Oracle Fusion Cloud Human Resources

Using payroll reports

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Author: Niresh Mathur

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1 Introduction

Scope

Use this playbook to get an understanding of the delivered global payroll reports that are readily available for you to use. The delivered global payroll reports meet all of your reporting requirements.

This playbook also details how you can configure your reports to enhance performance and improve the quality and usability of the report outputs.

In addition to the global payroll reports mentioned in this playbook, there are also country-specific reports to meet specific legislative and statutory reporting requirements. Refer to the country-specific playbooks on reports to view the details for a specific country.

Overview of Payroll Reports and Analytics

Global Payroll provides various reports and extracts to meet all of your reporting requirements.

Payroll reports can be broadly classified under these categories.

- Payroll Calculation Reports, such as the Gross-to-Net Report, used to review and verify payroll calculations and payroll run results.
- Payroll Balances Reports, such as the Employee Active Payroll Balance Report, used to view and verify balance results of the payroll run.
- Payroll Payment and Cost Distribution Reports, such as the Payment Register, used to review and verify payment calculations and payment and cost distributions.
- Data Validation and Audit Reports, such as the Payroll Data Validation Report, used to verify payroll information prior to running payroll processes and statutory reports.

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.

A flow 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.

2 Payroll Calculation Reports

Overview of Payroll Calculation Reports

As a Payroll Manager, you can use the payroll calculation reports to view and verify payroll calculations and payroll run results.

This table lists the delivered payroll calculation reports.

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.

Report	Purpose	When to Run	Example of Usage
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 payroll calculations. The report displays the balances for the payroll period in which the process date occurs.	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.
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.

Report	Purpose	When to Run	Example of Usage
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.

Payroll Deduction Report

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.

When to Run Report

Run every pay period.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Deduction Report Parameters

Parameter Name	Description
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.

Report Output

The report provides details of payroll deductions processed for the specified period. Report results include the following key 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.
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.

Element Results Report

Run the Element Results Register to view the list of elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

Review run results for the payroll processes and create a pivot table to obtain totals.

When to Run Report

Run the Element Results Register every pay period after you run the Payroll Activity Report.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Element Results Register Parameters

Parameter Name	Description
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.

Parameter Name	Description
Process End Data	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. **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.
Process Type	The options that you can select include: • Payroll Calculation • Quick-Pay • Reversal • Balance Adjustment • Calculate Gross Earning

Report Output

After you run the report, use the pivot table feature in Microsoft Excel to obtain totals by element and person.

Payroll Register Report

Use the Payroll Register Report to review the reported earnings, taxes, deductions, and employer liabilities archived in the periodic archive process.

Verify total payment amounts per balance category and compare payment values to previous periods.

This table details the tasks available for you 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**.

Report Task Name	Purpose
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**.

When to Run Report

Run this report after you have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Payroll Register Report Parameters

Parameter Name	Description
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.
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 Output

Use the **Scope** parameter to generate the report output in any of these modes.

- Use the **Summary** option 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

- Use the **Detail Report** option to view the following employee-level deductions details in addition to the summary balances shown by the Summary report.
    - - 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.

Statutory Deduction Report

Use the Statutory Deduction Register to assist employers in remitting their payroll statutory tax remittances to the various government or statutory agencies.

Use this report along with these reports for diagnostic purposes to verify the amounts deducted and submitted for each payroll statutory unit (PSU) and to reconcile tax calculations.

- Gross-to-Net Report
- Payroll Register Report
- Employee Statement of Earnings

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**.
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**.

When to Run Report

Run this report after completing the Calculate Payroll or any other task that impacts payroll balances.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Statutory Deduction Register Parameters

Parameter Name	Description
Scope	Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.
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.
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.
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.
Run Mode	Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution.

Parameter Name	Description
	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 Output

This report generates either a Summary or Detail output, 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.

Gross-to-Net Report

Use the Gross-to-Net Report to review balances generated from the payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.

When to Run Report

The report displays the balances for the specified payroll period. Before you run the report, ensure that the payroll or QuickPay is run for the period for which you're running the report.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Gross-to-Net Report Parameters

Parameter Name	Description
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.
Scope	Select **Summary** to display gross-to-net balances for each payroll. The report doesn't display the breakdown of the balances by the process date. Select **Detail** to display 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.
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.

Parameter Name	Description
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.

Consolidation Group Support

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.

Flow Connector Support

Use flow connectors with the Gross-to-Net Summary report to combine data from different flows together in the report.

For example, 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.

Report Output

You can generate the report and view either the summary or detail report output, depending on your selection of the Scope parameter.

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

Generate the Gross-to-Net Report to Combine Results From Two Payroll Periods

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
Total Liabilities	937.60
Total Cost	7337.70

Payroll Activity Report

Use the Payroll Activity Report to to view and reconcile the payroll balances information with the data archived by the periodic payroll archieve process.

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.

Report Task Name	Purpose
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 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**.

When to Run Report

Run the report to verify, validate, and audit run results before processing payments.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Payroll Activity Report Parameters

Parameter Name	Description
Scope	Use this field to control the results of the report. Select **Summary** to view a summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity. Select **Detail** to view the detail of each payroll relationship level balance for every worker in every payroll activity.
Process Type	The options that you can select include: • Payroll Calculation • Quick-Pay • Reversal • Balance Adjustment • Balance Initialization • Calculate Gross Earning
Person Page Break	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.

Parameter Name	Description
Hide Records with Zero Value	If you select **Yes**, balances with zero values aren't displayed in the report.
Latest Process YTD Total Only	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 these types of balances: Payment Balances, Nonpayment Balances, or both • Select **Payment Balances** to display balances included in the payments process. • Select **Nonpayment Balances** to display balances that aren't included in the payments process. • Leave the field blank to include all balances. **Note:** 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.

Dynamic Payroll Relationship Group Support

Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. When you create a payroll relationship group from the Object Groups page, select the Payroll Relationship Group formula type.

The Payroll Relationship Group formula type restricts the payroll process to a specific set of employees based on assignment and person-level attributes. The formula contains the criteria that defines the group.

By default, you create formulas of this type using the Expression editor on the Create Fast Formula page. However, you can use the text editor to create more complex formulas, if required.

Report Output

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters.

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 are displayed when Latest Process YTD Total Only is set to No or left blank.

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.

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.

3 Payroll Balances Reports

Overview of Payroll Balances Reports

Use the payroll balances reports to view the balance calculations of the payroll run. It helps you compare the details of the balance results with the archived data and also detect overpayments or underpayments for a payroll run.

This table lists the payroll balance reports.

Report	Purpose	When to Run	Example of Usage
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 Report	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.
Balance Exception Report	Run this 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.	Run the report after successful completion of a payroll run or QuickPay.	You can create a balance exception and run this 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.

Payroll Balance Report

Use this report to view 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.

When to Run Report

You can run this report as needed for diagnostic purposes.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Payroll Balance Report Parameters

Parameter Name	Description
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.
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 Output

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
- Employee Name
- Tax Reporting Unit
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

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.

When to Run Report

Run this report after successful completion of any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Parameters to Consider

Parameter values determine which records to include in a report. Most parameters are self-explanatory, but some of them, as mentioned in this table have special meaning in the context of the report.

Employee Active Payroll Balance Report Parameters

Parameter Name	Description
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.
Balance Dimension	Select any of these balance dimension you want to review: • Run • Month • Year **Note:** The Run 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.

Report Output

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
- Tax Reporting Unit
- Employee name and number
- Payroll relationship number
- Run type (Run level only)

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.

For more details on Balance Exceptions, refer the How do I set up and report balance exceptions? playbook.

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**.

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.

View Year-to-Date and Payment Balances in Reports

Use the **Report YTD Summary** parameter to view year-to-date balance values and control which balances are included in payroll reports.

The reports include the Periodic Payroll Activity, Periodic Payroll Register, and Periodic Statutory Deduction Register. This table shows how you can use this parameter to report balances.

Using Report YTD Summary

Parameter Value	Balances Reported
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 for all the processes run for a person within ta specified date range.

For example, suppose you transfer your employee, 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

Payment and Non-Payment 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 of the parameter determines which balances are displayed. Optionally, select values for the **Scope**, and the **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.

Using Report YTD Summary for Reporting Payment Balances

Parameter	Parameter Value	Balances Reported
Scope	Summary	Total includes payment and nonpayment balances.
Scope	Detail	The 'Include in Payment' section of report lists payment and nonpayment balance details.
Report YTD Summary	No or blank	Balances included in the report 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.

4 Payroll Payment and Cost Distribution Reports

Overview of Payroll Payment and Cost Distribution Reports

Use the payroll payment and cost distribution reports to review and verify payment calculations and payment and cost distributions.

Details of the delivered payroll payment and cost distribution reports are given in this table.

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 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.

Report	Purpose	When to Run	Example of Usage
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 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.

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.

What you set	What it does

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.

Payroll Costing Report

Use the Payroll Costing Report to view and verify the costing results for a costing process or the costing entries of a payroll run.

The **Payroll Costing Report** now offers an extract-based version instead of the legacy BI Publisher report.

The new **Payroll Costing Results Report** uses the extract-based architecture to handle large volumes of data. The extract-based version delivers better scalability and higher performance for large payroll volumes, along with flexible output options including MS Excel, Text, and XML.

If you are still using the legacy BI Publisher version, Payroll Costing Report, and have started experiencing performance issues as your data volumes grow, it's recommended you use the new version of the report. You can use the **Switch Task Version** flow to enable the extract-based report.

User Entities

The report uses delivered user entities and database items so you can write to your own extracts to query the costing results.

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.

User Entity	Description
ORA_PAY_COST_SUMMARY_UE	Extracts the summary of the costing results.
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.

Flow Task Versioning for Payroll Costing Report

Existing users have the option to use the delivered **Switch Task Version** flow task to run the Payroll Costing Report as an extract-based report rather than the BIP-based report. The extract-based report offers better scalability, especially for large volume users, and also enables the report output in MS Excel, Text, and XML formats.

Follow these steps to enable the extract-based report.

1. Navigate to **My Client Groups > Payroll > Submit a Flow** from your Home page.
2. Search and select the **Switch Task Version** flow task.
3. Select **Run Payroll Costing Report** in the Task field.
4. Choose **Submit Extract Report** as the Task Version.
5. Click **Submit**.

All flows referencing the Payroll Costing Report task will now use the extract-based version.

> **Note:** All new users will have the extract-based report by default, ensuring a smooth transition to the enhanced reporting capability.

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.

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.

5 Payroll Data Validation

Considerations for Payroll Data Validation

Before you run payroll or any other statutory processes or reports, it's essential that the requisite HR and payroll data setup is verified, validated, and complete for all your workers. Missing or noncompliant data can impact legal processes or reports.

Consider the following to ensure that your payroll and HR data is compliant and error free.

Payroll Data Validation Report

After you set up your HR and payroll data, and before you run the payroll process or any other report, run the Payroll Data Validation Report. The Payroll Data Validation Report provides details of missing or statutorily noncompliant data at the worker and organization level. You can then take corrective action as necessary to complete the data setup and correct noncompliant data.

Validation Rules

Apart from the predefined country-specific validations that's included in the application, add business rules and validation messages at the enterprise or legislative data group level. Add these rules during the implementation phase.

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.

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.

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 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.

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.

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

Validation Level	Description
	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`

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**.
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.

Field	Description

5. Click **Save**.

6 Payroll Data Validation and Audit Reports

Overview of Data Validation and Audit Reports

Use the data validation and audit reports to perform these tasks:

- Identify and correct missing statutory data, and validate payroll setup data
- Review and verify retroactive entries and values

This table lists the delivered data validation and audit reports.

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.

Payroll Data Validation Report

Run the Payroll Data Validation Report to report exceptions for missing or invalid HR and payroll data that is required for payroll processing and reporting in Canada.

The report includes validations on this data:

- Payroll is not setup for the employee
- Tax card is not created for the employee
- TRU association is not created on the tax card
- Province of employment is not set on the tax card
- Home address is not set for the employee
- Person has multiple active home addresses at the same time
- Temporary SIN is expiring in N days
- Date of birth is missing for the pending worker
- Work location is missing for the pending worker

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory and are similar to the parameters you submit to run the Calculate Payroll process. The parameters mentioned here have special meaning in the context of this report:

Number of Days to Validate Temporary SIN:Use this parameter to allow the user to enter the number of days value. The report will validate X number of days from the effective date parameter entered. If the temporary SIN expires within the days specified, a message is reported.

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.

Retroactive Entries Report

Run the Retroactive Entries Report to view the:

- Element entries created by the Recalculate Payroll for Retroactive Changes process
- Original calculations,
- Retroactive entries generated by comparing the original result to the recalculated result

The report displays the number of payroll relationships and total retroactive result value by each element classification and by each element. The report also displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Submit the **Run Retroactive Entries Report** task from the Payroll Checklist or Submit a Flow page. You can also use the delivered Retroactive Payroll flow to automatically run the Retroactive Notification report, Recalculate Payroll for Retroactive Changes process, and the Retroactive Entries Report in that order.

Prerequisites

Run this report after you run the Recalculate Payroll for Retroactive Changes process.

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory and are similar to the parameters you submit to run the Calculate Payroll process. The parameters mentioned here have special meaning in the context of this report.

Payroll

Enter the payroll flow name. This value should be the same as the flow you use to run the Calculate Payroll process.

Payroll Period

Enter the same value you used to run the Calculate Payroll process.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. A payroll relationship group limits the persons processed for payroll and reporting.

Element Group

Select the element group name, if you have defined one. The element group limits data to only those retroactive elements that are members of this group.

> **Note:** Use the Object Groups task to define any of the groups mentioned above before you can select it here.

Report Results

The PDF output of the report has the following sections.

Parameters Section

The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Original Process Date, Original Flow Name, Original Process Type, Original Run Type, Person Name, Payroll Relationship Number, Element Classification, Original Result Element Name, Retroactive Entry Type, Assignment Number, and Retroactive Entry Creation Date.

Element Classifications Summary

This section displays the number of payroll relationships and total retroactive result value by each element classification.

Elements Summary

This section displays the number of payroll relationships and total retroactive result value by each element.

Elements by Original Process Summary

This section displays the number of payroll relationships and total retroactive result value by the original process that the recalculated results are compared with.

Element Details for a Person

This section displays 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

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original payroll calculation is run.

Here are some examples of prior period adjustments:

- An employee receives a pay award that's backdated to a previous pay period.
- The payroll department makes a backdated correction for an error that occurred in a previous pay period.

For example, after evaluating employee performances for the previous calendar year through a three-month review cycle, an employer may backdate the pay awards to 01, January. When such entries are made in April, it triggers retroactive events for employees receiving such pay awards. These employees have already been processed by payroll for the last three months.

A retroactive notification is generated when a retroactive payroll event is generated.

Run the Retroactive Notification Report to view retroactive notifications for events that are awaiting processing, deferred, or both. Run this report before you submit the Recalculate Payroll for Retroactive Changes process.

Use the report to view:

- Unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.
- Event dates that can be used to identify which payroll periods are recalculated by the retroactive process for each employee.
- Payroll relationships that are previously deferred so that you can make some or all of them available for the next retroactive payroll process.

The earliest date across all notifications for a payroll relationship determines the reprocess date. Reprocessing is done across all runs starting from the reprocess date, as payroll calculations are cumulative.

For example, suppose a monthly paid employee has unprocessed retroactive events for 15, June and 20, August. The retroactive process recalculates payroll results for the June, July and August payroll periods. You can use the report to detect payroll relationships that are previously deferred.

Submit the **Run Retroactive Notification Report** task from the Submit a Flow page. You can open this page from **Payroll** in **My Client Groups** on the Home page.

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory. Submit the same values as you would provide for the retroactive pay processing.

Here's the list of parameters that have special meaning in the context of this report.

Process Date

The process date determines which records to process and is the same date as when the retroactive change process is run.

Payroll

Enter the same payroll flow name as the flow you use to run the retroactive process.

Retroactive Notification Status

This table lists the values you can select to determine the type of events to include in the report.

Status	Description
Deferred	Includes events for payroll relationships whose retroactive pay processing is deferred.
Unprocessed	Includes events that are either awaiting processing or processing.
Both Deferred and Unprocessed	Includes events that are either awaiting processing or processing, or deferred. This is the default value and is a combination of the other two options.

Person

Enter a value to limit your report to a specific employee.

Process Configuration Group

Select the process configuration group, if you have defined one. Use a process configuration group to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group; the parameters in the default group for the selected payroll is used.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Use a payroll relationship groups to limit the persons processed for payroll, data entry, and reporting.

Note: Use the Object Groups task to define any of the groups mentioned above before you can select it here.

Report Results

This table shows the sections of the PDF output of the report.

Section Name	Description
Parameters Section	The parameters section is at the beginning of the report and displays the report parameters and the sort criteria. The sort criteria is: Notification Status, Retroactive Process Date, Person Name, Payroll Relationship Number, Entity, Batch Name, Attribute, Update Type, Assignment Number, Element Name, Change Effective Date, Actual Change Date and Changed By.
Notification Status Summary	This section shows the total payroll relationships and total events by each type of retroactive notification status. Each payroll relationship may have multiple payroll retroactive events such as assignment updates, element entry updates, and so on. The counts reflect the number of such events that require payroll to be recalculated from a different process date.
Retroactive Process Date Summary	This section shows the different reprocessing dates for the employees and payroll relationships, and the total count of workers and events for each reprocess date. This section gives a quick snapshot of how far back the retroactive reprocessing begins and for how many workers. These totals are also broken down for each retroactive notification status.
Event Type Summary	This section shows the details of the type and number of events that cause recalculation of payroll for a particular reprocess date. You can view the number of payroll relationships and employees, and events by entity and attribute for a particular reprocess date.
Event Details by Retroactive Process Date	This detail section shows the different workers and their event details for the same type of event, reprocess date and notification status, as follows: • If the entity is related to elements, the element name is shown as part of the event details. The batch used to make the change, if any, is displayed in the header. • If the event is related to assignment, the assignment number is shown. • The old value is shown for Update, Delete and Correction events while the new value is shown for Update, Insert and Correction events.
Event Details for a Person	This section sorts and lists all events by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event. • The assignment number is shown only for those events that are specific to an assignment. • The person number and payroll relationship number are shown along with the person name, in the header. • Batch name, if available, and the element name is shown only when the event is related to an element. For all events based on attribute, both the old and new values are shown.

7 Archive Results

Introduction

Archive payroll information such as earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments.

Use any of these tasks to archive the payroll results and view the archived periodic payroll results or the archived end-of-year payroll results.

Tasks to archive payroll results

Name of Report	Purpose of Report
Archive Periodic Payroll Results	Run 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.
Archive End-of-Year Payroll Results	Run the Archive End-of-Year Payroll Results process to archive employee and employer information for end-of-year statutory reporting. The year-end reports also include employee balances in a given year.

View Archive Results

Because payslips and the payroll register use archived data, it's critical that the archive process completes successfully and it includes complete and accurate information.

You can access the Archive Results page by using any of these navigation options:

- Navigate to **Payroll** under **My Client Groups** from your Home page and click **View Flows** under the Flow Submission and Results section.
- Use the **View Flows** task under **My Client Groups** > **Show More > Payroll**.
- Use the **Actions** menu on a person results row to navigate to **Archive Details** page of the employee to view the earnings, deductions, tax calculation details, accruals, payment methods, and so on, before generating payments. Drill down to a detailed HR or payroll details of the person, for example, the person's assignment information, balance classifications, tax card components, tax information, and so on.

From the View Flows page, search for and select the Archive Periodic Payroll Results flow to navigate to the Archive Results page.

Use the Archive Results page to do the following.

- View high-level process statistics displayed at the top of the page. It displays the number of records included in the process and their status.

- Review the process analytics to check the total number of records processed, number of records that are processed successfully, records pending, records that have failed, and records ignored or not processed.
- View additional details for the process to validate you are looking at the correct balance results or troubleshoot and analyze why a specific balance has been generated. For example, an employee has a regular and supplemental payroll run for 31-MAR. Verify you are viewing the balance results for the regular payroll run.
- Review the results, make corrections if required, and from the Actions menu, roll back the process, mark for retry, or rerun the process.
- Use the **Messages** option to navigate to the messages related to the person record.
- Our new search functionality now includes “hierarchical retrieval”, which automatically provides a complete view of its related "child" records. This gives you a more comprehensive understanding of the data's position within its hierarchy without needing multiple searches.
- In addition, use the customizable column visibility , allowing you to tailor your data view. By default, you'll see a clean, uncluttered display with only the most essential columns. You can now easily show or hide additional columns as needed, including Short Code, Output Label, Output Column.

View the archive results by list or table view. Table view lists the result details in the same hierarchy as the extract definition.

8 Format Payroll Reports

Considerations for Formatting Reports

Global Payroll provides various reports and extracts to meet all of your reporting requirements.

This topic lists the options you can use to enhance payroll report performance and report outputs.

Number Formatting

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 hours and amounts in payroll reports. Currencies are always shown as two decimal values after the separator, example, 151.25 or 130.10. The zeros shouldn't be truncated.

However, when you use the MS Excel 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.

Display All Hours in Payroll Reports

Use the **Display All Hours** parameter to report hours from Supplemental Earnings and other element classifications on these payroll reports.

- Gross-to-Net Report
- Periodic Payroll Activity Report
- Payroll Balance Report
- Payroll Register Report

The default value for this parameter 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. Select **Yes** to report hours from Supplemental Earnings and other element classifications on these payroll reports.

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 process configuration group. Use this process configuration group to run the report and compress the report output file.

> **Note:** 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.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.

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

XML data chunking reduces time and the memory used for processing large volumes of data. 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. It is recommended that you use this functionality only for report size larger than 1 GB.

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.

MS Excel is the preferred output layout. Although the output for each chunk is merged into a single MS 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.

Set Job Priority for Payroll Reports

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 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.

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.

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.

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

Parameter	Parameter Name	Default Value	Reports
			• 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 • 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
Specifies the maximum number of payroll relationship actions per XML file	ORA_PAY_XML_SPLIT_CNT	N Disabled by default **Note:** This feature does not work by default. You must explicitly configure the required action parameters.	• Payroll Deduction Report • Costing Results Report

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.

XML Data Split and Parallel Processing

The Global Payroll Deduction Report and Costing Results Report are enhanced to support large employee populations by enabling XML data split and parallel processing before BI Publisher execution.

The enhancement allows reports to successfully run even when the generated XML data size exceeds the BI Publisher memory guard limit (currently approximately 10 GB), improving scalability and performance.

- Splits large report data into multiple XML outputs before BI processing
- Executes each split as a separate BI Publisher job
- Enables parallel processing of large datasets
- Prevents BI job failures caused by excessive XML size
- XML split is independent of BI Publisher XML chunking and both can be enabled together.
- Consolidated output files are not available for these reports when XML Split is used, the output files generated by XML split are not merged.

  This option isn't recommended for small populations where split overhead may exceed performance benefits.

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.

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.