

Oracle Fusion Cloud Human Resources

**How do I set up elements for
France?**

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Contents

Get Help	i
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1 About this Playbook	1
About this Playbook	1
2 Elements and Classifications	3
Element Classifications	3
Create Elements	4
3 Regular Earnings	7
Set Up Regular Earnings	7
Set Up Salary Basis	8
Set Up Elements for Bonus, Commission, Premium	8
Set Up Seniority Based Allowances	9
Overtime Element Classification	10
4 Irregular Earnings	11
Set Up Irregular Earnings	11
5 Reconstituted Salary	13
Overview of Reconstituted Salary	13
Prorated Elements	13
Nonprorated Elements	14

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1 About this Playbook

Use this playbook to understand the tasks required to set up elements for French Payroll.

The Payroll application provides many predefined elements. You can generate additional elements, define types of compensation, and payroll elements through templates. This playbook contains details such as:

- Elements and templates used to create them
- Primary and secondary classifications
- Regular earnings
- Irregular earnings
- Reconstituted salary

In the context of configuring a payroll you will mostly create earnings elements given that the statutory contributions (supported by deduction elements) are delivered by Oracle out-of-the-box. You can configure any of the generated items to match your specific business requirements. You must also create element eligibility records for the elements.

Select the element classification and category that determine the template of questions. Answer the questions to specify the details of the element you want to create. The items that the template generates can include multiple elements, input values, formulas, balances, and other items.

Note: The template you use to create elements depends on the configuration selected for your country or territory on the Features by Country or Territory page. If you select an element classification, such as Regular Earnings, Irregular Earnings, Direct Payments and Taxable Benefits, the basis template creates input values for Amount, Periodicity, and Full-Time Equivalent.

Purpose of the items used when creating elements:

Items	Purpose
Input Values	Defines the entry values available on each entry of this element, such as hours worked or amount.
Element Eligibility Records	Defines the eligibility criteria a worker's employment record must meet to be eligible for the element. For example, you can use grade, payroll, salary basis, or organization as eligibility criteria.
Status Processing Rules	Identifies the formula the payroll run uses to process the element, and how to handle the formula results.
Related Formulas and Related Elements	Identifies additional elements and formulas created by the template for payroll processing.
Related Balances	Identifies the balances created by the element template for this element.

The template engine gets a set of rules from the template and processes the predefined template structure to create appropriate data.

2 Elements and Classifications

Element Classifications

Oracle Fusion France uses the applicable classifications from the set of primary classifications defined by Global Payroll. Additionally, a set of secondary classifications and subclassifications have been defined as well.

The flex field classifications predefined for France are listed in the Oracle_Fusion_HRMS_France_Pay_Interface_Data.xls on My Oracle Support.

Note: Primary, secondary classifications and predefined balance feeds created for them are predefined and can't be removed, changed or disabled.

Primary Element Classifications

Elements are grouped into primary classifications.

In a Human Resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes.

In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed. The payroll application provides primary classifications and some balances, to meet social insurance and legislative requirements.

The primary classifications available for France for the gross earnings area are:

- **Regular Earnings** – These correspond to elements that are represented in rubrique 51 of the DSN
- **Irregular Earnings** – These correspond to elements that are represented in rubrique 52 of the DSN

Note: You can create additional balances to be fed by any of the primary classifications.

Secondary Element Classifications

Secondary classifications are subsets of the primary classifications. In some legislations, they are predefined. They are used in the element template process to drive the questionnaire and create the element with the required characteristics. You can define secondary classifications to feed your own user defined balances.

Subclassifications are used to control balance feeds and identify a classification sub type.

The secondary classifications available for relevant primary classifications for France are:

Primary Classification	Secondary Classification
Regular Earnings	Bonus
	Commission

Primary Classification	Secondary Classification
	Overtime
	Premium
	Regular
Irregular Earnings	Bonus
	Commission
	Premium
	End of Fixed-Term Contract
	Notice Period in Lieu
	Termination Allowance

Create Elements

You can create as many earnings and deduction elements as you require using the Elements task.

You need to have set the country extension to Payroll using the Manage Features by Country or Territory task before you create elements for payroll processing. This setting ensures that you use the appropriate element templates. Sign into the Oracle Fusion application using a Payroll Manager role.

To create elements:

Note: My Client Groups > Payroll > Elements > Manage Elements

1. On the Manage Elements page, click the **Create** icon.
2. On the Create Element window, select a legislative data group, a primary classification and category then click **Continue**.

Note: Possible values for the **Category** field are **Standard** and **Timecard**. If the license is Payroll and the **Timecard** category is selected, the timecard template will be used. If license is Human Resources or Payroll Interface, the Timecard template will not be used no matter which category was selected.

3. In the Create Element: Basic Information page, type a **Name** and **Reporting Name** and **Effective Date** for the element.
4. Complete the questions, as required.

Note: The employment level should be consistent with the one set up at legal employer level. Multiple entries should be allowed for the payroll period.

5. Click **Next**.
6. In the Create Element: Additional Details page complete the rest of the questionnaire.
7. In the Element: Review page, verify the information and click **Submit** to create the new element.
8. The Element Creation confirmation pop-up window appears. Click **OK**.
9. On the Element Summary page, provide additional information as needed, such as input values, processing rules, and eligibility. Use the **Element Overview** panel on the left to navigate through the setup pages.

Note: Element eligibility must be defined so the element can be linked to an element entry (and hence to gross compensation). A payroll definition must be assigned to an employee before being able to assign him an element entry for any element with Employment Level = Term Level.

10. In the Element Overview panel, select **Actions > Create Element Eligibility**.
11. On the Element Eligibility page, enter a name in the **Element Eligibility Name** field and click **Submit**.

Note: By entering only a name and no eligibility criteria, the element is eligible for all employees.
12. Repeat this entire process to create a set of elements to support your business needs. For example, you might create another element to capture a bonus (for example, France_Car_Allowance) and assign an element eligibility.

3 Regular Earnings

Set Up Regular Earnings

Regular earnings are the ones that need to be reported in rubrique 51 of the DSN. The different characteristics of these earnings supported by using different secondary classification and the related templates.

Regular – used as Salary Basis

If an earning is to be used as salary basis it must use classification Regular Earnings / Regular and it must follow specific rules in filling in some of the questions of the template.

A subset of the list of questions that have special relevance in creating a Salary Basis element for the French payroll:

Field or Question	Value
At which employment level should this element be attached?	Assignment Level It should be the same level defined in the Legal Entity HCM Information in the Salary level field.
Does the element recur each payroll period, or does it require explicit entry?	Recurring
Can a person have more than one entry of this element in a payroll period?	Set to 'Yes' to be used as a Salary Basis

On the Create Element: Additional Details page select the values shown in the table:

Field or Question	Value
What is the calculation rule?	Flat Amount – in general will be set as flat amount as it will correspond to the monthly salary basis.
What is the default periodicity of this element?	Calendar Month
Periodicity Conversion Rule	Periodic Work Schedule Rate Annualized. This conversion rule supports the French proration method (Heures réelles travaillées)
How do you want the work units to be reported?	None
Is this element subject to proration?	Yes
Proration Group	Entry Changes for Proration
Proration Units	Workday - This choice for example will trigger a proration for hire / termination based on a ratio of working days of employment / working days of the month (Heures réelles travaillées).

Field or Question	Value
Proration Rate Conversion Rule	Periodic Work Schedule Rate Annualized. This proration rule supports the French pro-ration method (Heures réelles travaillées)
Is this earning feed the Overtime basis?	If answer is Yes, this earning will feed balance 'Overtime Basis' that is used in the calculation of the Overtime elements
Is this earning comparable with SMIC?	If answer is Yes, this earning will feed balance Earnings Comparable with SMIC that is used in the process of comparing the monthly earnings with the SMIC limit
What is the DSN code for this element?	Select 010 – Basic Salary in accordance to how this element is to be reported in rubrique 51 of the DSN.

Note: All earnings defined with Primary Classification = Regular, will be the default feed to the Subject to Social Insurance balance.

Set Up Salary Basis

Sign in to the application with a role that has compensation administrator privileges, such as CMP_ADMIN_ALL.

To set up salary basis:

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

1. Navigate to the **Compensation** work area.
2. Select **Manage Salary Basis** then click **Create**.
3. On the Create Salary Basis page, select the payment element to use for the salary basis and provide the required information including the association to the Payroll Element.
4. Click **Save**.

Note: Selecting **Amount** as the input value will allow a frequency conversion when processing the earning.

Set Up Elements for Bonus, Commission, Premium

Elements related to bonuses, commissions and premiums can be created using the templates connected to the corresponding Elements and their primary and secondary classifications.

The three secondary classifications share the same element template and here you can find a subset of the list of questions that have special relevance in creating a bonus, commission, or premium element (of type regular) for the French payroll:

Field or Question	Value
At which employment level should this element be attached?	Assignment Level – Usually these types of elements are paid at the assignment level
Does the element recur each payroll period, or does it require explicit entry?	Select based on the nature of the payment

On the Create Element: Additional Details page select the values shown in the table:

Field or Question	Value
What is the calculation rule?	It can be one of the following types depending on the nature of the payment: <ul style="list-style-type: none"> Flat Amount Percentage of Earning – in this case the percentage is specified at element entry input level and the same percentage is applied to value of balance Element name + Eligible Compensation. So, for example if element called Regular Bonus is created a balance named Regular Bonus Eligible compensation is automatically created. Unit x Rate – Refer to Setup UnitByRate Allowances in Oracle Payroll for France.
What is the default periodicity of this element?	Calendar Month
Periodicity Conversion Rule	N/A
Proration Rate Conversion Rule	N/A
Does this earning feed the Overtime basis?	If answer is Yes , this earning will feed balance Overtime Basis that is used in the calculation of the Overtime elements
Is this earning comparable with SMIC?	If answer is Yes , this earning will feed balance Earnings Comparable with SMIC that is used in the process of comparing the monthly earnings with the SMIC limit
What is the DSN code for this element?	Select the value in accordance to how this element is to be reported in the rubrique 51 of the DSN.

Refer to the Set Up UnitByRate allowances for Oracle Fusion Payroll for France document for how to configure some common unit by rate allowances.

Set Up Seniority Based Allowances

A seniority allowance is an allowance paid to an employee that varies depending on the seniority band they are in.

This band will be based on the collective agreement or company rules and according to their seniority within the enterprise.

The seniority calculation is performed in accordance with statutory French rules and the employee's seniority years are assessed as of the end of the payroll period.

Types of seniority based allowances (FR: Primes d'ancienneté):

- Percentage of a balance, typically (but not always) paid as a recurring amount.
- Flat amount payment in the form of a spot bonus.

Overtime Element Classification

Overtime data can be managed using Oracle Time and Labour or using a third-party time tracking system.

The process to create a payroll overtime element is the same as any other element creation. When the **Overtime** secondary classification is selected during element creation, the Timecard element category is defaulted.

On the Create Element: Additional Details page select the values shown in the table:

Field or Question	Value
What is the calculation rule?	This question is not present because the rule is always of type Unit x Rate x Percentage The unit will be entered at timecard level, the rate will be the overtime basis (see more detail below) and the percentage will be set at element definition level.
Work Units Conversion Rule	Leave blank for an Overtime element
Does this rule have a default rate definition?	Leave blank for an Overtime element
Select the increased percentage	Enter the increased percentage to be applied to the rate.
What is the overtime type?	Select the overtime type between Complementary, Structural, Supplementary. This will drive the code that will be used in DSN rubrique 51 to identify the earning type.
Is this earning comparable with SMIC?	If answer is Yes, this earning will feed balance Earnings Comparable with SMIC that is used in the process of comparing the monthly earnings with the SMIC limit

4 Irregular Earnings

Set Up Irregular Earnings

These earnings are the ones that need to be reported in rubrique 52 of the DSN. The different characteristics of these earnings supported by using different secondary classification and the related templates.

Bonus, Commission, Premium

Elements related to Bonuses, Commissions and Premiums can be created using the templates connected to the corresponding Elements primary and secondary classifications.

The three secondary classifications share the same element template and here below you can find a subset of the list of questions that have special relevance in creating a bonus, commission or premium element (of type irregular) for the French payroll:

Field or Question	Value
At which employment level should this element be attached?	Assignment Level – normally these types of elements are paid at assignment level
Does the element recur each payroll period, or does it require explicit entry?	Typically, an irregular earning will be Nonrecurring

On the Create Element: Additional Details page select the values shown in the table:

Field or Question	Value
What is the calculation rule?	It can be one of the following types depending on the nature of the payment: Flat Amount Percentage of Earning – in this case the percentage is specified at element entry input level and the same percentage is applied to value of balance 'Element name + Eligible compensation'. So, for example if element called Regular Bonus is created a balance named Regular Bonus Eligible compensation is automatically created. Unit x Rate – Refer to Set Up UnitByRate Allowances in Oracle Fusion Payroll for France.
What is the default periodicity of this element?	Calendar Month
Periodicity Conversion Rule	Periodic Work Schedule Rate Annualized
Does this earning feed the overtime basis?	The question is not present for irregular earnings as they are never part of the overtime basis

Field or Question	Value
Is this earning comparable with SMIC?	The question is not present for irregular earnings as they are never part of the overtime basis
What is the DSN code for this element?	Select the value in accordance to how this element is to be reported in rubrique 51 of DSN.

Note: When an irregular earning element is created, two specific input values are created: Start and End Date of the reference period of the irregular earning payment. These dates need to be entered upon creation of element entry and are used to fill in the reference period information on rubrique 52 of the DSN.

5 Reconstituted Salary

Overview of Reconstituted Salary

Reconstituted salary (FR: Salaire Reconstitué) is the salary an employee would have received e.g. if he or she had not been absent for sickness or had been hired at the beginning of the month.

Please note these are examples of when the salary is reconstituted and is not an exhaustive list of when the salary needs to be reconstituted.

The reconstituted salary needs to be reported on the monthly DSN.

There is extra configuration required so that the reconstituted salary balance is correctly fed. This extra configuration depends on whether the element is prorated or not (Question: "Is this element subject to pro-ration" on the Element Template)

Prorated Elements

For any prorated element (regardless of its classification) that is , the additional configuration steps need to be performed.

After the element is created using the element template, a formula is generated with the name: '<Element Name> Earnings'.

The following updates to the generated formula should be performed.

Flat Amount - Element

If the element is created using the 'Flat Amount' calculation rule then:

- Add the code at line number 332:

```
l_monthly_amount = 0
SET_INPUT ('monthly_amount', l_value)
SET_INPUT ('p_prorate_end', prorate_end) /* Comment or remove this line for Percentage of Earnings */
EXECUTE ('ORA_HRX_FR_GET_FULL_AMOUNT')
l_monthly_amount = GET_OUTPUT ('l_monthly_amount', 0)
temp = PAY_INTERNAL_LOG_WRITE ('(GLBEARN) France l_monthly_amount - ' + to_char(l_monthly_amount))
```
- Add a new line at line 566 after "RETURN l_value," statement:

```
l_monthly_amount
```

Unit* Rate - Element

If the element is created using the 'Unit * Rate' calculation rule then:

- Add the code provided above in line number 407:

```
l_monthly_amount = 0
SET_INPUT ('monthly_amount', l_value)
SET_INPUT ('p_prorate_end', prorate_end) /* Comment or remove this line for Percentage of Earnings */
```

```
EXECUTE('ORA_HRX_FR_GET_FULL_AMOUNT')  
l_monthly_amount = GET_OUTPUT('l_monthly_amount',0)  
temp = PAY_INTERNAL_LOG_WRITE('(GLBEARN) France l_monthly_amount - ' + to_char(l_monthly_amount))
```

- Add a new line in line 693 after "RETURN l_value," statement:

```
l_monthly_amount
```

Percentage of Earnings - Element

If the element is created using the 'Percentage of Earnings' calculation rule then:

- Add the code provided above in line number 163:

```
l_monthly_amount = 0  
SET_INPUT ('monthly_amount', l_value)  
SET_INPUT ('p_prorate_end', prorate_end) /* Comment or remove this line for Percentage of Earnings */  
EXECUTE('ORA_HRX_FR_GET_FULL_AMOUNT')  
l_monthly_amount = GET_OUTPUT('l_monthly_amount',0)  
temp = PAY_INTERNAL_LOG_WRITE('(GLBEARN) France l_monthly_amount - ' + to_char(l_monthly_amount))
```

- Add a new line text in line 227 after "RETURN l_value," statement:

```
l_monthly_amount
```

Formula Result Rule

This step is required for all types of prorated elements for which the template generated formula has been modified as mentioned above.

1. Search and select the element.
2. Navigate to Status Processing Rules on the left pane.

In the Formula Result Rules section, add the details as shown:

Field	Value
Result Returned	L_monthly_amount
Result Rule	Direct Result
Target Input Value	Full Amount
Unit of Measure	Money
Effective Start Date	As applicable

Nonprorated Elements

For nonprorated earnings, balance feeds need to be added.

Add Feeds by Element to the Seeded Nonprorated Earnings Balance

For any nonprorated earnings that should be part of the reconstituted salary, add a balance feed by element to the **Nonprorated Earnings** balance.

Overtime elements have to be set up with the **Entry changes for proration proration group** on the template so that they are picked up by the payroll engine any time in a month.

Note: Overtime elements values are not prorated so a feed to the nonprorated earnings balance should be added for the overtime elements.

Add Feeds by Element to the Seeded Nonprorated Irregular Earnings Balance

For any nonprorated irregular earnings that should be part of the reconstituted salary, add a balance feed by element to the **Nonprorated Irregular Earnings** balance.

This balance is used to exclude nonprorated irregular earnings in from the AT/MP Basis.

