Oracle Fusion Cloud Human Resources

How do I set up Record of Employment for Canada?

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Contents

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

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Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Get Help

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Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

1 Record of Employment

Overview of Record of Employment

A Record of Employment (ROE) is given to an employee when there is an interruption in their earnings due to termination or leave of absence. The ROE is only issued to employees who work insurable hours and receive insurable earnings.

The ROE information helps Service Canada officials determine if an employee qualifies for Employment Insurance (EI) benefits when not working.

Before you generate the ROE file, consider the following:

- Legal reporting unit (LRU) contacts
- Occupation Reporting
- Reason Code Mapping
- Insurable earnings
- Reporting Information calculation card
- Configure Employee Level Information
- Archiving ROE information
- Generating the ROE file
- ROE Amendments

For more information, refer to Record of Employment Processing (2333848.1) at My Oracle Support.

Insurable Earnings

Insurable earnings are subject to EI premiums and are designated as such in the wage basis rules defined for the secondary classification. Use the Elements task to specify whether the insurable earnings are allocated by date earned or date paid when defining the element. You can also specify if there are insurable hours associated with the element.

Use the Component Group Rules task to view the earnings that are subject to Employment Insurance.

Use the View Person Process Results task to open and view the Statement of Earnings (SOE). You can view insurable earnings and insurable hours calculated for an element within the Run Results section of the SOE. You can also verify the insurable earnings and insurable hours that would be recorded in the ROE process for a pay period.

To exempt an employee from EI premiums, select the EI Exempt check box on the employee's federal tax card. An employee exempted from EI premiums isn't issued an ROE.

Reporting Information Calculation Card

Use the Reporting Information calculation card to capture the following ROE details pertaining to an employee:

- ROE Comments
- ROE Other Monies
- ROE Special Payments

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

- ROE Statutory Holiday Pay
- ROE Vacation Pay
- ROE Data

To generate a ROE for an active employee, create the Reporting Information calculation card with an effective start date that's on or before the effective date used to run the ROE Archive process. Then, run the ROE archive process by selecting either the Person or Payroll Relationship Group report parameter using the employee's final pay period end date as the effective date. If selecting a Payroll Relationship Group, all employees within the Payroll Relationship Group must share the same final pay period ending date.

> **Note:** The Reporting Information card must be created with an effective date within the employee's final pay period or termination date.

After you create an ROE calculation component, create the associated calculation component details and capture the attributes of the component. You must also specify the payroll in which the employee is paid. Multiple ROE calculation components can be created for the same component if multiple payments are being reported.

When adding some calculation components, you must specify the reference code. The reference code is a unique identifier for the payment.

The calculation card must have an association with a tax reporting unit (TRU).

If the employee subsequently has an interruption of earnings, regenerate the Reporting Information card. The First Day Worked reported on a subsequent ROE is the first work day following the Final Pay Period ending date on the previous ROE.

Employees with Multiple Assignments

A single ROE is generated to report insurable hours and earnings from multiple assignments in the same TRU and payroll. The primary assignment is used to report the employee's First Day Worked and the Employee Occupation.

TRU and Payroll Transfers

Generate an ROE when an employee is transferred to a different TRU or to a different payroll. This table details the type of transfers and how the ROE is generated in each case.

Type of Transfer	Description
Different TRU	When there is a TRU change for an employee, use the last day paid in the original TRU as the effective date when processing the ROE archive. If the employee is subsequently terminated, the new ROE will only consider payments from the date of TRU transfer to the termination date. The First Day Worked on a subsequent ROE defaults to the effective date of the TRU transfer. Update the TRU association of the Reporting Information card to reflect the new TRU.
Different payroll even when the payrolls have the same frequency	When there is a payroll change for an employee, use the last date paid in the original payroll as the effective date when processing the ROE archive. If the employee is subsequently terminated, then the new ROE will only consider payments from the date of the payroll transfer to the termination date. The First Day Worked on a subsequent ROE defaults to the effective date of the payroll transfer.
From one payroll frequency to another	When an employee transfers from one payroll frequency to another, the First Day Worked on a subsequent ROE defaults to the effective date of the payroll relationship change, which is the first day on the new payroll.

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

Type of Transfer	Description

Archive the ROE Information

Run the Run Record of Employment Archive process for an individual employee or a group of employees. The output of the process is an archive of the ROE information and a Record of Employment Worksheet.

Use the Person Process Results task in the Payroll area to open and view the ROE archive results. Access the Record of Employment Worksheet from the Regulatory and Tax Reporting work area after the archive is run. You can view the ROE Worksheet by searching for the ROE archive payroll flow name within the Regulatory and Tax Reporting work area.

Generate the ROE File

The Run Record of Employment Interface task uses the archived information to generate the ROE file. You can submit the generated file to Service Canada through ROE Web.

ROE Amendments

Generate an amended ROE when you must change, correct, or update the information you entered on an ROE you previously issued. The amended ROE must include the original data, the updated data, and the serial number of the original ROE. Use the following two processes to issue an amended ROE:

1. Import Record of Employment Data
2. Run Record of Employment Amendment Archive

Service Canada ROE Web assigns the serial numbers, and you must import them into the Oracle Cloud Payroll application in order to report them on the amended ROEs. The ROE Web provides an interface to extract the serial numbers in XML format. The XML file also contains information to identify the employee.

Related Topics
- Define Legal Reporting Unit Contacts for Canada
- How to View the Statement of Earnings

Configure Employer and Employee Information for ROE Processing

Prior to processing the Record of Employment (ROE), complete the configurations required for ROE processing. The configurations are done at both the employer level and the employee level.

Define Employer Level Information

This table lists the tasks for defining the employer level information for ROE processing.

- Define employer name and address
- Define ROE contact

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

- Define ROE occupation default

Task	Description
Define Employer Information	Define the employer's name and address, while defining the LRU. The Alternate Name is reported, if populated.
Define ROE Contact	Define the ROE contacts while defining the LRU. The ROE contact name and telephone number are mandatory for ROE Interface processing. The contact information is reported in Block 16 of the ROE. Define the ROE contacts on the Contacts page opened from the Manage Legal Reporting Unit page, while defining the LRU. You must set up the primary contact with phone details and attach the Legal Role of *Record of employment contact*. You can define additional contacts; however, designate the contact you want reported on the ROE as the primary contact. For more information, refer Define Legal Reporting Unit Contacts topic in the Help Center.
Define ROE Occupation	Select Job Name or Position Name from the list of values for the Record of Employment Occupation in the Payroll Statutory Unit Details region while configuring the Legal Entity HCM Information. If you don't make a selection, the Job Name is reported by default as the employee's occupation on the ROE. Access the Payroll Statutory Unit Details region using the Manage Legal Entity HCM Information task located in the Setup and Maintenance work area.
Define ROE Reason Defaults	Define ROE Reason defaults for absences and termination. Use the Manage Legal Entity HCM Information task in the Setup and Maintenance work area to configure the ROE Reason defaults at the PSU level. Create the mappings in the Payroll Statutory Unit Details region under the Record of Employment Mappings sections as given below: • Termination Actions -> Record of Employment Reason • Absences Secondary Classification -> Record of Employment Reason Once these mappings are configured, they're used by the ROE archive process to derive the Record of Employment Reason. Don't create the Reporting Information calculation card, if you don't want to override the default ROE Reason configured for the PSU. If no calculation card is created, the ROE Reason for the PSU is reported on the ROE.
Review Wage Basis Rules	The wage basis rules determine if an element is insurable. View the wage basis rules for the Federal Component Group and confirm that the earnings are subject to EI. Secondary classifications that are defined as subject to EI are automatically included in Blocks 15 A, B and C on the ROE. Classifications that aren't subject to EI, but are fed to a Block 17A or 17C balance or entered on the reporting information card, are also reported. Wage basis rules are predefined for all delivered secondary classifications. If you add a new secondary classification you must configure the wage basis yourself.
Define Earnings or Absence Elements for ROE Insurable Hours/Earnings	Specify whether the insurable earnings are allocated by Date Earned or Date Paid. Also, specify if there are insurable hours associated with the element.
Define Absence Elements for Event Creation	Define the Absence elements and specify if the absence element should create the ROE Notification event.
Define ROE Balances for Blocks 17A and 17C Reporting	Define balance feeds for Vacation Pay and Other Monies paid in the final pay period.

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

Task	Description
	For more information, refer Define ROE Balances for Blocks 17A and 17C Reporting topic in the Help Center.
ROE Notification Events	For an employee to be automatically included for ROE processing when an absence record is entered for a leave, the element associated with the absence plan must be defined to create an event notification.

For more information, refer Configure Earnings and Absence Elements for ROE Reporting topic in the Help Center.

Define Employee Level Information

This table lists the tasks for defining the employee level information for ROE processing.

Task	Description
Exempting an employee from EI premiums	You can exempt an employee from EI premiums by selecting the **EI Exempt** check box on the employee's federal tax card.
Setting the employee's correspondence language	The employee's language preference, Correspondence Language, is sent in the ROE Interface file to Service Canada so that they can generate the Record of Employment in the employee's preferred language. Select **Canadian French** as the employee's Correspondence Language in the Biological Information section of the Person page of the employee.

Create the Reporting Information Calculation Card

This example demonstrates how to create the Reporting Information calculation card. You must capture the Record of Employment (ROE) details pertaining to an employee on the Reporting Information calculation card.

While processing the ROE card details, the application takes into account employee assignments, terms, and payrolls within the same payroll relationship. Create the card within the employee's final pay period.

Use the Calculation Cards task in the Payroll area to create the Reporting Information calculation card for an employee.

Creating the Reporting Information card involves:

- Creating the calculation card
- Defining ROE Information for ROE Blocks 14 and 16 - ROE Data
- Defining ROE Information for ROE Block 17A - Vacation Pay
- Defining ROE Information for ROE Block 17B - Statutory Holiday Pay
- Defining ROE Information for ROE Block 17C - Other Monies
- Defining ROE Block 18 - Comments
- Defining ROE Information for ROE Block 19 - Special Payments

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

- Creating an association for the Reporting Information card

Before You Begin

Before you create the card, ensure that:

1. The new hire process for the employee is complete.
2. The employee has a payroll relationship and is assigned to a payroll.

How to Create the Reporting Information Calculation Card

To create the Reporting Information card:

1. Select **Calculation Cards** from the Payroll area in My Client Groups on the Home page.
2. On the Person Search page, enter these details.

Field	Value
Name	The name of the employee for whom you're defining the ROE details.
Legislative Data Group	The Legislative Data Group of the employee.
Effective As-of Date	The effective date of the card.

Create the Reporting Information card with an effective date prior to the day the payroll is processed.

3. Click **Search** to display a list of matching payroll relationships.
4. Select the row for the person you entered in the Search section. This opens the Person Details page. Any available calculation cards appear in the Search Results.
5. Click **Create** to open the Create Calculation Card window.
6. In the Name field, select **Reporting Information** as the calculation card name.
7. Click **Continue** to display the Calculation Cards page.

Create appropriate components as required. The various blocks on the ROE display the data captured within the application.

Define Block 16 Information - ROE Data

To define the ROE Data:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Data**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Click **OK**

The component details are enabled by default for the related calculation component.

6. Click **Expand** in the ROE Data Calculation Component Details row.
7. Enter the following details in the ROE Data: Details window:

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

a. Select the **Reason for Issuing ROE**. This is a required field. These values are defined by Service Canada and can't be revised.

b. Select the **Expected Recall Code**. The options are:

- Not returning
- Unknown (default)
- Expected date of recall

c. Enter the **Expected Recall Date**, if applicable. This field is mandatory if the Expected Recall Code is Yes. The Expected Recall Date is the expected date of return to work, if the date is known.

8. Enter the **Override First Day Worked**, if applicable. This date is reported as the first day worked instead of the derived date.

9. Enter the **Override Last Day for Which Paid**, if applicable. This date is reported as the last day for which paid instead of the derived date.

10. Click **Save**.

Define Block 17A Information - Vacation Pay

To define the vacation pay details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Vacation Pay**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Click **OK**.

   The component details are enabled by default for the related calculation component.
6. Click **Expand** in the ROE Data Calculation Component Details row.
7. Enter the following details in the ROE Vacation Pay: Details window:

   a. Select the **Pay Type**. The default is Balance. If 'Amount' is selected, all ROE Vacation Pay balances are ignored.

      If multiple codes are paid on the final pay period, 'Paid because no longer working' is reported.

   b. Select one of the following **Pay Codes**:

      - Included with each pay
      - Paid because no longer working
      - Paid for a vacation leave period
      - Anniversary paid on a specific date each year

   c. Enter the **Start Date** and the **End Date**, if applicable.
   These dates pertain to Vacation Pay dates being reported if applicable.

8. Enter the vacation pay amount in the **Amount** field. An entry is mandatory if the Pay Type is Amount. This field is left blank if the Pay Code is 'Included with each pay' or if the Pay Type is 'Balance'.

9. Click **Save**.

Define Block 17B Information - Statutory Holiday Pay

To define the Statutory Holiday Pay:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select **ROE Statutory Holiday Pay**.

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Select the **Reference Code**. The Reference Code is used as a unique description for the payment. This code is not reported on the ROE.
6. Click **OK**.

   The component details are enabled by default for the related calculation component.
7. Click **Expand** in the ROE Data Calculation Component Details row.
8. Enter the following details in the ROE Statutory Holiday Pay: Details window:

   a. Enter the **Date**.
   b. Enter the statutory holiday pay amount in the **Amount** field.
9. Click **Save**.

   If multiple statutory holidays are to be reported, a new component must be created for each entry.

Define ROE Block 17C Information – Other Monies
To define the Other Monies details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Other Monies**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Select the **Reference Code**. The Reference Code is used as a unique description for the payment. This code is not reported on the ROE.
6. Click **OK**.

   The component details are enabled by default for the related calculation component.
7. Click **Expand** in the ROE Data Calculation Component Details row.
8. Enter the following details in the ROE Other Monies: Details window:

   a. Select the **Pay Type**. The default is Balance. If 'Amount' is selected, any ROE Other Monies balance that matches the Pay Code is ignored.
   b. Select the **Pay Code**. These values are defined by Service Canada and can't be updated.
   c. Enter the **Start Date** and the **End Date**, if applicable.
   d. Enter the Other Monies amount in the **Amount** field. An entry is mandatory if the Pay Type is 'Amount'. This field is left blank if the Pay Type is 'Balance'.
   e. Select **Yes** or **No** for the question, "Report the amount in the final pay period?". The default is **Yes**.

      If the earnings represent insurable earnings, select **Yes**. This means that Block 17C reports the amount, and Blocks 15B and 15C pay period 1 are adjusted.

      If the earnings represent non-insurable earnings, select No. This means that Block 17C reports the amount, but Blocks 15B and 15C pay period 1 are not adjusted.
9. Click **Save**.

   If multiple 'Other Monies' are to be reported, a new component must be created for each entry.

   You can report up to three Other Monies balances in the Other Monies section of the worksheet and interface. If there are more than three entries for Other Monies, report them in the Comments section. If data has been

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

entered in Comments, details of the Other Monies are appended to this data up to 150 characters. It is displayed as `code:amount`. For example, `B11:445.90,B06:654.25`.

Define Block 18 Information - Comments

To define the ROE Comments details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Comments**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Click **OK**.

   The component details are enabled by default for the related calculation component.
6. Click **Expand** in the ROE Data Calculation Component Details row.
7. Enter the free-form comments in the ROE Comments: Details window. The field length is limited to 150 characters.
8. Click **Save**.

Define ROE Block 19 Information - Special Payments

To define the ROE Special Payments details:

1. Click **Create** in the Calculation Components section.
2. On the Create Calculation Component window, select the **ROE Special Payments**.
3. Select the **Payroll**. This is a required field. This is the payroll associated with the employee's assignment.
4. Select the **Tax Reporting Unit**. This is a required field. This is the Tax Reporting Unit associated with the employee's assignment on the tax card.
5. Select the **Reference Code**. The Reference Code is used as a unique description for the payment. This code is not reported on the ROE.
6. Click **OK**.

   The component details are enabled by default for the related calculation component.
7. Click **Expand** in the ROE Data Calculation Component Details row.
8. Enter the following details in the ROE Special Payments: Details window:

   a. Select from one of the following **Pay Codes**:

      - Paid Maternity, Parental, Compassionate Care, Ill Children
      - Paid sick leave
      - Not EI insurable wage loss indemnity
      - ROE insurable wage loss indemnity

   b. Enter the **Start Date** and the **End Date**.
   c. Enter the ROE special payments amount in the **Amount** field.
   d. Select a **Period**, Per Day or Per Week.
9. Click **Save**.

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

Define ROE Balances for Blocks 17A and 17C Reporting

When you define the earnings element, set up a feed to the appropriate ROE specific balance as given here. Vacation pay and other monies paid out in the employee's final pay period must be fed to ROE balances.

Vacation pay and other monies are reported in Blocks 17A (Vacation Pay) and 17C (Other Monies) on the ROE. Blocks 17A and 17C can be automatically populated by defining balance feeds for the elements that are reported in these blocks. When defining the earnings element, set up a feed to the appropriate ROE specific balance.

- For insurable earnings, feed the Insurable Earnings input value.
- For non-insurable earnings, feed the Earnings input value.
- For retroactive payments, feed the Retroactive Results element.
- Define balance feeds for the ROE balances so that Vacation Pay and Other Monies paid out in the employee's final pay period are reported automatically in Blocks 17A and 17C on the ROE.

This table lists the predefined ROE-specific balances.

ROE Block	Balances
ROE Vacation Pay (Block 17A)	ROE Vacation Pay - Anniversary Paid on a Specific Date Each Year
	ROE Vacation Pay - Paid Because No Longer Working
	ROE Vacation Pay - Paid for a Vacation Leave Period
ROE Other Monies (Block 17C)	ROE Other Monies - Closure Bonus
	ROE Other Monies - Event Bonus
	ROE Other Monies - Gratuities
	ROE Other Monies - Holiday Bonus
	ROE Other Monies - Honorariums
	ROE Other Monies - Other
	ROE Other Monies - Other Bonus
	ROE Other Monies - Pay in Lieu of Notice
	ROE Other Monies - Payout of Banked Overtime

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

ROE Block	Balances
	ROE Other Monies - Production or Incentive Bonus
	ROE Other Monies - Profit Sharing
	ROE Other Monies - Retiring Allowance, Retirement Leave credits
	ROE Other Monies - Retroactive Pay Adjustment
	ROE Other Monies - Separation or Retirement Bonus
	ROE Other Monies - Settlement Pay
	ROE Other Monies - Severance Pay
	ROE Other Monies - Sick Leave Credits
	ROE Other Monies - Staying, Contract Complete or End of Season Bonus
	ROE Other Monies - SUB Illness
	ROE Other Monies - SUB Layoff
	ROE Other Monies - SUB Maternity, Parental, Compassionate Care, Family Caregiver
	ROE Other Monies - SUB Training

Set the **Pay Type** field in the ROE Vacation Pay and ROE Other Monies calculation component details on the Reporting Information calculation card to **Balance** in order for the balances of these elements to be reported in these blocks.
If dates aren't required for the balances reported, it isn't necessary to generate the Calculation Component for ROE Vacation Pay or ROE Other Monies.

Configure the Balance Feed to Report Vacation Liability Payouts in Block 17A

To report a vacation liability payout in Block 17A, configure the balance feed for the Insurable Earnings input value using the Vacation Payout Calculator (not the Vacation Payout Results) element.

Related Topics

- Configure Employer and Employee Information for ROE Processing
- Configure Earnings and Absence Elements for ROE Reporting
- Overview of Record of Employment

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

Configure Earnings and Absence Elements for ROE Reporting

When defining earnings or absence elements, there are specific questions on the element template related to ROE reporting. The questions determine whether:

- If the insurable earnings are allocated by Date Earned or Date Paid.

- If there are insurable hours associated with the element.

- If the absence element should create the ROE Notification event.

The element template has these three questions for ROE reporting:

- If this element is insurable, how are the earnings allocated?

  The options available for this question are **Date Paid** or **Date Earned**.

- Are there insurable hours associated with this element?

  The options available for this question are **Yes** or **No**.

- Should this element create a ROE event notification?

  The options available for this question are **Yes** or **No**.

> **Note:** If the earnings aren't insurable as defined in the wage basis rules, the answers to these questions have no impact.

Insurable Earnings Allocation

As defined by Service Canada, different types of earnings are either insurable in the pay period in which they're earned (for example, regular salary and wages, overtime, and so on) or in the pay period in which they're paid (for example, bonus, shift premiums, and so on). Set up each insurable element with either a Date Paid or a Date Earned value.

Payrolls where the pay date is the same as the period ending date report 'Date Paid' earnings differently than payrolls where the pay period ending date is prior to the pay date. For payrolls where the pay date and pay period ending date are the same date, date paid and date earned elements are reported together in the same pay period.

For payrolls where there is a hold back, for example, when the pay period ending date is prior to the pay date, the date earned elements are reported in the current pay period. Date paid elements are reported in the following pay period when there is a hold back, as the pay date falls in the next period.

Insurable Hours

Insurable hours associated with the element are reported in Block 15A, Total Insurable Hours, on the ROE. Elements that are used to pay insurable retroactive payments are also included. If the base element is enabled for retroactive processing, the Retroactive Result element is also insurable for hours.

Insurable hours are captured as of the effective date entered when processing the ROE archive and two pay periods following that date. For example, if an employee terminates or goes on a leave of absence and is paid their final pay in

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

pay period 10, any hours subsequently paid with a pay date that falls between the pay period begin and pay period end dates of pay period 11 or 12, are included in the ROE.

ROE Event Notifications

A ROE Notification event is created automatically when an employee:

- Goes on a leave of absence and the element associated with the absence plan is defined to create a ROE event notification.

- Gets terminated and a termination date is entered in the Work Relationship UI of the employee.

In both of these situations, the employee must have at least one day of insurable earnings in the 365 days prior to their termination date or to the absence.

> **Note:** If the absence record is entered for a paid leave, the associated element must be defined not to create an event notification. An ROE should not be generated if there is no interruption of earnings.

Use the Event Notifications task under **Payroll** in My Client Groups on the Home page to view event notifications for employees. Select the **Legislative Data Group** and enter Event Report Type of **Record of Employment Notification** to view employees by the event Process Date.

ROEs are generated for unprocessed events that exist on or before the Effective Date parameter of the ROE Archive process. This table lists the event notification statuses.

ROE Event Notification Status	Description
Awaiting Processing	The ROE archive isn't been processed for the employee.
Deferred	Not supported for ROE events.
Processing	Not supported for ROE events.
Completed	The ROE archive was processed successfully for the employee.

The ROE Archive captures ROE information for employees included in the ROE Notification. Once the ROE Archive has been processed, the event is locked and can't be removed without first rolling back the ROE Archive process.

Terminated Employees

An ROE is generated if the termination date of the employee is on or before the Effective Date entered while processing the ROE archive. Earnings that are paid in the pay period of the termination and the two subsequent pay periods are reported on the ROE. If the payroll has a hold back, the pay date falls after the period end date, any payments made for elements that are allocated based on date paid must have a pay date that falls within the pay period begin and end dates of the two pay periods following termination.

If a termination is reversed and if the ROE archive hasn't been processed, the ROE notification record is deleted. If the termination date of an employee changes and the ROE archive hasn't been processed, the event process date is updated to reflect the new date.

ORACLE

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

Rehired Employees

When an employee is rehired and subsequently has an interruption of earnings, regenerate the Reporting Information card for each of the ROE Components and Component details by updating the effective date of each component. The ROE archive process ignores all pre-existing ROE Components and Component Details from prior ROE archives.

If the employee is hired into a different TRU, update the TRU association of the Reporting Information card for the new employment period.

Employees on Leave of Absence

An ROE is generated if the leave of absence start date in the employee's absence record is on or before the date entered in the Effective Date parameter when processing the ROE archive.

The ROE Archive uses the absence record start and end dates to derive the last date for which paid and the expected recall dates from the employee's work schedule. The last day for which paid is the last scheduled working day prior to the leave start and the expected recall date is the first scheduled working day following the absence record end date. For leaves that don't have an end date, the expected date of recall is set to 'Unknown'.

You can override the last day for which paid, first day worked, and expected recall dates if necessary using the Reporting Information card within the ROE Data Component. Create the Reporting Information card with the effective date of the first day of the leave. Following a leave of absence, the first day worked on subsequent ROEs is derived from the first scheduled work day following the last absence record end date.

If you delete the absence record and the ROE archive isn't processed, the ROE event notification record is deleted. If the start date is modified and the ROE archive hasn't been processed, the event is updated to reflect the new date.

Earnings that are paid in the pay period in which the absence record starts, as well as the two subsequent pay periods, are reported on the ROE. If the payroll has a hold back, the pay date falls after the period end date, any payments made in elements that are allocated based on date paid must have a pay date that falls within the begin and end dates of the two pay periods following the start of the leave.

If you create the absence record for a combination of paid and unpaid leave, the employee is added to the ROE event as of the start date of the leave. You can manually remove the employee from the ROE event and enter an override date for Last Day for Which Paid in the Reporting Information card, which would represent the start of the unpaid portion of the leave.

The expected date of recall defaults to the next working day following the actual end date of an absence. The work schedule is used to determine the next working day after the actual end date. If the employee is on an open-ended leave of absence the 'Unknown' code is reported.

Record of Employment Amendments

Generate an amended Record of Employment (ROE) when you must change, correct, or update the information you entered on an ROE you previously issued. Use these two processes to issue an amended ROE:

1. Import Record of Employment Data
2. Run Record of Employment Amendment Archive

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Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

Import Record of Employment Data

The amended ROE must include the original data, the updated data, and the serial number of the original ROE. Service Canada ROE Web assigns a serial number when you submit the original ROE file. Import this serial number into the Oracle Cloud Payroll application in order to report them on the amended ROEs. The ROE Web provides an interface to extract the serial numbers in XML format. The XML file also contains information to identify the employee.

Use the Import Record of Employment Data from the Data Exchange work area to import the ROE data. The ROE Web provides an interface to extract the serial numbers in XML format. The XML file also contains information to identify the employee. The application uses this imported information to generate the amended ROE.

Run Record of Employment Amendment Archive

Use the Run Record of Employment Amendment Archive in the Regulatory and Tax Reporting work area to archive the amended ROE. You can generate an amended ROE for an employee or employees within a payroll relationship group. You can only run the process for those employees for whom the ROE interface was processed and a serial number was updated in the application.

Once the Record of Employment Amendment Archive is complete, you can process the ROE interface to generate the new files with the corrected data, as well as the serial number.

Manual creation of ROE notification events

A Record of Employee (ROE) notification event is created automatically when an employee goes on a leave of absence or is terminated.

Manual creation of ROE notification events may be required in some circumstances, which may not be the result of a documented leave of absence or termination. Manual event creation may be necessary when:

- Employees request ROEs to update their records with Service Canada, even when there is no formal leave of absence or termination recorded.

- Casual employees who are paid based on timecard, may not have the ability to report leave of absences, resulting in the need to generate ROEs for any breaks employment.

You can manually create the event as and when requests are received. Also, the ROE archive can now process manually created events.

To create a ROE notification event:

> **Note: Navigator** > **My Client Groups** > **Payroll** > **Event Notification**

1. On the Event Notifications page, click **Add**.
2. Under **Approval Status**, select **Awaiting Processing**.
3. Select the **Payroll Relationship** of the employee.
4. Enter a **Process Date**.
5. Under **Event Report Type**, select the **Record of Employment Notification**.
6. Click **Save and Close**.

Oracle Fusion Cloud Human Resources
How do I set up Record of Employment for Canada?

Chapter 1
Record of Employment

ORACLE