

Oracle Fusion Cloud Human Resources

How do I initialize payroll balances for India?

FA Latest



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1 Overview of Payroll Balances

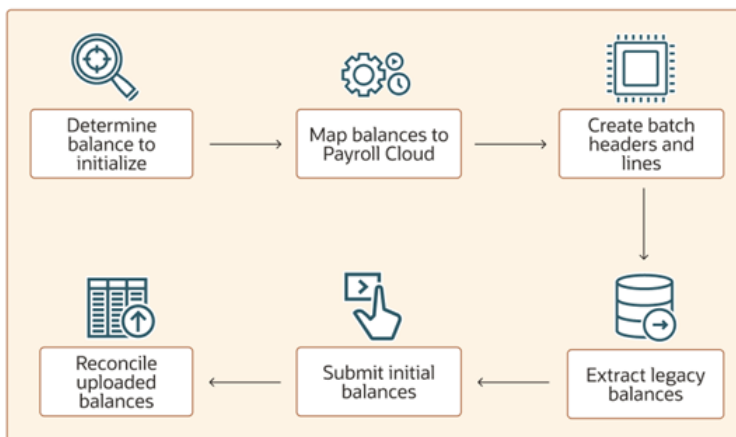
This playbook covers the concepts and tasks that are required to initialize balances.

When migrating payroll data from another application into Oracle Fusion Cloud Human Resources and Payroll, you might need to set the initial balance values.

Before performing balance initialization, make sure you've completed these tasks:

1. Set up your organization and organization structures.
2. Create your employee definitions.
3. Attach payrolls to your employees.
4. Define all employee calculation cards and their associations.
5. Understand how to load balance values into batch views using the HCM Data Loader. For more information, see *Initializing and Adjusting Balances*.

There are several steps involved in the balance initialization process.



- Identify the balances you want to initialize.
You can initialize legislative and user-defined balances. Each balance has its own initialization requirements.
- Map the legacy balances to payroll.
Once you've identified the balances you want to initialize, you must perform a mapping exercise from the legacy payroll to Oracle Fusion Cloud. Consider these points during this mapping activity:
 - One legacy balance can feed one or more Fusion balances.
 - Multiple legacy balances can feed one Fusion balance.
 - Your legacy balances can come from many sources (such as a payroll, benefits, or absence application)
- Load balance values to `PAY_BAL_BATCH_HEADERS` and `PAY_BAL_BATCH_LINES` interface tables by using these two separate HDL files.

- **InitializeBalanceBatchHeader.dat**
Includes information for the batch header.
- **InitializeBalanceBatchLine.dat**
Includes details of the balance values to be initialized. Each line contains the balance type and associated contexts for a specific initial balance value.
- Submit the **Load Initial Balances** process and check the balance load results to identify and correct any errors in the balances.
- Use the **View Person Process Results** and **View Payroll Process Results** tasks to reconcile the loaded balances.

Load Initial Balances

You need to load the initial balance values before you process the employee in a payroll. Use the HCM Data Loader to load balance values into batch views.

This process uses initial balance feed elements to initialize each balance.

1. Automatically creates the balance feed elements before processing the upload.
2. Validates the batch data.
3. Processes the batch to load the balance data.
4. Creates balance adjustments to set the required balance values.

Note: **My Client Groups > Show More > Payroll > Submit a flow**

1. Select the **Legislative Data Group**.
2. Search for and select the **Load Initial Balances** flow
3. Enter a payroll flow name and select the operation mode.

Note: : If you've earlier ran the Validate operation mode, you must run this process in Transfer mode to transfer the batch.

4. Provide the batch name that you created in HCM Data Loader to validate and transfer data from the batches into payroll.

Note: You can also use the process to roll back the batch if you need to correct and reprocess errors. This process creates date-effective balance entries, or adjustments to ensure that the balances are correct from the upload date.

5. After you load the balance values, submit the **Load Initial Balances** process.

Results:

The process validates the batch data, and then processes the batch to load the balance data. It then creates balance adjustments to set the required balance values.

For each balance to initialize, the Load Initial Balances process defines these elements automatically with Balance Initialization classification. And adds them to the balance as balance feeds.

Note: You can't initialize balances after the payroll is run for the employee. In such a case, you must roll back the payroll run or do a balance adjustment.

View Payroll Process Results

Note: **My Client Groups > Payroll > Flow Submissions and Results > View Payroll Process Results**

1. Select Balance Initialization in the Process list of values and search.
2. Select the appropriate **Balance Initialization** process in the search results section to navigate to View Person Process Results page.
3. Select the employee name to navigate to the **View Person Process Results** page.
4. Select **Balance Results** in the Go to Task drop-down button.
5. Select the balance name from the list of values by choosing the **Balance Name** option.
6. Search and view the results.

Balance Definitions for India

A balance is a positive or negative accumulation of payroll results for an element or group of elements, over a specified period of time.

The balance can be monetary values, time element, such as hours or days worked, or any other numeric value.

Most of the balances you require are predefined. Depending on your country extension, additional balances are automatically created when you create elements. You can edit the definition of these generated balances, or create more balances.

Each defined balance holds a value for an individual at one of the three levels of the employment model.

- Payroll Relationships
- Assignments

Balance definitions also include balance dimensions and balance feeds. Balance groups are collections of balances that you associate with usages to determine the reports, pages, and processes that use the balances in the group.

Balance Name

It's the actual name of the balance, such as, Regular Earnings. You can't have the same name for more than one balance. However, more than one balance can have the same reporting name.

A reporting name is the balance name that reports and payslips display. When multiple balances are created due to differences in setup but need to be reported the same way, you can assign the same reporting name for all of the balances

Balance Categories

Each balance definition has a predefined balance category for quicker processing. Balance categories are a way of grouping balances so that you can set group attributes. Balance categories are predefined, and you can't create your own balance categories or modify the balance categories. When you create a balance during the implementation phase, associate it to one of the predefined categories. Use the Configure Payroll Legislations task in the Setup and Maintenance area to view the predefined balance categories. Edit the balance category name to include a display name appropriate for your legislation. These are the available global balance categories:

- Earnings
- Employer Charges
- Employer Taxes
- Information
- Prestatutory Deductions
- Voluntary Deductions
- Taxable Benefits
- Miscellaneous
- Social Insurance Deductions
- Tax Deductions
- Total Earnings
- Total Deductions
- Total Tax Deductions
- Total Voluntary Deductions
- Total Prestatutory Deductions

When creating a new balance, you must associate it with one of the predefined categories. You can't add or change categories during implementation.

Units of Measure

When you create a balance, the predefined units of measure available for selection are Day, Hour (with different combinations of minutes and seconds), Integer, Money, and Number. Match the unit of measure of the balance with the unit of measure of the element input values that feed it.

Balance Contexts

All contexts are predefined. Contexts restrict the run results included in a balance value. Context values are specified as part of the balance dimensions. For example, the REGULAR_ASG_TU_YTD balance is a Regular Earnings balance type with these context values associated in the balance dimension:

- Assignment
- Tax Reporting Unit

Generated Balances and Database Items

The country extension you select on the Features by Country or Territory page, determines what payroll-related components the element template generates when you create an element. The element template also creates a

database item for each balance dimension. You can use the database items in your formulas or HCM extracts to use the value of a balance.

This table explains the components the element template creates, based on your selection of the country extension.

Country Extension	Components Generated by the Element Template
Payroll	When you create an element, the element template creates the element and associated objects, such as input values, formulas, and balances.
Payroll Interface	When you create regular and supplemental earnings elements, the element template creates the element and associated objects, such as input values, formulas, and balances. For all other elements, the template generates no other associated objects.
Human Resources or None	The element template doesn't generate associated objects like formulas, or balances.

You select the type of extension on the Features by Country or Territory page.

The element template also creates a database item for each balance dimension. You can use the database items in your formulas or HCM extracts to use the value of a balance.

Base Balances

You can specify a base balance when there's a dependent relationship between balances for processing and reporting. For example, Loan Repayment could be the base balance for Loan Repayment Arrears.

Remuneration

Only one balance in each legislative data group is predefined as the remuneration balance. This balance generates payments for employees. For example, the remuneration balance might be Net Pay. This calculated balance is the sum of standard earnings and supplemental earnings minus all the deductions calculated for the run.

Examples of Balance Group Usages for India

Add matrix items to predefined balance group usages and associate them with existing balance groups for use in reports, archives, and views. While you can't modify existing usages that are predefined, you can modify matrix items that are user-defined.

You can include balance dimensions for multiple time periods in your balance group usage, such as the current payroll run, month-to-date, or year-to-date.

Balance group usages are used to display balance values. You select the usage associated with the balance group. Additionally, you can sequence balances using balance group usages to display in a certain sequence, which may not necessarily be a standard sort sequence.

Here's a list of the predefined report types and the different kinds of balance dimensions they use.

Note: The report type is the owner of the balance group usage. A usage can have only one report type

Report Type	Used in Which Reports	Balances Included
Global Archive	Payroll Register Report, Payslip, Payslip Reprinting Report, Payroll Register for the Latest Process	Archive of current and year-to-date balances
Global Balance Views		Earnings default balances for the Balance Results page
Global Deduction	Deduction Report	Balances for involuntary, prestatutory, social insurance, and tax deductions
Global End of Year Archive	Archive End-of-Year Payroll Results	Payroll Relationship level balances required for End-of-Year Statutory reporting
Global Payroll Activity Report	Payroll Activity Report, Employee Active Payroll Balance Report, Payroll Activity Report for the Latest Process	Balances at the payroll relationship level for the current payroll period and year-to-date
Global Payroll Run Result Report	Payroll Balance Report	Current balances at the assignment and relationship levels
Global Statutory Deductions Report	Statutory Deductions Register	All city, county, state, federal, and school tax deduction balances for both the employee and employer in the current period and year-to-date
Global Gross-to-Net	Gross-to-Net Report	Summary balances for a group tax unit for the current period and year-to-date in the order of gross-to-net calculation.
Statement of Earnings	Statement of Earnings	Summary and detailed balances for a specific employee and payroll run.

Related Topics

- [Rules for Editing Balance Groups and Their Usages](#)
- [Create Balance Groups and Usages](#)
- [Balance Groups](#)
- [Balance Group Usages](#)

Balances in Professional Tax Calculations

When you create an earnings element,

The Professional Tax(PT) Computational Standard Salary for <State/Panchayats/Corporation> balance requires as input the **Standard Value** of the **Results** element of the earnings element.

Professional Tax Computational Standard Salary Balances
PT Computational Standard Salary for Andhra Pradesh
PT Computational Standard Salary for Assam
PT Computational Standard Salary for Bihar
PT Computational Standard Salary for Chennai corporation
PT Computational Standard Salary for Coimbatore corporation
PT Computational Standard Salary for Dindigul corporation
PT Computational Standard Salary for Gujarat
PT Computational Standard Salary for Jharkhand
PT Computational Standard Salary for Karnataka
PT Computational Standard Salary for Kerala
PT Computational Standard Salary for Madhya Pradesh
PT Computational Standard Salary for Madurai corporation
PT Computational Standard Salary for Maharashtra
PT Computational Standard Salary for Manipur
PT Computational Standard Salary for Meghalaya
PT Computational Standard Salary for Mizoram
PT Computational Standard Salary for Nagaland
PT Computational Standard Salary for Odisha
PT Computational Standard Salary for Panchayats
PT Computational Standard Salary for Puducherry
PT Computational Standard Salary for Punjab

Professional Tax Computational Standard Salary Balances
PT Computational Standard Salary for Salem corporation
PT Computational Standard Salary for Sikkim
PT Computational Standard Salary for Telangana
PT Computational Standard Salary for Tirunelveli corporation
PT Computational Standard Salary for Tripura
PT Computational Standard Salary for West Bengal

Note: Retroactive pay elements shouldn't feed from these standard salary balances.

The Professional Tax Computational Salary for <State/Panchayats/Corporation> balance requires the **Pay value** of the **Results** element of the earnings element.

Professional Tax Computational Salary Balances
PT Computational Salary for Andhra Pradesh
PT Computational Salary for Assam
PT Computational Salary for Bihar
PT Computational Salary for Chennai corporation
PT Computational Salary for Coimbatore corporation
PT Computational Salary for Dindigul corporation
PT Computational Salary for Gujarat
PT Computational Salary for Jharkhand
PT Computational Salary for Karnataka
PT Computational Salary for Kerala
PT Computational Salary for Madhya Pradesh

Professional Tax Computational Salary Balances
PT Computational Salary for Madurai corporation
PT Computational Salary for Maharashtra
PT Computational Salary for Manipur
PT Computational Salary for Meghalaya
PT Computational Salary for Mizoram
PT Computational Salary for Nagaland
PT Computational Salary for Odisha
PT Computational Salary for Panchayats
PT Computational Salary for Puducherry
PT Computational Salary for Punjab
PT Computational Salary for Salem corporation
PT Computational Salary for Sikkim
PT Computational Salary for Telangana
PT Computational Salary for Tirunelveli corporation
PT Computational Salary for Tripura
PT Computational Salary for West Bengal

Reconcile Loaded Balances

Your implementation team and payroll administrator need to reconcile the loaded balances to ensure complete consistency between the legacy and Fusion balances.

You need to ensure that any variations are accounted for, especially the tax related balances, because these are used for tax year end reporting.

It's recommended that you start your review by inspecting the balances for a few employees that represent a good statistical sampling of both loaded balances and a good representation of the company itself.

You can use the **View Person Process Results** task to aid your balance reconciliation process.