - Click the Save and Done button.

    > **Note:** Depending on your localization, these may differ.
9. Click Save.
10. Click Done.

> **Note:** The payroll relationship is defaulted for the employee making the payment to the third party. However, if you create a third-party personal payment method, as part of creating your third party, you must select the payroll relationship(s) of the person making payment to the third party.

Related Topics

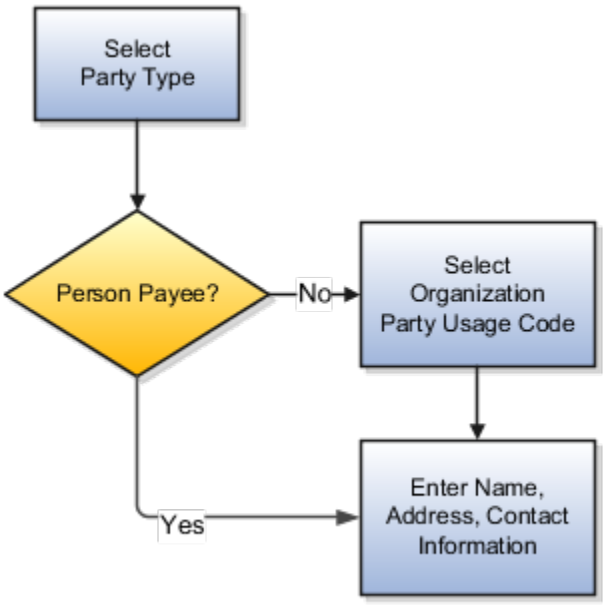
- Third-Party Payment Date Options
- Organization Payment Methods Overview

Third Parties Overview

You create third parties to process payments to external organizations and to people who aren't on the payroll. Use the Third Parties task to create third-party persons or organizations, such as pension providers, professional bodies, or disability organizations.

> **Note:** When you create third-party persons and organizations, they're also defined as trading community members in the Trading Community Architecture (TCA), to allow use in other products.

This shows you the decision steps to create third parties.



Party Usage Codes

For third-party persons, the application automatically assigns a party usage code of External Payee. For third-party organizations, you assign a party usage code.

This table describes the party usage codes for third-party organizations.

Party Usage Code	Use For	Examples
External Payee	Organizations when the others party usage codes don't apply.	State Disbursement Unit for child support payments
Payment Issuing Authority	Organizations responsible for issuing instructions for involuntary deductions, such as a tax levy or bankruptcy payment order. Payment issuing authorities don't receive payments.	Court, agency, or government official
Pension Provider	Organizations that provide pension administration for employee pension deductions.	Stock broker, investment company, benefit administrator, labor union
Professional Body	Organizations entrusted with maintaining oversight of the legitimate practice of a professional occupation.	The American Society for Mechanical Engineers in the US
Bargaining Association	Organizations that represent employees in negotiations. Bargaining associations associated with trade unions may receive payments for union fees deducted from an employee's pay.	The Air Line Pilots Association International (ALPA) in Canada and the US

Party Usage Code	Use For	Examples
Disability Organization	Organizations that are authorized to make disability assessments. Disability organizations don't receive payments.	The Royal National Institute of Blind People in the UK

Related Topics

- Third-Party Payment Methods
- How Payment Methods and Payroll Definitions Work Together
- Example of Loading Organization Payment Methods
- Example of Loading Third-Party Personal Payment Method
- How do I import organization data?

Examples of Third-Party Payments

These scenarios show you how to pay third-party payees. Third-party payees can be an individual person or an organization.

Child Support to a Former Spouse

While this example illustrates payment directly to a third-party person, most child support payments are payable to a third-party organization such as a State Disbursement Unit.

John Smith is an employee at your organization. Mary Smith receives a child-support payment each payroll period that's deducted from John's salary. To set up payments for Mary:

1. Create Mary as a third-party person.
2. Create Mary's third-party payment method and select the payroll relationship for John.
3. Add the child support order to John's involuntary deduction calculation card and select Mary's name in the Order Amount Payee field.

Organization Processing Fee to a County Sheriff's Office

The County Sheriff's office receives an organization fee on garnishment payments. When you create the third-party organization, designate it as an external payee before you create its third-party payment method. When you add the garnishment order to the employee's involuntary deduction calculation card, select the County Sheriff in the Organization Fee Payee field.

Related Topics

- Third Parties Overview
- Third-Party Payment Methods
- How do I generate payments to third-party payees?
- Third-Party Payment Methods Overview

Third-Party Payment Rollup

A third-party payment is a payment you make to an external organization or to a person that isn't on the payroll.

The Run Third-Party Payment Rollup is an optional process to consolidate payments to a third-party payee into one payment, rather than make multiple individual payments to the same third-party payee. For example, you may have multiple employees that are members of the same union and you'd like to pay the union with one payment. Or, you may have an employee with multiple deductions payable to the same third-party payee, such as multiple child support orders to the children's parent. Use the Submit a Flow task to run the Run Third-Party Payment Rollup.

Third-Party Payment Register Details

You can Run Third-Party Payments Register Report to provide payment details to the third-party payee, to include the breakout of rollup payments. Use the Submit a Flow task to run the Run Third-Party Payment Register Report.

Here are the details in the output of the Run Third-Party Payments Register Report:

- Individual third-party payments with the corresponding employee deduction information
- Rollup payments and deduction information of employees who share the same rollup payments
- Consolidated total of each rollup payment
- Payments made to each individual payee
- Consolidated total of multiple deduction payments of each employee
- Component name and component reference of involuntary deductions stored on the calculation cards
- Element name of voluntary deductions

Perform these tasks, in order, to roll up the third-party payments and generate the report details:

1. Calculate and verify prepayments.
2. Run the third-party payment rollup process.
3. Generate the payments.
4. Generate the third-party payment register.

Related Topics

- Calculate Payroll Payment Distribution
- Employee and Third-Party Check Payments Process
- Third-Party Payment Date Options
- Third-Party Payment Methods Overview

Employee and Third-Party Check Payments Overview

Once you have calculated payroll, you're ready to pay your employees and third parties. Use the Generate Payments for Employees and Third Parties flow to generate check/cheque payments.

This process selects employees and third parties processed in the prepayments process within the payroll run and have a payment method of check/cheque.

Before you generate the check/cheque payments, consider these scenarios:

- You may have multiple employee deductions made to the same third-party payee, such as multiple child support orders. Rather than make individual payments for each individual employee deduction, use the Run Third-Party Payment Rollup process to combine individual employee deductions and make a single payment to the payee.
- You may have both employees and third parties to pay. Use the Run Generate Payments for Employees and Third Parties to generate your checks/cheques for employees and then again to generate checks/cheques for your third parties. Use the Payee Type field to designate which will be included in the process.
- You may have specific third parties to exclude from the Run Third-Party Payment Rollup process to produce an individual check/cheque per payment. Select the Exclude from Third-Party Payment Rollup Process checkbox on the Third-Party Organization Payment Methods page to exclude a third-party payee from the Run Third-Party Payment Rollup process.
- You may have a third-party payee that requires payments on a date that's different from the employee payment date. For example, your employee payroll payments are on the last day of the month but you may want to make third-party payments 5 days later. Use the Time Definitions task to create a time definition defining a time span of 5 days. Select this new time definition in the Time Definition field on the Third-Party Person or Organization Payment Methods UI. Enter the relevant process dates and run the prepayments process, for example, with a process date of 30, June. This stamps the effective employee payments date as 30-June and the third-party payments date as 05-July. The Generate Payments for Employees and Third Parties process is run twice:
    - Once for the employees with a last day of the month process end date, such as 30-June
    - Once for the third parties with a process end date of plus 5, such as 05-July, and an overriding payment date of 05-July
- You may have different banks with different check/cheque templates. To accommodate, you must create a report category for each separate bank and check/cheque template and then attach it to the payment source:
    - Define report categories for each unique bank and check/cheque template combination to create a report category for each separate bank and check/cheque template. Use the Organization Payment Methods page to associate the report category for third-party payee and report category for worker to the payment source.
    - Select the new report category for the requisite bank's payment source so that the process uses the correct check/cheque template when generating its check/cheque payments. Use the Organization Payment Methods task to define the payment source for third-party payments. Attach the correct report category for that payment source. Use the Report Category for Third-Party Payee or Report Category for Worker field in the Payee Information section of the Create Payment Source page.
- Define report categories for each unique bank and check/cheque template combination if you want to create a report category for each separate bank and check/cheque template. The report category for third-party payee and report category for worker are associated to the payment source in the Organization Payment Methods page.

Related Topics

- Third-Party Payment Rollup
- Third Parties Overview
- Third-Party Payment Methods
- Employee and Third-Party Check Payments Process

Employee and Third-Party Check Payments Process

The Generate Payments for Employees and Third Parties flow selects employees and third parties that:

- Are processed in the prepayments process for a given payroll.
- Have a payment method of check/cheque.

Submit the Generate Payments for Employees and Third Parties flow from the Submit a Flow page.

Prerequisites

The prerequisite tasks for the Generate Payments for Employees and Third Parties task include:

- Create the third party, create the third-party payment method, and associate an employee deduction to pay the third party.
- Add an organization payment method (OPM), to include a payment source.

  > **Note:** The bank details should already be set up.

- Add a payroll definition, to include a default payment method of check/cheque, and all valid payment methods.
- Attach a payroll to the employee.
- Attach element entries to the employee.
- Calculate payroll.
- Run the Calculate Prepayments process to calculate the distribution of net pay.
- Run the Archive Periodic Payroll Results process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on.

Generate Employee and Third-Party Payments

Run this process to generate checks/cheques for your employees and then run the process again to generate checks/cheques for your third parties.

Follow these steps to run the Generate Payments for Employees and Third Parties flow from the Submit a Flow page:

1. Click **Submit a Flow.**
2. Select the required legislative data group.
3. Select the **Generate Payments for Employees and Third Parties** and click **Next**.
4. Enter a unique payroll flow name.

   > **Note:** Name the flow with a name to easily identify the process later. You need to be able to determine what you have already run and you may need to locate it to roll back the process.

5. Specify the required payroll name.
6. Select the payee type for which the check/cheque payment process is run. The available options are *Employee* or *Third Party*. You can generate the check payments for either employees or third parties.
7. Enter a Process Start Date to define the date range of this process.
8. Enter a Process End Date to define the date range of this process.
9. Select the required consolidation group to view the payments for all payrolls that are included in this consolidation group.

> **Note:** A consolidation group defines a grouping of different payrolls for reporting purposes. This isn't a mandatory field. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

10. Select the OPM you want to use for this process.

> **Note:** The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.

11. Select the payment source to process for the above payment method. This parameter is optional. If you have defined attributes, such as a payment file limit or report category, at the payment source level, you should enter the payment source. When you enter the payment source, the defined attributes are applied.

> **Note:** You can have different payment sources (bank accounts), with different banks, which have different check/cheque templates. You must then run the check/cheque process for each payment source and each set of payees. Select the correct payment source so that the correct stationary is used for the payments.

> **Tip:** To accommodate this requirement, you must first create a report category for each separate bank and check/cheque template. Attach the created report category to the appropriate bank's payment source so that the correct check/cheque template is used to generate the check/cheque payments.

12. Optionally, specify an **Overriding Payment Date** on which a payment is due to be made to the payee.
13. Specify the **Start Check/cheque Number** in the sequence of checks/cheques used for payroll processing.
14. Specify the **End Check/cheque Number** in the sequence of checks/cheque used for payroll processing.
15. Select a **Process Configuration Group** if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group, the process uses the parameters in the default group.
16. Click **Next**.
17. Click **Submit**.

Related Topics

- Third-Party Payment Rollup
- Employee and Third-Party Check Payments Overview
- Examples of Using Consolidation Groups
- Payroll Process Configuration Groups

Third-Party Payment Date Options

Use time definitions when a third-party payee wants payment on a date that's different from the employee payment date.

A time definition is either a date or a span of time. For example, employee payroll payments are on the last day of the month, whereas third-party payments are five days later. Create a time definition to define the time span and select this definition while defining the payment method for this payee.

Use the Time Definitions task to create your time definition for a time span of 5 days with values in this table.

Field	Value
Name	Specify a name: Third Party 5 Days
Short Name	Specify a short name: TP5Days
Type	Specify a type: Time Span
Period Type	Specify a period type: Daily
Period Unit	Specify the unit: 5
Adjustment Type	Specify type of adjustment: Days
Time Span Usages	Specify a usage for the time span: Third-Party Payments

Use the Time Definition field on the Third-Party Payment Methods page to assign this time definition.

Run the Generate Payments for Employees and Third Parties process twice, one for the employees and one for the third-party payees. Select the relevant process end date and enter an overriding payment date.

Related Topics

- Third-Party Payment Rollup
- Employee and Third-Party Check Payments Overview
- Third-Party Payment Methods
- Third-Party Payment Methods Overview
- Time Definitions

Payroll Run for Bahrain

Run the Payroll Process for Bahrain

This topic describes the minimum data required to run payroll.

1. Select the Payroll task from the Navigator.
2. Select the Submit a Flow task in the Flow Submission and Results work area.
3. Select the LDG for which the payroll is to be calculated and flow pattern Calculate Payroll.
4. Enter the parameters to run the report.
    - **Payroll Flow**: Identifier for the process that is being run. You can enter a value each time the process is executed. You can choose any format to describe the payroll flow.
    - **Payroll**: Payroll definition for which payroll is being run.
    - **Payroll Period**: Period for which payroll is calculated. For BH, the period is always monthly.

- **Run type**: Optionally, the report can be run for a specific establishment.

Specify the flow interaction range and schedule the process date and time if required.

5. Click **Submit**.

Calculate Prepayments for Bahrain

Calculate Prepayments is the process in which the amount paid to the employees is split based on personal payment methods.

If there's no personal payment method, then the process will use the Organization payment method.

To run the prepayment process:

1. Select the Submit a Flow task in the Flow Submission and Results work area.
2. Select the LDG for which the process is being run and the flow pattern **Calculate Prepayments**.
3. Enter the parameters to run the report:
   - **Payroll Flow**: Identifier for the process that is being run. You can enter a value each time the process is executed. You can choose any format to describe the payroll flow.
   - **Payroll**: Payroll definition for which payroll is to be run.
   - **Process Start Date**: Start date of the process for which the prepayment is run.
   - **Process End Date**: Start date of the process for which the prepayment is run.
4. Click **Submit**.
5. Select the Process Results Summary task in the Payroll work area.
6. Filter the results using appropriate parameters such as flow name.
7. Review the results at the person level.

Archive Periodic Payroll Results for Bahrain

This is the process in which employee and Organization data gets archived.

The archived data will be used in statutory reports or user created reports.

To run the Archive Periodic Payroll process:

1. Select the **Submit a Flow** in the Payroll work area under My Client Groups.
2. Select the LDG for which the process is to be run and flow pattern **Archive Periodic Payroll Results**.
3. Enter the parameters to run the report:
   - **Payroll Flow**: Identifier for the process that is being run. You can enter a value each time the process is executed. You can choose any format to describe the payroll flow.
   - **Payroll**: Payroll definition for which payroll is to be run.
   - **Process Start Date**: Start date of the process for which the prepayment is run.
   - **Process End Date**: Start date of the process for which the prepayment is run.
4. Click **Submit**.
5. Select the Process Results Summary task in the Payroll work area.
6. Filter the results using appropriate parameters such as flow name.

7. Review the results at the person level.

Payroll Cycle Flow for Bahrain

Payroll cycle flow consists of payroll tasks in a pre-defined sequence for each payroll period.

The payroll flow has the following sequence:

- Batch upload
- Payroll Run
- Prepayments
- Archive Periodic Payroll Results
- Make EFT Payments
- Generate Check payments
- Run Payroll Register Report
- Generate Payslips
- Verify Payslips
- Run Payment Register Report
- Verify Payments

Steps to run the report:

1. Select the Submit a Flow task in the Flow Submission and Results work area.
2. Select the LDG for which the process is to be run and the flow pattern **Payroll Cycle**.
3. Enter the following parameters to run the flow:
    - **Payroll Flow**: Identifier for the process being run. You can enter a value each time the process is executed. You can choose any format to describe the payroll flow.
    - **Payroll**: Payroll definition for which the flow is being run.
    - **Payroll Period**: Payroll period for which the payroll process is being run.
    - **Process End Date**: End date of the process for which the prepayment is being run.
    - **Run type**: Optional. The flow can be run for a specific establishment.
    - **EFT Organization Payment Method**: Process by which the employees with the selected Organization Payment Method OPM are paid through bank.
    - **Check Organization Payment Method**: Process by which the employees with the selected Organization Payment Method OPM are paid through cheque.
    - **Check Number**: Required, if paying the employees through cheque.
4. Click **Submit**.
5. Verify the process completion and view the generated report.

Roll Back Process for Bahrain

This is the process in which we can roll back the Calculate Payroll, Pre-Payment, Cheque Payment, EFT Payment, Payroll Archive, Payslip, Statutory reports or User Created Reports.

Steps to run the report:

1. Select the Submit a Flow task in the Flow Submission and Results work area.
2. Select LDG for which the process is to be run and the flow pattern **Roll Back Process**.
3. Enter the parameters used to run the report.
4. Click **Submit**.
5. Verify the process completion and view the generated report.

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.

How Net-to-Gross Earnings are Calculated

When you create an earnings element, you can indicate that it pays a specified net amount.

Use this feature, if you need to pay a person:

- Guaranteed take-home pay (net) per payroll period
- Bonus of a specified net amount

To create an earnings element, use the **Elements** quick action under the **My Clients Groups** tab.

You can create a net-to-gross (gross-up) element for any recurring or nonrecurring earnings element using these primary classifications:

- Standard Earnings
- Supplemental Earnings
- Taxable Benefits (Imputed Earnings)

Settings That Affect Net-to-Gross Processing

Define the deductions that are used to calculate the gross amount from the specified net amount.

Answer **Yes** to the **Use this element to calculate a gross amount from a specified net amount?** prompt in the element template to create the element as a gross-up element.

In each element entry, specify the limits of the gross-up processing as follows:

- In the **Net** value, enter the value you want the employee to receive.
- In the **To Within** value, enter the allowed difference between the desired amount and the actual amount. This limit can't be 0.

Note: If these values are the same across most entries, you can enter a default value on the element eligibility record.

How Formulas Calculate the Gross Amount

The formulas for net-to-gross processing perform these actions:

1. The predefined GLB_EARN_GROSSUP iterative formula takes as input the desired net amount (**Net** input value) and the amount by which net can differ from the desired amount (**To Within** input value).
2. In the first run, the formula performs these actions:
    a. Sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount.
    b. Runs a function to provide the first guess of the gross.
    c. Returns three values to the element's input values: low gross, high gross, and additional amount.
3. The element's payroll formula runs. The formula adds the additional amount to the desired amount for creating the gross amount. The formula returns this value to the element's pay value for the payroll run to process.
4. In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for gross-up for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in the **To Within** field.
    - If the additional amount equals the balance total, the iterative processing ends.
    - If the additional amount is higher or lower than the balance total by an acceptable margin, the processing ends. The formula returns the remainder (additional amount minus balance) to the element's **Remainder** input value.
    - Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

Related Topics

- Payroll Element Eligibility
- Overview of Using Fast Formula Components
- Payroll Element Input Values
- Create a Net-to-Gross Earnings Element

Assignment Status and Payroll Processing

An employee's assignment status includes an HR status, a payroll status, and optionally user statuses.

The application links the HR status and payroll status values to the assignment status and sets them automatically when the assignment status changes. The payroll status controls when the payroll process includes the assignment in the payroll calculation.

This table summarizes the values of the statuses.

Assignment Status	HR Status	Payroll Status
Active - payroll eligible	Active	Process
Active - no payroll	Active	Don't process
Active - process when earning	Active	Process when earning
Active - process nonrecurring element entry	Active	Process nonrecurring element entry
Suspended - payroll eligible	Suspended	Process
Suspended - no payroll	Suspended	Don't process
Suspended - process when earning	Suspended	Process when earning
Suspended - process nonrecurring element entry	Suspended	Process nonrecurring element entry
Inactive - payroll eligible	Inactive	Process
Inactive - no payroll	Inactive	Don't process
Inactive - process when earning	Inactive	Process when earning
Inactive - process nonrecurring element entry	Inactive	Process nonrecurring element entry

Note:

1. **Process When Earning** indicates payroll processes only during payroll periods with earnings. Use this status in countries with cumulative tax rules, to stop tax refunds when payments aren't issued.
2. **Process Nonrecurring Element Entry** indicates the process includes only the active element entry for the nonrecurring elements. Use this status for one-time payments for terminated employees.

Assignment Status

You can set the default assignment status for an employment-related action so that the assignment status changes automatically when you initiate an action. The action type categorizes the assignment status change. For example, you can set the default assignment status to 'Process When Earning' when you perform a terminate work relationship action. This ensures that the payroll run includes only terminated employees with an earnings element entry.

To create your own assignment status, use the **Assignment Statuses** quick action in **My Client Groups** > **Workforce Structures** on the Home page.

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:

Parameter	Use To
	• 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

FAQs for Payroll Run

How can I remove someone from the payroll run?

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

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

How can I receive payroll notifications in the payroll dashboard?

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

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

Payroll Calculation

Consolidation Groups

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

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

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

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

To create a consolidation group:

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

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

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

Related Topics

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

Examples of Using Consolidation Groups

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

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

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

Expedited Processing

How Expedited Processing Works

When an employee submits a modified time card after you have run payroll, you would want to expedite their payments.

To accommodate missed payments because of late time cards, absences, or time card errors, process the payroll of employees through expedited payroll runs. Use the Expedited Payroll Flow to process all time card and absence category earnings you have marked as eligible for expedited processing.

The application processes the expedited runs in the current period for retroactive adjustments to time cards that are already processed in the prior periods. You must process these expedited payments after the regular payroll run from the previous payroll cycle, but before the regular payroll run on the current payroll cycle.

An employee can have multiple time cards marked for expedited processing on the same day. The application processes all such time card entries in the same expedited run and pays employees through a single payment.

Settings that Affect Expedited Processing

Here are the settings that affect expedited payments:

- Time cards that are identified and marked for expedited processing
- Expedited Processing Rule option on the element
- Additional values for time and absence elements:
  - Expedite
  - Override Payment Method

    - Override Check Printer
- Expedite Payroll parameter on the payroll run
- Override Payslip Availability Date on the Generate Payslips process

How Expedited Payments Are Calculated

An employee can't mark their own time cards for expedited processing. So as a manager, use Oracle HCM Cloud Time and Labor to identify time cards that come in late or have errors, and mark them for expedited processing. Mark only those time cards for a period where payroll is already run, and not those for current period. The next expedited processing run includes payments corresponding to such time card entries. The application resets the time card to the default regular payroll run, after it processes every change to the card. If another expedited run is necessary, mark the time for expedited processing again. You can also mark an absence entry for expedited run, but only on a time card.

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. But if you want to exclude elements like salary or flat amount-based deductions from expedited run, set the Expedited Processing Rule option on the elements.

These values of time card and absence elements determine which element entries are eligible for expedited processing and payments.

Values	Use To
Expedite	Determine if this time card or absence entry corresponding to prior pay period adjustment needs to be included for expedited processing. If you leave this value blank or set to No, the regular payroll run picks up the payroll entries. If set this value to Yes, the application includes the retroactive payroll entry for expedited processing.
Override Payment Method	Override 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. If you leave this value blank, the employees are paid by their default payment method, either through check or electronic funds transfer.
Override Check Printer	Track 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.

The **Recalculate Payroll for Retroactive Changes** task in the **Expedited Payroll Flow** generates retroactive element entries for the prior pay period adjustments. The retroactive element entries retain the expedited payroll values on the time card. The expedited run includes retroactive entries of only those time cards that you have marked for expedited processing.

Select the **Expedite Payroll** value as **Yes** on the payroll run to identify the run as an expedited run. The run includes all employees who have at least one expedited processing entry on their time card.

For expedited payments, the employees don't have to wait for their payslips until the next regular payroll cycle. They can view their payslips at a date earlier than the regular payslip availability date. Set the **Override Payslip Availability Date** to a date earlier than the regular payslip availability date that you have defined in the standard payroll calendar.

Related Topics

- Overview of Expedited Processing
- Expedited Processing Rules

Expedited Payroll Flow

Use the Expedited payroll flow to process expedited payments for prior pay period adjustments on the time card. The Expedited payroll flow is similar to the regular payroll flow.

The flow includes a sequence of payroll tasks and reports to identify, calculate, and make expedited payments.

Use the **Submit a Flow** task in **My Client Groups** to submit an expedited payroll flow

Run the expedited flow on demand, or schedule the flow to run at a predefined date and time for expedited processing. When you submit a payroll flow, select **Yes** in the **Expedite Payroll** parameter to identify this run as an expedited run.

The Oracle HCM Cloud Time and Labor manager identifies and marks the time cards that come in late or have errors for expedited processing. The manager sets the **Expedite** value to **Yes** on the time card, so that the payroll entries are included in the expedited process. Optionally, the manager could override the payment method to check/cheque and set the **Override Check Printer** value to a printer location.

Here's the list of tasks in sequence that the expedited payroll flow triggers:

1. The **Recalculate Payroll for Retroactive Changes** task generates retroactive element entries for the prior pay period adjustments pertaining to time cards marked for expedited processing. The retroactive element entries retain the expedited payroll attributes from the time card elements.
2. The **Calculate Payroll** task is run when you set the **Expedite Payroll** parameter to Yes. This process includes only the employees whose retroactive time entries are marked for expedited processing. For each included employee, these retroactive time entries and elements configured for expedited processing are processed. The application skips time card entries that aren't retroactive.
3. The **Calculate Prepayments** task looks for employees whose payment method is overridden to check/cheque, on the value definition of the payroll entry. If no override is found, the process uses the usual payment method used in a regular payroll run.
4. The **Archive Periodic Payroll Results** task archives the expedited payroll results for further processing.
5. The **Generate Check Payments** task picks all the prepayments marked for check/cheque.
6. The **Make EFT Payments** task picks all the prepayments that aren't overridden to check/cheque and who have a default payment method of EFT payments.
7. The **Generate Payslips** task generates payslips for all the employees receiving expedited payments in this flow. The employees who are eligible for an expedited payment can view their payslips early. Set the **Override Payslip Availability Date** to a date earlier than the regular payslip availability date that's defined in the regular payroll calendar.

Related Topics

- Overview of Expedited Processing
- Expedited Processing Rules

RetroPay

Overview of Retroactive Pay

Retroactive pay, also referred to as retropay, is the recalculation of prior payroll results when changes effective in prior payrolls are updated after the original payroll calculation.

For example, when time cards are submitted after the cutoff, or an employee receives a performance bonus for a past pay period.

Use the Recalculate Payroll for Retroactive Changes process (retropay process) to calculate retroactive pay changes.

When you run the retropay process, it recalculates the employees' previous payroll periods, based on the unprocessed notifications raised. Although you recalculate all periods that have retroactive changes when you run the retroactive process, it doesn't modify the original stored results for these periods. It doesn't override historical payroll data. Instead, it creates a new set of results to use to compare against the original results. When it finds a difference between the original period results and the newly calculated retroactive period results, the newly calculated result is stored in the retroactive element in the current period. When you run the Calculate Payroll process for the current period, the newly created retroactive entries are included.

Elements Included in Retroactive Pay

It's important to decide when to enable an element for retropay. When you create your elements using the element template, enable the element to be subject to retroactive changes and select the retro event group. The retropay process includes these enabled elements in its calculations.

> **Note:** You can always configure elements to be used by retropay and later decide not to configure the retroactive components so the element isn't included in the retropay process. Use the Elements Page to configure retroactive components. To process an element in a retroactive payroll run, the element must have retroactive components that define the processing rules.

Event Groups for Retroactive Pay

Define types of changes in your retroactive event group to trigger events and retroactive event notifications. It is recommended you use the predefined Entry Changes for Retro event group to track retroactive changes to element entries and assignment details such as location. Associate the event group all elements that are subject to retroactive changes. You also have the option to configure your own event group of type retroactive.

Event Notifications for Retroactive Pay

Retroactive event notifications are used to identify which employees to include in the retropay process. Employees with a retroactive event notifications status of Awaiting Processing are included. When the employee is processed in retropay, the status of the retroactive event notification is changed to Processed.

When a retroactive event is triggered for an employee, such as a backdated salary award, the employee is automatically evaluated for a retroactive event notification and the following occurs:

- If the employee doesn't have an existing and unprocessed retroactive event notification, a new retroactive event notification is generated. The Process Date of the notification is set to the event date, such as the date of the salary award.

- If the employee has an existing and unprocessed retroactive event notification, the Process Date of the notification may be updated. For example, an employee is granted a backdated salary award effective 05-MAR. This event triggers the creation of a retroactive event notification, with a process date of 05-MAR. Subsequently, a job change is entered for the employee effective 01-FEB. The job change event triggers the re-evaluation of the unprocessed retroactive event notification and the process date will be updated to 01-FEB. This ensures retropay recalculates all of the employee's payrolls from February to the current payroll period.

Note: You can create a retroactive event notification manually to have the employee included in the retropay process.

The Process Date, or Override Date if available, on the retroactive event notification controls how far back the retroactive payroll process recalculates payroll for the employee. Consider these points regarding the retroactive payroll process:

- You can enter an override date on the Retroactive Events page for event notifications that have an Awaiting Processing status.
- Retropay calculates from beginning to end of a pay period and not for partial pay periods. For example, if a monthly paid employee has an unprocessed retroactive event notification with a Process Date of 10-SEP-21, retropay recalculates the September 2021 payroll run and all subsequent payroll runs.
- When the event notification is processed, the override date is used to determine the start date of the retroactive period for the employee.
- You can control the number of payroll periods you include in the retropay process by setting the earliest start date for the process. For example, When you set an override date for your employee, it is used as the start date for the retropay period. The override date entered in the employee's retroactive notification takes precedence over start dates defined using the Earliest Retroactive Processing Date parameter and the Number of months in rolling period for retroactive changes parameter.
- You can set the start date of the retroactive period to an earlier or later date than the process date of the retroactive event notification. For example, the process date is 10-Oct-2021 and 4-Sep-2021 is entered as the override date for an employee on a monthly payroll. Retropay continues to pick up elements for the entire pay period, which is 1-Sep-2021 to 30-Sep-2021, recalculate the September payroll run and all subsequent runs.
- You can search for Retroactive Notifications with an existing Override Date from the Event Notification page.

Retroactive Pay Process Tasks

Use these payroll processes and reports to calculate retroactive pay and analyze the results.

Whether creating a flow pattern for retroactive related tasks, incorporating tasks into a payroll cycle flow pattern, or running individual processes it's advised to run them in the following order:

Task Name	Flow Pattern	Description
Run Retroactive Notifications Report	RETROACTIVE_NOTIFICATION_REPORT	Submit this report to view notifications for retroactive payroll events and the details of the changes that caused the events. This report highlights the notifications that are outstanding and will be processed by the retroactive pay process.
Recalculate Payroll for Retroactive Changes	RETROACTIVE_PAY	Submit this process to calculate retrospective changes that weren't included in the original payroll run. This is the key retroactive pay process that compares prior payroll periods and creates the retroactive entries. You can run with

Task Name	Flow Pattern	Description
		a payroll relationship group to restrict who's processed in this task. Otherwise, the process runs for all. **Note:** When submitting the Recalculate Payroll for Retroactive Changes process enter your relationship group in the payroll relationship group parameter.
Recalculate Payroll for Retroactive Changes	Evaluate Late Hires	Submit this process to automatically evaluate late hires, create a net pay result, and create retro event notifications. This lets the late hires to be processed within the Recalculate Payroll for Retroactive Changes process. This flow pattern contains two tasks, Calculate Payroll for Late Hire and 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.
Recalculate Payroll for Retroactive Changes Single Employee	RECALCULATE_PAYROLL_FOR_RETROACTIVE_CHANGES_SINGLE_EMPLOYEE	Submit this process to calculate retrospective changes that weren't included in the original payroll run for a single employee. This performs the same calculations as the Recalculate Payroll for Retroactive Changes process but for a single employee.
Run Retroactive Entries Report	RETROACTIVE_ENTRIES_REPORT	Submit this report to view retroactive entries details and the corresponding original calculation results that were compared to trigger the retroactive entry. This report highlights the retroactive entries created by the retroactive process. It also identifies the creator type of Retroactive Pay Element Entry or Retroactive Pay Run Result.
Run Calculate Payroll	Missing Flow Pattern System Name	Submit this process to calculate your payroll.
Calculate Retroactive Costing	RETRO_COSTING	Submit a process to recalculate costs for retroactive changes to costing setups.

Considerations

Things to consider when you run retroactive pay:

- It's important to always run your retroactive pay process as close to your calculate payroll process run. And, for greatest accuracy, run it as close to the cut-off date as possible, which is the point when all your data entry for the payroll is complete.

  > **Note:** If you run the retroactive pay process after the payroll process, the retroactive adjustments are held over until the next payroll period.

- If you run your payroll and then discover you have additional backdated adjustments, you can wait until a later payroll period and run the retroactive pay process for that subsequent payroll period.

  > **Note:** If you choose to process them in the current period you must make the changes, run an additional retroactive pay process with a process date equal to or later than the payroll run process date. Once the retroactive elements are created, you must process the employees in a subsequent payroll run or QuickPay. In this scenario, it's important the element processing rule be set against the element is final close date.

Related Topics

- How Retroactive Pay Is Calculated
- Retroactive Pay for Late Hires
- View Originating Pay Periods for Retroactive Earnings
- How can I create an element for retroactive processing?
- How can I use normal elements for a retroactive element to distribute costing?

Recalculate Payroll for Retroactive Changes

Retroactive pay is the recalculation of prior payroll results because of changes that occurred after you ran the original calculation. To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process.

When a retroactive notification identifies a retroactive event for an employee, such as a change in salary, this process:

1. Performs a payroll calculation using the updated details for the employee.
2. Recalculates any employee with retroactive event notifications but only if they are part of the original payroll run set of employees.
3. Compares the results of the new payroll calculation against the results of the original payroll calculations, and creates retroactive entries for any differences.
4. Changes the status of processed notifications from Awaiting Processing to Processed.

This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

For further info, see How Retroactive Pay Is Calculated in the Help Center.

> **Note:** Only elements that you have configured to include a retroactive event group can have retroactive element entries.

When verifying your payroll readiness, use this process to create retroactive element entries based on retroactive events. Run it immediately before starting a payroll run. If you run it after the Calculate Payroll process, it holds the retroactive adjustments until the next payroll period.

You can run this process automatically as part of your payroll flow, or you can run it manually.

To run this process, enter the following applicable parameters:

1. Click **Submit a Flow**.
2. Select your legislative data group.
3. Select **Recalculate Payroll for Retroactive Changes**.

Before You Start

Be sure to run the Retroactive Notification Report. This report identifies the retroactive changes you need to process. For further info, see Retroactive Notification Report in the Help Center.

> **Note:** Retroactive element entries are no different from the entries in the original payroll. They are both processed in the payroll runs and display on the UI in the same manner.

Process Parameters

Process Date

Enter the effective date of the payroll run. This date controls the start date of all retroactive entries created by the Retropay process.

For example, before running your monthly payroll for July 2021, submit retropay with a Process Date of 31-JUL-21. This creates all retroactive entries with a start date of 01-JUL-21, and the July payroll run processes them.

> **Note:** The date of the retroactive entries is the start date of the payroll period in which the retroactive process date falls.

If the process date of your payroll falls in the next payroll period, enter a retropay process date that falls within the current payroll period.

For example, your August payroll is paid on 05-SEPT-21. Submit retropay with a process date of 31-AUG-21 to ensure it creates retroactive with a start date of 01-AUG-21 and can be processed in the August payroll run.

Payroll

Select the payroll definition you want to run against.

Overriding Entry Create Date

Use this to control the start date of retroactive entries when you have more complex payroll period requirements.

For example, your semimonthly payroll is paid in arrears, such as:

- Period ending 15-JAN is paid on 05-FEB
- Period ending 31-JAN is paid on 20-FEB
- Period ending 15-FEB is paid on 05-MAR

Before running the semimonthly payroll for period ending 15-FEB-21, you can submit retropay with these dates:

- Retro Process Date: 20-FEB-21

  > **Note:** The Retropay process date can't be earlier than the process date of the payroll run for period ending 31-JAN.

- Overriding Entry Creation Date: 15-FEB-21

  > **Note:** Entries are date effective.

Process Configuration Group

Enter a process configuration group. Otherwise the process uses the default group.

Payroll Relationship Group

Enter a payroll relationship group to limit the employees included in the retroactive process. Otherwise all employees are reprocessed.

Process Results

The retroactive process:

1. Compares the run results of the original payroll run and the run results of the retroactive payroll run.
2. It looks for matching run result records across the two processes.
3. It creates one of the following:
   - Retroactive run results
   - Retroactive element entries based on these conditions.
     i. Matching run results exist in both the original run and the retroactive run creates a retroactive pay run result.
     ii. Run result available in the original run but not in the retroactive run creates a retroactive pay run result.
     iii. Run result in not available in the original run but a new run result exists in the retroactive run creates a retroactive pay element entry.

> **Note:** You might need to create some entries manually to offset entries.

Related Topics

- How can I create offset entries instead of deleting retroactive entries and notifications?
- How Retroactive Pay Is Calculated
- Retroactive Notification Report

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

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.

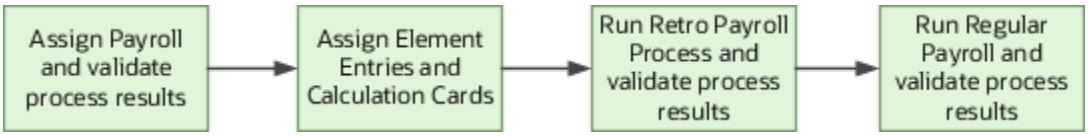
Configure Employee Details

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

View RetroPay Results

View your employee retropay results.

Watch video

You can view results of the Recalculate Payroll for Retro flow, also called Retro Results from the **Person Results** page.

To view the results:

1. Click the **My Client Groups** tab on your home page.
2. Click the **Payroll** icon.
3. In the **Flow Submission and Results** section, click the **Person Results** link.
4. In the **Search** field, enter your employee's name.
5. In the **Search Person** Advance Search list, click the row with your employee's name.
6. From the **Person Results** page in the **Results Listing** section, click the **Recalculate Payroll for Retroactive Changes** process link.

   > **Note:** You can use the **Show Filters** link to reduce results and find the run more easily.

7. View the **Retropay Results** process details, such as the element totals, element details and specific payroll periods associated to them.

   > **Note:** This page displays any overtime premium earnings total amount and the payroll periods it applies to, and the payroll assigned and any rate change made. The recalculation dates indicate how many payroll periods were affected by the retro action. The dates listed indicate the specific payroll period of the retroactive change.

8. In the **Process Runs** section, click the **Expand** icon. The date displayed is the date of the period that's been reprocessed. Below are the earnings from the original run, then the retro run. If you expand the element for more details, you can see the earnings for the original run, the earnings calculated with the new rate, and the difference which is reflected in the **Net Retropay Amount**.

   > **Note:** If the original run had no values, that indicates that an entry was added after the run, and is why it's now captured in the retro run. If the retro run has no values, but the original run does, that indicates that an entry has been deleted.

From any of the results, you can open the **Calculation Entries** that were entered for this payroll period.

1. Click the **Actions** button and select the **Calculation Entries** link.
2. Click the **Standard Entries** link to drill down and see all the entries for that period.
3. Use the **Search** field to reduce results by type.

   > **Note:** The calculation entries for this payroll period are displayed and the date to determine the payroll period was carried forward from the retro payments page. Drill down to see all the entries for this period. Search for and view all the overtime entries that were processed during this period.

Use the **Back** icon to navigate back to the retro payment information. Use the **Process** drop-down list to view the processes that have been run for this employee. The choices in the list are identified with the dates the process was run.

> **Note:** The processes with a **Retro Run Identifier** are the processes that ran as a part of the **Recalculate Payroll for Retroactive Changes**.

1. Choose the original run from the drop-down list to view the **Statement of Earnings**.
2. Click the dollar amount links in the **Statement of Earnings** to view the details of each value, such as **Net Payment** and **Earnings**.
3. Click the **Standard Entries** link to drill down and see all the entries for that period.
4. Use the **Show Details** link to drill down for even more details, if needed.
5. You can use the **Search** field to reduce results by type.

In the Earnings section, click to expand the earnings row and view details.

Use these navigation options to see the run result values that the retro run has calculated, and review and compare the run results of the original run and the retro run, as needed.

Related Topics

- Overview of Retroactive Pay
- How Retroactive Pay Is Calculated

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**.

FAQ for RetroPay

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

- Overview of Retroactive Pay
- How Retroactive Pay Is Calculated
- Retroactive Notification Report

Payments

Payments Processing for Bahrain

The Bahrain localization has predefined an e-text template, based on the Electronic Fund Transfer System (EFTS), in Oracle Business Intelligence Publisher which generates an EFT file from the XML.

1. Select the Submit a Flow task in the Flow Submission and Results work area.
2. Select the LDG for which the process is to be run and flow pattern **Make EFT Payments**.
3. Enter the parameters to be used to run the report:
    - **Payroll Flow**: Identifier for the process that is being run. You can enter a value each time the process is executed. You can choose any format to describe the payroll flow.
    - **Payroll**: Payroll definition for which payroll is to be run.
    - **Process Start Date**: Start date of the process for which the prepayment is run.
    - **Process End Date**: Start date of the process for which the prepayment is run.
    - **Organization Payment Method**: Process the employees with the selected organization payment method.
4. Click **Submit**.
5. View the results.
6. Select the generated file and view the output

Generate Cheque Payments for Bahrain

The global Generate Cheque Payments process generates an XML output.

This XML output will contain the data that is to be printed on the cheque template.

Bahrain localization has predefined a Rich Text Format (RTF) template in BIP that generates a printout from the XML. The Generate Cheque Payments report has a predefined structure for BH and consists of two sections:

- Employee Name
- Cheque Date
- Cheque Number

- Net pay in numbers and letters.

The second section consists of:

- Payroll Relationship Number
- Employee Name
- Employee Organization Name
- Organization Location
- Job Title
- List of earnings elements and amounts
- List of deductions elements and amounts
- Total amount to be paid

Note: All earnings with classification Standard Earnings, Direct Earnings, Supplemental Earnings templates are displayed under Earning region, and all the deductions with classifications Voluntary and Involuntary deductions are displayed under deductions region.

1. Select the Submit a Flow task in the Flow Submission and Results work area.
2. Select the LDG for which the process is to be run and flow pattern Generate Check Payments.
3. Enter the parameters to run the report.
4. Click Submit
5. Select the generated file and view the output.

Generate Payslips for Bahrain

You can generate a payslip for each payment made for an employee for a given pay period, after successfully completing the Event Archive for Payroll and Generate Cheque Payments or Direct Deposit processes.

Information such as Employee Details, Payroll Information, Earnings, and Payment Methods are displayed in a payslip, as read-only.

The payslip consists of the following regions:

- Employee Details
- Payroll Information
- Summary of Payments
- Earnings
- Deductions
- Payment Information

Steps to run the report:

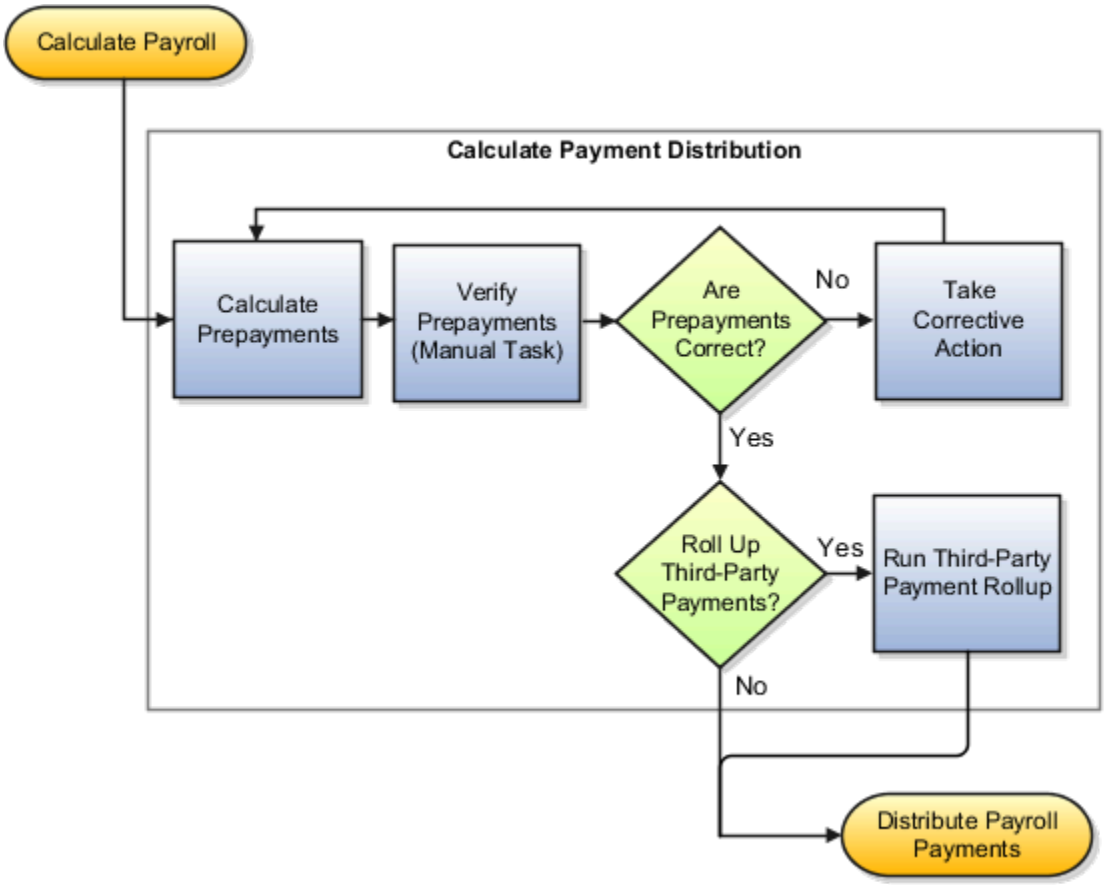
1. Select the Submit a Process or Report task in the Payment Distribution work area.
2. Select LDG for which the process is to be run and flow pattern Generate Payslips.
3. Enter the parameters used to run the report.
4. Click Submit.
5. Click View Results for each employee.

6. Click Bahrain Printed Payslip.pdf.

Calculate Payroll Payment Distribution

Calculate the distribution of payments and verify the prepayment calculations before you distribute payroll payments.

This figure shows you the flow of the calculate payment distribution tasks.



Calculate Prepayments

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

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

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

- Payroll name that determines the payroll relationships to calculate
- Process start date and process end date for the range of records to return

- Optional consolidation group name to limit the scope of the process
- Optional payment source name to override the default payment method
- Optional process configuration group name for processing rules, such as logging
- Optional default payment setting override to issue a check/cheque instead of an electronic funds transfer

Verify Prepayments

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

Take Corrective Action

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

- Retry the Calculate Prepayments process if it didn't complete successfully.
- Roll back the prepayment results to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if there were no payments.
- Void the prepayments results to void the payment and then use the Make Payment action to reissue another payment.

Roll Up Third-Party Payments

Use the Run Third-Party Payment Rollup task to consolidate payments from individual contributions into a single payment for each third-party organization payee. Run this optional process after calculating and verifying prepayments.

Related Topics

- Payroll Payments Distribution
- Verify and Troubleshoot Payments
- Status of Flow Tasks

Split Up Payroll Payments

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

Use Fixed Amount Payments

Barbara wants 100 USD deposited in her savings account each payroll period and the remainder paid through check/cheque. Barbara first creates a check/cheque payment method so it's processed last. Then she creates an electronic funds transfer (EFT) payment method for her savings account and sets the amount to 100. When Barbara decides to stop the transfers to her savings account, she deletes that payment method.

Use Percentage Payments

Oscar wants to contribute to the college fund he set up for his children. Oscar frequently receives bonuses and sales commissions and his net payment amount always changes. So he adds a payment method that allocates four percent of

his pay to the fund. By using a percentage rather than a fixed amount, Oscar can contribute to the fund at the same rate he earns.

Use a Combination of Payments

Jim works in Arizona, but his wife and children reside in Texas. Each payroll period, Jim wants the following disbursements:

- 900 USD transferred to his checking account for his wife's household expenses in Texas
- A percentage transferred to his children's college fund
- The remainder paid to him by check/cheque for his expenses in Arizona

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

Payroll Payments Distribution

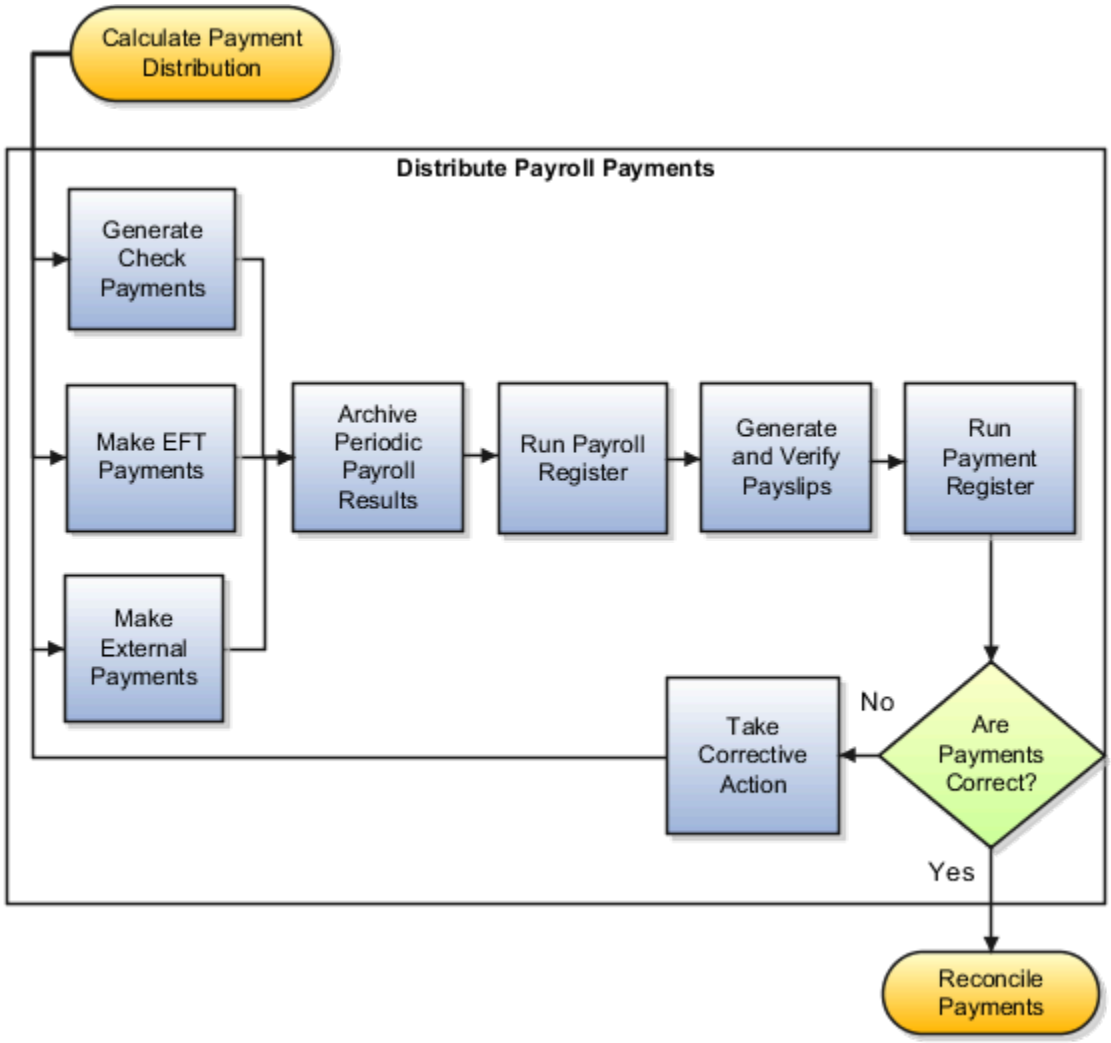
The Distribute Payroll Payments activity performs several tasks. It creates payments, archives the results and runs payroll register, generates reports, to include payslips, and runs payment register.

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

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

Sequence of Tasks

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



Note: The Archive Payroll Results runs before Run Payroll Register and Generate Payslips.

Overview of the Payment Distribution Tasks

This table describes the payment distribution tasks.

Task	Description
Generate Check Payments	Generates check/cheque payments for all payees including third-party payees, using a predefined format.
Make EFT Payments	Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT. Include intermediary bank account details in the EFT file to facilitate an intercountry payment. For example, intermediary bank accounts are used to route payments when an employer's US bank doesn't have relationships with banks in the developing world. The payments are sent from your company bank account to the intermediary bank account, and onto the employee's bank account. **Note:**

Task	Description
	Use the Financials SOAP service to load intermediary bank account details for your employees. When using the Financial SOAP service, the intermediary bank accounts must be attached separately for each employee bank account.
Make External Payments	Addresses special situations where you don't want to use the normal payment process. Examples include: • Replace a lost check/cheque that you voided • Create a final payroll check/cheque for a terminated employee • Pay using a different payment type or payment source than specified in the normal payment process
Archive Periodic Payroll Results	Makes the data available for reports, such as the payroll register and payslips.
Run Payroll Register	Verifies and provides an audit trail of a payroll run including hours, earnings, and deductions by PSU and TRU. In detail mode, shows the complete details for each employee.
Generate and Verify Payslips	Generates a payslip for all paid payments matching your criteria except: • Voided payments • Reversed payroll calculations • Data not archived • Previously generated payslips
Run Payment Register	Verifies and provides an audit trail of payments generated by all payment processes, including total amounts paid by payment category, type, status, and method. In detail mode, shows payments for each employee.

Related Topics

- View Payments
- Verify and Troubleshoot Payments
- View and Edit Archive Results
- Corrective Actions for Payments
- Calculate Payroll Payment Distribution

View Payments

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

Work Area

This table shows you the advantages of viewing payment information from the different payroll work areas. Depending on where you're in the process, you may want to view the process results directly from the person record or the process

results. Use Person Process Results to view the process results for a person or use Process Results Summary to locate the process and view all results.

Payroll Phase	Work Area Starting Point	Available Tasks
Working on the current payroll or QuickPay run	Payroll Checklist	On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses. Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back. For a completed process, view the output of the process or navigate to the Process Results Summary or to the Person Process Results to view individual payment results and take corrective action.
Working on tasks for different payroll periods or payroll runs	Payroll	Use the Payments search in the regional area to query payments by payment method, payee, or legislative data group. You can view payment details, but you can't select actions from the Payments search results. Use Process Results Summary to search for a payment process. You can also use the Person Process Results navigate to the payment results and take corrective action.

Type of Payment Information

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

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

Related Topics

- Corrective Actions for Payments
- Payroll Payments Distribution for the US

Generate Check/Cheque Payments and Check/Cheque Numbers

Use the Generate Check Payments process to generate check/cheque payments in a predefined format for all payees who have a check/cheque payment method and a net pay greater than 0.

The printed check/cheque format and check/cheque stub information can vary, based on your organization's requirements. Enter the starting check/cheque number, and optionally, an ending check/cheque number when you submit the check/cheque payment process.

Starting Check/Cheque Numbers

Before you begin printing checks/cheques, verify the starting check/cheque number in the application matches the printed check/cheque.

Ending Check/Cheque Numbers

You don't have to enter the ending check/cheque number but there are benefits, such as it puts a break in the print job allowing you to synchronize the numbers entered as submission parameters with the numbers printed on the checks/cheques. You may need to print separate batches of consecutively numbered checks/cheques, such as when you have one box of checks/cheques numbered 4500 through 4999 and another box numbered 7000 through 7999. In this scenario, if you don't enter the last check/cheque number from the first box and print more than 500 checks/cheques, the payment process will record incorrect check/cheque numbers for the remaining checks/cheques.

Verify and Troubleshoot Payments

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

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

Verify Payroll Run Results

Follow these steps:

1. Use these payroll reports to verify run results:
    - Gross-to-Net Report
    - Balance Exception Report
    - Element Result Register
    - Payroll Balance Report
    - Payroll Activity Report
    - Any additional country-specific or user-defined reports

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

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

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

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

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

Verify Prepayments

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

Troubleshoot Payments Issues

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

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

If you discover an error after generating payments, you can't simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem, as shown in the following table.

Scenario	Corrective Action
The check/cheque is correct, but was lost, stolen, or destroyed.	Do one of the following: • Void the original payment and reissue using the normal payment process. • Void the original payment and make an external payment to replace it.

Related Topics

- Corrective Actions for Payments
- Examples of Correcting Payments
- Payroll Payment and Cost Distribution Reports
- How can I access a log file for a payroll flow, extract, or report?

Examples of Third-Party Payments

These scenarios show you how to pay third-party payees. Third-party payees can be an individual person or an organization.

Child Support to a Former Spouse

While this example illustrates payment directly to a third-party person, most child support payments are payable to a third-party organization such as a State Disbursement Unit.

John Smith is an employee at your organization. Mary Smith receives a child-support payment each payroll period that's deducted from John's salary. To set up payments for Mary:

1. Create Mary as a third-party person.
2. Create Mary's third-party payment method and select the payroll relationship for John.
3. Add the child support order to John's involuntary deduction calculation card and select Mary's name in the Order Amount Payee field.

Organization Processing Fee to a County Sheriff's Office

The County Sheriff's office receives an organization fee on garnishment payments. When you create the third-party organization, designate it as an external payee before you create its third-party payment method. When you add the garnishment order to the employee's involuntary deduction calculation card, select the County Sheriff in the Organization Fee Payee field.

Related Topics

- Third Parties Overview
- Third-Party Payment Methods
- How do I generate payments to third-party payees?
- Third-Party Payment Methods Overview

Employee and Third-Party Check Payments Overview

Once you have calculated payroll, you're ready to pay your employees and third parties. Use the Generate Payments for Employees and Third Parties flow to generate check/cheque payments.

This process selects employees and third parties processed in the prepayments process within the payroll run and have a payment method of check/cheque.

Before you generate the check/cheque payments, consider these scenarios:

- You may have multiple employee deductions made to the same third-party payee, such as multiple child support orders. Rather than make individual payments for each individual employee deduction, use the Run Third-Party Payment Rollup process to combine individual employee deductions and make a single payment to the payee.
- You may have both employees and third parties to pay. Use the Run Generate Payments for Employees and Third Parties to generate your checks/cheques for employees and then again to generate checks/cheques for your third parties. Use the Payee Type field to designate which will be included in the process.
- You may have specific third parties to exclude from the Run Third-Party Payment Rollup process to produce an individual check/cheque per payment. Select the Exclude from Third-Party Payment Rollup Process checkbox on the Third-Party Organization Payment Methods page to exclude a third-party payee from the Run Third-Party Payment Rollup process.
- You may have a third-party payee that requires payments on a date that's different from the employee payment date. For example, your employee payroll payments are on the last day of the month but you may want to make third-party payments 5 days later. Use the Time Definitions task to create a time definition defining a time span of 5 days. Select this new time definition in the Time Definition field on the Third-Party Person or Organization Payment Methods UI. Enter the relevant process dates and run the prepayments process, for example, with a process date of 30, June. This stamps the effective employee payments date as 30-June and the third-party payments date as 05-July. The Generate Payments for Employees and Third Parties process is run twice:

    - Once for the employees with a last day of the month process end date, such as 30-June
    - Once for the third parties with a process end date of plus 5, such as 05-July, and an overriding payment date of 05-July
- You may have different banks with different check/cheque templates. To accommodate, you must create a report category for each separate bank and check/cheque template and then attach it to the payment source:
    - Define report categories for each unique bank and check/cheque template combination to create a report category for each separate bank and check/cheque template. Use the Organization Payment Methods page to associate the report category for third-party payee and report category for worker to the payment source.
    - Select the new report category for the requisite bank's payment source so that the process uses the correct check/cheque template when generating its check/cheque payments. Use the Organization Payment Methods task to define the payment source for third-party payments. Attach the correct report category for that payment source. Use the Report Category for Third-Party Payee or Report Category for Worker field in the Payee Information section of the Create Payment Source page.
- Define report categories for each unique bank and check/cheque template combination if you want to create a report category for each separate bank and check/cheque template. The report category for third-party payee and report category for worker are associated to the payment source in the Organization Payment Methods page.

Related Topics

- Third-Party Payment Rollup
- Third Parties Overview
- Third-Party Payment Methods
- Employee and Third-Party Check Payments Process

Employee and Third-Party Check Payments Process

The Generate Payments for Employees and Third Parties flow selects employees and third parties that:

- Are processed in the prepayments process for a given payroll.
- Have a payment method of check/cheque.

Submit the Generate Payments for Employees and Third Parties flow from the Submit a Flow page.

Prerequisites

The prerequisite tasks for the Generate Payments for Employees and Third Parties task include:

- Create the third party, create the third-party payment method, and associate an employee deduction to pay the third party.
- Add an organization payment method (OPM), to include a payment source.

  Note: The bank details should already be set up.

- Add a payroll definition, to include a default payment method of check/cheque, and all valid payment methods.
- Attach a payroll to the employee.

- Attach element entries to the employee.
- Calculate payroll.
- Run the Calculate Prepayments process to calculate the distribution of net pay.
- Run the Archive Periodic Payroll Results process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on.

Generate Employee and Third-Party Payments

Run this process to generate checks/cheques for your employees and then run the process again to generate checks/cheques for your third parties.

Follow these steps to run the Generate Payments for Employees and Third Parties flow from the Submit a Flow page:

1. Click **Submit a Flow.**
2. Select the required legislative data group.
3. Select the **Generate Payments for Employees and Third Parties** and click **Next**.
4. Enter a unique payroll flow name.

   > **Note:** Name the flow with a name to easily identify the process later. You need to be able to determine what you have already run and you may need to locate it to roll back the process.

5. Specify the required payroll name.
6. Select the payee type for which the check/cheque payment process is run. The available options are *Employee* or *Third Party*. You can generate the check payments for either employees or third parties.
7. Enter a Process Start Date to define the date range of this process.
8. Enter a Process End Date to define the date range of this process.
9. Select the required consolidation group to view the payments for all payrolls that are included in this consolidation group.

   > **Note:** A consolidation group defines a grouping of different payrolls for reporting purposes. This isn't a mandatory field. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

10. Select the OPM you want to use for this process.

    > **Note:** The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.

11. Select the payment source to process for the above payment method. This parameter is optional. If you have defined attributes, such as a payment file limit or report category, at the payment source level, you should enter the payment source. When you enter the payment source, the defined attributes are applied.

    > **Note:** You can have different payment sources (bank accounts), with different banks, which have different check/cheque templates. You must then run the check/cheque process for each payment source and each set of payees. Select the correct payment source so that the correct stationary is used for the payments.

    > **Tip:** To accommodate this requirement, you must first create a report category for each separate bank and check/cheque template. Attach the created report category to the appropriate bank's payment source so that the correct check/cheque template is used to generate the check/cheque payments.

12. Optionally, specify an **Overriding Payment Date** on which a payment is due to be made to the payee.

13. Specify the **Start Check/cheque Number** in the sequence of checks/cheques used for payroll processing.
14. Specify the **End Check/cheque Number** in the sequence of checks/cheque used for payroll processing.
15. Select a **Process Configuration Group** if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group, the process uses the parameters in the default group.
16. Click **Next**.
17. Click **Submit**.

Related Topics

- Third-Party Payment Rollup
- Employee and Third-Party Check Payments Overview
- Examples of Using Consolidation Groups
- Payroll Process Configuration Groups

Corrective Actions for Payments

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

Void a Payment

Void a payment simply updates the payment status of the record to Void and doesn't reverse or delete any payment calculation information.

The most common reasons you would void a payment would be:

- A check/cheque payment that was lost, stolen, or destroyed.

  > **Tip:** Unless the check/cheque is in your possession, contact the bank that holds the source account to stop payment on the check/cheque.

- An electronic funds transfer (EFT) payment was sent to a bank account that's now closed.

To void and reissue a payment:

1. Select the **Void Payment** action from the drop down on Person Process Results or Person Results page for the payment.
2. Reissue the payment in the next payment run.

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

Reverse Payroll Calculations

You can reverse a payroll calculation after generating a payment. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. The reversal doesn't affect the payment itself, only the payroll run results and costing results. This is different from the Roll Back action performed when a payment wasn't issued.

The most common reason to reverse a payroll calculation is to adjust a payroll overpayment. For example, your payroll department isn’t notified that an employee is leaving the company and continues making payments after their termination date.

You can a reverse a payroll within the same period the payment was generated. You can also reverse a payroll from a previous payroll period, before or after processing the payroll for the current period.

To reverse the payroll run results and costing results you can either:

- Select the Reversal action from the **Person Process Results** or **Person Results** page to reverse the calculation for an individual employee.
- Submit the **Reverse Payroll Calculation** process from the **Submit a Flow** task to reverse the payroll calculation for a group of employees, based on the parameters you select.

Note: Only use reversals to correct payroll calculations after a payment has been issued to the employee. If a payment hasn't been issued to the employee, rollback the payroll run and perform any necessary corrections.

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

Note: Don't reverse the calculation between running prepayments and running the payment process because the process will still issue payment.

Include or Exclude the Pay Value in the Next Prepayments Process

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

Error Prevents Process from Completing

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

Incorrect Results

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

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

Corrective Actions in Reports

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

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

Related Topics

- Mark for Retry, Retry, and Roll Back Payroll Results
- Report Payment and Nonpayment Balances
- Examples of Correcting Payments for the US
- Create a Flow Pattern to Reissue a Check

Examples of Correcting Payments

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

Employee's Check/Cheque is Lost

Scenario:

An employee's check/cheque is lost, stolen, or destroyed.

Corrective Action:

1. Void payment using one of these tasks:
    - Select the **Void Payment** action from Person Process Results page.
    - Select the **Void Payment** action from Process Results Summary page.

2. Reissue payment in one of the following ways:
    - Make an external payment.

      Note: This process prevents the check/cheque from being included in the next payments run. You can record the check/cheque number for the replacement check/cheque and the reason why you're making the payment externally.

    - Allow the normal payment process to issue the payment.

      Note: The Void status includes it automatically in the payments process for the date of the voided payment, unless you prevent its reissue. The replacement check/cheque retains the original payment date.

3. Unless the check/cheque is in your possession, contact the bank for the source account to stop payment on the check/cheque.

Checks/cheques Require Reprinting Due to a Printer Problem

Scenario:

Your printer jams while printing a batch of checks/cheques. The printer destroys one check/cheque and generates a blank check/cheque, which causes a mismatch between the check/cheque number displayed on the person's record and the number on the printed check/cheque.

Corrective Action:

1. Because you didn't reissue the checks/cheque you can roll back the batch check/cheque payment process and then rerun the checks/cheque.
2. If the printing problem results in missing check/cheque numbers, void the checks/cheques to create an audit trail.
3. Adjust your starting and ending check/cheque numbers as needed when you resubmit the payment process.

Note: As a best practice, roll back all the check/cheque payments to create a range of check/cheque numbers for printing. Printing individual checks/cheque means the check/cheque numbers aren't continuous, which can create problems when printing on preprinted stationery.

Employee Requests to be Paid in a Different Currency

Scenario:

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

Corrective Action:

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

EFT Payment is Made to a Closed Bank Account

Scenario:

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

Corrective Action:

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

Payroll Check/cheque Expires Before It's Cashed

Scenario:

Your payroll checks/cheque expire after 90 days, and you receive a notification that an employee never cashed a check/cheque that you issued four months ago.

Corrective Action:

Void the original check/cheque. Run the Generate Check Payments process and set the new payment date in the Overriding Payment Date.

Related Topics

- Verify and Troubleshoot Payments
- Submit a QuickPay Flow to Correct a Payroll Calculation Error
- Examples of the QuickPay Process

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

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

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

FAQ for Payments

How can I view the PDF Checks after I generate check payments?

After you generate the checks, you can view the PDF Checks from the Output and Log Files section of the Process Results Details page.

Submit a flow to generate the check payments, and navigate to the Checklist or View Flows page in the Flow Submission and Results section of the Payroll page. Search for the submitted flow name and click on the name of the flow. Expand the Output and Log Files section of the Process Results Details page to view the PDF output of the process.

Why does the payslip display payments for a later payroll period?

These reports include the payslip and Payroll Register Report. The payroll period with the latest date earned is used in reports to display the combined payment results. This means you submitted a prepayments process that includes payroll calculations where the date earned of a calculation falls in a different payroll period.

For example, you process a QuickPay for a person on a weekly payroll. The date earned for the QuickPay is 7 November, which falls in the first payroll period. You decide to include the QuickPay payment in next week's payroll, which has a date earned of 14 November. The payslip that includes the QuickPay will show the combined results of the QuickPay and the regular pay as of the second payroll period.

To generate reports and payslips for the payroll period the date earned occurs, process prepayments separately for calculations where the date earned falls in an earlier payroll period.

What's the International Transfer payment type?

This payment type supports payment methods for electronic funds transfer (EFT) payments in a different country from the originating payment source.

As a Payroll Manager, you can create EFT payment methods for employees to transfer funds to foreign banks if an International Transfer organization payment method exists for their legislative data group.

Can I roll back a payment after generating it?

No, you can't roll back the payment process after you generate a payment. You can void and reissue a check/cheque payment.

An exception would be if something had damaged all of the checks/cheques in a payment run. In this case, because the application generated but didn't issue payments, you could roll back and rerun the entire payment process.

How do I generate payments to third-party payees?

The payment process generates third-party payments for all deduction elements included in the process using the flow submission parameters you specify. Payment methods for all third-party payees must already exist.

You can run the check/cheque or EFT payment process as part of the payroll cycle flow or as a standalone process using the Submit a Flow task.

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

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

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

Related Topics

- Corrective Actions for Payments

6 Payroll Results

Payroll Run Results

How Payroll Run Results Are Calculated

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

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

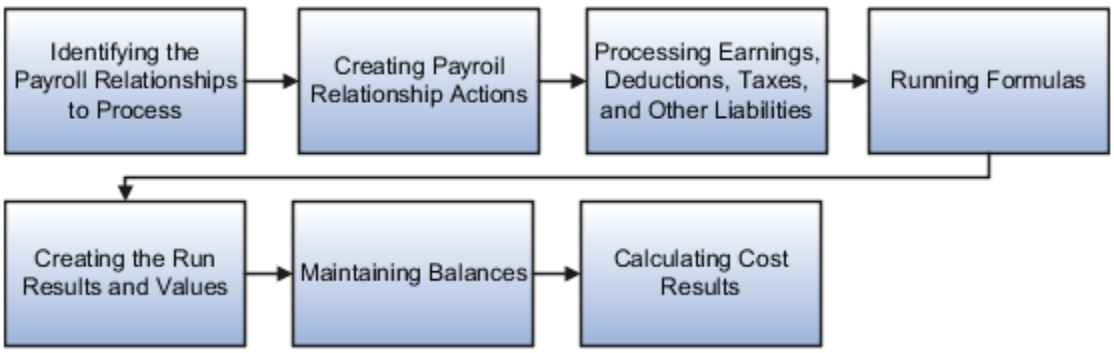
Parameters That Affect Processing

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

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

How Results Are Calculated

Before submitting the Calculate Payroll flow, you submit the Recalculate Payroll for Retroactive Changes flow to process separately elements enabled for retroactive pay. Payroll calculation and recalculation occur at the payroll relationship level. They involve these actions.



The main steps of the payroll run processing:

1. The calculation process:
    - Identifies the payroll relationships to process
    - Evaluates the assignment status of each identified payroll relationship to determine whether to include the assignment.
2. The process creates these actions:
    - Payroll action representing the payroll run
    - Payroll relationship action for each relationship processed, with child actions for each run type used in the run.
3. The calculation process loads the element entries for a payroll relationship and uses this information:
    - Processing sequence by determining priority of the element and the subpriority of the element entry, if specified.
    - Processing type and rules.
        - Processing calculations for:
        - Unprocessed nonrecurring entries
        - Recurring entries, in accordance with frequency rules and skip rule formulas associated with the element.
4. If the element is associated with a calculation component, the process references information held on the calculation card, including:
    - Calculation factors that indicate the correct values
    - Calculation type to use in the calculation based on formula contexts
    - Calculation value definition to use and any overriding values
5. The process uses a proration formula to calculate elements enabled for proration if the value of the element entry changed within the payroll period.
6. The process identifies the payroll formula to run and how to handle the results:
    - The status processing rule associated with the element determines which formula the process uses to calculate the element entry, based on the assignment status.
    - Formula result rules determine how to use the results generated by the formula, such as:
        - Message
        - Direct result
        - Indirect result

          Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

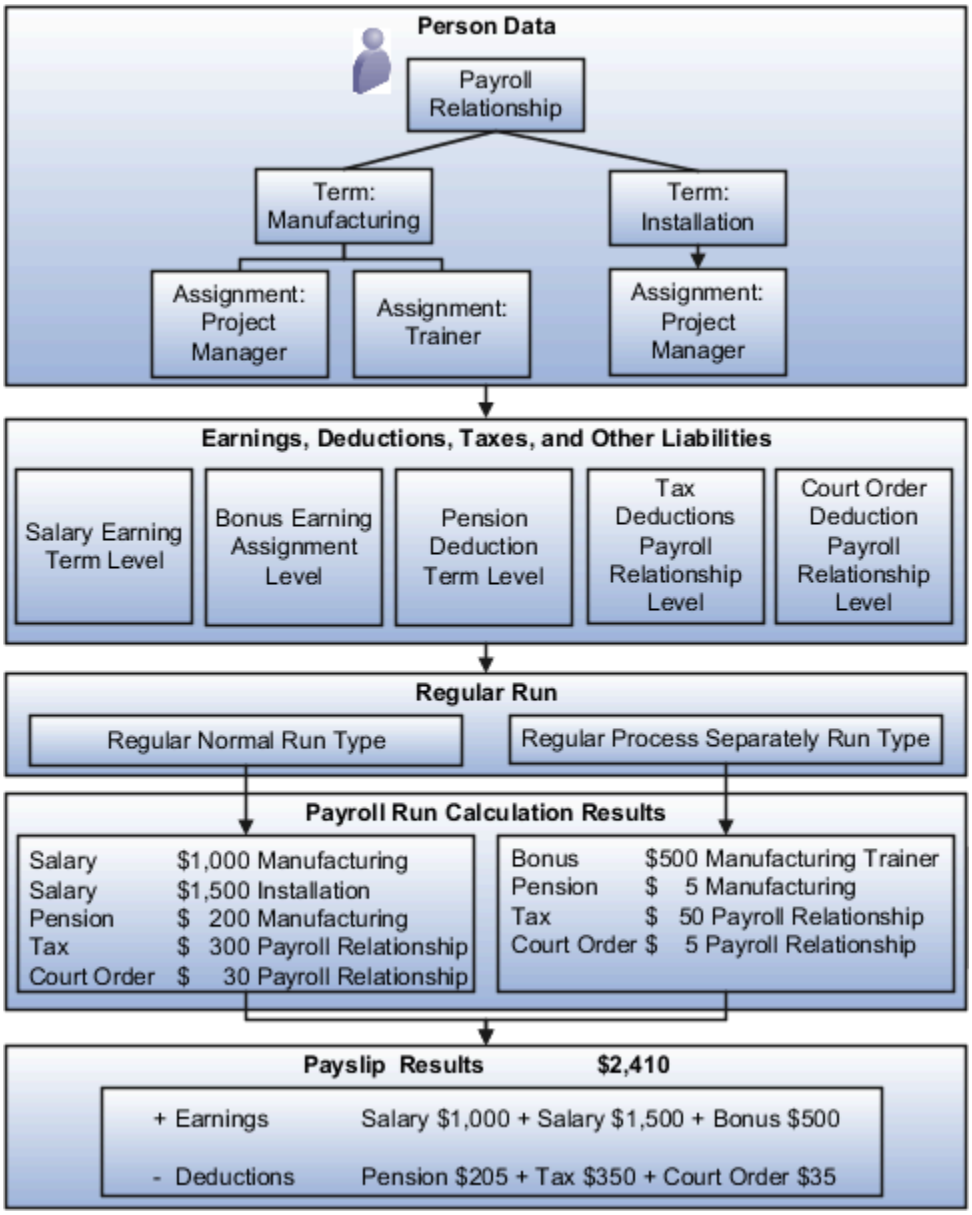
    The formula for some payroll calculations involves multiple steps, calling other formulas. For example, the iterative formulas for calculating gross-up earnings include multiple steps. The formula for calculating a deduction could have a prerequisite step to calculate the exemption amount.
7. The calculation process ends with one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current exchange rate and rounds the monetary result based on the formula rules.
8. For each run result, the process determines which balances the result to feed with the run result values. The process then writes and updates the balances to the database.

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

Example

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

- Pension, tax, and court order entries processed at the payroll relationship level for the regular run
- The salary element processed and paid with other earnings
- The bonus element processed separately, and paid with other earnings



Related Topics

- Restrict Payroll Processing
- How the Payroll Process Calculates Retroactive Pay for the US
- How Payroll Cost Results are Calculated
- How Element Setup Affects Entries and Their Values
- Overview of Using Formulas

View and Verify Payroll Run Results

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

Watch video

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

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

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

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

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

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

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

Related Topics

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

View Run Results with Element Entry Result Identifier

View Element Entry Identifier in Run Results.

You can use the new Element Entry Result Identifier attribute to easily identify the results for each entry and distinguish multiple entries of the same element.

From the **Person Results** page, choose **Run Results** from the **Action** list for one of the processes listed. Expand the element information to view the **Element Entry Result Identifier** attribute.

If you don't see the Element Entry Result Identifier, use these **HCM Experience Design Studio** steps to display the **Element Entry Result Identifier** attribute in the **Run Results** UI. When attribute is on the UI, as part of standard export functionality, it's included in the export of **Run Results**.

1. Navigate: **My Client Groups** > **HCM Experience Design Studio**
2. Select **Run Results** from **Action** list
3. Click **Add** button to open the Run Results configuration page
4. Enter **Rule Name** and **Rule Description**
5. Choose **Role Names** and **Country** affected
6. In **Page Attributes** section, choose **Run Results** region
7. Select **Visible** from list for the **Element Entry Result Identifier** attribute
8. Click the **Save** and **Close** button to exit configuration page.
9. Verify that your rule is created.
10. If your rule is created, Click **Done** button to exit HCM Experience Design Studio.

Related Topics

- View and Verify Payroll Run Results
- HCM Experience Design Studio

View Balance Results

Use the Balance Results page to view balance results of payroll processes, such as payroll calculation, QuickPay, payroll reversal, balance adjustment, and balance initialization.

Access the Balance Results page by using any of these navigations:

- Use the Person Results task to directly search for an employee and view the Balance Results page.
- Use the Process Results Summary task to search and select the flow you've submitted and view individual records processed by the flow. Use the Actions menu on an individual record to open the Balance Results page of the employee.

The Balance Results page displays balance amount for the payroll run and the year-to-date period. The page includes these features to enable you view the balance results.

Click on a Pay Run amount to view the Reference details and the balance dimensions that contribute to the balance calculations. Scroll down the page to view the employment level balances.

- Use the **Assignment** field to to view the appropriate balances at the assignment level. This option is valid for employees who have multiple assignments.
- Use the **Sort By** option to sort the results by balance name, payroll run, or dimension.
- Use the **Process** to navigate away from the process you are currently viewing and view the balance results for another process that you have run for the employee.
- Expand a balance row to view the calculation breakdown and tax reporting unit for the balance.
- Expand **Process Details** at the top of the page to view the Payroll Flow Name, Date Earned, Period Start date, Period End Date Payroll and other related details. This region is collapsed by default.
- Use the **Statement of Earnings** tab on the page to view to view the calculated results from Payroll and QuickPay processes.
- Use the **Balance Filter** to filter by dimension level or dimension period if you are searching by a balance name.
- Use the **Download** icon to download the payroll balance results details into an MS Excel worksheet. The Export feature supports the following:
    - The Microsoft Excel report includes a separate column for each attribute and label supported by the list view on the Balance Results page. The order of the columns on the report is the same as the order of the attributes within each row on the Balance Results page.
    - The report shows the same filtered values as that shown on the Balance Results page. For example, if you have filtered the information on the Balance Results page based on Balance Name or Balance Group Name, the exported worksheet includes the same information as shown on the filtered Balance Results page.
    - The sort order of the rows on the page is the same as the sort order of the rows on the report.

View Balances By Date

Use the Balance by Date responsive page to view the payroll balances for an employee as of a specific date. For example, you can view the Year-to-Date (YTD) overtime balance for an employee as of 31, October 2022.

The Balance by Date page calculates and displays balances as of an effective date. As a result, the page only displays balance dimensions that can be calculated based on a date, such as month-to-date (MTD), period-to-date (PTD), quarter-to-date (QTD), year-to-date (YTD), inception-to-date (ITD), and so on. The page doesn't display balances for a specific process, such as Run Balances.

Use **Balance by Date** quick action in the Payroll area under My Client Groups, search for a person, and enter an Effective Date to view balances for the person as of a specific date.

Use the Balance by Date page to view balances for these scenarios:

- Retrieve and view balances as of end of a quarter, year, period, month, and so on. Rather than search for a payroll process that was run on or before a particular date, you can now search for a person, enter a date (say end of a quarter or month to view QTD or MTD balances), and view the value of a balance as of that date. This includes results generated for payroll runs such as Calculate Payroll and QuickPay and the balances generated by processes such as Balance Adjustments and Balance Initialization.
- Retrieve and view the balances for a person as of a certain date and then determine the incremental change that you must make using balance adjustments.
- Use the filter chip option to select filter options that are relevant, such as keywords, field selections, and categories. You can select the required fields from filter drawers even if it isn't displayed.
- View the process information like calculation breakdown, tax reporting unit, payroll, and assignment number for a balance. You can also view the balance dimensions and employment level balances, such as balance amounts for a payroll relationship or for an assignment.
- Use the **Include Zero Balances** option to exclude or include zero balances. Zero balances are excluded by default.
- Use the **Context Switcher** to view the balances by Balance Group or Balance Name.
- Use the **Download to Excel** option to download the balance results to an MS Excel worksheet and further filter and sort as per your requirement.
    - If you view the results by Balance Group, the downloaded results include balance feeds.
    - If you view the results by Balance Name, the downloaded results don't include balance feeds.

How to View the Statement of Earnings

Watch video

Use the Statement of Earnings (SOE) section to view all the relevant information of an employee's payroll run in a single place so that you can view and verify the run results easily. For example, as a payroll manager of an employee who's transferred to another state or province, you can view the employee's Statement of Earnings to verify their withholding is paid to the correct state or province.

You can open an employee's Statement of Earnings using either of these tasks:

- Use the **Person Results** task to directly search for an employee and view their Statement of Earnings.
- Use the **Process Results Summary** task to search and select the flow you've submitted and view individual records processed by the flow. Use the **Actions** menu on an individual record to open the Statement of Earnings of the employee.

You can find the **Person Results** and the **Process Results Summary** tasks in the **Payroll** section under **My Client Groups** on the Home page.

Details of the Statement of Earnings

The SOE section shows you the processing details and the breakdown of the payroll calculations by balance groups.

The SOE section displays at the top of the page, summary amounts of the calculations for the payroll run. You can view at a glance the total amounts of all the balance groups. Scroll down the page to view the calculation details for each of the amounts displayed.

For example, you can expand the Gross Pay or Employee Tax Deductions to view more details of the calculations.

The tabs and sections available to view depends on your country's implementation. The tabs at the top of the SOE section display the following:

- Net Payment
- Earnings
- Employee Tax Deductions
- Employer Contributions

The page display amounts for the payroll run and the year-to-date period.

Use the **Actions** menu at the page-level to select other results to review on the View Person Process Results page. This table lists the sections you can view in place of the Statement of Earnings.

Sections	Details
Costing Results	Costing details for elements processed in the payroll run that have costing information defined for them.
Balance Results	Balance results that confirm the payroll run has completed successfully. • Verify that an employee has the correct pay and amount of tax deducted • Review a balance before and after adjusting it
Messages	Messages generated by payroll processes when they raise warnings or errors.
Run Results	Run results for each element processed in the payroll run. Use the filter options to narrow your search. For example, filter on state or province to view if the employee's balance calculation reflects values for the new state or province.
Calculation Card	For example, open the transferred employee's calculation card to verify if the work address reflects the new state or province.

Here's an example that shows how the SOE section displays time information.

1. Consider a scenario where an employee creates this time card for the week ending 12-April-24:
    - 08-April-24: 8 hours
    - 09-April-24: 8 hours
    - 10-April-24: 8 hours
    - 11-April-24: 8 hours
    - 12-April-24: 8 hours
2. The time card details are passed to Payroll, and the employee is paid 40 hours.
3. The employee later updates this time card to reduce the time worked on 09-April-24 to 6 hours:

- 08-April-24: 8 hours
- 09-April-24: 6 hours
- 10-April-24: 8 hours
- 11-April-24: 8 hours
- 12-April-24: 8 hours

4. The updated time for 09-April-24 is passed to Payroll. Retropay is processed, and the 2 hours overpayment is deducted from the next payroll run.

The information displayed on the SOE section varies slightly, based on whether the time is passed to Payroll from the Time and Labor or Absence application, or from a third party product using HCM Data Loader (HDL).

- When time is passed from the Time and Labor or Absence applications, the SOE section displays two entries for 09-April-24: **8 hours** and **6 hours**.
- When time is passed to Payroll using HDL, the SOE section displays **-2 hours** for 09-April-24.

However, in both instances, the employee is deducted 2 hours for the overpayment.

Control the Details to View in the Statement of Earnings

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

- Use the **Process** field to view the Statement of Earnings of the employee for a previous payroll period. Also view the child processes included in the master process, such as the processes included in a QuickPay or the run types if the payroll run included more than one run type.
- If the employee has multiple assignments, use the **Assignment** field to view the appropriate earnings at the assignment level.
- Use the **Process Details** tab to view details of the process used for the calculations.
- Use the **Balance Results** tab on the page to view the balance results values for the run.
- Use the **Download to Excel** option to export the calculation details into an MS Excel worksheet.
- Click on a **Pay Run** amount to view the Reference details and the balance feeds that contribute to the balance calculations.

Troubleshoot Missing Elements in Payroll Run Results

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

Troubleshooting Tips

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

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

If it's included, then query these groups on the Object Groups page to confirm that the payroll relationship group includes the person, and that the element group includes the element.

2. Review the element entries for eligibility on the Element Entries page.

   If the element isn't listed then the employee may not be eligible to receive the element. For involuntary and statutory deductions, review the calculation card to ensure the details are up-to-date.
3. Review the employee's assigned payrolls and element duration dates to ensure the element entry falls within the duration dates.

   If you recently hired, terminated, or transferred the person to a new payroll, query the person on the Payroll Relationships page to verify dates.
4. Review the run type on the Run Types page for the payroll run matches the elements you expect.

   If the run type of the expected element isn't in the payroll run, modify to include.

Related Topics

- Mark for Retry, Retry, and Roll Back Payroll Results
- View and Verify Payroll Run Results for the US

Mark for Retry, Retry, and Roll Back Payroll Results

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

Once you have determined the status of the task, corrective action to use and which corrective method to use, process the correction directly from the Payroll Checklist, Person Process Results or Process Results Summary pages.

Determine the Status of the Task

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

Decide Which Corrective Action to Use

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

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

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

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

Decide Which Corrective Method to Use

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

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

Other Corrective Actions

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

- Reverse a payroll calculation task to maintain an audit trail by creating negative calculation results that offset the original results
- QuickPay flow to pay a new hire not included in time for processing in the payroll run
- Void a check payment to reissue when check is lost

Related Topics

- Corrective Actions for Payments
- What's the difference between rolling back and reversing a payment action?
- Status of Flow Tasks
- Complete, Skip, or Correct Flows
- Examples of the QuickPay Process

FAQs for View Payroll Results

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

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

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

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

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

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

Related Topics

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

When does a balance display on the Statement of Earnings?

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

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

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

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

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

Related Topics

- Status of Flow Tasks

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

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

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

7 Auditing and Reporting

Reports

Payroll Reports and Analytics

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

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

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

Payroll reports can be broadly classified under these categories.

- Payroll Calculation and Balancing, such as the Gross-to-Net Report, used to review and verify payroll calculations and payroll run results.
- Payroll Payment and Cost Distribution, such as the Payment Register, used to review and verify payment calculations and payment and cost distributions.
- Data Validation and Audit, such as the Payroll Data Validation Report, used to verify payroll information prior to running payroll processes and statutory reports.

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

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

Related Topics

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

Payroll Calculation and Balancing Reports

Summary of Payroll Calculation and Balancing Reports

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

Report	Purpose	When to Run	Example of Usage
Deduction Report	View details of payroll deduction amounts processed every pay period.	Run every pay period.	Validate the deduction amounts processed.
Element Results Register	View a list of elements and their primary output values for processes that generate run results.	Usually run every pay period after running the Payroll Activity Report.	Review run results for payroll processes. Create a pivot table to obtain totals. During implementation, reconcile run results with the results produced by your legacy payroll.
Payroll Register Report	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee to balance and reconcile payroll and to compare the payment values to previous periods. The report lists the current and year-to-date hours worked for each person included in the report.
Payroll Register Report for the Latest Process	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Payroll Register Report	Verify, validate, and audit payroll calculations.	After calculating payroll and archiving periodic payroll results.	Use this report to extract the periodic payroll balances for large volumes of data.
Statutory Deduction Register	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Review and validate Period-to-Date and Year-to-Date information of deductions listed against each employee categorized by PSU, TRU and element classification.
Statutory Deduction Register for the Latest Process	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Statutory Deduction Register	View statutory deductions such as employee and employer tax liabilities.	Run every pay period.	Use this report to extract the periodic payroll balances for large volumes of data.
Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run. Control which results to view by specifying a date range that includes the process dates of the	Run after each payroll run or, at a minimum, on a quarterly basis.	Review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.

Report	Purpose	When to Run	Example of Usage
	payroll calculations. The report displays the balances for the payroll period in which the process date occurs.		
Payroll Activity Report	View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.	Run the report before processing prepayments.	Verify, validate, and audit run results before processing payments.
Payroll Activity Report for the Latest Process		Run the report before processing prepayments.	Use this report to extract the year-to-date (YTD) payroll balances for large volumes of data.
Periodic Payroll Activity Report		Run the report before processing prepayments.	Use this report to extract the periodic payroll balances for large volumes of data.
Payroll Balance Report	View balance results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance information for a specific employee over a defined period of time.	Run as needed for diagnostic purposes.	Verify the values of other reports. You can use this report to pinpoint a problem discovered by another report.
Employee Active Payroll Balance	View the current values for any given list of employee balances. Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances. This report also helps you to determine if you have any tax balances over the statutory limits, such as Social Security.	Run the report after successful completion of any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.	View live payroll balances for matching employees, filtered by parameters and time-frames.
Payroll Messages Report	View details of error, warning, and information messages from payroll processes.	Run the report as needed for diagnostic purposes.	View and analyze the errors and warnings generated for a specific flow or for all processes within a specific period. HCM Extract and/or Fusion Analytic Warehouse (FAW) are the only supported tools for payroll balance reporting.

Note: HCM Extract and/or Fusion Analytic Warehouse (FAW) are the only supported tools for payroll balance reporting.

Deduction Report

You can run the Deduction Report to view and validate the deduction amounts processed every pay period. The report lists payroll deduction details, such as the actual deductions and the amounts not taken or put into arrears.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on your Home page.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll or Quick-Pay runs to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll or Quick-Pay runs 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.

Deduction Category

Use this field to include values for a specific balance category of deduction type. Leave this field blank to include deduction balances for all the balance categories.

Deductions

Use this field to run this report for a specific deduction. Leave this field blank to run the report for all the deduction balances you define.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group before you can use it here.

Person

Use this field to verify deduction balances for a single person.

Report Results

The report provides details of payroll deductions processed for the specified period.

Report Fields

Report results include the following key fields:

Report Field	Description
Process Date	The report includes multiple payroll processes depending on the process date range you specify when you run the report.

Report Field	Description
Actual Deduction	Amount deducted from the employee's pay for this deduction element.
Deduction Not Taken	Part or entire amount of the calculated or owed deduction that isn't deducted from the employee's pay.
Current Arrears	Part or entire amount of the calculated or owed deduction that isn't deducted and is stored as arrears within the current period.
Total Arrears	Aggregated total of the arrears as of the process date.
Accrued Deductions	Aggregated total of the actual deductions as of the process date.
Total Owed	Total owed deduction amount as of the process date. For involuntary deductions such as a court order or a tax levy, this is the amount you initially enter on the employee's involuntary deduction card. In some cases, the deductions stop once the total owed amount is reached. In other cases, it's informational and the employer must wait for another order to stop the deductions.
Remaining Amount	Balance of the total owed, less the amount accrued for the deduction.

Related Topics

- Payroll Calculation Reports for the US

Element Results Register

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

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

Report Parameters

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

Process Start Date

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

Process End Data

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

Note: For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

Select the required payroll name. Leave blank to run against all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, specify it here. Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Leave blank to run against all TRUs.

Location

Use this field to view the elements results for employees who have at least one assignment for the selected location.

Element Group

Use this field to run this report against all elements in the selected element group. Leave blank to run against all elements.

Element

Use this field to run this report against a specific element. Leave blank to run against all elements.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

Note: You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the elements of an individual employee. If left blank, the report is generated for all active employees.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay

- Reversal
- Balance Adjustment
- Calculate Gross Earning

Totals by Element and Person

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

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **PivotTable** from the Insert menu.
4. In the Create Pivot Table dialog, select **New Worksheet**. Click **OK**.
5. Click these fields from the Pivot Table Field List:
    - Person Name
    - Payroll Statutory Unit
    - Tax Reporting Unit
    - Payroll
    - Run Type
    - Element Name
    - Value
6. Drag the fields to these areas:

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

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

Related Topics

- Payroll Calculation and Balancing Reports

Payroll Register Reports

Use the Payroll Register Report, Payroll Register Report for the Latest Process, or the Periodic Payroll Register Report to review the reported earnings, taxes, deductions, and employer liabilities archived in the periodic archive process.

The report has both a summary and detail mode.

Verify total payment amounts per balance category and compare payment values to previous periods.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Use any of these tasks to run the Payroll Register Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Register Report	Use this task to run the legacy report.
Run Payroll Register Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Payroll Register Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Before You Begin

Run this report after you run the payroll archive process.

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results in the Help Center.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start and End Date

Select the range of dates that capture the reporting period.

Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific payroll statutory unit (PSU). If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific tax reporting unit (TRU). If you leave the field blank, the report runs for all the TRUs.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person Page Break

Select **Yes** to display the report output in a separate page for each person. This field isn't available for the Summary report.

Process Configuration Group

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

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

Latest Process YTD Total Only

If you select **No**, the report lists current (run) balances based on the **Balances Reported** value against every process the report parameters include. For example, assume there are three payroll calculations run between the start and end dates of the report. The report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the specified end date, such as the last process run for each TRU or PSU. However, it's recommended to run the Statutory Deduction Register for the latest process instead.

Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both, as given here.

- Payment Only: Includes balances included in the payments process.
- Nonpayment Only: Includes balances that aren't included in the payments process.

If you leave the field blank, the report includes all balances.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution. If the default value is **Normal**, the temporary transient data produced during report execution is discarded.

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

The **Normal** option discards the temporary data.

Report Results

This process generates either a Summary or Detail output report, depending on the Scope you select.

Summary

Use the summary report to verify total payment amounts per balance category for a payroll period for a PSU or TRU. The summary report provides a list of balances by:

- Balance Category
- PSU and TRU
- Balance Name
- References
- Current Amount

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

- Balance Categories Summary
- Balances Summary with subtotals for each balance category
- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also includes the following employee-level deductions info:

- Balance Category
- Balance Name
- Total Deduction Amount

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

- Balances and Balance Categories Summary with subtotals for each balance category.
- Balances Summary for each balance category.
- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU.

- Balance Details for a Person with subtotals for each balance and balance category. This section also includes:
    - Payroll relationship number
    - Run type
    - Payroll period
    - Calculation breakdown ID
    - Year-to-date deduction amount

The detail report is sorted in the order of PSU, TRU, person name, payroll, pay period, balance category, and balance.

Related Topics

- Delivery Options for Extract-Based Payroll Reports
- Display All Hours in Payroll Reports
- Report Payment and Nonpayment Balances
- Latest Process Year-to-Date and Periodic Balances Reporting
- Archive Periodic Payroll Results

Statutory Deduction Register Reports

Use the Statutory Deduction Register, Statutory Deduction Register for the Latest Process, or the Periodic Statutory Deduction Register to assist employers in remitting their payroll statutory tax remittances to the various government or statutory agencies.

Use it with the statement of earnings (SOE) and other payroll reports for diagnostic purposes to verify the amounts deducted and submitted for each payroll statutory unit (PSU).

Use this report with these reports to reconcile tax calculations.

- Gross-to-Net Report
- Payroll Register Report

To generate the report, submit the Run Statutory Deduction Report Register on the Submit a Flow page. Use **Submit a Flow** in **Payroll** in **My Client Groups** on your Home page.

Use any of these tasks to run the Statutory Deduction Register and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Statutory Deduction Register	Use this task to run the legacy report.
Run Statutory Deduction Register for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.

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

Before You Begin

Run this report after completing the Calculate Payroll or any other task that impacts payroll balances.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start Date and End Date

Select the range of dates that capture the reporting period.

Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific PSU. If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific tax reporting unit (TRU). If you leave the field blank, the report runs for all the TRUs.

Balance Category

Use this field to run this report for one of these balance categories.

- Employee Tax Deductions
- Employer Liabilities
- Employer Taxes

- Involuntary Deductions

If you leave the field blank, the report runs for all of the above balance categories.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

Hide Records with Zero Values

Select **Yes** to skip records with null or 0 values.

Location

Use this field to view the deduction results for employees who have at least one assignment for the selected location. The balance values might not necessarily correspond to the location parameter only. It's also dependent on the dimensions and the other associated contexts.

If you leave the field blank, the report runs for all the locations.

Latest Process YTD Total Only

If you select **No**, the report lists the current run balances, based on what you select for **Balances Reported**. The report checks every process that's included by the report parameters. For example, if you ran three payroll calculations between the start and end dates of the report, the report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the end date. This can include the last process run for each TRU or PSU. However, for performance reasons, consider running this report for only the latest process.

Balances Reported

Select one of these values.

- Payment Only: Includes balances included in the payments process.
- Nonpayment Only: Includes balances that aren't included in the payments process.
- If you leave the field blank, the report includes all balances.

Process Configuration Groups

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

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

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution.

The default value is **Normal**. This discards the temporary data produced by the report.

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

Report Results

This process generates either a Summary or Detail output report, depending on the scope you select.

Summary

The summary report provides a list of deductions by:

- Balance category
- PSU and TRU
- Balance name
- References

For each combination of the above, the report shows the balance for the base amount and the deduction amount. The base balance is the basis on which the statutory deduction is calculated. The summary report doesn't break down the balances by employee.

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

- Balances and Balance Categories Summary with subtotals for each balance category.
- Balances and Balance Categories by PSU and TRU Summary with subtotals for each balance category within each PSU and TRU.
- Balances by Payroll and Process Type Summary with subtotals for each balance category within each PSU and TRU for each payroll process.

The Microsoft Excel output displays the current base amount and the deduction amount for each balance, but it has no subtotals or higher-level summary sections. You can download the Excel and add Pivot tables to create your own groupings and subtotals as required. For example, you can find the balance amounts for each balance category within each PSU by payroll process.

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also breaks down the balances by person.

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

- Balances and Balance Categories Summary with subtotals for each balance category
- Balances and Balance Categories by PSU and TRU Summary

  Includes subtotals for each balance category within each PSU and TRU.

- Balances by Person Summary
- Balance Details for a Person

  This section also includes:

  - Subtotals for each balance and balance category within each payroll process
  - Year-to-date amounts for base and deduction balances

The Microsoft Excel output displays the current and year-to-date amounts for the base and the deduction balances, but it has no subtotals or higher-level summary sections. You can download the Excel and add Pivot tables to create your own groupings and subtotals as required.

Related Topics

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

Gross-to-Net Report

Submit the Gross-to-Net Report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments. View summary or detail listings of the total results calculated in the payroll run.

The report displays the balances for the specified payroll period. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis.

Before you begin, ensure that the payroll or QuickPay is run for the period for which you're running the report. Run after each payroll run or, at a minimum, on a quarterly basis.

Use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page, and submit the **Run Gross-to-Net Report** task to run the report.

Report Parameters

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

Payroll

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

Process Start Date

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

Process End Date

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

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

Here's an example of how you can generate a report that combines results from two payroll periods.

1. Calculate the payroll for semimonthly payrolls. Offset the process date of the first payroll run to the second payroll period. This table displays the balances for each payroll run.

Payroll Period	Process Date	Balance	Total
January 1 to 15	January 17	Standard Earnings	3200.00
		Employee Tax Deductions	1106.66
		Employer Liabilities	468.80
January 16 to 31	January 31	Standard Earnings	3200.00
		Employee Tax Deductions	1391.73
		Employer Liabilities	468.80

2. Submit the Gross-to-Net Report with a start date of January 16 and an end date of January 31.

   Both process dates fall between the selected dates, so the report displays the combined results of both payrolls as shown in this table.

Summary	Totals
Standard Earnings	6400.00
Total Gross Pay	6400.00
Employee Tax Deductions	2498.39
Total Deductions	2498.39
Total Net	3901.61
Employer Liabilities	937.60

Summary	Totals
Total Liabilities	937.60
Total Cost	7337.70

Scope

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

Scope Value	Report Results
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Provides a more detailed breakdown for different sets of process dates.

Report Category

A report category is a group of delivery options. Select a value to identify the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For more information, see Delivery Options for Extract-Based Payroll Reports topic in the Help Center.

Process Configuration Group

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

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

Run Mode

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

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

Display All Hours

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

Report Details

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

Summary Report

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

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

- Balance Categories Summary
- Balances Summary section displays balances with subtotals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll.
    a. Balance Categories Summary
    b. Balances Summary

Detail Report

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

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

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

- Balance Categories Summary
- Balances Summary section displays balances with subtotals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll and Process Date Range section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll process date range.
    a. Balance Categories Summary
    b. Balances Summary

Consolidation Group Support for the Gross-to-Net Report

Use the Consolidation Group parameter to restrict the summary balances shown on the Gross-to-Net report to only those run results produced by payroll processes that are run with the same consolidation group as the report.

For example, you may run multiple off-cycle payroll runs or QuickPay runs to accommodate exceptions, such as late payments or final payments for terminated employees. You can now run the Gross-to-Net report to capture the gross-to-net summary balances of the off-cycle runs by using the same consolidation group to run the off-cycle runs and the Gross-to-Net report.

Similarly, you can use flow connectors with the Gross-to-Net Summary report to combine data from different flows together in the report.

You may have a requirement to generate separate payments and reports for the regular on-cycle payroll runs and the off-cycle payroll run results. Include the Gross-to-Net report in your flow pattern and define flow connector rules to segregate and consolidate separately the multiple off-cycle run results and the regular on-cycle run results. The defined flow connector rules consolidate and capture automatically the gross to net totals for the off-cycle and on-cycle run results separately, on flow submission.

Related Topics

- Consolidation Groups

Dynamic Payroll Relationship Group Support for the Payroll Activity Report

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

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

Related Topics

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

Payroll Activity Reports

Run the Payroll Activity Report, Payroll Activity Report for the Latest Process, or Periodic Payroll Activity Report for payroll verification, validation, and auditing purposes.

Run the Payroll Activity Report at any time to view and reconcile the payroll balances information with the data archived by the periodic payroll archive process.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

The Payroll Activity Report provides a high-level summary of all relationship-level balances across various balance categories, payroll statutory units (PSUs), and tax reporting units (TRUs). Use the Payroll Activity report to list for a given time:

- Balance adjustments for all employees
- Gross earning calculations
- Reversals
- Balance initialization for a selected employee or all employees
- Payroll or QuickPay runs

Use any of these tasks to run the Payroll Activity Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Activity Report	Use this task to run the legacy report.
Run Payroll Activity Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and

Report Task Name	Purpose
	includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Payroll Activity Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Parameters

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

Scope

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

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

Payroll

Select the required payroll name.

Process Type

The options that you can select include:

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

Process Start Date

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

Process End Data

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

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

Person Page Break

The options are Yes and No. If you select **Yes**, the report is generated with details per person per page. The default value is No and this field is disabled for the summary report.

Hide Records with Zero Value

The options are Yes and No. If you select **Yes**, balances with zero values aren't displayed in the report.

Latest Process YTD Total Only

The options are Yes and No. If you select **Yes**, the summary report includes year-to-date total from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Balances Reported

Use this field to run this report for Payment Balances, Nonpayment Balances, or both, as given in the table below.

Balances Reported Value	Description
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Field is left blank	Includes all balances.

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

Display All Hours

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

Report Results

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

Summary Report

The summary report has these sections:

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

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

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

Detail Report

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

Related Topics

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

Payroll Messages Report

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

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

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

Report Parameters

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

Process Start Date

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

Process End Date

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

Task Name

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

Process Type

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

Source Flow Name

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

Payroll

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

Payroll Relationship Group

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

Person

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

Include Information Messages

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

Person Process Status

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

Process Configuration Group

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

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

Run Mode

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

Report Results

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

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

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

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

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

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

Each message has a message name and message text. Samples of messages are:

- Error Message: Formula Salary can't be executed because the formula isn't compiled.
- Warning Message: Net pay exceeds 10, 000.

The report for person level messages also includes the payroll relationship number and assignment number of the person for whom the report is generated.

- A person can have multiple payroll relationships, but each payroll process is associated with a single payroll relationship and hence the messages for a payroll process is identified with the specific payroll relationship number.
- Some messages can be specific to an assignment such as a formula issue for a salary element entry and hence is identified by the assignment number.

Payroll Balance Report

Configure Information Balances in the Payroll Balance Report

This topic demonstrates how you can configure a predefined balance group usage item to include information balances in the Payroll Balance Report.

Use the Balance Group Usages task from **Payroll** in **My Client Groups** on the Home page to add matrix items to the predefined Global Information Balances for Payroll Balance Report balance group. You can add matrix items to the group and associate them with existing balance groups for use in reports.

To configure the balance group usage:

1. Search and select the **Balance Group Usages** task.
2. Select **Global Payroll Run Result Report** (Payroll Balance Report) in the Report Type field.
3. Select the Legislative Data Group.
4. Click **Search**. The search result displays all the applicable balance group usages for the Payroll Balance Report.
5. Select the Global Information Balances for Payroll Balance Report row and click **Edit**.
6. Select **Matrix Items** on the left panel of the Global Information Balances for Payroll Balance Report page.
7. Click **Add** to create a new matrix item.
8. In the Matrix Item section, select the **Balance Dimension** matrix type.
9. Select the name of the wanted Balance Dimension and enter a position value.
10. Click **Save**.
11. Click **Submit**.

Related Topics

- Balance Groups
- Examples of Balance Group Usages
- Payroll Balance Report for the US

Payroll Balance Report

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

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.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

Person

Use this field to verify balance results for a single person.

Display All Hours

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

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

Related Topics

- Payroll Calculation and Balancing Reports
- Configure Information Balances in the Payroll Balance Report

Employee Active Payroll Balance Report

Run the Employee Active Payroll Balance report to view the current values for any given list of employee balances.

Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances. This report also helps you to determine if you have any tax balances over the statutory limits, such as Social Security.

Start the **Run Employee Active Payroll Balance Report** task from the Checklists or Submit a Flow page under **Payroll** in **My Client Groups** on the Home page.

Before you run the report, ensure successful completion of any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Report Parameters

Here's the list of parameters that are relevant for this report.

Payroll Flow

Enter the name of your payroll flow.

Start Date

If you include the Run Balance values, specify the start date. This date must coincide with the date of the selected payroll run.

End Date

Specify the effective date for balance retrieval. When you capture balance values across a range of dates, this represents the end of the range.

Payroll

Specify a value to run the report for a specific payroll run.

Consolidation Group

Select a value to run the report for the members of a consolidation group.

Tax Reporting Unit

Select a value to include all employees in a tax reporting unit (TRU) in your report results. Click **Search** to locate the TRU.

Payroll Relationship Group

Select a value to run this report for a group of employees in a payroll relationship group. Click **Search** to locate the group.

Employee Name

Select an employee name to run this report for a specific employee. Click **Search** to locate the correct employee.

Balance Dimension

Select the balance dimension you want to review:

- Run

  > **Note:** This option can cause performance issues if your selection results include many people, and span a long period of time, as indicated by the Start Date and End Date parameters.

- Month

- Year

Balance Group Usage

Select the balance group to include balance values in the report output.

Hide Records with Zero Values

Select if you don't want records with 0 balances to show in this report.

Process Configuration Group

Select the process configuration group name, if you have defined any. This parameter is used for logging and reporting purposes.

Report Results

This report produces a pipe-delimited text file containing all live payroll balances for matching employees, filtered by parameters and time-frames. You can open this file in Microsoft Excel for additional filtering. If no employee balances match your report parameter criteria, the report returns an output file with no data.

For example, if you don't select **Yes** for any of the **Include Balance Values** fields, the report captures no balances. The output file is empty.

The output file includes:

- Payroll balance information
- TRU
- Employee name and number
- Payroll relationship number
- Run type (Run level only)

Payroll Payment and Cost Distribution Reports

Summary of Payroll Payment and Cost Distribution Reports

Use these reports to verify payment calculations, and payment and cost distributions.

Report	Purpose	When to Run	Example of Usage
Payment Register	Verification and audit of payment distributions	After calculating prepayments, running the payment process, and generating payslips	Use the summary report to verify the total amounts paid by payment category, type, status, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based

Report	Purpose	When to Run	Example of Usage
			on a person's assignment location. The location is listed with the other parameters, but not on the results.
Payslips	Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals	After generating payments and archiving periodic payroll results	Generate payslips for all employees as a record of payments made. Payroll managers and administrators can view payslips from the Person Management work area. Employees can view or print their payslips from the Portrait page.
Payslip Reprinting Report	Includes payslips for an employee or a specific group of employees spanning across multiple pay periods.	After successful completion of the Generate Payslips process.	The report provides a single output file and also includes employees who haven't opted for a printed payslip.
Third-Party Payment Register	Provides details of all payments made to a third-party person or organization, including involuntary and voluntary deductions.	After generating payments	Use the summary report to view a list of payments by payroll statutory unit. Use the detail report to view the breakdown and roll-up of payments.
Payroll Costing Results Report	View details of the costing results from payroll calculations. View details after submitting corrective actions, such as cost adjustments and retroactive costing, or costing balance adjustments.	Run the report before transferring costing results to subledger accounting or to general ledger.	Verify results after you submit a process that generates costing results.

After submitting a report that uses archived data, you can resubmit the process from the Payroll Checklist page to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

Payment Register

Generate the Payment Register to verify, reconcile, and audit payment distributions. This report doesn't include payments made to third parties. Use the Third-Party Payment Register to view payments made to third parties.

Submit the **Run Payment Register** task using the Submit a Flow page from **Payroll** in **My Client Groups** on the Home page.

Before you run this report, successfully archive your periodic payroll data. For further information see Archive Periodic Payroll Results topic in the Help Center.

Report Parameters

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

Scope

Control the results of the report by specifying its scope.

What you set	What it does
Summary	Provides a summary of the total amounts paid by payment category, payment type, status, and payment method.
Detail	In addition to the Summary report, it includes the complete details for each employee. Use this validate payments for each employee, including the payment amount, bank, and check info.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. The report includes all processes with an effective date on or after this date.

Process End Date

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

Payroll

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

Payment Process

Use this field to limit the results to a specific payroll or QuickPay run.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

Use this field to limit the results to persons belonging to a specific payroll statutory unit (PSU). Click **Search** and select a value.

Tax Reporting Unit

Use this field to limit the results to persons belonging to a specific tax reporting unit (TRU). Click **Search** and select a value.

Payroll Relationship Group

Use this field to verify the payments for persons belonging to a specific payroll relationship group.

Person

Use this field to limit the results to a single person.

Payment Type

Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

Payment Method

Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

Location

Use this field to limit the results to a specific location. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Payment Status

Select the status you want to report on.

What you select	What it means
Canceled and can't be reissued	You have marked the payment as Void, rolled back the prepayment process, and reversed the calculation of the payroll run results.
Paid	You processed and issued the payment without error.
Paid externally	You processed the payment was processed but generated it externally. This includes hand-written checks for terminated employees.
Unpaid	You processed the payment was processed, but it was incomplete or encountered errors during payment.
Void	You marked the payment as Void, but it's eligible for reissue. This includes replacing a lost payroll check.

Note: You can configure these statuses in the PAY_STATUS lookup. For further info, see Payment Statuses in the Help Center.

Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Report Category

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data created during execution of the report.

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

The default **Normal** option discards the temporary transient data.

Report Results

The report provides details of the selected payment status for matching persons, filtered by the specified time frame and other parameters.

Report name	What it contains
Summary	Provides sections on: • Report parameters and sort order • Summary of payments
Detail	Provides sections on: • Report parameters and sort order • Summary of payments • Details of payments Use this validate payments for each employee, including the payment amount, bank, and check info.

Related Topics

- Delivery Options for Extract-Based Payroll Reports
- Payment Statuses
- Archive Periodic Payroll Results

Third-Party Payment Register

Use the Run Third-Party Payment Register task to report on roll up payments and multi-deduction payments. You can view a summary or detail listing of all third-party payments.

Use Submit a Flow task under **Payroll** in **My Client Groups** on the Home page, and submit the **Run Third-Party Payment Register Report** flow to run the report.

Before you begin, run the report after calculating and verifying prepayments and generating the payments.

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. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

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

Scope Value	Report Results
Summary	Provides a list of payments by payee.
Detail	Provides details of employee and deduction information for third-party payments.

Payroll

Select the required payroll name. The report is generated for the selected payroll run.

Process Start Date

Enter a start date to define the date range of this process.

Process End Date

Enter an end date to define the date range of this process.

Consolidation Group

Select a consolidation group to view the payments for all payrolls that are included in this consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

Select a payroll statutory unit (PSU) to view the payments for a specific PSU.

Tax Reporting Unit

Select a tax reporting unit (TRU) to view the payments for a specific TRU.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

Person

Select the person number to validate payments for each employee, including the payment amount, bank, and check information, as reported in the detailed report.

Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

> **Note:** Use the Object Groups task to define the payroll relationship group or the process configuration group, before you can select it here.

Payee

Select the payee for which the check payment process is run, to view the payment details of individual and rollup payments made for each payee.

Use the following parameters to view a list of individual payments, including total amounts paid by payment category, type, status, and method:

- Payment Category
- Payment Method
- Payment Process
- Payment Type
- Payment Status

Report Results

The results of the report depend on the scope value you select while running the report, as given below. Both the formats have a page break after every payee, so you can provide the payment details separately to each payee.

Summary Report

The Summary report displays the payments made to each payee by the payment source, payment status, and payment category. The report doesn't show PSU, TRU, and employee and deduction information. This is because the rollup payments include employees across PSUs and TRUs.

Detail Report

The Detail report has a multiple-tier layout that includes:

- Payment details of individual and rollup payments made for each payee. Within each payee report, the payments are further segregated into:
  - Employee deduction information for individual payments, including single deductions and multiple deductions
  - Employee deduction information for rollup payments
- Consolidated totals of each multiple deduction payment and rollup payment
- Deduction reference details for involuntary deductions stored on the calculation card

  It displays a blank deduction reference if the details are not available.
- Element name of voluntary deductions

Support for Spreadsheet Tabular Layout

You can create your own template for a tabular output of data in Microsoft Excel file format for both the summary and detail reports.

Related Topics

- Third-Party Payment Rollup
- Employee and Third-Party Check Payments Overview

Payment Statuses

Payroll managers use the Payment Register to verify the total amounts paid by payment category, type, method, and status.

This table shows you the payment statuses that you might see on the Payment Register. Payment statuses are configurable values in the PAY_STATUS lookup.

Lookup Code	Value	Description
C	Canceled and can't be reissued	The payment was marked as Void, the prepayment process was rolled back, and the calculation of the payroll run results reversed.
MR	Paid externally	The payment was processed, but generated externally. Examples include a hand-written check/cheque for a terminated employee.
P	Paid	The payment was processed and issued without error.
U	Unpaid	The payment was processed, but was incomplete or errors occurred during payment.
V	Void	The payment was marked as Void but is eligible for reissue. Examples include replacing a lost payroll check/cheque.

Related Topics

- Payroll Payment and Cost Distribution Reports

Payroll Costing Results Report

Use the Payroll Costing Results Report to view and verify the costing results for a costing process or the costing entries of a payroll run.

This report uses the extracts-based architecture to handle large volumes of data.

The report uses delivered user entities and database items so you can write to your own extracts to query the costing results.

Submit the **Run Payroll Costing Results Report**. Before running this report, submit one or more processes that generate costing results.

User Entities

A user entity is a logical entity associated with a data group defined using the HCM Extracts feature, a flexible tool for generating data files and reports. This table describes the user entities related to costing results and the type of data they extract.

User Entity	Description
ORA_PAY_COST_RESULT_UE	Extracts the detailed costing results.
ORA_PAY_COST_SUMMARY_UE	Extracts the summary of the costing results.

User Entity	Description
ORA_PAY_COST_ALLOCATION_ACCOUNT_UE	Extracts the individual costing segment information.

Report Parameters

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

Scope

This parameter determines the level of detail in the report. You can select one of two values for the Scope parameter, as shown in this table.

Scope	Description	When to Use
Summary	Shows the account numbers and the net credit and debit amounts for transferring and posting to general ledger.	Select this scope to create a Microsoft Excel file for your third-party general ledger provider.
Detail	Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.	Select this scope to: • Review individual entries, such as the results of distributed or allocated costing. • Analyze entries to an invalid account number.

Process Start Date and Process End Date

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report. The Process End Date specifies the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You may also specify the start and end dates of a previous payroll period to identify which payroll period to use for your partial period accruals.

To report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. These processes use the process date as the effective date:

- Cost adjustments
- Costing of balance adjustments
- Partial period accruals
- Payroll calculations
- Retroactive pay calculations
- QuickPay calculations, voids, and reversals

All other processes that generate costing results use the process end date as the effective date.

Process

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. Select a single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to the general ledger.

Process Configuration Group

Select the process configuration group, if you have defined one. A process configuration group is used to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group, the application uses the parameters in the default group.

Consolidation Group

Select the consolidation group specified for a payroll definition. Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you can review the results of cost adjustments before transferring their results to general ledger.

Location

Select a single work location, or all work locations. The report output lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** Use the Object Groups to define a process configuration group, consolidation group, or payroll relationship group, before you can select it here.

Person Name

Select a person name to view the costing results for a specific person. This parameter is only available for detailed reports.

Results Reported

Use this parameter to filter and view the report results for smaller volumes of data, thereby enhancing the report performance. Here are the values you can select.

Value	Description
Payroll process costing results	The report includes the costing results of payroll processes, such as calculate payroll, QuickPay, and reversals.
Payment process cost results	The report includes the costing results of payment processes, such as costing of payments.
Payroll and payment process cost results	The report includes the costing results of both payroll and payment processes.

Report Category

Use this parameter to generate the report output in the Excel or text format.

Report Results

The report separates the displayed values using a pipe delimiter when:

- A person has multiple assignments, and
- The costing result for an element at the payroll relationship level includes more than one value for a parameter.

For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction. The report also shows the department names separated using a pipe delimiter.

Related Topics

- Best Practices for Viewing User Entity Details
- Payroll Processes that Generate Costing Results

Payslips

Generate Payslips for Bahrain

You can generate a payslip for each payment made for an employee for a given pay period, after successfully completing the Event Archive for Payroll and Generate Cheque Payments or Direct Deposit processes.

Information such as Employee Details, Payroll Information, Earnings, and Payment Methods are displayed in a payslip, as read-only.

The payslip consists of the following regions:

- Employee Details
- Payroll Information
- Summary of Payments
- Earnings
- Deductions
- Payment Information

Steps to run the report:

1. Select the Submit a Process or Report task in the Payment Distribution work area.
2. Select LDG for which the process is to be run and flow pattern Generate Payslips.
3. Enter the parameters used to run the report.
4. Click Submit.
5. Click View Results for each employee.
6. Click Bahrain Printed Payslip.pdf.

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.
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.

Overview of 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.

Use the redesigned page to view the summary of a payslip, such as the earnings and deductions. You can also preview the full payslip document, held in document of records, embedded on the page.

Use the **Payslips** task within Payroll under My Clients Group on the Home page to access and view the payslips.

The redesigned Redwood page offers you the following:

- View at any given time, 25 payslips listed by date order. Payslips with the latest available date are displayed at the top of the page.
    - Select a payslip to view the details.
    - Select multiple payslips and view details of the payslip you selected last.

      Payslips that are pending payment and are available to be viewed are highlighted with a Pending badge.
- Select a payslip and view within the Summary region of the payslip page the following tabs:
    - Earnings
    - Deductions
    - Net Pay Distribution
    - Payroll Preview
- Click on the **Earnings** tab to view a summary of the amounts paid on the payslip.
- Click on the **Deductions** tab to view a summary of the amounts deducted on the payslip.

  > **Note:** The type of earnings and deduction amounts that the page displays are controlled by the payslip balance group rules defined for the legislation.Configure the payslips page to group and view earnings and deductions amount on the payslip summary page based on the element primary classification. For example, deductions can now be displayed under headings such as pretax deductions and voluntary deductions.

  These two tabs also include an analytics region that break down the payslip amounts in a pie chart and provide a bar chart to compare payslips.
    - The pie chart displays the percentage of each earnings or deduction. Select an earning or deduction to view the amount.

      > **Note:** A pie-chart can't display negative values such as a salary or absence deduction. Therefore, the information displayed on the pie chart may not match the earnings and deductions listed in the earnings and deduction regions. Hence, it's recommended that you hide the pie chart on the payslip page.

- - By default, the bar chart displays history details for four payslips. You can use the chart to compare the details across the payslips. When you hide the pie chart, the size of the bar chart is expanded to the full width of the region.
- Select the **Net Pay Distribution** tab to view the net pay distribution information such as the bank account details.
- Select the **Payroll Preview** tab to view the payslip, held in the Document of Records, and embedded within the Payslips page. You can also download the document from this page.
- Select the check boxes against the payslips and use the Export option at the top of the page to export one or more payslip documents.
- Hide or display the tabs and analytics to meet your business requirements. You can even configure the page to simply display the payslip document embedded within the page.
- Use the Journey option to include the Redwood version of the page in a Journey.
- Add your own help content using the Guided Journey feature. For example, add help information to explain the type of payments made by your company.
- Use the Ask Oracle option to include the page in the search results on the Ask Oracle page.

- Use the Nudge option to enable nudges.

Download Payslips

Use the standalone **Download Payslips** flow to view and download payslips of one or more employees. This flow enables you to download previously generated payslip PDFs that are held in the Document of Records. This is a standalone flow task and you can't use it in a custom flow.

You can run this flow with the following parameters.

- A start date and an end date to specify a period for the payslips.
- For all employees on a payroll.
- For employees included in a Payroll Relationship Group, Payroll Statutory Unit (PSU), or Tax Reporting Unit (TRU).

> **Note:** When you use both PSU and TRU to filter the employees, the TRU must be associated with the selected PSU.

After you run the flow, the payslips are available as a zip file for downloading.

How Do I Display Net Pay Amount on the Payslip Page for Multicurrency Payments

Steps to configure the payslip page to display net pay for multicurrency payments.

When you have multicurrency payments where the currency of the LDG and the currencies of the payments are different, use the Display net pay in balance currency on payslip UI (ORA_PAY_PAYSLIP_DISPLAY_NET_PAY_BALANCE_CURRENCY) profile option to display the net pay amount on the payslip page in the currency of the LDG.

Use the Manage Administrator Profile Options task in the Setup and Maintenance area to enable the profile option at the Site level.

1. Navigate to the Setup and Maintenance area and search for the Manage Administrator Profile Options Values task.
2. On the Manage Administrator Profile Values page, search for and select the ORA_PAY_PAYSLIP_DISPLAY_NET_PAY_BALANCE_CURRENCY profile option.
3. In the Profile Values section, you will see that by default the site level profile value is set to N. To enable this profile option, you should enter Y.
4. Click Save and Close.
5. Sign out and sign in again see the changes.

> **Note:** If you don't enable this profile option you will see the net of the payments and not the net pay amount on the payslip page for multicurrency payments.

This profile option setting affects payslips generated after this profile is enabled. If you pay in multiple currencies and have already generated payslips, the net pay amount won't change on the payslips page for those existing payslips.

Related Topics

- Overview of Online Payslip
- Multicurrency Support for Payslips Page

Generate Payslips

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 application creates the payslip PDFs and stores them in the Document of Records for future reference and retrieval.

Before you generate the payslips, you must ensure successful completion of these post-payroll processes:

- Archive Periodic Payroll Results

  When you run the Archive Periodic Payroll Results process, use a Process Configuration Group parameter to set the precision value of rates on the payslip.
- Generate Check Payments or Direct Deposits process is completed successfully.

Information such as Employee Details, Payroll Information, Earnings, and Payment Methods are displayed in the payslip, as read-only.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

The report excludes payslips with a payment date that's earlier than the date specified

Process End Date

The report excludes payslips with a payment date that's later than the date specified.

Payroll

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

Payroll Relationship Group

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

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

Process Configuration Group

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

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

Overriding Payslip Availability Date

For expedited payments, the employees don't have to wait for their payslips until the next regular payroll cycle. To process expedited payments, enter a date earlier than the regular payslip availability date that's defined in the standard payroll calendar.

Report Results

The generated payslip includes these sections:

- Employee and Employer Details
- Payroll Details
- Summary of Payments
- Net Pay Distribution
- Earnings
- Taxable Benefits
- Tax Deductions
- Other Deductions

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

Generate Payslips in the Worker's Correspondence Language

Run the Generate Payslips process just once and generate individual payslips in the worker's correspondence language of choice. Generate the payslips in different languages depending on what's set as the worker's correspondence language.

For example, if you have workers who have set their language of correspondence as Spanish, you can now generate their payslips in Spanish.

Here are the tasks you must perform to generate the payslips in the worker's correspondence language of choice.

1. Identify and group workers for payslip translation

   Identify the workers whose Correspondence Language on the Manage Person page, under Biographical Information is given as Spanish. Create a Payroll Relationship Group for these workers, and use this group when you run the Generate Payslips task.
2. Enable payslip translation

   Set the process configuration parameter, **Enable Payslip Translation**, to '**Y**', before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

   Run the Archive Periodic Payroll Results process after the payroll calculation is complete.

   If you have run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation** parameter to '**Y**', and rerun the Payroll Archive process.
3. Install the worker's correspondence language

   Although the worker sets their correspondence language to one of several languages, the application supports only the installed languages for translation. Hence, to generate the payslip, you must install every preferred correspondence language on the environment. If the correspondence language is not one of the installed languages, the Payslip is produced in the base language.

   For this example, ensure that Spanish is an installed language on the environment.
4. Add bursting for paper delivery of the payslip

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 onto the Print delivery option within the Payslip extract definition.

For more details on how to add the Bursting option, refer to 'Adding Bursting to Print Delivery Option: Procedure' on the Oracle Help Center.

5. Set the Locale property and correspondence language

   For translation of the payslip labels, set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to "Correspondence Language". If you do not want translation of the payslip labels, leave the Locale property blank or set it to the base language, for example, `en-us` for US English.

   For more details on how to set the set the Locale property of both Document of Records and Print delivery options within the Payslip extract definition to "Correspondence Language", refer to 'Adding Bursting to Print Delivery Option: Procedure' on the Oracle Help Center.

   For setting the Locale property of Document of Records within the payslip extract definition, follow steps 6 to 8 in the above referred topic. Select the Online Payslip Delivery Option Name row in the Extract Delivery Options section in step 7.

6. Enable translation of modified text on the payslip

   For the payslip data that is not delivered by Oracle (transactional data and user configurations), in addition to the base language text, enter the translated text in the application. For example, if the name of a user-created element and its associated balance definition must be translated, the translated value (for each of the installed languages that needs translation support) must be entered in the application.

   For more information about how you can add translations of modified text, refer to 'Adding Translations of Modified Text: Overview' and 'Translating Existing Strings at Runtime: Worked Example' on the Oracle Help Center.

   After you have completed the above mentioned settings, run the Generate Payslips task to generate the payslips. Select the Payroll Relationship Group you have created, so that the payslips are generated in Spanish for the workers you have identified.

Related Topics

- Multilanguage Support for Payslips

View My Payslip and Bank Details

Watch video

You can view your payslip and bank details on the Payroll page from your home page. You can also set up your bank details.

To view the PDF of a full payslip:

1. Click **Me** on your home page.
2. Click **Pay** to open the Payroll page.
3. Click **My Payslips** to access and view your payslips.

At any given time you can view 25 payslips listed by date order. Payslips with the latest available date are displayed at the top of the page.

- Select a payslip to view the details.
- Select multiple payslips and view details of the payslip you selected last.
- Select a payslip and view within the Summary region of the payslip page the following tabs:
  - Earnings
  - Deductions
  - Net Pay Distribution
  - Payroll Preview
- Click on the **Earnings** tab to view a summary of the amounts paid on the payslip.
- Click on the **Deductions** tab to view a summary of the amounts deducted on the payslip.
  These two tabs also include an analytics region that break down the payslip amounts in a pie chart and provide a bar chart to compare payslips.

  > **Note:** A pie-chart can't display negative values such as a salary or absence deduction. Therefore, the information displayed on the pie chart may not match the earnings and deductions listed in the earnings and deduction regions.

- By default, the bar chart displays history details for four payslips. You can use the chart to compare the details across the payslips.
- Select the **Net Pay Distribution** tab to view the net pay distribution information such as the bank account details.
- Select the **Payroll Preview** tab to view the payslip, held in the Document of Records, and embedded within the Payslips page. You can also download the document from this page.
- Select the check boxes against the payslips and use the Export option at the top of the page to export one or more payslip documents.

You can print your payslip or save it to your computer. Your payslips are stored in the application and you can retrieve them at any time.

Set Up Personal Payment Method Example for Direct Deposit

Personal payment methods define how you want to receive your payments, such as by check or direct deposit. Follow these steps to create a direct deposit personal payment method. You must create your bank accounts before you can associate payment methods. Create your bank accounts for the majority of your payment paid to your checking account and for a small percentage paid to your savings account.

Create your checking account:

1. Choose the **Payment Methods** task in your Pay area.
2. In the **Bank Accounts** section, click Add.
3. Enter your checking bank account details.
4. Click **Save**.

Create your savings account:

1. In the **Bank Accounts** section on the Payment Methods page, click Add.
2. Enter your savings bank account details.

3. Click **Save**.

Create your personal payment method to be paid to your checking account

1. In the **My Payment Methods** section, on the Payment Methods page, click Add.
2. Enter a name for your payment method, such as 'My Checking Account'.
3. In the **Payment Type** field, select **Direct Deposit**.
4. Select your **Checking** account from the bank account list of values.
5. Click **Save**.

Create your personal payment method to be paid to your checking account:

1. In the **My Payment Methods** section, on the Payment Methods page, click Add.
2. Enter a name for your payment method, such as **My Savings Account**.
3. In the **Payment Type** field, select **Direct Deposit**.
4. In the **Payment Amount** field, select percentage and enter a value, such as 10 for 10%.
5. Select your **Savings** account from the bank account list of values.
6. Click **Save**.

Payslip Reprinting Report

Use the Payslip Reprinting Report to generate a report to include payslips for an employee or a specific group of employees spanning across multiple pay periods.

For example, generate the report for:

- Employees who generally view their payslips online and are on long-term leave of absence, for instance on maternity leave, and hence can't view their payslips online.
- Employees who are terminated and can no longer view their payslips online and are paid severance payments after they have left the organization.
- Your legal department, who has requested for an employee's payslips for a specific financial year.

You can run this report for:

- Multiple employees
- Multiple pay periods
- Any date range
- Any number of times

To run this report, use the **Run Payslip Reprinting Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

Before You Begin

Run this report after successful completion of the Generate Payslips process. The report retrieves the payslips that are already generated by the Generate Payslips task and stored in the Document of Records. Run the Generate Payslips task for the pay periods, employees, and date range for which you want to run this report.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

The report excludes pay slips with a payment date that's earlier than the date specified.

Process End Date

The report excludes pay slips with a payment date that's later than the date specified.

Payroll

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

Consolidation Group

Use this field to run the report for a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

Location

Use this field to print the payslips for employees who have at least one assignment for the selected location.

Payroll Relationship Group

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

Person

Use this field to print the payslips for a specific employee.

Process Configuration Group

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

> **Note:** Use the Object Groups task to define any of the groups mentioned, before you can use it here.

Delivery Preference

Use this field to select any of the following options:

- Online
- Paper
- Both online and paper

You can also run this report for a specific payroll statutory unit or tax reporting unit.

Report Results

The report provides a single output file and also includes employees who haven't opted for a printed payslip.

Related Topics

- Multilanguage Support for Payslips

Data Validation and Audit Reports

Summary of Data Validation and Audit Reports

As a payroll manager, you can use the reports listed in this table to perform these tasks.

- Identify and correct missing statutory data, and validate payroll setup data
- Identify potentially incorrect payments or amounts withheld using balance exceptions
- Review and verify retroactive entries and values

Report	Purpose	When to Run	Example of Usage
Payroll Data Validation Report	View a listing of noncompliant or missing statutory information for a person by payroll statutory unit.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as tax reporting unit.
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.	Run after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports.	View to identify potentially incorrect payments or amounts withheld.
Retroactive Entries Report	View details of retroactive element entries created by the Recalculate Payroll for Retroactive Changes process, and compare the original result to the recalculated result.	Run every pay period.	Review the retroactive entries for each person. For each entry, the original calculation result, if available, is shown and the corresponding retroactive entries that are created after comparing with that original result.
Retroactive Notification Report	View retroactive notifications for events that are awaiting processing, deferred, or both.	Run before you submit the Recalculate Payroll for Retroactive Changes process	Use this report to review: unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.
Worker Validation Report	View a listing of the missing statutory information for workers under a legal employer.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as document ID.

View Originating Pay Periods for Retroactive Earnings

View originating period dates for all retroactive earnings, including absences and supplemental earnings, on your payslip.

For example, when bonus earnings in January are retroactively paid in February, the payslip for February shows the retroactive earnings paid, alongside the dates for the January pay period.

The payslip in February shows the amount earned, time worked, rate of pay, the factor or multiple, and the pay period dates in January the bonus was earned.

Payroll Data Validation

Overview 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).

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`.

Field	Description
Display Sequence	Enter a unique value for the lookup code. It is recommended to use a sequence number, between 201 to 500, for the user-defined lookup codes.
Start Date	Enter 01/01/0001.
End Date	Enter 12/31/4712.
Meaning	Enter a suitable meaning for the lookup code, for example, Person Address Line 1 Check.
Description	Enter a suitable description, for example, Person Address Line 1 Check.
Tag	Tag an appropriate country or countries, for which the validation is to be performed. For example, `+FR`. **Note:** If no Tag is set up, the application doesn't perform the validation for any country.

5. Click **Save**.

Related Topics

- Overview of Payroll Data Validation Report
- Payroll Data Validation Report
- Add Rules to Data Validation Reports

Add Rules to Data Validation Reports

This example demonstrates how you can add a validation rule to the Data Validation Report extract definition.

Before you make changes to the extract, select a legislative data group. When you submit your changes for a new rule, the validation is available for the selected legislative data group. Depending on the validation rule and the legislative data group you add it to, the validation is included when you submit any or all of the following processes:

- Payroll Data Validation Report for identifying missing payroll data needed for processes
- Worker Validation Report for identifying missing HR data needed for processes
- Data Validation Report for Payroll Interface for identifying missing HR or payroll data of persons associated with a given object group or payroll. The primary goal of the report in this case is to validate the data before it's exported by the Global Payroll Interface process to a third-party payroll provider.

Before you add the validation rule, ensure that a database item exists to retrieve the value to be validated. The contexts required by the database item are provided by the block level to which you add the validation. For example, suppose you're adding the new validation to the Person Details data group. You are adding a rule to check whether each person's Person Address Line 1 attribute has a value. If there is no value, the report displays an error message. A database item

must exist for the person address line 1 attribute. Create the records and data elements in the appropriate data group based on the level at which you need the validation.

How to Create the Validation

To create a validation:

1. In the Name field, enter **Data Validation Report**.
2. Select **Extract Definitions** task from the **Data Exchange** area under **My Client Groups**.
3. Search for and select the extract definition to edit as follows:
    a. In the Type list, select **Full Profile**.
    b. Select a legislative data group.
    c. Click **Search**.
    d. In the search results, click **Data Validation Report**.
4. On the Extract Definitions page, click **Switch Layout**.
5. In the **Session Effective Date** field, enter **01/01/0001**.
6. Add a new record to the Data Group to which you want to add validations as follows:
    a. Select **Person Details** under the **Data Group** node.
    b. In the Records section, click **Create**.

    Ensure that the Session Effective Date is 01/01/0001.
    c. Enter these details in the **Create Extract Record** section.

Field	Value
Sequence	Enter a unique value for the records within the Data Group. It is recommended to use a sequence number between 200 and 600. **Note:** Two records in the same Data Group can't use the same sequence number.
Name	Person Address Details
Type	Detail record
Process Type	Fast Formula

    d. Click **Save**.

7. Add the database item attribute as follows.

    a. In the **Extract Attributes** section, click **Create**
    b. Complete the fields as shown in this table. This table lists the fields and the respective values for the extract attributes.

Field	Description
Name	Enter a suitable name, for example, Person Address Line 1 Attribute. This name is used in the validation message.
Tag Name	Person_Address_Line 1_Attribute
Short Code	Enter a suitable name to match the lookup code and remove the suffix, '**>MC**', for example, **CST_PERSON_ADDRESS_LINE_1**.
Start Date	01/01/0001
End Date	12/31/4712
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

Field	Description

> **Note:** If you don't find the Database Item Group that fetches the attribute value you want to validate, it could be that:
>
> - The Extract Attribute is added at an incorrect level (Data Group), or
> - The Database Item Group is unavailable. Verify the availability of the Database Item Groups by trying to add the extract attribute to other levels (Data Group). If the required Database Item Group is unavailable, you can contact Oracle Support.

For more information, see Database Items for Extracts and Formulas in Oracle Fusion HCM guide on My Oracle Support (1565118.1).

c. Click **Save and Close**.

8. Create another attribute for the validation rule as follows:

a. In the **Extract Attributes** section, click **Create**

b. Complete the fields as shown in this table. This table lists the fields and the respective values for the validation rule.

Field	Value
Name	Person Address Line 1 Rule
Tag Name	RULE_TEXT **Note:** Enter this value exactly.
Short Code	`CST_PERSON_ADDRESS_LINE_1>MC` **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

Field	Value
Data Type	Text
Type	Always set as Rule.
Rule	Global Attribute Mandatory Check
Output Label	Enter a value same as the Short Code, for example, **`CST_PERSON_ADDRESS_LINE_1-RULE`**.
Output Column	Enter a unique value within the record, 26.
Results Display Option	Summary and detail

c. Click **Save and Close**.

9. In the **Actions** menu, select **Generate Formula**.
10. In the **Actions** menu, select **Compile Formula**.
11. Click the Extract Execution Tree node and verify that all formulas are compiled.
12. Click **Submit**.

Payroll Data Validation Report

Run the Payroll Data Validation Report to generate a list of workers with missing or noncompliant payroll data. Use this report to verify if the required data setup for all workers for the payroll run or process is complete.

Payroll managers should run this report prior to running the payroll process.

Parameters

Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Payroll Flow

Select the required payroll flow name for the process that's being run. Enter a value each time the process is run.

Effective As-of Date

Use this field to specify the first effective date of the payroll process to include in the report. The data status is verified as of the selected effective date.

Payroll Statutory Unit

Select the Payroll Statutory Unit for which the report is to be run.

Report Results

The report provides details of missing or noncompliant statutory data for the selected payroll statutory unit as of the selected effective as-of date. The details are at the worker or organization level.

You can view the PDF output of the report or the Excel output, as required.

Related Topics

- Validation Rules for Data Validation Report
- Set Up a Lookup Code to Control the Rules for Data Validation Reports
- Overview of Payroll Data Validation Report
- Add Rules to Data Validation Reports

Data Security in Payroll Data Validation Reports

Configure the Data Validation Report to run based on the profile of the user who submits the report.

For example, if a user has access to employees only within a specific payroll or department, you can configure the report to only report data for those employees. The access the user has is defined by the data security profile attached to the user's role.

Here are the tasks required to configure and run the report based on the profile of the user submitting the report:

1. Sign in as IT Security Manager and define HCM data roles and setup data security. Assign the data roles to the application user as per the requirement of your enterprise.
2. Sign in as Payroll Manager and secure the 'Payroll Data Validation Report' at the Legislative Data Group level.
3. Sign in as application user to whom the privileges are assigned and run the report.

Define Data Roles and Assign Data Roles to the Application User

No predefined HCM data roles exist. While creating an HCM data role, include a job role. The secured HCM object types that the job role accesses are identified automatically, and sections for the appropriate security profiles appear. Select or create security profiles for those object types in the HCM data role.

For each object type, you can include only one security profile in an HCM data role, which is known as Security Profile. Consider the following to complete the setup.

- You must have the IT Security Manager Job role to perform this task.
- To create an HCM data role, use the Assign Security Profiles to Role task in the Setup and Maintenance work area.
- For more information on setting up the data security as per the requirement of the enterprise, see Oracle Human Capital Management Cloud Securing HCM.

Here are the steps required to configure the report based on the profile of the user submitting the report.

1. Search and select the **Payroll Flow Patterns** task from **Payroll** in **My Client Groups** on your Home page.
2. Search for the **Run Payroll Data Validation Report** flow pattern.
3. Select the required **Legislative Data Group**.
4. Click **Edit**.
5. Click **Go to Task** and click **Edit**.
6. Select the row and click the **Edit** on the tool bar for the row.
7. Select the **Secure Process or Report** check box and click **Save**.

8. Alternately, you can click on **Remove all Updates**.

Repeat these steps for each Legislative Data Group, where the setting must apply. This configuration, although done on the delivered flow pattern, is preserved during patching and upgrades.

Submit Report

When you submit the report, consider the following:

- Select the Payroll Statutory Unit (PSU) from a secured list of values. If the user's data security is restricted by the PSU, then the user can only run the report for that PSU they have access to, even if the report is run as the elevated user by default.
- If the user's data access is restricted based on other attributes like department or payroll, configure the report based on the user profile. This is only if you must restrict the report to the profile of the user submitting the report and only data for the department or payroll is reported.

Balance Exception Reports

How to Create a Balance Exception Report

In this example, you create a balance exception and run the Balance Exception Report to compare the total payments made to your employees for the current payroll period with the payments you made in the previous payroll period.

Before you create and run the Balance Exception Report, you must create a balance exception for this example.

Create a Balance Exception

Let's look at the steps to create a balance exception to compare the net pay amounts for the current and the previous period.

1. On the Home page, click the **Balance Exceptions** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select a legislative data group and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Balance Exception Name	Compare Net Payment Amounts to the Previous Period
Comparison Type	Previous period
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

Field	Value
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1 **Note:** Enter a lower value for a high priority exception.

5. Click **Submit**.

Create a Balance Exception Report

1. On the Home page, click the **Balance Exceptions and Reports** quick action under the **My Client Groups** tab.
2. Click **Create**.
3. Select the same legislative data group you selected in the previous task and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Exception Report Name	Compare Net Payment Amounts to the Previous Period
Consolidation Group	Select a value to restrict this exception report to a specific consolidation group. Leave blank to not restrict the output or to decide at the time of report submission.
Payroll	Select a value to restrict this exception report to a specific payroll. Leave blank to decide at the time of report submission, where payroll is a required parameter.

5. Click **Add**.
6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.
7. Click **Submit**.

Run the Balance Exception Report

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the same legislative data group as in the previous tasks.

3. Select the **Run Balance Exception Report** flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

Field	Value
Payroll Flow	Enter an appropriate name for this instance of the report.
Process End Date	Enter a value.
Balance Exception Report	Compare Net Payment Amounts to the Previous Period
Payroll	Select a value to restrict this exception report to a specific payroll. Enter the same name as in the previous task, if one was specified.

5. Click **Next**.

   When you enter information on the Linked Flow section of the Submit a Flow page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.
6. Click **Next**.
7. Click **Submit**.When you submit a flow, it creates an instance of the flow, the application generates a checklist by default.
8. Click **OK and View Checklist**.
9. In the task list click the **Run Balance Exception Report**. View and monitor the status of the flow on this page.
10. Click on the on the task to go to the Process Results Details page.
11. You can view the output from the Output and Log files section.

Related Topics

- Examples of Balance Exceptions
- Balance Exceptions
- Balance Exception Report for the US
- Balance Exception Formula Type

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

Common Report Features

Delivery Options for Extract-Based Payroll Reports

Use the Report Category to define multiple delivery options for the following extract-based payroll reports.

- Payroll Activity Report
- Gross-to-Net Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report
- Payment Register
- Third-Party Payment Register
- Payroll Register
- Balance Exception Report

A report category is a set of delivery options grouped together.

A delivery option defines where and how the report output is delivered, including the output file format, choice of template and optionally a destination such as an FTP server.

You can also define your own delivery option and include it in the report category. For example, you can define a delivery option to use a combination of both PDF and Excel outputs for a single submission of the report.

The new optional Report Category parameter is added to the payroll report flow task to show the list of delivery options defined for the report's extract definition. If left blank, the existing PDF delivery option is used.

Here are the steps required to add Delivery Options for the Payment Register:

1. Select the **Extract Definitions** task in the Data Exchange area on the Home page.
2. In the Search window, enter **Payment Register** in the **Name** field.
3. Select **Archive Retrieval** in the Type field.
4. Select a legislative data group (LDG) and click **Search**.
5. Click **Payment Register** in the Search Results region.
6. Click the **Deliver** tab in the HCM Extract Definitions: Payment Register page.
7. Select the **Extract Delivery Options** tab under the Hierarchy panel on the left, and complete the following:
    - Click **Add** to add a row for the delivery option you're about to create.
    - Enter these details.

Field	Description
Delivery Option Name	Enter a value, example Excel Register.
Output Type	Select a value, for example, Excel.

Field	Description
Report	Enter the location of the report output.
Template Name	Enter the name of the report template for this output type.
Output Name	Enter Name of the report output, for example, Excel Register.
Delivery Type	Select the mode of delivery of the report, for example, Documents of Record.
Required	Select this check box if this delivery option is a required option.

- Click **Save**. The newly created delivery option is saved and you can select it when you create the Report Category.

8. Click **Add** in the Report Category Section.
9. Enter **Short Name**, **Report Category**, and **Description** of the new Report Category.
10. Click **Add** in the Additional Details section.
11. Select the name of the Delivery Option you have created.

    Similarly, create additional delivery options and select it here. For example, create a delivery option to create a PDF of the register and have it delivered by email. Enter the email details in the Additional Details section.
12. Click **Save and Close**.

When you run the register, select the newly created report category to deliver the register in Excel in the Documents of Record.

Related Topics

- Guidelines for Delivering Extracts

Compress Payroll Report Outputs

Compress large files of the payroll report outputs and log files before you upload them to the UCM server.

Before you run the report, create a process configuration group and add the process configuration parameter, **Compressed Output Compress the report output before uploading to UCM**, to the default process configuration group. Use this process configuration group to run the report and compress the report output file.

> **Note:** You don't have to create and use a process configuration group when you run the Payroll Costing Results Report. Use the new **Compress Output Files** field on the report submission page to zip or compress the report output file.

Follow these steps to add the compress report output parameter and set the override values:

1. Navigate to Payroll area under My Client Groups and select the **Payroll Process Configuration** group.

2. Click **Add** and create a configuration group.
3. Click **Add** and add the **Compressed Output Compress the report output before uploading to UCM** parameter to the group.
4. In the **Override Value** field, enter **Y**.
5. Click **Save and Close**.

When you run the report, select this process configuration group on the flow submission page. Once the flow is completed, check the 'output file' section on the checklist result UI for the compressed file.

Default Action Parameters for Payroll Extracts

Payroll process configuration groups provide sets of processing or action parameters, primarily related to logging and performance. Many delivered extracts, especially high-volume payroll extracts, include default, best-practice process configuration settings to optimize report performance.

Run the delivered payroll extracts directly without configuring some of the process configuration parameters for the report. For example, several high-volume extracts like the Payroll Activity Report has the process configuration parameter, **Multithreaded XML Generation for Extracts (ORA_MULTITHREADED_XML)** set to **Y** by default. You don't have to set the process configuration parameter either at the time of report submission or on the default process configuration group.

The best-practice process configuration settings are delivered as default values for each payroll extract. This table lists the action parameters that the delivered extracts include by default.

Parameter	Parameter Name	Default Value	Reports
Name of Extract Structure Block	EXTRACT_STRUCTURE_BLOCK	Global Payroll Register Extract Structure Block	• Payroll Register Report • Payroll Register Report for the Latest Process
Use Sub-set of Archive Extract Structure For Reports	USE_EXTRACT_STRUCTURE	Y	• Payroll Register Report • Payroll Register Report for the Latest Process
Suppression of Null Values	WRITE_NULL_VALUES	N	• Payroll Activity Report • Payroll Activity Report for the Latest Process • Periodic Payroll Activity Report • Statutory Deduction Register • Statutory Deduction Register for the Latest Process • Periodic Statutory Deduction Register • Payroll Costing Results
Multithreaded XML Generation for Extracts	ORA_MULTITHREADED_XML	Y	• Payroll Activity Report

Parameter	Parameter Name	Default Value	Reports
			• Payroll Activity Report for the Latest Process • Periodic Payroll Activity Report • Statutory Deduction Register • Statutory Deduction Register for the Latest Process • Periodic Statutory Deduction Register • Payroll Costing Results
Skip BI server for online payslip	ORA_PAYSLIP_SKIP_BI_SERVER	Y	Payslip

The delivered extracts use these default settings only if you haven't used your own values for these process configuration parameters.

Consider the following while using the action parameters for the delivered payroll extracts:

- It is recommended that you use the default settings defined for the extract and don't set your own values for these parameters. Therefore, if you have configured an enterprise-level process configuration group with a different value for any of these parameters, delete them from the group and override them only on the extracts that need the override, individually.
- If you have already copied the delivered extracts, you still need to use the process configuration group parameter on the report, unless you make a new copy of the delivered extract that now includes these default settings.
- For user-defined extracts, you can set your own default settings as hidden extract and flow parameters, just like the delivered extracts. Alternatively or additionally, you could add a process configuration group parameter on the report to allow a different setting on each report submission.
- Change the process configuration parameter values in the default process configuration group only if you're using the same values across payroll extracts, including those extracts that have their own default settings.

Related Topics

- Payroll Process Configuration Groups

Number Formatting in Payroll Reports

Use the Unit of Measurement (UOM) option to define how numbers are formatted and how payroll reports display Balance values based on its UOM definition.

You can format precision or number of decimal values for the following in payroll reports:

- Hours
- Amount

However, when you use the MS Excel format for a payroll report output and view the output on your local computer, MS Excel does its own formatting based on the settings on your local computer. In order to maintain consistency across the

various output formats of MS Excel, PDF, Text, ensure that the settings on your machine are consistent with the UOM definition.

Currencies are always shown as two decimal values after the separator, example, 151.25 or 130.10. The zeros shouldn't be truncated.

Payroll reports will now display Balance values based on its UOM definition.

Submitting User Preference

If you override a predefined flow in an LDG and select the **Submitting User** check box, the report output of the overridden predefined flow thus created includes the correct translated format of all parameters and values based on the preference setup of the submitting user. The user submitting the flow can use the **Set Preferences** feature to set the general preference of formatting amount, hours, and currency in the report output.

Display All Hours in Payroll Reports

Use the parameter Display All Hours to report hours from Supplemental Earnings and other element classifications on the following payroll reports.

- Gross-to-Net Report
- Periodic Payroll Activity Report
- Payroll Balance Report
- Payroll Register Report

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

Report Days and Units in Payroll Reports

You can view the days and units information for Days X Rate and Other Units elements in the following payroll reports.

- Periodic Payroll Activity Report
- Payroll Balance Report
- Payroll Register
- Payslips

You can view the rate information in the rate section of the payslip. The reported units can be hours, days, or other units. For example, an employee is paid an allowance, in addition to the regular pay, on a per unit basis. If the unit is other than time, it could be wages made on a per shift basis or payments per unit produced. In such cases, the additional allowance is captured as supplemental earnings. Enter the value on the time card or the application calculates it indirectly using an element of type 'Other Units'. A rate definition is linked to the element. The rate is defined as amount per shift or amount per unit, as the case may be.

The reports display the Other Units balances separately in various sections, just as the Hours and Days balances.

Support for Days X Rate and Units X Rate Elements in the Payslip

The Rate section of the payslip displays Days X Rate and Units X Rate elements for all rate-based elements. The Quantity column displays the number of units and the Type column displays the unit of measurement for the quantity. The unit of measurement can be hours, days, or number of units.

For example, if your company pays a meal allowance of 10.00 USD per day and an employee is paid meal allowance payments for one week. This table displays the meal allowance payment details on the payslip.

Field	Value
Quantity	5
Type	Days
Rate	10.00
Multiple	1
Amount	50.00

Multiple element entries for the same rate, multiple value, and elements are grouped together and shown as a single entry in the rates section. For instance, in the above example, if payments are made to the employee at:

- 1.5 times the agreed rate on Mondays when the employee comes in early to work, and
- 2 times the agreed rate on Fridays for working extra hours to meet targets

The payslip displays three different meal allowance entries for the three different multiple values and the corresponding amounts, as shown in this table.

Meal Allowance	Quantity	Type	Rate	Multiple	Amount
Entry 1	3	Days	10.00	1	30.00
Entry 2 (for Monday)	1	Days	10.00	1.5	15.00
Entry 3 (for Friday)	1	Days	10.00	2	20.00

Note: The number of decimal places for the rates displayed on the payslip is dependent on the precision value you set.

Related Topics

- Rate Precision in Payslips

Translate Payroll Reports Based on Submitting User Preference

Submit and generate payroll reports in a format of preference of the submitting user.

The report output format is derived based on the language and regional setting of the person who submits the report.

When you submit any of these reports, the translated report output meets all the translation requirements in the standard output formats of the report, such as MS Excel, PDF, Text, and XML.

- Run Payroll Messages Report
- Run Retroactive Entries Report
- Run Retroactive Notification Report
- Run Deduction Report
- Run Gross-to-Net Report
- Run Payroll Activity Report
- Run Payroll Activity Report for the Latest Process
- Run Payroll Balance Report
- Run Periodic Payroll Activity Report
- Run Periodic Statutory Deduction Register
- Run Statutory Deduction Register
- Run Statutory Deduction Register for the Latest Process

The report output includes the correct translated format of date, values, time, and all other parameters based on the preference setup of the submitting user. The translated report output includes translated parameter names, parameter values, element entries, headers, messages, and so on.

Follow these steps to enable this feature and submit a report.

1. Navigate to **My Client Groups -> Payroll** and use the **Payroll Flow Patterns** Quick Actions to search for the requisite payroll flow to submit a report, for example, Run Payroll Balance Report.
2. In the search results window, click on the flow name to open the flow and view the details.
3. Under the **Tasks** tab, click **Edit**.
4. Select the flow name and use the **Actions** menu and select the **Edit** option.
5. Select the **Submitting User** check box and submit the flow.

Set Job Priority for Payroll Reports

The BI server puts every job it gets in a queue in a first in, first out manner irrespective of the report being critical or noncritical.

The jobs are executed in a serial manner one after the other. However, there could be instances when the server is unable to process a job request, as expected, due to these reasons:

- Performance issues with a previous job on the BI server
- Overloading of the BI server

- Malfunctioning of the BI server

The report job encounters an issue and remains pending until a manual intervention is done to resolve the issue. Time-bound, critical processes, like Calculate Payroll, require uninterrupted processing of critical payment jobs like EFT, Check Payments, Payslips.

The Priority of payroll reports on the BI server are by default set as **Normal** and hence are processed on first in, first out basis. To avoid interruptions, set the priority of your payroll report jobs as **Critical**, so that they're executed on priority.

When you set the report as Critical, when there's an interruption, the critical jobs are routed onto an optional server and processed on priority.

Note: You can make this change only on the custom version of the payroll report, payslip, EFT, or Check.

Follow these steps to set a payroll report as critical.

1. Navigate to the report in the BI Catalog.
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**.

Setting the report as critical reduces chances of failure when there's an issue with the BI server or a performance issue with a previous report job in the process.

Related Topics

- How to Configure the Payslip Report Template

Year-to-Date Balances in Reports

Some payroll reports like Periodic Payroll Activity, Payroll Register, and Statutory Deduction Register include the Report YTD Summary parameter for viewing year-to-date balance values.

When you submit the reports, you specify a value for this parameter that controls which balances are included in the total, as shown in this table.

Parameter Value	Report Displays
Yes	Year-to-date total from the last process run for a person in a specific PSU and TRU within a specified date range
No	Each separate transaction included in the report displays the current total, and the year-to-date total is displayed for all the processes run for a person within the date range

Related Topics

- Report Payment and Nonpayment Balances

Examples of Viewing YTD Balances in Reports

Use the Report YTD Summary parameter to view year-to-date balance values in payroll reports. The reports include the Periodic Payroll Activity, Periodic Payroll Register, and Periodic Statutory Deduction Register. The parameter also controls which balances are included in the report.

Report Results for Transfer

These scenarios illustrate how the YTD balances are reported when the Report YTD Summary Parameter value is **Yes**. Suppose you transfer Susan Smith from PSU1 /TRU1 to PSU2/TRU2, effective April 01. A new payroll relationship is created with the new tax reporting unit. You submit the Periodic Payroll Activity Report with a Process Start Date of January 1 and a Process End Date of December 31. This table shows what totals the report includes.

Scenarios	Year-to-Date Totals Displayed for PSU1/TRU1 From	Last Action Displayed for PSU2/TRU2
Susan continues working in PSU2/TRU2.	March 31	Last action processed in December
Susan continues working in PSU2/TRU2. You pay her an off-cycle commission on June 30 for the previous payroll relationship (PSU1/TRU1).	June 30	Last action processed in December
You terminate Susan's employment August 30.	March 31	Last action processed as of August 30

If instead of terminating Susan on August 30, you transfer her from PSU2/TRU2 back to PSU1/TRU1 on October 1, the previous payroll relationship for PSU1/TRU1 is reused with a new assignment ID. This table shows the results the report includes.

Scenarios	Report Results PSU2/TRU2 Display as of	Last Action for PSU1/TRU1
You transfer Susan from PSU2/TRU2 to PSU1/TRU1.	September 30	Last action processed in December

Report Payment and Nonpayment Balances

When you process a reversal or balance adjustment, you decide whether to include or exclude the balances from the payment. When you submit a report that includes the Balances Reported parameter, your selection determines which balances to display.

Select Nonpayment Only or Payment Only options, or leave the parameter blank to display both payment and nonpayment balances. The Payroll Activity, Payroll Register, and Statutory Deduction Register include the Balances Reported parameter.

When you submit the report, you can optionally specify the Scope and Report YTD Summary parameters. These parameters determine how the balances are reported and whether you can select a value for the Balances Reported parameter, as shown in this table.

Report Parameter	Parameter Value	Report Results
Scope	Summary	Total includes payment and nonpayment balances
Scope	Detail	Include in Payment report section lists payment and nonpayment balance details
Report YTD Summary	No or blank value	Balances are based on the value selected for the Balances Reported parameter
Report YTD Summary	Yes	Report lists payment and nonpayment balance information Balances reported parameter values aren't available for selection

Latest Process Year-to-Date and Periodic Balances Reporting

This topic explains the separate tasks you can use for reporting latest process year-to-date and periodic balances for these three payroll reports:

- Payroll Activity Report
- Statutory Deduction Register
- Payroll Register Report

Latest Process Year-to-Date Reporting

Run these three reports to extract the year-to-date (YTD) payroll balances for large volumes of data.

- Payroll Activity Report for the Latest Process
- Statutory Deduction Register for the Latest Process
- Payroll Register Report for the Latest Process

For large volumes of data, the enhanced report runs much faster

and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Periodic Balances Reporting

Run these three reports to extract the periodic payroll balances for large volumes of data:

- Periodic Payroll Activity Report
- Periodic Statutory Register
- Periodic Payroll Register Report

For large volumes of data, the enhanced report runs much faster.

In addition to reporting YTD balances, you can also configure the report to extract payroll balances for these balance dimension types:

- Month-to-Date (MTD)
- Period-to-Date (PTD)
- Quarter-to-Date (QTD)
- Inception-to-Date (ITD)

Before you run the report for the above balance dimension types, complete the following:

1. Determine which of the four balance dimension types you want to include in the report and for which balances. Determine the balance group for each balance by looking up the balance groups for the relevant Global Archive report type under the Balance Group Usages page. The report types for the new reports are the same as those of the existing reports. .
2. For each balance group usage, determine the appropriate balance dimension name that has the relevant contexts. Use the existing balance group usage item for YTD as a reference. For example, if the balance dimension name used for YTD is Relationship Tax Unit Year to Date, you should use Relationship Tax Unit Period to Date for PTD.
3. Ensure that the defined balances exist. Use the Balance Definitions page to ensure the balance is associated with the required balance dimensions.
4. On the Balance Groups page, ensure that the defined balance is part of the determined balance group.
5. Add Balance Group Usage Items for the dimension within each Legislative Data Group and the determined balance group usage.

These reports use a much lighter report template with enhanced performance and scalability capabilities to handle high volumes of data. The reports run much faster for large volumes of data. You can now run the reports to produce CSV/ text output that you can easily import into the Excel format. This is in addition to the PDF and Excel outputs we already support.

For very large data sets, it's preferable to run the report for the text output and then converting it to the Excel format. It is much faster than generating the report output directly in the Excel format.

If you have configured changes to your existing extract definition, including but not limited to delivery options, report templates, and so on, then those must be reapplied to these reports, if required.

XML Data Chunking

Use the XML Data Chunking feature of BI Publisher while running these reports for large volumes of data.

- Payroll Activity Report for the Latest Process
- Statutory Deduction Register for the Latest Process
- Payroll Register Report for the Latest Process
- Costing Results (Extract-based) Report

Large volumes of report output data are split into smaller, manageable chunks to enable parallel processing. These chunks are later merged into a single report output.

XML data chunking reduces time and the memory used for processing large volumes of data.

Create a payroll process configuration group to enable the BI Publisher to split high volume XML extract output into multiple, smaller chunks. Use this configuration group to run the report.

Excel is the preferred output layout. Although the output for each chunk is merged into a single Excel workbook, the output for each chunk is in a separate worksheet in that workbook.

Note: You can't use this functionality for PDF and text output of the report.

It is recommended that you use this functionality only for report size larger than 1 GB.

Related Topics

- Latest Process Year-to-Date and Periodic Balances Reporting

Employer Taxes in Payroll Reports

Capture and report on balances of 'Employer Taxes' category in all payroll reports that normally report Employer Charges or Liabilities.

These are the reports that support Employer Taxes:

- Payroll Activity Report
- Gross-to-Net Summary Report
- Statutory Deduction Report
- Deduction Report
- Payroll Balance Report
- Payroll Register

For Employer Tax elements delivered by Oracle, no steps are necessary to enable this feature. For elements that you have defined, the reports automatically display the balances for specific balance dimensions. If those balance dimensions aren't attached to your balance or aren't the ones you want to report on, use the **Balance Groups** and **Balance Group Usages** tasks under **Payroll** in **My Client Groups** to enable your preferred balance dimensions within each report.

Retention Period for Payroll HCM Extracts Archive Data

Use the HCM Extracts purge feature to automatically purge payroll information created by reports. Set a retention period to control the period of time the archive data is retained before it is purged.

The process improves performance and optimizes space utilization of the database.

Once you set the retention period, the HCM Extracts purge process automatically purges payroll information generated by the predefined and user-defined payroll reports.

This table lists the retention period for the various payroll reports. The HCM Extracts purge feature automatically purges archive data older than the retention period. You cannot change the retention period set for each predefined report, nor can you control the frequency of the automatic purge process.

Retention Period for Payroll Reports Archive Data

Flow Pattern	Extract Definition	Archive Retention Period
Generate Prenote File	Generate Prenote File	89
Run Balance Exception Report	Run Balance Exception Report	89
Run Deduction Report	Deduction Report	90
Run Gross-to-Net Report	Gross to Net Summary Archive	90
Run Payment Register Report	Global Payment Register	90
Run Payroll Activity Report	Payroll Activity Report	90
Run Payroll Activity Report for the Latest Process	Payroll Activity Report for the Latest Process	90
Run Payroll Balance Report	Payroll Run Result Report	90
Run Payroll Costing Results	Payroll Costing Report	90
Run Payroll Data Validation Report	Data Validation Report	7
Run Payroll Messages Report	Payroll Messages Report	90
Run Payroll Register Report	Global Payroll Register	90
Run Payroll Register Report for the Latest Process	Payroll Register Report for the Latest Process	90
Run Periodic Payroll Activity Report	Periodic Payroll Activity Report	90
Run Periodic Statutory Deduction Register	Periodic Statutory Deduction Register	90
Run Retroactive Entries Report	Retroactive Entries Report	90
Run Retroactive Notification Report	Retroactive Notification Report	90
Run Statutory Deduction Register	Statutory Deduction Register	90
Run Statutory Deduction Register for the Latest Process	Statutory Deduction Register for the Latest Process	90
Run Third-Party Payment Register Report	Global Third Party Payment Register	90
Run Worker Data Validation Report	Data Validation Report	7

The purge feature always leaves the latest dated extract within the retention period irrespective of the number of times you have run the report.

Use the Purge Extracts Archive Data process in Report mode before and after the purge, for a specific extract, to check if the records are being purged.

Account Number Masking in Payroll Reports

Account Number Masking in Payroll Reports

You can mask bank account information to prevent display of sensitive information on the following payroll reports.

- Payslips
- Payment Register
- Third-Party Payment Register

Masking enables display of only a few specific characters of the account number or IBAN number, usually characters at the start or end of the number. The remaining characters are obfuscated and you can't see them on the reports. For example, you may decide to display only the last four characters of the account number. In such cases, an account number ABC123456 displays as XXXXX3456 in reports that support masked account numbers.

Use the new **Extract Unmasked Bank Information** process configuration parameter to display either the masked or full bank account numbers in the reports. By default or when set to *No*, the bank account information on the reports is masked. Set it to *Yes* to see the unmasked bank account information. For example, if you mail a copy of the Third-Party Payment Register to the payee, you may want to mask the sensitive bank account information. If the same report is shared securely within the Payroll Department to verify the bank account details, you may run the report with the process configuration parameter set to *Yes*.

This table shows how the bank account number ABC123456 is stored in the application tables depending on how you configure masking.

Actual Account Number	Masking Enabled	Masked Number
ABC123456	No	ABC123456
ABC123456	Yes	XXXXX3456

Note: The above table assumes that the masking setup displays only the last four characters of the bank account number.

FAQs for Reports

Why don't I see the new delivery option when I redeliver the report?

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report.

If you add a delivery option to the report's extract definition, you must submit a new report to view and select the additional delivery option.

How can I display employee work location and department on their payslip or check?

Define a check or payslip template to include the archived payroll information, including the employee's work location and department details.

Use this template in the BI Publisher Report and add the report to the Generate Check Payments or Generate Payslips flow. When you submit the flow, the flow output is automatically generated based on the template included in the BI Publisher Report.

Related Topics

- Add a BI Publisher Report to a Flow

How can I view transient data in extract-based payroll reports?

Use the Run Mode parameter to control whether the extract-based payroll report must retain or discard the transient data created during the report execution to produce the output file.

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

The default **Normal** option discards the temporary transient data produced during report execution.

Archive

Overview of Payroll Archive

Archive payroll results before you submit processes that use the archived data, such as Run Payroll Register or the Generate Payslips task.

The payroll archive process is part of your payroll cycle flow. If you submit standalone payroll processes, use the Archive Periodic Payroll Results task to archive payroll information.

Run the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Before you run the Archive Periodic Payroll Results task, consider the following.

Enable Payslip Translation

Open the default process configuration group and set the process configuration parameter, **Enable Payslip Translation Values to allow payslip translation** to **Y**, before running the Payroll Archive process. Set this parameter only once, so that the application translates the data the Payroll Archive process archives for the payslip.

Use the Payroll Process Configuration task to edit the default configuration group and set the parameter.

If you've run the Payroll Archive before setting this parameter, roll back the process, set the **Enable Payslip Translation Values to allow payslip translation** parameter to **Y**, and rerun the Payroll Archive process.

Set the Payslip Rate Precision Values

The precision value defines how many decimal points the payslip uses when showing rate amounts. To change the default payslip rate precision value, you must change how the rates are captured in the periodic payroll archive.

Create a process configuration group or edit the default process configuration group, and add the **Payslip Rate Precision** parameter and enter an override value to set the number of decimal points to display the rates on the payslip. Use this configuration group when you run the payroll archive process.

1. Navigate to the Payroll Process Configuration task from **Payroll** in **My Client Groups**.
2. Create a configuration group, and give it a meaningful name.
3. Select the **Details** tab, add a row, and select **Payslip Rate Precision**.
4. Set the number of decimal places in the **Override Value** field.
5. Click **Save**.

When you run the Archive Periodic Payroll Results process, use the Process Configuration Group parameter to select this configuration group.

You can change the precision value set on the report template itself, and this value would override the value you set on the archive process. For example, suppose you want your hourly employees to see four decimal places for rates on their payslips and the salaried employees to see only two decimal places. In this case, perform these tasks:

1. Set the **Payslip Rate Precision** process configuration parameter to four decimal places.
2. Change the payslip report template to display the rates with two decimal places only for salaried employees.

To change the payslip report template, see 'Configure the Payslip Report Template' in the Help Center.

Related Topics

- Generate Payslips in the Worker's Correspondence Language
- Rate Precision in Payslips
- Multilanguage Support for Payslips

Archive and Report Payroll Information in Multiple Languages

Archive payroll information in multiple languages so that you can generate these archive-based reports as per your language preference.

- Payroll Register Report
- Payroll Register Report for the Latest Process
- Periodic Payroll Register Report

The payroll archive process is part of your payroll cycle flow. If you submit standalone payroll processes, use the Archive Periodic Payroll Results task to archive payroll information.

Before You Begin

Before you run the Archive Periodic Payroll Results task, complete the following:

- Add the **Support for Archive Translation National Language Support Code for archive translation** actions parameter in the default group and add the Oracle NLS codes in the **Override Value** field, so that the report is translated in the language of your preference automatically when you submit the flow.
- When you submit a report, select the **Submitting User** check box on the flow setup page. The report is then translated in the language preference of the person submitting the report or flow.

Add Process Configuration Parameter

Add the process configuration parameter, **Support for Archive Translation National Language Support Code for archive translation**, to your default process configuration group. Add this parameter only once. If you have run the archive task before adding this parameter, roll back the archive process, add the parameter, and rerun the archive task.

Add the Oracle National Language Support (NLS) codes as required in the **Override Value** field of the process configuration group. Enter NLS codes of the additional languages you require other than the default language.

Apart from the additional languages, the payroll archive data is always archived and stored in the application default language. The default language is generally English, but it can be any other language too.

Complete these steps to add the process configuration parameter and the additional NLS codes to the default process configuration group.

1. Navigate to My Client Groups > Show More > Payroll > Payroll Process Configuration.
2. Search for your default Process Configuration Group.
3. Click **Add** to add the **Support for Archive Translation National Language Support Code for archive translation** parameter to the group.
4. In the **Override Value** field, enter the NLS codes for the additional languages you require other than the application default language. Use separators if you enter multiple languages.
5. Click **Save and Close**.

The archive process translates the following data that's used to generate the report:
- Archived payroll information required for the report
- Static text on the report template

Update User Profile Language Preference

Each user has a language preference code configured within his or her user profile.

Any user who wants to submit the archive-based payroll reports and view the report output in their preferred language must update their default language settings.

To check the user's language setting, navigate to User Preference > Language > Default Language.

You must also add the NLS Code of the preferred language of the submitting user to the Override Value field of the configuration group of the report task or flow.

Submitting User Language

When you submit a flow or report, the report is translated into the language preference of the person submitting the report or flow. If the submitting user doesn't have a language preference code, the report is generated in the default language.

Follow these steps to generate any of the three archive-based reports in the submitting user's preferred language.

1. Navigate to My Client Groups > Payroll > Payroll Flow Patterns.
2. Select the **Legislative Data Group** and search for the archive-based report task, for example, Run Payroll Register Report flow. You can also search for a flow that includes this report task.
3. Click **Edit**.
4. Under the Tasks tab, select the report task, and click the **Edit**.
5. Select the **Submitting User** check box.
   When you submit the flow or report, the translated report output meets all the translation requirements in the standard output formats of the report, such as MS Excel, PDF, and XML. The MS Excel output displays the data as text.

For more information on translations, refer to the following topics On the Oracle Help Center:

- National Language Support
- Oracle National Language Support Codes
- Language Preference Codes

Archive Periodic Payroll Results for Bahrain

This is the process in which employee and Organization data gets archived.

The archived data will be used in statutory reports or user created reports.

To run the Archive Periodic Payroll process:

1. Select the **Submit a Flow** in the Payroll work area under My Client Groups.
2. Select the LDG for which the process is to be run and flow pattern **Archive Periodic Payroll Results**.
3. Enter the parameters to run the report:

- **Payroll Flow**: Identifier for the process that is being run. You can enter a value each time the process is executed. You can choose any format to describe the payroll flow.
- **Payroll**: Payroll definition for which payroll is to be run.
- **Process Start Date**: Start date of the process for which the prepayment is run.
- **Process End Date**: Start date of the process for which the prepayment is run.

4. Click **Submit**.
5. Select the Process Results Summary task in the Payroll work area.
6. Filter the results using appropriate parameters such as flow name.
7. Review the results at the person level.

Archive Periodic Payroll Results

Use the Archive Periodic Payroll Results task to archive payroll information such as earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Run this process after the payroll calculation is complete.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

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

Process End Date

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

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

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

Consolidation Group

Use this field to run the report for a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

> **Note:** Use the Object Groups task to define a Consolidation Group, before you can use it here.

Process Configuration Group

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

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

Report Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

You can edit the archived data and rerun processes before you run the year-end reports. For example, run the Employee Active Payroll Balance report to view the current values for any given list of employee balances. Compare this data against the archived data to assist in reconciling your periodic payrolls and quarterly and year-end balances.

After you have reconciled your payroll data, run the Archive End-of-Year Payroll Results process to archive employee and employer information for end-of-year reporting.

View and Edit Archive Results

Because payslips and the payroll register use archived data, it's critical that the archive process completes successfully and it include complete and accurate information.

You can view the results of the Archive Periodic Payroll Results process on the View Person Process Results page. You can also edit archived data, if your user privileges and the restrictions are in place for your application enable it.

View the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

Note: The data archived by this process may vary depending on your legislation and your organization's reporting requirements.

Archive payroll data is typically one of these types:

- HR data, such as employee and employer address details, employee work location and department, accruals, and assignment details
- Element information, such as earnings and deductions
- Balance sets
- Messages

Archive results include prepayment information used to generate payslips and prepayment information for external payments. Use archive results to identify errors, unprocessed assignments or missing records. If errors or issue are found, review the employee's HR or payroll data, to identify the cause and correct. Once errors and issues are resolved, roll back the affected processes and rerun.

Edit the Archive Results

By default, the extract definition for the payroll archive doesn't allow editing of the output. However, if your environment and your security privileges enable this task, you can use the Edit button in the Archive Results section of the View Person Process Results page. The application stores any changes to the archived results in the archive table, which the payroll register and payment processes then use.

> **Note:** Updates made to the archive results will no longer match the originally generated archive. For this reason, avoid manually updating the archive unless necessary.

Related Topics

- Payroll Payments Distribution
- When should I archive payroll data?

Archive End-of-Year Payroll Results

Use the Archive End-of-Year Payroll Results task to retrieve and archive employee and employer information necessary for year-end statutory reporting. The year-end reports also include employee balances in a given year.

Report Parameters

The report parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

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

Process End Date

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

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

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

Payroll Statutory Unit

Select the requisite payroll statutory unit (PSU). The process archives the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

Select the requisite tax reporting unit (TRU). If a value is selected, the process archives the year-end data of employees belonging to this TRU only. If left blank, all TRUs belonging to the selected PSU are processed.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. This is an optional parameter.

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

Process Configuration Group

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

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

Report Results

Use the View Person Process Results task to open and view the archived data for each payroll relationship in the selected PSU or TRU.

You can view the archived data for each payroll relationship in the selected PSU or TRU. Use the following processes to roll back and rerun the archive process.

Process Rerun

There may be cases when employees are excluded from an original archive run, such as a missed vacation payout. The last payroll run for the tax year is also successfully completed. You must rerun the process to include the excluded employees.

You can rerun the process for an individual employee or a group of employees. Identify these employees and rerun the archive again. Create a payroll relationship group for the individual employee or group of employees and use the object group to rerun the process. The rerun archive process captures data for the employees excluded in the previous archive process. This process doesn't archive data that was already archived by a previous run. To archive all data once again, you must first roll back the archive process.

Process Retry

Use the retry process to archive changed, new, or otherwise not archived data for selected employees.

Process Rollback

Use the Roll Back process to remove the archived data. Sometimes rerun or retry isn't possible. For example, if you ran the Archive End-of-Year Payroll Results process before completion of all the payroll processes. In this case, the data in the archive is not valid. To resolve this you must roll back the archive process. When you roll back the Archive End-of-Year Payroll Results, the process removes the archived data from the Oracle database. Rolling back and rerunning the Archive End-of-Year Payroll Results process reruns the process and recreates the archive completely.

FAQ for Archive

When should I archive payroll data?

You must archive payroll results before you submit processes that use archived data, such as Run Payroll Register and Generate Payslips.

Your payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payroll processes, you can archive the results using Archive Periodic Payroll Results.