# Oracle Fusion Cloud Human Resources

## How do I implement payroll interface for ADP Workforce Now?

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# Contents

ORACLE

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Get Help

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ORACLE

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Get Help

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

# 1 Implement Payroll Interface for ADP Workforce Now

## Overview

Use this playbook to understand the setup and configuration tasks required for the payroll implementation of Oracle Fusion Outbound Interface for ADP Workforce Now V1 and V2.

Before defining the payroll interface with a third-party application, set up the basic organization structures.

### Prerequisite tasks:

Complete all the setup tasks for implementing Human Resources and Global Payroll Interface, which include:

- Set up the elements.
- Define the balance definitions
- Define the payment methods
- Define the salary definitions.
- Define the fast formulas.
- Define the object groups.

## Implementation Setup

To set up payroll interface for ADP-WFN, define the value sets and the object group for payroll relationship. Once you define the requirements for payroll relationship, associate the employees to payroll.

### Defaulting the Company Code

Company codes are defined in value sets and assigned to employees through the assignment UI page. You can now default the company code using the **User-Defined Table** option.

If the company code is defined, the extraction fetches the value directly from the **User-Defined** Table.

Follow these steps to define the company code:

> **Note:** Create Company code values for a LDG.

> **Note:** **Navigator** > **My Client Groups** > **Payroll** > **User-Defined Tables**

1. Search for **Defaults for ADP Workforce Additional Data**.
2. Click **Edit**.

**ORACLE**

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

3. Click **Next** for navigating to User-Defined Table Values.
4. Add values in the generated row.
5. Click Submit and Save.
6. Click + icon or **Create** from Action drop-down list to add a user defined table value.

## Define Value Sets

Create value sets for multiple company details. The application delivers the
ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET value set.

Here's how you can enter values for ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET company code value set:

> **Note:** **Navigator** > **My Client Groups** > **Payroll** > **User-Defined Tables**

1. In the Setup and Maintenance work area, go to the **Manage Value Sets** task.
2. Search for and select the **ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET** value set.
3. Click **Manage Values**.
4. On the **Manage Values** page, click **Create**.
5. Enter each company code as a new value.
6. Click **Save and Close**.

## Associate Employees to Payroll

You can associate new and existing employees to provide additional assignment information. When hiring an employee using the HCM hire flow, specify the payroll to which the employee must be mapped in the Payroll Details sub section of the Assignment section.

On the Payroll Relationships page, you can associate newly-hired employees to the respective payroll.

> **Note:** **Navigator** > **My Client Groups** > **Payroll Relationships**

1. On the Payroll Relationships page, add a payroll for an employee in the Payroll Details section.

**Manage Additional Employee Information**

You can manage additional employment information for payroll interface for ADP in one of these ways:

1. Use the **New Person** task to hire an employee. Click the **New Person** quick action under the **My Client Groups** tab.
2. Use the Additional Person Info task for existing employees.

> **Note:** Ensure that the master list of applicable values provided by ADP is loaded into the HCM application before mapping employees to those values.

# Contexts and Segments

The context and segments are delivered to accommodate the additional attributes.

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

This table shows the contexts that are available under the Assignment EIT Information EFF flexfield, which is associated with the respective **PER_ASSIGNMENT_EXTRA_INFO_M** table.

| Context Name (for ADP Workforce Now V1) | Context Name (for ADP Workforce Now V2) | Use To |
|---|---|---|
| ORA_HRY_GPI_WFN_EMP_INFO | ORA_HRY_GPI_WFN_EMP_LOV_INFO | Capture employment details of employees at the assignment level |
| ORA_HRY_GPI_WFN_PAYROLL_ADDL_INFO | ORA_HRY_GPI_WFN_PAY_LOV_INFO | Accommodate additional payroll agreement custom field attributes. |
| ORA_HRY_GPI_WFN_JOB_INFO | ORA_HRY_GPI_WFN_JOB_LOV_INFO | Create the Compensation Defaulting Values, which is used for NAICS Compensation code at Employee level in Assignment UI. |

**You can enable and deploy these contexts for ADP Workforce Now V1:**

| FLEXFIELD NAME | PER_ASSIGNMENT_EIT_EFF | PER_ASSIGNMENT_EIT_EFF | PER_ASSIGNMENT_EIT_EFF |
|---|---|---|---|
| Flexfield Code | Assignment EIT Information EFF | Assignment EIT Information EFF | Assignment EIT Information EFF |
| Context Code (Code) | ORA_HRY_GPI_WFN_EMP_INFO | ORA_HRY_GPI_WFN_PAYROLL_ADDL_INFO | ORA_HRY_GPI_WFN_JOB_INFO |
| Context Name (Display Name) | GPI Workforce Now Expanded Employment Information | GPI Workforce Now Expanded Payroll Additional Information | GPI Workforce Now Expanded Job Information |
| Behavior | Single Row | Single Row | Single Row |
| Enabled | Yes | Yes | Yes |

**You can enable and deploy these contexts for ADP Workforce Now V2**:

| FLEXFIELD NAME | PER_ASSIGNMENT_EIT_EFF | PER_ASSIGNMENT_EIT_EFF | PER_ASSIGNMENT_EIT_EFF |
|---|---|---|---|
| Flexfield Code | Assignment EIT Information EFF | Assignment EIT Information EFF | Assignment EIT Information EFF |
| Context Code (Code) | ORA_HRY_GPI_WFN_EMP_LOV_INFO | ORA_HRY_GPI_WFN_PAY_LOV_INFO | ORA_HRY_GPI_WFN_JOB_LOV_INFO |
| Context Name (Display Name) | GPI Workforce Now Expanded Employment Information with LOV format | GPI Workforce Now Expanded Payroll Additional Information with LOV Format | GPI Workforce Now Expanded Job Information with LOV format |
| Behavior | Single Row | Single Row | |

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

| FLEXFIELD NAME | PER_ASSIGNMENT_EIT_EFF | PER_ASSIGNMENT_EIT_EFF | PER_ASSIGNMENT_EIT_EFF |
|---|---|---|---|
| Enabled | Yes | Yes | |

# Enable the Context

Here's how you can enable the delivered flexfield context:

**Note:** Before you enable the context, consult with ADP.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select a US Legislative Data Group.
3. Search for and select the **Manage Global Payroll Interface Feature Usage** flow.
4. Click **Next**.
5. On the Enter Parameters page, complete these fields:

| Flow Parameter | Value |
|---|---|
| Flow Parameter | Value |
| Payroll Flow Name | Meaningful name |
| Purpose | Enable Additional Data Capture for ADP Interfaces<br><br>Disable Additional Data Capture for ADP Interfaces |
| Feature | Search for and select **Assignment EIT Information EFF**. |
| Component | Search for and select **GPI Workforce Expanded Employment Information** (for V1)<br><br>Search for and select **GPI Workforce Now Extended Information with LOV format** (for V2) |
| Subcomponent | Select the required subcomponent:<br><br>○ All<br>○ Company Code<br>○ Employee ID Override<br>○ Benefits Eligibility Class<br>○ Cancel Automatic Pay<br>○ Hiring Source<br>○ NAICS Workers Compensation Code<br>○ Shift |

ORACLE

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

| Flow Parameter | Value |
|---|---|
| | ○ Lived Local Tax Code |
| | ○ Local 4 Tax Code |
| | ○ Local 5 Tax Code |
| | ○ Worked Local Tax Code |

6. Click **Submit**.
7. You can repeat steps 3 through 6 to enable **Extended Payroll Additional Information**.
8. Select these parameters.

| Flow Parameter | Value |
|---|---|
| Payroll Flow Name | Meaningful name |
| Purpose | Enable Additional Data Capture for ADP Interfaces<br><br>Disable Additional Data Capture for ADP Interfaces |
| Feature | Search for and select **Assignment EIT Information EFF** (for V1) |
| Component | Search for and select **GPI Workforce Extended Payroll Additional Information** (for V2) |
| Subcomponent | Select the required subcomponent. |

9. Click Submit.
10. To enable **GPI Workforce Now Expanded Job Information**, repeat steps 3 through 6. Select the parameters as shown in this table:

| Flow Parameter | Value |
|---|---|
| Payroll Flow Name | Meaningful name |
| Purpose | Enable Additional Data Capture for ADP Interfaces<br><br>Disable Additional Data Capture for ADP Interfaces |
| Feature | Search for and select **Job EIT Information EFF**. |
| Component | Search for and select **GPI Workforce Now Expanded Job Information** (for V1) |

ORACLE

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

| Flow Parameter | Value |
|---|---|
| | Search for and select **GPI Workforce Now Expanded Job Information with LOV format** (for V2). |
| Subcomponent | Select the required subcomponent. |

## Deploy Extensible Flexfields

Here's how you can deploy extensible flexfields:

> **Note:** Before you deploy the extensible flexfields, consult with ADP.

1. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
2. On the **Manage Extensible Flexfields** page, search for the **Assignment EIT Information EFF** flexfield.
3. Click **Deploy Flexfield**.
4. Ensure that the deployment completes successfully and the deployment status column displays a green tick mark.
5. Repeat the steps to deploy the Job Extra Flex fields.

## Defaulting Compensation Code at Job Level

You can default compensation code at Job level to avoid repeating these steps for an employee for the same NAICS Compensation code at Assignment level. To change the NAICS compensation code other than the defaulted value, carry out the regular flow in the assignment level.

If the NAICS compensation code is blank and the default value is defined at the specific Job, the extraction fetches the NAICS compensation code.

Follow these steps to add the default Compensation code at the Job level:

1. Navigate to **My Client Groups** > **Workforce Structure** work area.
2. Click **Jobs**.
3. Search for the specific job for which you want to default a compensation code.
4. Enter the Compensation Code value in the **Code** field.

# Lookups

The delivered LOVs are either lookup codes with specific lookup types or value sets. For example, Pay Frequency Code is a lookup code, but Company Code and Client Code are value set values.

> **Note:** You can add lookup values to the extensible lookups or user defined lookups and not to system lookups.

**ORACLE**

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

| Attribute | Oracle-LOVs | Description |
|---|---|---|
| Gender | • M<br>• F | • Male<br>• Female |
| Pay Frequency | • Bi Month<br>• Bi Weekly<br>• Calendar Month<br>• Quarter<br>• Semi Month<br>• Semi Year<br>• Week<br>• Year | • Bimonthly<br>• Biweekly<br>• Monthly Calendar<br>• Quarterly<br>• Semimonthly<br>• Semiannually<br>• Weekly<br>• Yearly |
| Education Level | • BACHELOR<br>• CA_10<br>• CA_20<br>• CA_80<br>• DOCTORAL MASTERS | • Bachelor Degree<br>• High school graduate<br>• Associate Degree<br>• Other education level<br>• Doctorate Master Degree |
| EEO Ethnic Code | • 1<br>• 2<br>• 3<br>• 4<br>• 5<br>• 6<br>• 7<br>• 8 | • White<br>• Two or More races<br>• Black or African<br>• American<br>• Hispanic or Latino Asian<br>• Native Hawaiian or Other Pacific Islander<br>• America Indian or Alaska native<br>• Not disclosed |
| Salutation | • DR<br>• MS<br>• MISS<br>• MRS<br>• MR | • Doctor<br>• Ms<br>• Miss<br>• Mrs<br>• Mr |
| Actual Marital Status | • S<br>• M<br>• DE_FACTO<br>• RDP<br>• CL<br>• CU<br>• D<br>• L | • Single<br>• Married<br>• Domestic Partner<br>• Registered domestic partner<br>• Common-Law<br>• Civil union<br>• Divorced<br>• Legally Separated |

ORACLE

Oracle Fusion Cloud Human Resources
How do I implement payroll interface for ADP Workforce
Now?

Chapter 1
Implement Payroll Interface for ADP Workforce Now

| Attribute | Oracle-LOVs | Description |
|---|---|---|
| | • W | • Widowed |
| EEOC Job Code | • FIR/MIDOFFICIAL<br>• PROFESSIONAL<br>• TECHNICIAN<br>• SALES<br>• ADMIN<br>• CRAFTWORKER<br>• OPERATIVE<br>• LABOURER<br>• SERVICE<br>• EXECS<br>• MIDLEVEL | • First, middle level officials and managers<br>• Professionals<br>• Technicians<br>• Sales workers<br>• Administrative support workers<br>• Craft workers<br>• Operatives<br>• Laborers and helpers<br>• Service workers<br>• Executive or senior level officials and managers<br>• First or mid level officials and managers |
| Employee Type | • PR<br>• PT<br>• FT<br>• FR | • Part time regular<br>• Part time temporary<br>• Full time temporary<br>• Full time regular |
| FLSA Code | • EXEMPT<br>• NONEXEMPT | • Exempt<br>• Nonexempt |
| Hire Reason | • CDD<br>• CDI<br>• NEWHIRE | • Fixed term – CDD<br>• Permanent – CDI<br>• Hire to fill vacant position. |
| Termination Reason | • WORK_RELATED<br>• DISMISAL WORK_RELATED<br>• REDUND_ECONOMIC<br>• RESIGNATION<br>• RESIGN_PERSONAL<br>• RETIRE_VOLUNTARY<br>• RETIRE_UNVOLUNTARY<br>• WORK_RELATED<br>• TERMINATE_END _CDD<br>• TERMINATE_MUTUAL | • Work Incident or Work Related Illness<br>• Dismissal work Incident or Work Related illness<br>• Redundancy following economic recovery<br>• Resignation<br>• Personal Reasons<br>• Voluntary retirement<br>• Involuntary retirement<br>• Work Incident or Work Related Illness<br>• End of fixed term contract<br>• Contract breach by mutual agreement |
| Bank Deposit Deduction Type | • CHECKING<br>• MONEYMRKT<br>• SAVINGS | • Checking<br>• Money Market<br>• Savings |