Oracle Fusion Cloud Human Resources

How do I set up elements for Ireland?

FA Latest

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1 Introduction to Payroll Elements

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

The Payroll application provides many predefined elements. You can generate additional elements, define types of compensation, and payroll elements through templates.

Element templates create elements, input values, balances, balance feed, and formulas required for payroll processing. There are various rules associated with these templates which are used to create data based on specific criteria. These templates source the values for the rules and processes the predefined structure to create appropriate data required.

Each element belongs to a primary classification, which identifies the template you use to create it, such as Earnings and Voluntary Deductions.

Earnings and Deductions Definitions

Use the **Define Earning and Deduction Definitions** task list in your implementation project to set up elements and payroll components.

Your implementation might include a few predefined elements, usually for statutory tax deductions. The objects vary depending on the element classification and category.

- Elements
- Element Classifications
- Component Groups
- Eligibility Rules for Predefined Elements
- Rate Definitions

2 Payroll Elements Overview

Primary Element Classifications

Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions.

These classifications control processing, including the sequence in which elements are processed and the balances they feed.

> **Note:** **My Client Groups** > **Payroll** > **Element Classifications**

You can use the primary element classifications and some balances to reflect the tax legislation. You can't remove or change predefined classifications. When you select an element classification, such as Standard Earnings, Supplemental Earnings, Direct Payments and Taxable Benefits, the base template creates input values for Amount, Periodicity, and Full-Time Equivalent.(FTE)

You can also create additional parameters for element classifications such as:

- Create additional balances that the primary classifications feed.
- Create secondary classifications.
- Specify costing setup options and frequency rules for element classifications.

  > **Tip:** The default frequency rule is always each period.

You can use these primary classifications for Ireland:

- Absences
- Absence Accruals
- Balance Initialization
- Employer Charges
- Employer Taxes
- Information
- Direct Payments
- Involuntary Deductions
- Social Insurance Deductions
- Prestatutory Deductions
- Standard Earnings
- Supplemental Earnings
- Tax Deductions
- Voluntary Deductions
- Taxable Benefits
- Pension Plan Prestatutory

- Pension Plan After Tax

Secondary Element Classifications and Subclassifications

Secondary classifications are subsets of primary classifications, which you can use to manage wage basis rules for deductions and taxes.

As with primary classifications, you can't remove or change any predefined secondary classifications, and you can't disable any of the predefined balance feeds created for them.

You can define secondary classifications to feed your own defined balances.

Subclassifications

Subclassifications provide a way to feed balances. Elements can have only one primary and secondary classification, but can have multiple subclassifications. You can create subclassifications or use the predefined ones. You can also specify whether a subclassification automatically applies to every element in the primary classification.

> **Tip:** Each subclassification belongs to one primary classification only. If you reuse a subclassification name from different primary classifications, it's treated as a separate subclassification. You need to create separate balance feeds for each subclassification.

Primary Classification	Secondary Classification	Subclassification	Elements
Absences	• Maternity • Sickness • Vacation • Others		
Standard Earnings		• PRSI Lump Sum • Subject to Employee PRSI • Subject to Employer PRSI • Subject to PAYE • Subject to Pension • Subject to USC	
Supplemental Earnings		• PRSI Lump Sum • Subject to Employee PRSI • Subject to Employer PRSI • Subject to PAYE • Subject to Pension	

Primary Classification	Secondary Classification	Subclassification	Elements
		• Subject to USC	
Information		• Information Earnings Subject to Employee PRSI • Information Earnings Subject to Employer PRSI • Information Earnings Subject to PAYE • Information Earnings Subject to Employee USC	• Adjust Insurable Weeks • Override Insurable Weeks • Court Orders • Court Orders After LPT • Court Orders Before LPT • LPT Calculator • PAYE Calculator • PRSI Calculator • PRSI Employee Result • PRSI Employer Result • Taxes and Social Insurance • USC Calculator
Tax Deductions			• PAYE • USC • LPT

3 Create and Manage Elements

Create and Manage Elements

Use the Elements task to create and review elements.

Before you start

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.

When creating elements, your selection of the element classification and category decides the questions in a predefined template.

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

Here's what to do

1. Select the **Element Classification** and the **Category.**
2. Provide answers to the questions in the predefined template.
3. Once you submit the template, the element is created which can be edited as required.
4. You can create more input values, or balance feeds if necessary.
5. Creating certain elements also creates component groups, calculation value definitions, and other calculation information. For example, creating involuntary deductions or pension deductions might create other objects. Use the relevant tasks in the Define Earning and Deduction Definitions task list to review the objects generated for each element.

Task	What you can do
Manage calculation value definitions for payroll components that are associated with a set of rates and rules used for calculation or reporting.	◦ Review the tables that hold the rates and other values used to calculate deduction and exemption amounts. ◦ Change some value definitions. For example, you might enter a default payee for pension payments. ◦ Create calculation ranges, if required.
Manage calculation information for elements that generate payroll components, such as involuntary deductions and statutory deductions.	◦ Review the calculation information provided such as the wage basis rules and calculation factors. ◦ Create calculation factors, if required.
Manage component groups that are predefined categories of calculation components managed by component group rules.	◦ View rules for component groups. ◦ Change the rules, such as wage basis rules, for some deductions.

6. After the setup, you can add calculation components to personal calculation cards by loading data, such as time cards, or by using the Calculation Cards task. Usually, hiring a worker creates a statutory deduction card automatically.

Create Element Eligibility

Element eligibility identifies who can receive entries of the element.

You need to define at least one element eligibility record for every predefined and newly created element. It's recommended to define eligibility rules based on the payroll criteria for all assignment level elements.

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

1. Create a name for the element eligibility record. Use a naming convention similar to the element to easily identify the record.
2. Specify the eligibility criteria that identifies who can receive entries of the element. You can define the element eligibility at the payroll relationship level, item, or assignment levels using the available criteria.

   > **Tip:** For elements that apply to all workers, create the eligibility without specifying any criteria.

3. Save the record.

   > **Note:** You can't update the eligibility criteria once you've saved the element eligibility record.

4. You can define more than one eligibility record for each element, but there must be no overlap between them. If you've more than one element eligibility record, you can enter different default values and costing information for each eligibility group.

Element Eligibility Criteria

You can define element eligibility using the following criteria:

Level	Available Criteria
Payroll Relationship	• Payroll Statutory Unit • Relationship Type
Assignment	• Legal Employer • Department in which the person works • Job • Grade • Employment Category • People Group • Legal Employer
Items	• Department

<table>
<tr><th>Level</th><th>Available Criteria</th></tr>
<tr><td></td><td>

Job
Grade
Employment Category
People Group: To set up logical entity specific people group, on the Create Element Eligibility page, select the required values in these options:
Legal Employer
People Group

If you don't select a legal entity as a criteria, then the application looks for the people group associated at the enterprise level.
By default, the enterprise level people group is available.
<blockquote>Tip: You set up all the people groups that are applicable to your enterprise. For example, you could decide to group people by company within a multiple company enterprise, and by union membership.</blockquote>

Location of person's office
Position, which is a class of job performed in a particular organization
Payroll
All Payrolls Eligible.

<blockquote>Tip: You're advised to define eligibility rules based on the payroll criteria for all assignment elements such as salary. Select the All Payroll Eligible option if your company doesn't have eligibility rules based on an employee's payroll. This option ensures that all employees who are assigned to a payroll will be eligible for the element.

Bargaining Unit
Collective Agreement
Union Member
</blockquote>
</td></tr>
</table>

> **Tip:** You must define element eligibility for every element, including predefined elements. It's recommended to define eligibility rules based on the payroll criteria for all assignment level elements. It's also a common practice for payroll customers to define costing rules on the element eligibility record. Additional eligibility rules can be defined for compensation and benefit elements using eligibility profiles.

Create an Eligibility Record

On the Element Summary page, update the element details.

1. Create the Element Eligibility.
2. On the Element Eligibility name field, enter SALARY ELIG.
3. In the Eligibility Criteria section, select All payrolls eligible.
4. Submit your changes.

Add Eligibility Rules

You need to add element eligibility record for the predefined statutory deduction elements such as **Taxes** and **Social Insurance** before you hire an employee.

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

Here's how you add eligibility rules:

1. Use the Elements task and search for a predefined element, for example, Taxes and Social Insurance.
2. On the Element Summary page, enter an effective as-of date. Use the tart date of the element, which is 1/1/1901.
3. Enter a name for the eligibility rule and submit the record. If you don't select any eligibility, all employees will be eligible for the element.

Create Payroll Earnings Element

This example describes how to use the element template to create a recurring earnings element, such as salary.

After you create the earnings element, you must create at least one eligibility record for it.

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

1. Create the element and complete the fields as shown:

Field	Value
Legislative Data Group	Your legislative data group
Primary Classification	Standard Earnings
Secondary Classification	NA
Category	Standard

2. Enter a name and other basic details, then respond to the questions as shown::

Question	Answer
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Earnings Date **CAUTION:** If you select this date, you need to enable proration so that the calculation is correct if a person leaves before a pay period end date.
At which employment level should this element be attached?	Assignment Level
Does the element recur each payroll period, or does it require explicit entry?	Recurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of the element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Process and pay with other earnings

3. On the Additional Details page, complete the fields as shown in the table below:

Question	Answer
What is the calculation rule?	Flat Amount
What is the default periodicity of this element?	Annually
Periodicity Conversion Rule	Standard Rate Annualized
Is this element subject to proration?	Yes
Proration Group	Entry Changes for Proration
Proration Units	Daily
Proration Rate Conversion Rule	Standard Rate Daily
Is this element subject to retroactive changes?	Yes
Retro Group	Entry Changes for Retro

Question	Answer

4. Verify that the info is correct and submit the template.

Salary Basis

To set up the salary basis:

1. Navigate to the **Compensation** work area.
2. Select **Manage Salary Basis** and create the salary basis.
3. Select the payment element to use for the salary basis and provide the required information including the association to the Payroll Element.

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

4 Element Inputs and Processing Sequence

Create or Manage Input Values

Input values define the entry values available on each entry of the element, such as hours worked or amount.

They can include validations and conditions to control the data entry of the element entry assigned to a person. For example, an earnings element might have an input value for hours worked, which is required and has a unit of measure of number.

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

When you create an element, some input values are created automatically depending on the element classification. You can create additional input values for any element, as needed.

> **CAUTION:** You can't add an input value to the element if any payroll process was run after the element was created. This behavior holds good irrespective of whether the payroll run included this element or not. You need to rollback all processes that were run after the element creation date to add input values.

1. Search for and select the element for which you want to create input values.
2. Select Create Input Value from the Actions menu. If the input value is automatically created, you can use the Edit option to correct or update values.
3. Enter or change the required attributes and save the record.

Element Input Value Options

For each input value you create, you can specify these attributes:

Field Value	What You Do
Display Sequence	Enter a number to control the display order of the entry value on element entries.
Special Purpose	Select how the input value is to be used. For example, you can indicate that it holds a percentage value, a rate, or third-party payee details. This value assists with processing the input value based on what type of information it holds.
Unit of Measure	Select the value that describes the type of value the entry value can hold, such as number or character.
Displayed	Select to display the input value on the element entry.
Allow User Entry	Select to enter values on element entries.
Required	Select to make the input value a required entry value on the element entry. If you select Required, you must also select Displayed and Allow User Entry.

Field Value	What You Do
Create a Database Item	Select this to make the values available for formulas or HCM extract.
Rate Formula	Select a rate calculation formula, for example to return a value from a user-defined table. This option only applies to the Primary input value for elements associated with rate definitions that have the Element method and a contributor type of Amount. If you select a formula, you must not select Allow User Entry.
Default	Enter a value that appears as the default value for this entry value in element entries, if needed.
Apply default at runtime	Select to apply the default value when you run the payroll process, rather than when you create the element entry. This selection ensures you use the latest value on the date of the payroll run. You can manually override the default value on the element entry
Minimum	Enter a minimum value, if needed.
Maximum	Enter a maximum value, if needed.
Validation Formula	Enter a formula that validates the entry value entered on element entries, if needed.
Validation Source	Use with the other input value options to select the valid validation method, such as lookups or formulas.
Lookup Type	Specify a lookup type to provide a list of values for an entry value. This option is available for input values of type Character only.
Warning or Error	Use when you're validating the input value or entering a minimum or maximum value. It specifies whether a warning or an error will be displayed if the entry fails the validation condition or doesn't meet the minimum or maximum value indicated. Use to associate a balance context with the run result. For example, you can associate a context, such as jurisdiction, with an element. Create an input value for jurisdiction and select the jurisdiction context in the Reference field. Then the run result value of the input value works as a context value when updating the balance.
Reference	If you select a reference, then the lookup type and validation source values should be automatically set to the reference context. You must provide the Reference field first for the validation source value to be automatically populated.
Value Set	Specify a value set to provide a dynamic list of values for an entry value. This option is available for input values of type Character only.

CAUTION: Once an element is processed, you can't update certain input value attributes, such as unit of measure. This restriction ensures that you can't change attributes that would invalidate prior results.

Element Processing Sequence

You can set a predefined sequence in which a payroll run processes elements.

An element's primary classification defines a default processing priority for the element in payroll runs.

Most classifications also have a priority range. You can override the default processing priority. To set the priority, edit the element on the Element Summary page. Setting a specific priority establishes the order in which the element processes compared to other elements in the classification.

Sometimes you might need to prioritize the processing of certain element entries for an individual person.

Element Name	Classification	Element Priority
PRSI Employee	Social Insurance Deductions	5350
PRSI Employer	Employer Taxes	6050
Override Insurable Weeks	Information	5000
PAYE	Tax Deductions	5600
USC	Tax Deductions	5700
LPT	Tax Deductions	5800

Edit Processing Priority of Elements

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

1. Search for the relevant element using the search filters such as Element or Reporting Name, Element Classification Name or Legislative Data Group.
2. Select the element that you need to edit.
3. Use the edit option to make corrections. Enter the appropriate value as the Priority.
4. Submit your changes.

Element Input Validation Formula Type

You can use an element input validation formula to validate one or more element entry values.

You can also use this formula type to provide a default value for an element entry value.

Additionally, you can calculate entry values based on the user's entries in other entry values.

You select the formula on the Element Summary page in these fields:

Page Section	Field	Purpose	When does the formula run?
Element Details or Element Eligibility	Validation Formula	Validates one or more entry values for the element based on entries in other entry values.	When you save the element entry.
Element Details or Element Eligibility	Calculation Formula	Provides values for one or more entry values using a calculation formula that takes input from these entry values or other entry values.	When you save the element entry
Element Details or Element Eligibility	Defaulting Formula	Provides default values for one or more entry values.	When you create the element entry.
Input Value	Validation Formula	Validates one entry value independent of others.	When you enter a value.

Note: A formula at the element eligibility level always overrides an equivalent formula at the element level.

Here are the contexts that are available to all formulas of this type:

- LEGISLATIVE_DATA_GROUP_ID
- DATE_EARNED
- EFFECTIVE_DATE

These contexts are available to formulas only at element or element eligibility level; they aren't available to validation formulas at the input value level:

- PERSON_ID
- PAYROLL_RELATIONSHIP_ID
- PAYROLL_TERM_ID
- PAYROLL_ASSIGNMENT_ID
- HR_RELATIONSHIP_ID
- HR_TERM_ID
- HR_ASSIGNMENT_ID

Here are the input variables that are available to formulas of this type.

Formula Usage	Input Variables	Comments
Validation formula at input value level	entry_value	Passes the value to be validated. You must declare the input variable as the appropriate type for the element input value.
Validation formula at element or element eligibility level	Any element input value name that corresponds to an entry value.	Replace spaces in the input value name with underscores in the input variable name.

Formula Usage	Input Variables	Comments
		It doesn't matter whether you use uppercase or lowercase for the name.
Defaulting formula	None	Use database items or other logic instead.
Calculation formula	Any element input value name of an entry value.	Replace spaces with underscores. You need not provide all the available entry values.

Here are the return values that are available to formulas of this type:

Formula Usage	Return Values	Comments
Validation formula at any level	formula_status	Must be either 'S' (success) or 'E' (error). Required.
Validation formula at any level	formula_message	The text of the message is passed to the user if the validation fails. Optional.
Defaulting formula	Any element input value name of an entry value.	A return value overrides any default value that's provided on the input value in the element or element eligibility record.
Calculation formula	Any element input value name of an entry value.	You don't need to return all the available entry values. You can return the entry values that were passed as input variables or other entry values.

Here are a few sample formula that you can use:

- Validation formula at input value level
- Validation formula at element or element eligibility level
- Calculation formula at element or element eligibility level
- Defaulting formula at element or element eligibility level

Validation formula at input value level:

```
inputs are entry_value(date)
if(entry_value = '01-APR-2024' (date)) then
(
formula_message = 'Valid date'
formula_status = 'S'
)
else(formula_message = 'Invalid date'
formula_status = 'E'
)
return formula_message, formula_status
```

Validation formula at element or element eligibility level:

```
inputs are hours_worked, rate, earning_date(date), comment(text)
if(hours_worked > 80) then
(
formula_message = 'You are within the working limit.
'formula_status = 'S'
)
else
(
formula_message = 'You have worked too many hours.
'formula_status = 'E'
)
return formula_message, formula_status
```

Calculation formula at element or element eligibility level:

```
inputs are hours_worked, rate, comment(text)
if(hours_worked > 80) then
(
rate = rate * 1.2
comment = 'Your rate has been increased'
)
return rate, comment
```

Defaulting formula at element or element eligibility level:

```
if(CATEGORY = 'S') then
(
rate = 20
)
else
(
rate = 30
)
rate_code = 'B'
return rate, rate_code
```

5 Element Entries

Enable Automatic, Multiple, or Additional Element Entries

You can select one of these options for an element to define how you can update its element entries:

- Automatic Entry
- Allow multiple entries in the same pay period.

Automatic Entry

When you create an element, you can select Yes for the question: 'Should every person eligible for the element automatically receive it?' This setting selects the Automatic entry option by default for all eligibility records you create for that element. However, you can override the selection for any specific eligibility record before you save it.

When you select this option, saving the eligibility record begins a payroll flow to create element entries for all eligible workers. To monitor this flow, you do these tasks:

- View the progress of the process in the Automatic Entry Status field. If the status shows that an error occurred, you can save the eligibility record again to resubmit the flow.
- Monitor the progress of the Generate Automatic Element Entries flow on the Processes and Reports tab.

Any updates to the employment records of eligible workers, including hires and terminations, automatically update, create, or end the element entries, as appropriate.

Tip: You can't select Allow multiple entries in same period if you've already selected the Automatic entry option.

Allow Multiple Entries in Same Period

This option let's you to assign a person with more than one entry of the element in the same pay period. Let's consider the scenario when you enter overtime hours on a weekly basis for a person that's paid monthly. In this case, you might need to enter five entries on an overtime element in each period.

If you're creating a net-to-gross element, you must select Allow multiple entries in same period.

Note: An element with the Automatic entry option selected can't allow multiple entries in the same period.

Default Values for Element Entries

Specify default values for element entries using the Elements task. Your element setup controls when the default value affects element entries.

You can choose to apply the default value in these scenarios:

- When you create an element entry
- At run time
- When you use a formula to define default values on one or more entry values

You can perform these actions:

- Set a default value for an input value, or select a defaulting formula for the element.
- Override the default value or formula for a specific group of employees that an element eligibility record identifies.
- Override the default value for specific employees on their element entries.

Define Default Values at Element Entry Creation

When you create or edit input values, you can specify a default value. If you don't select the **Apply default at runtime** option, subsequent updates to the default value has no effect on existing element entries. You can override or change the default value at any time.

Define Default Values at Runtime

To use this method, enter the default value and select the **Apply default at runtime** option for the input value. If the element entry value is blank, the payroll process uses the current default value from the element or element eligibility record. If you enter a value, the manual entry overrides the default value and updates to the default value don't affect that entry. To restore the default value, clear the entry.

Use a Formula to Provide Default Values

You can create a formula of type element input validation to provide default values for one or more entry values. Select this formula in the Defaulting Formula field for an element or element eligibility record.

Here's the order of precedence:

1. A formula at the element eligibility level overrides a formula at the element level.
2. If you enter a default value for the input value and select a defaulting formula, the formula overrides the default value.

Formula Result Rules

An element's status processing rule identifies the formula that the payroll run uses to process the element for workers with a specified assignment status.

For each status processing rule, formula result rules decide what happens to each result that the formula returns.

Status Processing Rules

An element can have one status processing rule for all assignment statuses, or a different rule for each status. For example, you could have two rules for a Wages element: Standard Wages and Paid Training Leave.

Formula Result Rules

Formulas return formula results, such as the amount to be paid, or a message. Results can update the current element entry or another element entry with a lower processing priority.

This table explains the available result rules:

Results Rule	Description
Direct Result	The element's run result, or a direct result updating one of the element's input values.
Indirect Result	An entry to a nonrecurring element that has a lower processing priority. The target element must be at the same employment level as the source element.
Message	A message issued by the formula under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message Loan is repaid. There are three severity levels for a message rule: • Error- Causes the run to roll back all processing for the employment record. • Warning- Doesn't affect payroll processing but warns you of a possible problem. • Information- Doesn't affect payroll processing.
Order Indirect	Updates the subpriority of the element you select in the Target Element Name field
Stop	Uses the Date Earned of the payroll run to stop the processing of a recurring entry. A stop rule can be based on reaching a specified accumulator, such as a balance owed of zero. The date upon which the total owed is reached appears on the Element Entries page as Settlement Date. The entries aren't actually end dated but stopped from future processing. This rule supports retroactive processes which impact the total owed balance. You should define the target element with Allow Multiple Entries selected. This option enables you to allocate a new entry once the value of an existing entry has reached zero. For example, once an employee has repaid a loan you can add a new loan entry for the employee. If you add a new stop entry for the same element type, use balance contexts to differentiate between the owed balances. **Note:** Let's assume you don't select Allow Multiple Entries and you add a second loan after the first loan has been stopped by a payroll run. In this case, end date the first loan before creating the second loan.
Target Indirect	An entry to a nonrecurring element that has a lower processing priority. Here, the target element is defined at a different employment level than the element being processed. For example, you could use

Results Rule	Description
	a Target Indirect rule to update the input value of an assignment-level element from the processing of a payroll relationship element.