

# Oracle Fusion Cloud Human Resources

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**How do I create Payroll Elements for  
ADP WFN?**

**FA Latest**



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Thanks for helping us improve our user assistance!



# 1 Create payroll elements for ADP Workforce Now

## Considerations for creating Payroll Elements

This example shows how to define elements for a US legislative data group where the country extension is set to Payroll Interface.

Below are the key decisions for each element that you define and the options for the decisions for this example.

Decision to Consider	Options In This Example
What's the primary classification?	One of these options: <ul style="list-style-type: none"><li>• Standard Earnings</li><li>• Supplemental Earnings</li><li>• Taxable Benefits</li><li>• Pretax Deductions</li><li>• Voluntary Deductions</li><li>• Involuntary Deductions</li><li>• Prestatutory Deductions</li></ul> Information elements aren't supported.
At which employment level should this element be attached?	Select the appropriate level. Typical examples are: <ul style="list-style-type: none"><li>• Payroll relationship level for deductions and benefits elements</li><li>• Assignment or terms level for salary, pension, and social insurance elements</li><li>• Assignment level for overtime rules, rates, and bonus elements</li></ul> Verify whether your third-party payroll provider can handle terms-level information.
Does this element recur each payroll period, or does it require explicit entry?	Select <b>Recurring</b> or <b>Nonrecurring</b> as needed.
What are the values to enter for deduction elements?	Period Deduction Amount Goal Amount

## Define an Element

Before you define an element, set your country extension to **Payroll Interface** on the Features by Country or Territory page. This setting controls the behavior of important payroll-related features, such as element templates.

To create an element:

**Note:** My Client Groups > Elements > Create

1. Select your Legislative Data Group.
2. Select the primary classification that matches the purpose or use of the payroll element.

Element	Example	Primary Classification
Recurring base pay	Annual salary, hourly earnings	Standard Earnings
Recurring payments	Allowance	Standard Earnings
Nonrecurring payments	Bonus	Supplemental Earnings
Recurring or nonrecurring voluntary deductions	Savings plans, charitable contributions, or uniform deposit	Voluntary Deductions

3. In the **Category** field, select **Standard**.
4. Select the secondary classification that corresponds to the selected primary classification.

Example Purpose or Use	Secondary Classification
Recurring base pay	Regular
Nonrecurring payment	Bonus
Recurring voluntary deduction	Select the relevant choice. If there is none, leave it blank.

5. Click **Continue**.
6. On the **Basic Information** page, complete these fields. Click **Next**.

Field	Sample Value
Name	Annual Salary Hourly Wages



Field	Sample Value
	Allowance Spot Bonus Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.
Effective Date	1/1/1951 Enter an early date so that the payroll element is available for use immediately.
Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Select the appropriate level, such as terms or assignment level for salary.
Does this element recur each payroll period, or does it require explicit entry?	Recurring or Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Does this element have a limit on the amount which is exempt from Federal Tax?
Does this element have a limit on the amount which is exempt from Federal Tax?	No
Does this element have a limit on the amount which is exempt at state level?	No

7. Click **Next**.

8. On the **Additional Details** page, complete these details:

Field	Value
What is the default periodicity of this element?	Bimonthly
Periodicity Conversion Rule	Standard Rate Annualized

9. Verify whether the information is correct, click **Submit**.

## Set Up Element Eligibility

On the **Element Summary** page, update the newly defined element detail for eligibility.

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix as **Open**.
5. In the **Eligibility Criteria** section, select **All payrolls eligible**.
6. Save and submit the element.

## Set Up Values for Deduction Elements

Configure values for deductions and select the special purpose **Primary Input Value** as one of the values.

Specify a value that limits the amount deducted for a value using a goal amount for recurring elements.

1. On the **Element Summary** page, **Element Overview** hierarchy, select **Input Values**.
2. From the Actions menu, select **Create Input Values**.
3. For all deduction elements, enter these values:

Field	Value
Name	Name of the value, such as Period Deduction Amount
Display Sequence	1
Special Purpose	Primary input value or Percentage
Unit of Measure	Money

Field	Value
Create a Database Item	Yes

4. For recurring deduction elements with a goal amount, name the value **Goal Amount**
5. Click **Save**.
6. Click **Submit**.

