

Oracle Fusion Cloud Human Resources

Process and Report Flows for the US

FA Latest



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Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

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1 What Process and Report Flows Are Available for the US?

Oracle Cloud Human Capital Management for the United States provides reports and processes in these categories.

Category	Reports and processes
Affordable Care Act	- ACA Eligibility Process - ACA Override Upload - Archive End-of-Year ACA Info - US 1094-C Employer Report - US 1095-C Employee Report
Anytime Pay	Pay Advance Flow
Balance Adjustments	US Tax Balance Adjustment Flow
Balance Exceptions	Balance Exception Report
Calculation Cards	- Sync Calculation Cards for the US - Tax Withholding Card Audit Report - Tax Card Migration Audit Report - US Payroll Tax Card Component Validation - US Payroll Tax Card Validation - US Tax Jurisdiction Evaluation Process
Data Validation	Validation Report for Payroll
e-IWO	- e-IWO Audit Report - e-IWO Employee Notification Report - e-IWO Inbound Audit Report - e-IWO Involuntary Deductions Card Load Process - e-IWO Process - e-IWO Outbound Acknowledgement Process - e-IWO Validation Process
Element Upgrade	Element Upgrade Flow
End-of-Year	Archive End-of-Year Payroll Results

Category	Reports and processes
	- Assign Control Number for Puerto Rico Employees - Quarter-to-Date Archive - W-2 Employee Report - W-2 Register - W-2c Archive - W-2c Employee Report - W-2c Register
HR Reporting	- EEO-1 Establishment Electronic Report - EEO-4 State and Local Government Information Report - Multiple Worksite Report - New Hire State Report - VETS-4212 Establishment Electronic Report
Involuntary Deductions	Involuntary Deductions Audit Report
Pay Data	- Load Hours and Earnings Data for Reporting - Regional Pay Data Report
Payment Distribution	- Payment Register Report - Periodic Payroll Register Report - Third-Party Payment Register Report
Payroll Balances	- Employee Active Payroll Balance Report - Payroll Balance Report - Payroll Variance Report
Payroll Calculations	- Deduction Report - Element Results Register - Gross-to-Net Report - Payroll Activity Report, Payroll Activity Report for the Latest Process, and Periodic Payroll Activity Report - Payroll Costing Results Report - Periodic Statutory Deduction Register - Retroactive Entries Report - Retroactive Notification Report - Tax Calculation Report
Payroll Processing	- Archive Periodic Payroll Results - Calculate Prepayments - Create Accounting - Generate Check for External Payments

Category	Reports and processes
	• Generate Check Payments for Employees and Third Parties • Make EFT Payments • Payroll Register Report, Payroll Register Report for the Latest Process, and Periodic Payroll Register Report • Recalculate Payroll for Retroactive Changes • Transfer to Subledge Accounting
Start-of-Year	• Start-of-Year Process Flow
Tax Withholding Card	• Tax Withholding Card Audit Report
Third-Party Involuntary Payments	• Third-Party Involuntary Payment Extract • Third-Party Involuntary Payment Interface
Third-Party Tax Filing	• Third-Party Quarterly Tax Filing Extract • Third-Party Quarterly Tax Filing Extract for Retirees • Third-Party Monthly Tax Filing Extract • Third-Party Periodic Tax Filing Extract • Third-Party Tax Filing Audit Report Detail

2 Address Validation

Address Validation Process Flow

If you have done any of the following, you must validate your address data prior to using any payroll features.

- Switched the product setting from **Payroll Interface** or **Human Resources or None** to **Payroll**
- Made changes to addresses while address validation was disabled
- Never have enabled address validation

Use the Address Validation Process flow to verify and update:

- Active location addresses
- Addresses associated persons who are employed and eligible for payroll processing
- It doesn't process address records associated with candidates, contingent workers, or contacts

This flow validates and standardizes all active addresses in your legislative data group (LDG) up to Address Line 1.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Address Validation Process**.

Before you start

Confirm your address validation method.

1. Start the Features by Country or Territory task.
2. Under the US Legislation, confirm the address validation method is either **Full address verification service** or **Address verification without search**.

Flow parameters

Address Type

Select the HCM work area of the addresses you are validating, Person or Location.

You can select only one address type per flow run. To process all addresses, you must run this flow twice, once for each type.

Verification Status

Select the verification status of the addresses you want to check.

Value	What it does
Unverified	Processes addresses that are in an unverified status. Select this option the first time you run this flow. An address record is unverified if it is missing any of these attributes.

Value	What it does
	- Geospatial coordinates (latitude or longitude) - Validation status code This happens when an address hasn't been previously validated.
Person address records by object group	Processes only Person addresses within a specified payroll relationship group, regardless of their verification or employment status.
User-verified address records	Processes only addresses having the HRX_UV01 validation status code in the HCM address backend table (PER_ADDRESSES_F). This status applies to: - Addresses the user has defined manually - Addresses uploaded with HDL without verifying them at the object or file levels

Modified Address Date From and Date To

The flow processes all addresses modified within the range of these dates. This is based the address's LAST_UPDATE_DATE in the HCM address table.

Use these parameters to process addresses you've changed since the last time you ran this flow.

Leave blank to validate address records that are active on or after January 1 of the current calendar year.

Mode

Run this process initially in Draft mode, and then review the output report to see the proposed address changes and validation status messages.

Once you have resolved any problems, run the flow again in Final mode. This commits the address record changes. For **Payroll** or **Payroll Interface** extensions, the process also updates the employee's Tax Jurisdictions card with the derived local tax jurisdictions. If the person doesn't have the card, it creates it.

Payroll Relationship Group

Use payroll relationship groups to process address record for a subset of addresses associated with person records.

Use this parameter only when processing addresses with the Person address records by object group verification status.

Person

Selecting a person here causes the flow to validate only addresses associated with that person.

Note: If you enter a value in this field, you must select the Person address type.

Location

Selecting a location here causes the flow to validate only addresses associated with that location.

Note: If you enter a value in this field, you must select the Location address type.

Flow output

This flow produces two output reports suitable for viewing in a spreadsheet application, such as Microsoft Excel.

Note: The Tax Jurisdictions Report is available to only **Payroll** and **Payroll Interface** extensions.

Address Validation Report

Use this report to review the addresses the process validated along with any messages it generated.

Section	Columns and descriptions
Person or Location Details	Describes the person or location address data. It includes: - Person Name Location Name Either a person name or location definition name, depending on your selections at process run time. - Person Number Location Code Either a person number or location code, depending on your selections at process run time. - Person Type User-defined person types associated with the Person record.
Source Address Attributes	Describes the verified address data. It includes: - Address Usage Type - Effective Start Date - Effective End Date - Address Line 1 - Address Line 2 - City - County - State - ZIP Code
Validated Address Attributes	Describes the validated address data, including suggested changes. It includes: - Address Line 1 Includes the premises number, such as house or building, followed by the street name. - Address Line 2 Includes premise unit number info like suite or apartment. - City - County - State - ZIP Code

Section	Columns and descriptions
	• ZIP + 4 • Longitude • Latitude • Validation Status Codes These codes are captured in backend address table along with other address attributes. • Validation Status Messages These messages describe the codes returned by the flow. It doesn't store them in the backend address table.

Tax Jurisdictions Report

Use this report to review the derived local tax jurisdictions, such as the tax districts, school districts, Pennsylvania political subdivision (PSD) codes, and so on. The process identifies these jurisdictions by comparing addresses' geospatial coordinates (latitude, longitude) against the shape data repository.

Section	Columns and descriptions
Person or Location Details	Describes the person or location address data. It includes: • Person Name Location Name Either a person name or location definition name, depending on your selections at process run time. • Person Number Location Code Either a person number or location code, depending on your selections at process run time. • Person Type User-defined person types associated with the Person record.
Source Address Attributes	Describes the source address data. It includes: • Address Usage Type • Effective Start Date • Effective End Date • Address • Latitude • Longitude • Validation Status Codes Displays the status of geospatial coordinates for the address.
Derived Local Jurisdictions	Identifies the local jurisdictions associated with an address. • County This derived county may not be the same as the USPS address's county.

Section	Columns and descriptions
	- City This derived city may not be the same as the USPS address's city. - Within City Limits Identifies if an address is within or outside city limits. - Tax District Taxing townships or zones that impose local taxes, such as Ohio Joint Economic Development Districts (JEDDs) and Joint Economic Development Zones (JEDZs). - School District Taxing school districts in Ohio, Pennsylvania, and Kentucky. - PA PSD Code Derived Pennsylvania political subdivision (PSD) code based on the county, city or tax district, and school district combination. - Special Tax District Addresses within the Oregon Portland Metropolitan Area.

3 Affordable Care Act

ACA Eligibility Process

The ACA Eligibility process evaluates each employee to determine their eligibility and then updates their Affordable Care Act (ACA) assignment fields appropriately.

For further info, see [How the ACA Eligibility Process Updates Assignment Data](#).

Run this process at least weekly, with a consecutive 1-week date range to cover all consecutive dates in the year. This ensures the primary assignment is correct as of the last day of the month. When running for the last day of the month, be sure your end date is the last day of the month.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **ACA Eligibility Process**.

Before you begin

You must ensure your organization is fully configured for ACA reporting.

For further info, see:

- [Configure Legal Entities for Affordable Care Act Reporting](#)
- [How to Configure Legal Reporting Units for Affordable Care Act Reporting](#)

Process parameters

Legal Employer

If you select a legal employer, the process runs for all employees assigned to it.

If you leave it blank, it runs for all employees in all legal employers.

Start and End Date

When you run the process, it includes these dates in its calculations.

Use the standard month, day, and year format, such as 12/15/26. The end date must be after the start date.

If you have employees with back-dated assignment updates, run this process using the back dates as the date range.

Reporting Mode

Select **Draft** to generate the audit and exception report only.

Select **Final** to update the employees' assignments, if not already updated by a prior run, and generate the audit and exception reports.

Payroll Relationship Group

Use this field to check ACA eligibility for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

Process Configuration Group

Select a process configuration group if you've defined one.

Process results

When you run this process, either in Draft or Final mode, it generates these audit and exception reports. Both files are in CSV format, viewable in a spreadsheet program, such as Microsoft Excel.

Use these files to help you evaluate the changes the process makes to your employee info.

Report name	How you use it
Audit	Lists the employees that had date-effective assignment updates performed by the process. It shows the current values and the proposed values. To help illustrate the changes, the detail record includes the related assignment data with the previous info in the first row and the new info in the following row. The new assignment date is the start date of the assignment update. The previous assignment date is the new assignment date less 1 day. - Current values in the first row - Proposed changes in the second row The first row represents the old record, and the second row represents the new record. This report uses this sort order. - Legal employer - Person name - Current values - Proposed changes You can't override this sort order.
Exception	This report lists the exceptions detected by the process. Resolve these issues before you run the process in Final mode.

For info on the logic the process uses to make these changes, see [How the ACA Eligibility Process Updates Assignment Data](#).

ACA Override Upload

Use the ACA Override Upload task to populate the ben_aca_reporting table with any Affordable Care Act (ACA) overrides you want to apply to your employees.

When you run the Archive End-of-Year ACA Information process:

- It checks the ben_aca_reporting table for overrides.
- If it finds an override, it applies the override instead of the derived value.

Use the ACA Override Upload task to populate this table with your overrides.

Before you begin

Run the Archive End-of-Year process and you have identified data you want to correct.

Define the overrides

To define employee overrides for ACA:

1. Start the ACA Override Upload task.
 - a. From **Benefits Administration**, click **Evaluation and Reporting**.
 - b. Click **Person Data Loaders**.
 - c. Click **Go to Task** for the ACA Override Upload task.
This opens a Microsoft Excel spreadsheet where you can enter the overrides.
2. Update the fields in the spreadsheet you want overridden with their override values.
3. Click **Upload** when finished.

Archive End-of-Year ACA Info

This flow identifies all employees with active assignments and their Affordable Care Act (ACA) info and then captures it in preparation for your ACA reporting.

Run this archive prior running the ACA report processes.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Archive End-of-Year ACA Information**.

Alternately, you can run it from **Submit Extracts** in **Data Exchange**.

Before you start

Make sure you have fully configured your organization for ACA reporting.

For further info, see:

- [Configure Legal Entities for Affordable Care Act Reporting](#)
- [How to Configure Legal Reporting Units for Affordable Care Act Reporting](#)

Make sure your employee ACA info is up to date. For further info, see [Overview of Affordable Care Act Reporting](#).

Flow parameters

Year

Enter the reporting year as a 4-digit number, such as **2022**.

Legal Employer

Search for and select the legal employer you want to archive. The flow captures the ACA info for all employees attached to it based on the aggregate ALE group you set on the TRU.

ACA File Type

Select either **Original** or **Replacement**.

Submission IDs for Replacement

If you're generating a 1094-c replacement file using Submission mode, specify the submission IDs you're replacing.

Enter numbers separated by commas with no spaces.

Original Payroll Flow

If you're generating a replacement file using Submission mode, search for and select the original payroll flow.

Flow results

The archive generates an audit report of all employees with an active assignment during the selected calendar year. It includes all employee-level info required for 1094-C and 1095-C reporting.

US 1094-C Employer Report

The US 1094-C Employer Report flow uses the latest Affordable Care Act (ACA) archive info to generate the 1094-C electronic data file for all eligible employees in XML format.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US 1094-C Employer Report**.

Before you start

Run the archive flow to ensure you capture the latest updates of the ACA data. There's no need to run the archive flow again if:

1. You ran it before and issued 1095-C forms to employees.
2. There are no changes to employee or employer data.

Configure the transmission manifest for this reporting cycle. For further info, see [Configure the 1094-C Transmission Manifest](#).

Report parameters

Year

Enter the reporting year as a 4-digit number, such as **2022**.

Legal Employer

Search for and select the legal employer you want to report. The flow uses the ACA info for all employees attached to it.

State

Select **CA** to generate a file in XML format for California.

Select **DC** to generate a file in .txt format for Washington DC.

Select **NJ** to generate a file XML format for New Jersey.

Select **RI** to generate a file XML format for Rhode Island.

The report flow includes any employees who lived in these locations for at least 1 day during the reporting year.

ACA File Type

Identify the transmittal file as either an original or replacement file.

Receipt ID

If you're generating a replacement file and using the Transmission mode, specify the receipt ID you received after submitting the original data file to IRS.

Replacement Mode

If you're generating a replacement file:

- Select **Submission** to generate a replacement file for a submission rejected by the IRS.
- Select **Transmission** to generate a replacement file for a rejected transmission by the IRS. This is required only for original records that were rejected.

Leave blank if this is an original file.

Process Configuration Group

To post Form 1094-C to Document Records, configure a different process configuration group that has the **XML Data Source** parameter set to **N**. Select this process configuration group here when running the 1094-C employer report.

Report output

To view the output of this flow:

1. Open the **Navigator**, and select **Reports and Analytics** in **Tools**.
2. Click **>>**, and select **Shared Folders**.
3. Expand **Human Capital Management, Benefits, US**, and then **ACA**.
4. For **1094cElectronicFile**.
5. In **Actions**, click **Report History**.
6. In **Filters**, clear the values in **Owner** and **Start Processing**.
7. Click **Search**.
8. Select the name of the report job you want to view.
9. Select **Output Name** in **Output & Delivery**.

US 1095-C Employee Report

The US 1095-C Employee Report flow uses the latest Affordable Care Act (ACA) archive info to generate the Form 1095-C employee report for all eligible employees. Use this flow to generate the original or replacement 1095-C form.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US 1095-C Employee Report**.

Before you start

Run the archive flow to ensure you capture the latest updates of the ACA data. There's no need to run the archive flow again if:

1. You ran it before and issued 1095-C forms to employees.
2. There are no changes to employee or employer data.

To roll back the documents posted to Document Records:

1. Roll back the ACA archive.
2. Rerun the archive and 1095-C flow.

Report parameters

Year

Enter the reporting year as a 4-digit number, such as **2022**.

Legal Employer

Search for and select the legal employer you want to report. The flow uses the ACA info for all employees attached to it.

Reporting Mode

Choose one of the following.

- Select **Draft** to create a draft of this report for data verification purposes.
- Select **Final** to generate the final version of the report. The report flow automatically publishes a copy of the 1095-C to the Document Records.

Process Configuration Group

To post Form 1095-C to Document Records, configure a different process configuration group that has the **XML Data Source** parameter set to **N**. Select this process configuration group here when running the 1095-C employee report.

Report output

This flow generates a 1095-C report for all eligible employees as a PDF file. It stores a copy in Document Records for employee access through their **Me** page.

Note: This flow doesn't recognize 1095-C document preferences set by the employee.

Rerun the report

If you are rerunning this report for a previous reporting period, you must roll back the documents already posted to Document Records.

1. Roll back the 1095-C process.
2. Roll back the ACA archive.
3. Rerun the archive and 1095-C process.

4 Anytime Pay

Pay Advance Flow for the US

Use the Pay Advance flow whenever you want to submit a Pay Advance on behalf of an employee.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Pay Advance**.

Before You Start

1. You must have defined an Anytime Pay gross-up element and created element entry.
2. You must manually validate that the employee is eligible. This flow doesn't run the Estimated QuickPay process.

Flow Parameters

Effective Date

Supply the date earned for the current pay period.

Payroll Relationship

Select the employee requesting the pay advance.

Payroll

Select the employee's payroll.

Consolidation Group

Select the consolidation group.

For further info, see Consolidation Groups for the US in the Help Center.

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.

EFT Organization Payment Method

Select the appropriate EFT organization payment method. For further info, see Organization Payment Methods for the US in the Help Center.

Flow Results

Upon submission, the flow starts a gross-up QuickPay process to calculate the pay advance.

For further info, see How the Anytime Pay Flow Processes Payments for the US in the Help Center.

Roll Back and Retry the Anytime Pay Reversal Process

If your payroll flow runs the Calculate Payroll process during a Regular payroll cycle, such as the US Simplified Flow, it performs individual reversal actions for all advances paid during the pay period. It groups those actions into a separate flow called Pay Advance Reversal.

To roll back or retry this reversal flow, select the flow instance from View Flow. These actions aren't available from the **Linked Flow** section on the main flow.

You must perform Rollback and Retry from the flow and not by running a standalone process, such as Retry Payroll. These processes might not perform the reversal processes correctly.

Related Topics

- [Consolidation Groups for the US](#)
- [How the Anytime Pay Flow Processes Payments for the US](#)
- [Overview of Anytime Pay for the US](#)
- [Overview of Anytime Pay Configuration for the US](#)

5 Balance Adjustments

US Tax Balance Adjustment Flow

Use the US Tax Balance Adjustment flow to perform a mass balance adjustment for tax balances, such as after a credit-reduction rate change. This process generates a balance adjustment batch file that you then process through HCM Data Loader (HDL).

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US Tax Balance Adjustment**.

Before You Begin

Before starting this flow, you must define a formula for the appropriate tax balance. Some sample formulas are available for your reference on Customer Connect and My Oracle Support. For further info, see Sample Tax Balance Adjustment Formulas (2470020.1) on My Oracle Support.

Note: This doesn't apply to FUTA balances. This process uses a FUTA formula by default.

To make your formula available for use with this process:

1. Start the Calculations Value Definitions task.
2. Click **Create**.
3. Enter a meaningful name, and select your US LDG.
4. Select **Use existing value definition group**.
5. Select the **US Tax Balance Adjustment** value definition group.
6. Select the **Text** calculation type
7. In **Calculation Values**, click **Add Row** and attach the formula as text.

Field name	What you enter
From Value	0
To Value	99999
Text Value	Your formula name

8. Save your changes.

Process Parameters

Effective Date

Enter the effective date of the adjustment.

Payroll

Select the payroll run you're adjusting.

Payroll Relationship Group

Select the payroll relationship group name if you defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

Select the payroll statutory unit (PSU) of the people whose tax balances you're adjusting.

Tax Reporting Unit

Select the tax reporting unit (TRU) of the people whose tax balances you're adjusting.

Balance Adjustment Level

Select the jurisdiction level of the taxes you're adjusting.

State

For nonfederal tax adjustments, select the state.

Mode

Search for and select the tax balance formula you defined. If you leave this blank, the process runs the default FUTA formula.

Multiple Batches by Date

Select **Yes** to create separate batches by date. The process automatically populates the effective date for all lines in the batch with the effective date you provided.

When adjusting balances for terminated employees, the process might use the final close date instead of the effective date to create the separate batches. It does so when the final close date is earlier than the effective date.

Perform the Balance Adjustment

After running this flow:

1. Use the balance adjustment batch output to review the info for accuracy before transferring and processing it.

2. Download the batch to the HDL. There's no separate audit report.
3. Verify the batch through HDL.
4. Run the Transfer Batch Process.
5. Run the Adjust Multiple Balances process.

This process pushes the HCM Data Loader values to Oracle Cloud.

Related Topics

- [Balance Adjustment Prerequisites for the US](#)
- [Federal Unemployment Tax Act Calculations](#)
- [Overview of Balance Adjustments for the US](#)

6 Balance Exceptions

Balance Exception Report for the US

Run the Balance Exception Report flow as part of your year-end balancing and reconciliation process.

Use this report to identify:

- Incorrect tax amounts withheld
- Wage over-the-limit situations
- Any improperly calculated tax liability balances, such as Social Security, Medicare, or Federal Unemployment Tax Act (FUTA)

This report returns output in PDF, CSV, or Microsoft Excel output. The balances detected by this flow might require adjustment.

For further info, see the following on My Oracle Support.

- [Oracle Cloud Human Capital Management for the United States: Balance Exception Report \(KB159432\)](#)
- [Oracle Cloud Human Capital Management for the United States: Balance Adjustments \(KB160970\)](#)
- [Oracle Cloud Human Capital Management for the United States: Batch Balance Adjustments \(KB160615\)](#)

To assist with reconciliation and balancing of your data, run this report before generating your Employee W-2s and running the Third-Party Tax Filing Interface.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Balance Exception Report**.

Before you start

Complete any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Report parameters

Payroll Flow

Name of your payroll flow.

Process Start Date

If you're including Run balance values, select the start date. This date must coincide with the date of the selected payroll run.

Process End Date

Select the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

Balance Exception Report

Select the balance report you want to generate.

- Deferred Compensation Over the Limit
- Federal Exceptions
- State Exceptions

Payroll

To run this report, select the specific payroll here.

Consolidation Group

To run the report against the members of a consolidation group, select it here.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, select it here. Click **Search** to locate the PSU.

Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, select it here.

Leave blank to run against all TRUs.

Location

To include all employees assigned to a location in your report results, select it here.

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.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Process Configuration Group

Select the process configuration group name if you have defined one. This parameter is used for logging and reporting purposes.

Report Category

Select the output format for the report.

- CSV
- Microsoft Excel
- PDF

Report output

This report produces an output report in the format you select. It contains all live payroll balances for matching employees, filtered by parameters and time-frames. If no employee balances match your report parameter criteria, the report returns an output file with no data.

7 Calculation Cards

Sync Calculation Cards for the US

Your employees' payroll and HR data is interconnected and shared across tasks. Normally, when you make a change in one area, a sync process automatically makes the appropriate updates everywhere else.

However, there are cases where you must manually perform the sync, including if you have disabled automatic sync entirely. In these cases, you can run the Sync Calculation Cards process to update your employees' tax cards after making changes.

Note: When you run this process manually, it updates only your latest changes. It doesn't update historical data.

For further info, see Tax Withholding Card in the Help Center.

Run this process whenever you make changes to a person's data and you have disabled the automatic sync process.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Enter your US legislative data group (LDG), and select **Sync Calculation Cards**.

Process Parameters

Calculation Card

Select **Employee Withholding Certificate**.

Mode

Select **Default Primary Address and State of Disability and Unemployment**.

Normally, whenever you change a person's work location, the sync process updates the appropriate state unemployment insurance (SUI), state disability insurance (SDI), and work address info on the tax card.

If you have disabled this process, select this value to update the impacted cards.

Payroll Statutory Unit

To sync calculation cards for employees in a specific payroll statutory unit (PSU), select it here.

Leave blank to run for employees in all PSUs.

Tax Reporting Unit

To sync calculation cards for employees in a specific tax reporting unit (TRU), select it here.

Leave blank to run for employees in all TRUs.

Payroll

To sync calculation cards for employees attached to a specific payroll definition, select it here.

Leave blank to run against all definitions.

Person

To sync calculation cards for a specific person, select them here. If the person has multiple payroll relationships, this process syncs the cards attached to all of them.

Leave blank to run against all employees.

Payroll Relationship

To sync calculation cards for a specific payroll relationship, select it here.

Leave blank to run against all employees and all their payroll relationships.

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 process uses the parameters in the default group.

Related Topics

- [Examples of Updating the Tax Withholding Card After a Location Change](#)
- [What Is the Tax Withholding Card](#)

Tax Withholding Card Reports

Use Tax Withholding card reports to assist you in auditing employee tax info.

Tax Withholding card report	What it does	How you find it	Some examples
Tax Withholding Card Audit Report	Returns employee tax exemptions and withholding, Pennsylvania Residency Certificates, and other tax info. It provides a way for you to identify specific values on your employees' tax cards. Run this report as needed. For further info, see Tax Withholding Card Audit Report in the Help Center.	1. From My Client Groups, click Payroll. 2. Click Submit a Flow. 3. Search for your US LDG. 4. Search for and select Tax Withholding Card Audit Report.	It can help you determine which employees are claiming exempt from federal income tax (FIT).
Tax Card Migration Audit Report	Verifies the data on the tax cards after you perform the migration process and identifies any discrepancies. Run this report after migrating your tax cards. For further info, see Tax Card User Interface Migration (2592797.1) on My Oracle Support.	1. From My Client Groups, click Payroll. 2. Click Submit a Flow. 3. Search for your US LDG. 4. Search for and select Run Tax Card Migration Audit Report.	Helps you identify migration errors such as: An employee claimed five allowances on their original card. However, after migration, they now have only two.

Tax Withholding card report	What it does	How you find it	Some examples
US Payroll Tax Card Component Validation	Helps you validate your employees' tax card components configuration. Run this report as needed. For further info, see Diagnostic Tests for the US in the Help Center.	1. From Settings and Actions, click Run Diagnostic Tests. 2. Search for US Payroll Tax Card Component Validation, and select its check box. 3. Click Add to Run. 4. Click Run. 5. In Diagnostic Test Run Status, click Report.	• Validate employee Pennsylvania PSD info • Identify employees with missing SUI info • Find mismatches between work addresses and tax card primary work addresses • Identify invalid tax card associations
US Payroll Tax Card Validation	This report helps you validate that your employee's tax card is setup correctly. Run this report as needed. For further info, see Diagnostic Tests for the US in the Help Center.	1. From Settings and Actions, click Run Diagnostic Tests. 2. Search for US Payroll Tax Card Validation, and select its check box. 3. Click Add to Run. 4. Click Run. 5. In Diagnostic Test Run Status, click Report.	• Identify employees who don't have tax cards • Identify employees missing associations on their tax cards • Identify employees with multiple associations for the same payroll relationship • Identify employees with duplicate tax cards • Check for employees with one assignment mapped to multiple TRUs

Tax Withholding Card Audit Report

Use the Tax Withholding Card Audit Report to help you prepare for:

- Payroll processing
- Monthly or quarterly audits
- Other year-end reviews

This report includes employee tax exemptions and withholding, Pennsylvania Residency Certificates, and other tax info.

Run this process as part of your payroll auditing procedures or as needed.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Tax Withholding Card Audit Report**.

Before you start

To run this report, you must have migrated your employees to the Full Enhanced tax card. For further info, see Tax Card User Interface Migration white paper (2592797.1) on My Oracle Support.

Report parameters

Payroll

To generate a report for all employees attached to a specific payroll definition, select it here.

Leave blank to run for all employees.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Payroll Relationship

To generate a report for a specific employee payroll relationship, select it here.

Leave blank to run for all employees.

Tax Reporting Unit

Tax reporting unit (TRU) registered name of the employees you're processing. The process reports tax card info for the employees belonging to this TRU only.

Leave blank to run against all TRUs.

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 report uses the parameters in the default group for the selected payroll.

Report Output

The output file from this report is Tax Card eText Report.txt and is suitable for viewing in a spreadsheet, such as Microsoft Excel. It contains a consolidation of all tax card data, including the value for each tax component.

Note: The report may return empty values for state, county, or city if the row represents a higher tax level. For example, State, County, and City values would be blank for federal-level records. County and City would be blank for state-level records.

Related Topics

- [What Is the Tax Withholding Card](#)

US Tax Jurisdiction Evaluation Process

Oracle updates its geography data as needed, and we deliver it to you as part of your regular patching cadence. Run the US Tax Jurisdiction Evaluation Process whenever new geography boundaries are updated.

This includes:

- Tax jurisdictions on employee Tax Jurisdictions cards
- Tax jurisdictions info on locations

To run this process:

1. In **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **US Tax Jurisdiction Evaluation Process**.

Flow parameters

Effective Date

Select an effective date for the changes the process will be making.

Address Type

Select the type of address you want to validate.

State

Select a state. Leave blank to process changed jurisdictions in all states.

Person

Select a person to process any addresses associated with only them.

Use this only when processing addresses with the Person address type.

Note: The report ignores this field if you selected a payroll relationship group.

Location

Select a location to process any addresses associated with only it.

Use this only when processing addresses with the Location address type.

Payroll Relationship Group

Use payroll relationship groups to process addresses associated for a group of person records. Leave blank to process all person records.

Use this parameter only when processing addresses with the Person address type.

Reporting Mode

Run this process in Draft mode to review the output report to see the impacted records. Run the flow in Final mode to commit the changes.

Flow output

This flow produces a report suitable for viewing in a spreadsheet application, such as Microsoft Excel.

Section	Columns and descriptions
Address Data	Describes the person or location address data. It includes: • Address type • Person or location • Record details • Person or location name • Address • Street address of a person or location • Latitude • Longitude
Tax Jurisdictions (Before)	Describes the original jurisdictions data. It includes: • State • County • City • Within city limits • Tax district • School district • Pennsylvania PSD code • Special tax district • Override exists
Tax Jurisdictions (After)	Describes the adjusted jurisdictions data. It includes: • State • County • City • Within city limits • Tax district • School district • Pennsylvania PSD code • Special tax district • Fields impacted

8 Data Validation

Validation Report for Payroll

The Validation Report for Payroll checks for the following.

- Employee assignments that aren't associated with tax cards
- Employees enrolled in multiple disability plans
- Employees that switched disability plan types after the start of a calendar year
- Employees with invalid work locations
- Employees with tax cards that aren't associated with tax reporting units (TRUs)
- Indiana residents with missing info for their Resident or Work County as of Jan 1 on their tax cards
- Locations missing work jurisdictions
- Locations that don't have valid geocodes or no geocode at all
- Pennsylvania employees missing either a home or work political subdivision (PSD) codes
- Pennsylvania employees with missing home school districts
- Pennsylvania employees without Residency Certificates
- Persons missing a date-of-birth
- Persons with missing national identifiers (Social Security or Individual Taxpayer ID number)
- Persons with missing or incomplete home or work addresses
- Persons with missing Tax Jurisdictions cards
- Persons with unverified addresses
- Private State Disability Insurance (SDI) plans without rates
- Tax Jurisdictions cards configured with nontaxing tax districts

This report is part of the US Simplified Payroll Cycle Flow. The flow pauses so you can correct these issues before running the next process. However, you can also run this report manually.

- After acquisitions
- After any mass update of people or payroll records, such as HCM Data Loader uploads

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Validation Report for Payroll for the US**.

Parameters

Payroll

Select the payroll for which the report is to be run.

Effective Date

Specify the first effective date of the payroll process you want to include in the report. The report uses this date to verify the data status.

Process Configuration Group

Use this to define system parameters such as number of threads, logging, and so on.

Note: Use the Payroll Process Configuration task to define a process configuration group before you can use it here.

Report Results

The report provides details of missing or noncompliant statutory data for the selected payroll statutory unit as of the selected effective as-of date. The details are at the worker or organization level.

You can view the PDF output of the report or the Excel output, as required.

9 e-IWO

e-IWO Audit Report

The e-IWO Audit Report is a downloadable Microsoft Excel spreadsheet that provides detailed info about your most recent Electronic Income Withholding Order (e-IWO) inbound file processing.

If you processed multiple inbound files, this report includes results for all files, sorted by file name.

This file is generated automatically upon successful completion of:

- e-IWO Process flow
- e-IWO Inbound Audit Report flow

Report Worksheets

The Audit Report Microsoft Excel spreadsheet contains the following worksheets.

Worksheet	What it does
e-IWO Summary	Provides the following summaries. • Validation summary - Displays orders by status. ○ Number of received records - Total number of orders successfully uploaded into the e-IWO storage tables. ○ Number of rejected orders - Orders that failed Office of Child Support Services (OCSS) validation and have INVALID status. ○ Number of failed or unprocessed orders - Orders with NULL or FAILED status. ○ Number orders validated - Orders with VALID status. • Loader summary - Includes the following loader results. ○ Number of orders loaded successfully - Status: SUCCESS ○ Number of orders failed or not processed - Status: FAILED or NULL
Audit Report	List of valid orders that were successfully transferred into the calculation card. These orders have the following statuses in the e-IWO storage tables.

Worksheet	What it does
	- e-IWO Order Status: VALID - Loader Order Status: SUCCESS For persons with multiple orders, each order appears as a separate line.
Exception Report	List of orders given INVALID or FAILED status by the validation flow. In cases where an order has multiple errors, the first error displays in the Rejection Code and Rejection Message columns. The additional codes display in the e-IWO Additional Rejection Code column.

Related Topics

- e-IWO Inbound Audit Report
- e-IWO Process

e-IWO Employee Notification Report

This flow generates a PDF report of any new or amended e-IWOs, and issues it to the employee. It also stores these reports in Document Records. It doesn't include termination orders.

Note: This isn't the same document as issued by the Office of Child Support Enforcement.

This flow normally runs automatically as the last step of the e-IWO Process flow.

To run it manually:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Enter your US legislative data group (LDG).
- Search for and select **e-IWO Employee Notification Report**.

Before You Start

You must have used the Audit Report to validate any manual changes you made to the incoming e-IWOs. You must have resolved any errors and ensured each order is in either VALID or INVALID status.

Report Parameters

Legislative Data Group

Your US LDG.

Start Date

Generates notifications for orders received within this date range.

Leave blank to use the current date.

End Date

Leave blank to use the current date.

Employee Name

Employee for which you're generating a report.

Leave blank to generate notifications for all employees receiving orders within this date range.

Inbound File Name

Name of the inbound file for which you want to generate notifications.

Leave blank to generate notifications for all employees with new or amended orders in all inbound files received within this date range.

Note: Rerunning this flow for an order doesn't generate a new report. To regenerate the report, you must first clear the **Date** and **Time Notification Sent** values in the storage tables.

Process Configuration Group

Process configuration group for logging and performance purposes.

Report Output

In addition to being emailed to employees, the output PDF reports are stored in Document Records. To view them, search for the EIWO_ORDERS document type in the Manage Document Records task.

The e-IWO Employee Notification Report contains the following.

- Legal employer company name, address, and phone number
- Employee first, middle, last name, Social Security number, and primary mailing address
- Obligee first, middle, and last name
- Document action code
- e-IWO creation date
- State, tribe, or territory issuing the order
- Additional issuing jurisdiction info
- Case identifier
- For child support orders:
 - First, middle, last name, and date of birth of each child
 - Current amount and frequency code
 - Past due amount and frequency code
- Current medical amount and frequency code
- Past due medical amount and frequency code
- For spousal support orders:
 - Current amount and frequency code
 - Past due amount and frequency code

- Obligation other amount and frequency code
- Obligation total amount and frequency code
- Arrears overdue by more than 12 weeks
- Income withholding amounts:
 - Weekly
 - Biweekly
 - Semimonthly
 - Monthly
- Grace period before employer must begin withholding
- Effective date of the income withholding order

Regenerating the Report

Before you can regenerate this report for an order, you must clear the time stamps in the storage table.

1. Start the Payroll Interface Inbound Records task.
2. In Search, specify the **e-IWO Person Data** record type and **National Identifier** record owner.
3. Specify either the person's name or person number, and click **Search**.
4. Select the person in the search results.
5. Clear the values in the following fields.
 - Date Notification Sent
 - Time Notification Sent

Related Topics

- [e-IWO Audit Report](#)
- [e-IWO Process](#)

e-IWO Inbound Audit Report

This flow generates an audit report on your most recent Electronic Income Withholding Order (e-IWO) processing.

This report contains the validation and upload results of all e-IWOs you processed since the last time you successfully ran the e-IWO Process flow.

Normally, this process runs automatically as part of the e-IWO Process flow. However, you can run it standalone, such as after making manual changes to e-IWO data in the storage tables.

To run it manually:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Enter your US legislative data group (LDG).
4. Search for and select **e-IWO Inbound Audit Report**.

Before You Start

Make any needed manual edits to the e-IWO data using the Payroll Interface Inbound Records task.

Successfully run the validation and card update flows, either standalone or as part of the e-IWO Process flow.
For further info, see Set Up Processing of e-IWOs in the Help Center.

Report Parameters

Legislative Data Group

Your US LDG.

Start Date

Start date on the inbound e-IWO file. The flow includes any unprocessed e-IWOs received within this range.

End Date

End of the date range for e-IWO processing. The flow includes any unprocessed e-IWOs received within this range.

Report Output

Upon completion, this flow generates the e-IWO Inbound Audit Report. For further info, see e-IWO Audit Report in the Help Center.

Note: This flow doesn't issue email notifications. You must use the e-IWO Process flow if you want email distribution of this report.

Related Topics

- [Receive and Process e-IWO Inbound Orders](#)
- [Set Up Processing of e-IWOs](#)
- [e-IWO Audit Report](#)
- [e-IWO Process](#)

e-IWO Involuntary Deductions Card Load Process

The e-IWO Involuntary Deduction Card Load Process flow:

1. Associates the payee in the order with a third-party payee.
 2. If you haven't defined the payee, it attempts to use a default payee as defined through the user-defined tables.
 3. Creates an Involuntary Deductions card for obligors that don't have one.
 4. For valid orders:
 - Updates the obligor's Involuntary Deductions card with new Electronic Income Withholding Order (e-IWO) data.
- Depending on the order type, the flow updates the card with a new order, amends an existing order, or terminates the order.
- Creates a reference code for the order.

This consists of a concatenation of:

- Case Identifier
- Issuing State Abbreviation
- Remittance ID

In cases where this results in a duplicate of an existing code, the new reference code is appended with a sequence number.

For further info, see [How the Electronic Income Withholding Order Processes Derive Reference Codes in the Help Center](#).

5. Adds the following card components, depending on the order.
 - o If the child support amount on the order is greater than \$0, the flow creates a Child Support component.
 - o If the spousal support amount on the order is greater than \$0, the flow creates a Spousal Support component.
 - o If both amounts exist, it combines them and applies them to a Child Support component.
6. For employees with a single work state, if the state isn't the same as the issuing state, the flow uses the work state to create or update the Involuntary Deductions card component.

For employees working in multiple states, it uses the issuing state, even if the person does not work there.

For further info, see [How e-IWOs Are Processed When an Obligor's Work State Is Different from Their Issuing State in the Help Center](#).

The e-IWO Process flow automatically runs this flow for you. Alternately, you could run it manually, such as after making manual changes to the e-IWO data in the storage tables.

To run it manually:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Enter your US legislative data group (LDG).
4. Search for and select **e-IWO Involuntary Deductions Card Load Process**.

Before You Start

Make any needed manual edits to the data using the Payroll Interface Inbound Records task.

Successfully run the validation process, either standalone or as part of the e-IWO Process flow.

For further info, see [Set Up Processing of e-IWOs in the Help Center](#).

Report Parameters

Legislative Data Group

Your US LDG.

Start Date

Start date on the inbound e-IWO file. The flow includes any unprocessed e-IWOs received within this range.

End Date

End of the date range for e-IWO processing. The flow includes any unprocessed e-IWOs received within this range.

Post Processing

After this flow completes:

1. Run the e-IWO Inbound Audit Report flow to generate the audit report, and review any errors. To be included in the Acknowledgment file, each order must be in either VALID or INVALID status.
2. Review the updated Involuntary Deductions cards for accuracy.
3. If additional changes are necessary, rerun the validation, card update, and audit report flows.
4. Run the e-IWO Employee Notification Report flow.
5. Run the e-IWO Outbound Acknowledgment flow.

Related Topics

- [How the Electronic Income Withholding Order Processes Derive Reference Codes](#)
- [Receive and Process e-IWO Inbound Orders](#)
- [Set Up Processing of e-IWOs](#)
- [e-IWO Inbound Audit Report](#)
- [e-IWO Process](#)

e-IWO Outbound Acknowledgment Process

This flow generates an Acknowledgment file for the inbound orders you have successfully processed.

You must send an Acknowledgment file to the Office of Child Support Services (OCSS) within 10 days of receiving an Electronic Income Withholding Orders (e-IWO). Configure this flow to run automatically on recurring basis to generate these files.

To run it manually:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Enter your US legislative data group (LDG).
4. Search for and select **e-IWO Outbound Acknowledgment Process**.

Before You Start

You must have successfully processed all orders in the inbound files. They must be in one of the following statuses.

Order status	What this means
Accepted	Be in VALID status and have successfully transferred to the Involuntary Deductions card.
Rejected	Be in INVALID status.

Report Parameters

Legislative Data Group

Your US LDG.

Inbound File Name

Name of the inbound file you want to process.

Leave blank to generate Acknowledgments for all files.

Case Identifier

Case ID of the order you want to process.

If you leave this field blank, all orders in the selected inbound file are processed.

Document Action Code

Kind of acknowledgment you're performing:

- Amended
- Employer initiated
- Original
- Termination
- All excluding termination

Leave this field blank to process all orders.

Status

Status type of the orders you want to process.

Leave this field blank to process all orders.

State

State issuing the orders you're acknowledging.

Leave this field blank to process orders from all states.

Process Configuration Group

Process configuration group for logging and performance purposes.

Report Output

This flow creates the Acknowledgment file in XML format, suitable for submission to the OCSS.

The Acknowledgment file uses the following naming convention: `<EIN>_ACK_<time stamp>.XML`

Where:

- `<EIN>` is the employer's primary federal EIN, as defined in the user-defined tables.
- `<time stamp>` is the year, month, day, hour, minute, and second that you generated the file.

To use your own naming convention for the Acknowledgment file, you must consult with your Implementation Team.

If you entered overrides for the following values in the storage table, the Acknowledgment file uses those overrides instead of the original values.

- Last name

- First name
- Middle name
- Suffix

Related Topics

- [Electronic Income Withholding Orders](#)
- [Receive and Process e-IWO Inbound Orders](#)
- [e-IWO Process](#)

e-IWO Process

The e-IWO Process flow retrieves any new inbound order info from the Electronic Income Withholding Order (e-IWO) storage tables and performs the necessary actions on the obligor Involuntary Deductions calculation cards.

It consists of these flows.

e-IWO flow	What it does
e-IWO HCM Data Loader Process	Uses HCM Data Loader to load the e-IWO data into the storage tables. The e-IWO Process flow only runs this flow during an automatically scheduled run. If you start e-IWO Process manually, it doesn't include this flow. You must load your e-IWO data into the storage tables manually. Note: If you're using any web service solution to perform e-IWO processing automatically, you must pass the required HCM Data Loader (HDL) parameters to ensure proper execution of this flow. For further info, see the following technical briefs on My Oracle Support. • Oracle HCM Data Loader: User Guide (1664133.1) • Loading Electronic Income Withholding Orders using HCM Data Loader (2259608.1)
e-IWO Validation Process	This flow: 1. Checks the data loaded into the e-IWO storage tables. 2. Validates each order according to Office of Child Support Services (OCSS) criteria and sets the status. 3. Issues the appropriate warning messages if needed in the Audit Report. For further info, see e-IWO Validation Process in the Help Center.
e-IWO Involuntary Deductions Card Load Process	This flow: 1. Associates the payee in the order with a third-party payee. 2. If you haven't defined the payee, it attempts to use a default payee as defined through the user-defined tables.

e-IWO flow	What it does
	- Uploads valid e-IWOs to the obligor's Involuntary Deductions card, and creates card components as necessary. - If the child support amount on the order is greater than \$0, the flow creates a Child Support component. - If the spousal support amount on the order is greater than \$0, the flow creates a Spousal Support component. - If both amounts exist, it combines them and applies them to a Child Support component. - Creates a card if the obligor doesn't already have one. It creates the card and card component with an effective date as defined on the Document Date field of the e-IWO file. In the unlikely event that this date is earlier than the existing card effective date, the flow raises an error. - For cases where the obligor has multiple payroll relationships, it performs additional steps. For further info, see How e-IWOs Are Processed When an Obligor has Multiple Payroll Relationships in the Help Center. For further info, see e-IWO Involuntary Deductions Card Load Process in the Help Center.
e-IWO Inbound Audit Report	Generates the e-IWO Audit Report output file. For further info, see e-IWO Inbound Audit Report in the Help Center.
e-IWO Employee Notification Report	Generates PDF reports for all new or amended e-IWOs. It stores these files in Document Records and emails them to the employees. For further info, see e-IWO Employee Notification Report in the Help Center.

Configure this flow to run automatically on a daily basis to uptake and process incoming e-IWOs.

To run it manually:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Enter your US legislative data group (LDG).
- Search for and select **e-IWO Process**.

Before You Start

Retrieve the inbound order file from your secure FTP server.

Convert the e-IWO file into a .dat format supported by HDL

If you're running this flow manually, use HDL to load the .dat file into the e-IWO storage tables.

For further info, see [Set Up Processing of e-IWOs](#) in the Help Center.

Report Parameters

Legislative Data Group

Your US LDG.

Start Date

Start date on the inbound e-IWO file. The flow includes any unprocessed e-IWOs received within this range.

Note: When configuring the automatic schedule for this flow, leave this parameter blank.

End Date

End of the date range for e-IWO processing. The flow includes any unprocessed e-IWOs received within this range.

Note: When configuring the automatic schedule for this flow, leave this parameter blank.

Output Reports

This flow generates the following.

- e-IWO Inbound Audit Report
- e-IWO Employee Notification Reports

e-IWO Inbound Audit Report

The e-IWO Inbound Audit Report flow generates this report when you run it either as part of the e-IWO Process flow or as an independent flow.

If you processed multiple inbound files, this report includes results for all files, sorted by file name.

The e-IWO Process flow sends an email notification with this report as an attachment. For further info about how to specify the email recipients, see *Set Up Processing of e-IWOs* in the Help Center. There's no email notification if you generate this report through the e-IWO Inbound Audit Report flow.

For further info, see *e-IWO Audit Report* in the Help Center.

e-IWO Employee Notification Report

The e-IWO Employee Notification Report flow generates these PDF files when you run it either as part of the e-IWO Process flow or as an independent flow.

These files contain details on each new and amended e-IWO you have successfully processed, suitable for delivery to your employees. The flow stores these files in Document Records and emails them to the appropriate employees.

Note: These aren't the same documents as issued by the OCSS.

Related Topics

- [e-IWO Involuntary Deductions Card Load Process](#)
- [Receive and Process e-IWO Inbound Orders](#)
- [Set Up Processing of e-IWOs](#)
- [e-IWO Audit Report](#)
- [e-IWO Inbound Audit Report](#)

e-IWO Validation Process

Once you have loaded an Electronic Income Withholding Order (e-IWO) into the storage tables, use this flow to validate the data.

The e-IWO Process flow automatically runs this flow for you. However, you can run it manually.

This flow:

1. Checks the data loaded into the e-IWO storage tables.
2. Validates each order according to Office of Child Support Services (OCSS) criteria and sets the status.
3. Issues the appropriate warning messages if needed in the Audit Report.

This flow assigns each order with one of these statuses.

Order status	What it means
VALID	Represents orders that were successfully processed. This includes orders that generated the following OCSS error codes. • B: Employee Name Mismatch • S: e-IWO Obligor Is Suspended Employee • W: Employee Is Associated with Incorrect Employer Orders with this status are considered Accepted on the Acknowledgment file once they have been transferred to the Involuntary Deductions card.
INVALID	Represents orders processed and deemed invalid with the following error codes. • B: Employee Name Mismatch • D: Duplicate IWO • N: Noncustodial Parent No Longer an Employee • S: e-IWO Obligor Is Suspended Employee • U: Noncustodial Parent Not an Employee • W: Incorrect FEIN • X: Unable to Process Record • Z: Unable to Terminate Order Orders with this status are considered Rejected on the Acknowledgment file.
FAILED	Represents orders that failed to process due to internal errors, such as service unavailability. You must correct the error and repeat the processing. Orders with this status aren't included on the Acknowledgment file.
NULL	Represents orders the validation process was unable to process, regardless of reason. Orders with this status aren't included on the Acknowledgment file.

Run this flow to validate:

- New e-IWOs after the main e-IWO Process flow failed due to an error, such as a system failure
- Manual changes you made to data in the storage tables, such as after correcting errors in the Audit Report or changing an order's status

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Enter your US legislative data group (LDG).
4. Search for and select **e-IWO Validation Process**.

Before You Start

Retrieve the inbound order file from your secure FTP server.

Convert the e-IWO file into a .dat format supported by HDL.

Use HDL to load the .dat file into the e-IWO storage tables.

For further info, see Set Up Processing of e-IWOs in the Help Center.

Report Parameters

Legislative Data Group

Your US LDG.

Start Date

Start date on the inbound e-IWO file. The flow includes any unprocessed e-IWOs received within this range.

End Date

End of the date range for e-IWO processing. The flow includes any unprocessed e-IWOs received within this range.

Post Processing

When this flow completes:

1. Run the e-IWO Involuntary Deductions Card Load flow to update the obligor Involuntary Deductions cards.
2. Run the e-IWO Inbound Audit Report flow to generate the audit report, and review any errors. To be included in the Acknowledgment file, each order must be in either VALID or INVALID status.
3. Review the updated Involuntary Deductions cards for accuracy.
4. If additional changes are necessary, rerun the validation, card update, and audit report flows.
5. Run the e-IWO Employee Notification Report.
6. Run the e-IWO Acknowledgment flow.

Related Topics

- [e-IWO Process](#)
- [Receive and Process e-IWO Inbound Orders](#)
- [Set Up Processing of e-IWOs](#)
- [e-IWO Inbound Audit Report](#)
- [e-IWO Involuntary Deductions Card Load Process](#)

10 Element Upgrade

Element Upgrade Flow

Use the Element Upgrade flow to upgrade your existing elements whenever new features become available.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Element Upgrade**.

Flow Parameters

The Element Upgrade flow uses these parameters.

Mode

Select one of the following.

- Select **Draft** to perform a test run of this flow for data verification purposes.
- Select **Final** to run this flow against your active data.

Primary Classification

Select the primary element classification of the elements you want to upgrade.

Secondary Classification

Select the secondary element classification of the elements you want to upgrade.

The primary classification you select determines the values in this field.

Leave blank to run for all secondary classifications.

Enable Feature

Select one of the following.

- Iteration on Pretax Element
Use this option to enable iteration on pretax elements. This option is available when you select the **Pretax Deductions** primary classification.
- Disposable Income Recalculation
Use this option to enforce the recalculation of disposable income for your involuntary deduction elements and to apply any new features.
This option is available when you select the **Involuntary Deduction** primary classification.

Element Name

Select the element you want to upgrade.

Leave blank to run for all elements.

Formula Upgrade Option

Select one of these values.

- Display all formulas

Generates a list of all formulas that would be impacted during a Final run. Applicable to Draft mode only.

- Override the existing formula

Replaces any existing formulas with new ones and renames the original formulas. Applicable to Final mode only.

- Don't make changes to the existing formula

Makes no changes to formulas. New formulas aren't added.

Flow Results

When you run this flow, it performs different actions upon the objects related to the elements. It also generates an output file that describes these changes.

Element Upgrade of Objects

When run in Final mode, this flow upgrades the different objects and their dependents in different ways. If a new version of the element template includes any other objects apart from those listed in this table, the flow doesn't upgrade those objects.

Here are the conditions that determine when the flow updates the various objects.

Note: In most cases, when this flow makes changes to existing objects, it applies them as corrections. However, in the case of pretax deductions, you must perform additional configuration that applies the upgrades as date-effective changes. For further info, see Upgrade Pretax Deductions for the US in the Help Center.

Object	Condition
Defined Balances	There are no conditions. The flow always updates the defined balances.
Fast Formulas	Updates them based on the value you selected for Formula Upgrade Option when you run the flow.
Formula Results	Conditions exist only when a dependent object exists. For example, if the Element Upgrade process is creating a status processing rule for a fast formula, then that formula must already exist.
Status Processing Rules	Applies specific conditions if the dependent object exists. For example, if the Element Upgrade process is creating a status processing rule for a fast formula, then that formula must already exist.

Object	Condition
Balances	Conditions exist only when a dependent object exists. For example, if the Element Upgrade process is creating a balance with new element input values, then those input values must already exist. When the process creates the balance, it creates it with an effective date of 01-JAN-1951. If any of the element balance feeds don't exist as of this date, the flow uses the effective date of the element when creating the feed.
Balance Feeds	The Element Upgrade flow must have created the element input values before it creates any balance feeds.
Input Values	The Element Upgrade flow creates an input value when at least one of these are true. • Element isn't retroactively enabled. • Input value isn't required. • Input value doesn't have default values. • Input value doesn't have Default at Run Time enabled. • No user-defined input value exists. • The new input value is enabled for DBI, and that DBI exists. • Special Purpose value of the new input value doesn't exist for any existing input values on the same element.
Element Eligibility Input Values	Before the Element Upgrade flow adds the element-eligibility input values, those input values must exist. See the previous parameter for conditions on input values.
Element Entries	The Element Upgrade flow creates the appropriate element entries with the new input values. It creates the entry for all date-effective records.
Calculation Unit	There are no conditions. The Element Upgrade flow links the calculation value definition, element, and calculation logic.
Calculation Card Override Usages	There are no conditions. The Element Upgrade flow links the calculation component as the override usage for a calculation value definition. This is listed on the flow output report as DIR Override Usages.
Calculation Card Components	The flow links Component Details with the calculation components. The components include: • DIR Comp Flex • DIR Comp Flex Usages • DIR Comp Flex Rships

Flow Output

This flow generates an output report in Microsoft Excel format. This report includes multiple worksheets.

Worksheet name	What it includes
Parameters	Displays the parameter values you set when you started the flow.

Worksheet name	What it includes
Upgrade Details	Displays info on each object changed by the flow. For details on the columns of this worksheet, see below.

The output report spreadsheet has multiple columns.

Column title	Description
Primary Classification	Primary classification of the element being upgraded.
Secondary Classification	Secondary classification of the element.
Element Name	Name of the element.
Upgrade Object	Type of object being upgraded, such as Balance Type, Input Value, Fast Formula, or Formula Results.
Object Name	Actual name of the object.
Object Details	Any additional details with respect to the object. For example, if the upgrade object is Balance Feed: 1. The object name displays the actual balance feed (element input value). 2. The object details display the balance type associated with this balance feed.
New or Existing	Identifies if the flow is making a change to an existing object or creating one. For example, if the flow is modifying a fast formula, it would be considered an existing object on this report. However, if an input value is being added, it would display as New.
Backup Formula Name	When the flow upgrades a fast formula, it saves the original formula as a backup. This column of the report displays the backup formula name in Final mode.
Status	Upgrade status of the object.
Message	Displays any messages related to the upgraded object.
Oracle Delivered Modified Formula	Identifies if the user has modified a predefined formula. This column populates only when you run the flow in Draft mode. Use this column to help you decide if you want to upgrade your formulas. If you elect to upgrade the formulas in Final mode, your configurations would be lost. You can refer to the backup formulas generated in Final mode if needed.

Column title	Description
	Note: This column is blank when you run this flow in Final mode.

- Related Topics
- Upgrade Elements for the US

11 End-of-Year

What tax and wage reports are available for US year-end?

Processing for year-end involves generating and submitting several federal and state end-of-year reports.

Form name	How you use it
1099-R	These are the tax forms you distribute to your retirees at year end. They include details of the earnings and taxes paid by the person for a given year. To capture this data and submit it to the IRS, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates and submits the tax info to a third-party reporting provider, such as ADP, and they forward it to the proper tax authorities.
Employers Annual Federal Unemployment Tax Return	This is a tax form you issue to the IRS at year end. It reports the employer's contribution to the Federal Unemployment Tax Act (FUTA). Also known as Form 940. To capture this data and submit it to the IRS, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates and submits the tax info to a third-party reporting provider, such as ADP, and they forward it to the proper tax authorities.
EFW2 and EFW2PR files	These are the files you submit electronically to the Social Security Administration (SSA), state, territory, county, and city authorities. To report the year-end info to the SSA and appropriate regional authorities, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates and submits the tax info to a third-party reporting provider, such as ADP, and they forward it to the proper tax authorities.
EFW2c and EFW2cPR files	These are the files you create if changes are required after you have submitted the employee tax info to the SSA or third-party tax filing provider. They include details on the changes made to a previously reported year-end form. To report the W-2c info to the SSA and appropriate regional authorities, use the Oracle Fusion Third-Party Quarterly Tax Filing Extract. This extract generates an updated tax info file suitable for submission to a third-party reporting provider. Based on the content of the file and the date submitted, the provider determines what changes were made and files the proper amended tax returns. Note: Not all third parties support EFW2c submission. Refer to their documentation for details.
W-2 Employee Report W-2GU Employee Report W-2PR Employee Report	These are the tax forms you distribute to the employees at year end. They include details of the earnings and taxes paid by the employee for a given year. The W-2 Employee Report flow creates a PDF document based on archived data and stores it in the Document Records. Employees can view their Forms W-2, W-2GU, and W-2PR through their Me page. They can also elect to receive a printed copy. Managers and professional users can access employee forms through the Document Records task.

Form name	How you use it
	You can outsource the printing of these forms to a third-party, such as ADP or MasterTax. These providers use the data you provide in the fourth quarter tax file. Refer to their documentation for details.
W-2c Employee Report W-2cGU Employee Report W-2cPR Employee Report	These are the corrected tax forms you distribute to employees if changes or corrections were made after submitting their tax info to the SSA or third-party tax filing provider. They include details on the changes made to the previously reported W-2 or W-2c. Employees can view their Forms W-2c, W-2cGU, and W-2cPR through their Me page. They can also elect to receive a printed copy. Managers and professional users can access these forms through the Document Records task.

Related Topics

- [How do I correct my US year-end forms?](#)
- [Examples of Updating Year-End Tax Data for the US](#)
- [What prearchival reports are available for US year-end?](#)

Archive End-of-Year Payroll Results for the US

For the purposes of reporting taxes and wages to the federal, state, and local governments, use the Archive End-of-Year Payroll Results flow before generating the reports.

This flow captures all employee balances for a given year and tax reporting unit (TRU) and archives them for year-end reporting.

You must run this process against every payroll statutory unit (PSU) that includes TRUs.

Running this flow is a prerequisite to generating end-of-year tax forms, such as the US Form W-2.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Archive End-of-Year Payroll Results**.

Before you start

Use the Legal Reporting Unit Registrations task to ensure you have properly configured the federal and state registrations. Use **Search** to find the task if needed.

Use the Legal Reporting Unit HCM Information task to ensure you have properly configured the W-2 info for each of your TRUs. Use **Search** to find the task if needed.

Use the Balance Definitions task to ensure you have configured the balance feeds for your W-2 boxes. Use **Search** to find the task if needed.

Use the Calculation Cards task to ensure you have properly configured your employees' Tax Withholding and Reporting Information cards.

Run the prearchival flows as needed, and address any issues they detect.

Flow parameters

Payroll Flow

Provide a meaningful name for the payroll flow.

Process Start Date

Specify the first day of the reporting year, January 1.

Process End Date

Specify the last day of the reporting year, December 31.

Payroll Statutory Unit

Select the PSU for archiving. The flow archives the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

Select the TRU for archiving. The flow archives the year-end data of employees belonging to this TRU only. Leave blank to archive all TRUs in the PSU.

Reporting Reference Code

This field isn't used.

Payroll Relationship Group

Select a payroll relationship group.

Process Configuration Group

Select a process configuration group for logging and performance purposes.

Archive results

This flow archives data for each payroll relationship in the selected PSU or TRU.

View archive results

To view the archived flow results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. Perform a search for an **Archive End-of-Year Payroll Results** flow pattern against the appropriate PSU or TRU.
4. Select **Output and Log Files**.
5. Select the log file to view.

To view an individual's results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. In the search criteria, specify the employee, process of **Archive Write**, and other relevant info and perform the search.
4. Select **Process Results**.

5. Select the archive results.
6. Select the record name to view the context.

Balance reconciliation

Validate the balance values captured in the archive. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation technical brief (2086251.1) on My Oracle Support.

You might have to perform a balance adjustment. For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

Flow Rerun

Captures data for employees that were excluded from a previous archive. This flow doesn't archive data that was already archived by a previous run.

Flow Retry

Archives changed, new, or otherwise not archived data for the selected employees.

Flow roll back

There are instances where rerun or retry isn't possible, such as if you ran the Archive End-of-Year Payroll Results flow before all payroll processes had completed. In these cases, the data in the archive isn't valid. To resolve, you must perform a roll back operation.

When you roll back the Archive End-of-Year Payroll Results flow, all archived data is removed from the database. Rolling back and rerunning the Archive End-of-Year Payroll Results flow reruns the flow and recreates the archive completely.

Data locks

The archived data is locked by flows you run subsequently, such as running the W-2 Employee Report flow. When locked, that data can't be changed through either retry or roll back of the archive. In this case, you have two options:

- Roll back the locking flow and then performing the archive.
- Mark the selected employees for retry in the locking process. By doing this, you can retry the archive for the impacted employees.

Note: Take care when rolling back the locking processes. If the W-2 has already been distributed to the employee or the electronic files submitted to the government authorities, additional steps are required.

Assign Control Number for Puerto Rico Employees

Use the Assign Control Number for Puerto Rico Employees flow to update your employees' Reporting Information cards before generating their Form W-2PR.

These numbers are date-effective values on each person's card.

Note: You must manually assign control numbers for Form W-2cPR.

This flow can:

- Create Reporting Information cards for employees that don't have one
- Create Puerto Rico calculation components for cards that don't have one

- Assign W-2PR control numbers

Note: It doesn't overwrite any control numbers you already assigned to employees, either through a previous run of this flow or by manual assignment.

You can run this flow at any time.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Assign Control Number for Puerto Rico Employees**.

Before you start

Set upper and lower limits for the control numbers for the reporting year. The Hacienda recommends you set a new range every year.

Archive your employee year-end payroll data.

Report parameters

Payroll Flow

Name of your payroll flow.

Year

Four-digit calendar year.

Tax Reporting Unit

To generate control numbers for employees in a specific tax reporting unit (TRU), select it here. Click Search to locate the TRU.

Leave this blank to generate numbers for all employees.

Reporting Mode

Generates a test report of the changes this flow can make to your employee data.

Select **Draft** to create a PDF output report of the proposed changes for the employees. Use this for verification purposes.

Select **Final** to update the employee Reporting Information cards for the specified W-2PR reporting year.

You can't rollback the Final mode flow. If you identify any errors after running this flow in Final mode, you must manually edit the calculation cards to resolve them.

Payroll Relationship Group

To run this report for a group of employees, specify the payroll relationship group here. Click **Search** to locate the group.

Action for Year-End Reporting

Select the action the flow takes when it finds an employee that meets its criteria.

This value	Does this
Create missing Reporting Card, PR component, and control number	1. Creates the Reporting Information calculation card if it doesn't already exist. 2. Creates a calculation component for Puerto Rico on the card if it doesn't already exist. 3. Assigns a control number.
Create PR component	Creates a calculation component for Puerto Rico on the card if it doesn't already exist. It takes no action if the employee doesn't have a Reporting Information card.
Create PR control number	Assigns a control number to the employees' Reporting Information cards. It takes no action if the employee doesn't have a Reporting Information card or Puerto Rico calculation component.

Process Configuration Group

Select the process configuration group name if you have defined one. Use this parameter for logging and reporting purposes.

Report output

Select Draft to create a PDF output report of the proposed number assignments for the employees, filtered by parameters and time-frames.

To audit this flow's results, run the W-2 Register flow.

Post-generation operations

Reporting Mode

To ensure your employee forms receive the correct control numbers, run this flow in Draft mode at least once and review the output carefully. After you have confirmed the numbers are accurate, rerun it in Final mode.

Checking for Exceptions

After you have run this flow in Final mode, run the W-2 Register flow. The W-2 Register Exceptions report lists all employees with missing or duplicate control numbers.

To correct these issues, you must manually update the control numbers on the person's Reporting Information calculation card.

Quarter-to-Date Archive

The Quarter-to-Date Archive flow archives employee, employer, and tax data for a quarterly tax period.

After being archived, this data is available for use in quarterly statutory reporting, such as the Multiple Worksite Report.

The flow archives the data for each payroll relationship within all the states for the selected payroll statutory unit (PSU) or tax reporting unit (TRU). Data affected by the following payroll actions is eligible for archival.

- R (Run)

- Q (QuickPay)
- B (Balance Adjustment)
- I (Balance Initialization)
- V (Reversal)

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Quarter-to-Date Archive**.

Before you start

For any employee's state unemployment insurance (SUI) state within the selected TRUs, define the following registrations.

Jurisdiction	Field name	What you enter
United States Federal Tax	Registered Address	Your employer address.
United States Federal Tax	EIN or TIN	Your federal employer identification number (EIN).
<state> Unemployment Insurance	Registration Number	Your SUI account number.

Use the Contacts page of the Legal Reporting Unit task to ensure the following fields are populated for each TRU.

Field name	What it's for
Legal Role	Contacts are required for both the Payroll Tax Representative and Payroll Representative legal roles.

Use **Search** to find the task if needed.

Use **United States Multiple Worksite Reporting** in the Location task to ensure the following are appropriately populated for each location.

Field name	What you enter
Trade Name	Name of the client establishment at this location.
Worksite Description	Meaningful, unique description of the client establishment, such as store number or plant name.
Include for Reporting	At least one location must have this field set to Yes .

Every employee designated as work-at-home must have their reporting location set on their Reporting Information card. The **Reporting Information** calculation component is added by default when you create the card. Under **Reporting Information**, you must make sure the following is set.

Field name	What it's for
Reporting Location for Work-at-Home Employees	The value specified is used as the location to report the work-at-home employee.

Flow parameters

Quarter

Specify the quarter of this report, either **1**, **2**, **3**, or **4**.

Year

Specify the 4-digit year.

Payroll Statutory Unit

Select the PSU for which you want to archive the employer, employee, and tax data.

Tax Reporting Unit

Select the TRU for which you want to archive the employer, employee, and tax data.

Process Configuration Group

Provides sets of payroll action parameters. Used mainly for logging and performance.

Archive results

This flow archives the employer data for a TRU even if no employees are assigned to it. In addition, some states require maintenance of legacy info for TRUs that had formerly employed workers.

After the archive is complete, multiple operations are available.

View Archive Results

To view the archived flow results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. Perform a search for an **Archive End-of-Year Payroll Results** flow pattern against the appropriate PSU or TRU.
4. Select **Output and Log Files**.
5. Select the log file to view.

To view an individual's results:

1. From **My Client Groups**, click **Payroll**.
2. Click **Process Results Summary**.
3. In the search criteria, specify the employee, process of **Archive Write**, and other relevant info and perform the search.
4. Select **Process Results**.
5. Select the archive results.
6. Select the record name to view the context.

Balance Reconciliation

Validate the balance values captured in the archive. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

You might have to perform a balance adjustment. For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)

Flow Rerun

Captures data for employees that were excluded from a previous archive. This flow doesn't archive data that has been archived by a previous run.

Flow Roll Back

There are instances where rerun or retry isn't possible, such as if you ran the Quarter-to-Date Archive flow before all payroll processes had completed. In these cases, the data in the archive isn't valid. To resolve, you must perform a roll back operation.

Rolling back the Quarter-to-Date Archive flow removes all archived data from the database. Rolling back and rerunning the Quarter-to-Date Archive flow reruns the process and recreates the flow completely.

Use the Roll Back Process flow.

Data Locks

The archived data is locked by flows you run subsequently, such as the Multiple Worksite Report flow. After being locked, you can't change that data through either retry or roll back of the archive. You must first roll back the flows establishing the locks.

W-2 Employee Report

This flow creates Forms W-2, W-2GU, and W-2PR suitable for issuing to employees. This flow supports employee year-end forms for the US, Guam, and Puerto Rico.

It uses a combination of live data and data captured by the Archive End-of-Year Payroll Results flow to generate this form.

Note: For the federal, territorial, state, and local EFW2 and EFW2PR files, you must use the Oracle Cloud Third-Party Quarterly Tax Filing Extract to create their fourth quarter file. You submit this file to your third-party tax filing provider. For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

The Final mode of this flow applies locks to the appropriate data in the year-end archive.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group
4. Search for and select **W-2 Employee Report**.

Before you start

You must have properly configured your organization and employees for year-end reporting.

You must have successfully run the Archive End-of-Year Payroll Results flow.

Optionally, run the W-2 Register report to identify any employees with exceptions.

Ensure your payrolls balance. For further info, see Oracle Cloud Human Capital Management for the US Payroll Reconciliation (2086251.1) on My Oracle Support.

Report parameters

Payroll Flow

Meaningful name of your payroll flow.

Tax Report Year

Four-digit reporting year.

Year End Form

Select the form you want to generate.

Reporting Mode

The testing status of the year-end forms.

Select **Draft** to create a draft of this report for data verification purposes.

Select **Final** to generate the final version of the report. The flow automatically publishes a copy of the form to the Document Records. You must run this flow as Final at least once for year-end reporting.

Running this flow in Final mode performs the locking actions on the archived data. For further info, see Data Locks below.

Employee Inclusion

Restricts form generation to specific employee types. Use this in cases where you want to segregate active and terminated employee print runs to facilitate mailing.

- Active Employees
- Active and Terminated Employees
- Terminated Employees

Payroll Statutory Unit

Payroll statutory unit (PSU) of the employees you're processing. The flow creates the selected year-end form for the employees belonging to all applicable tax reporting units (TRUs) in this PSU.

For example, if you are creating W-2s, but one of the TRUs in your PSU is for Puerto Rico, the report skips that TRU.

Tax Reporting Unit

TRU and federal Employer Identification Number (EIN) registered name of the employees you're processing. The flow creates the selected year-end form for the employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Print Instructions

Whether or not the standard employee instructions are included in the output file for each year-end form.

Based on this parameter's settings, you have the option of printing on:

- Purchased paper stock with employee instructions already printed on the back
- Blank paper stock

Process Configuration Group

Process configuration group for logging and performance purposes.

Note: When running in Final mode, you must select a process configuration group that has this parameter set to **N: XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures some New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Report output

This report produces the following output:

Report name	How you use it
Employee Form	Year-end form suitable for issuing to employees. Depending on the selection you make, these forms are for the US, Guam, or Puerto Rico. The individual employee forms are stored as PDF files in the Document Records and can be viewed through the employees' Me page.
Missing W-2PR Control Numbers	Lists any Puerto Rico employee who hasn't been assigned a W-2PR control number. The W-2 Employee Report doesn't produce W-2PRs for employees missing a control number. Use the Assign Control Number for Puerto Rico Employees to generate these numbers for your employees.
Print File	A single master PDF file that contains all year-end forms marked for print delivery. This file is sorted by:

Report name	How you use it
	1. PSU 2. TRU This file is formatted to print on 4up perforated paper, with four W-2s or W-2GU per page. W-2PR uses a single form per page. Depending on how you set Print Instructions, it might include the standard employee instructions on a separate page. Note: This flow excludes any employees with exceptions, such as negative balances or 0 gross wages. Use the W-2 Register report to identify these employees. For terminated employees, this flow overrides the print preference value and enforces print delivery.

Form W-2 and W-2GU 4up format:

Post-generation operations

Reporting Mode

To ensure your employee forms include the correct info, run this flow in Draft mode at least once and review the output carefully. After you have confirmed your forms are accurate, rerun it in Final mode.

Your employee forms aren't published to the Document Records until you run this flow in Final mode.

Viewing Form W-2

The employee year-end forms can be viewed in two areas.

Area	How you use it
Document Records task	Document Records stores each employee's W-2 as a PDF file. 1. From My Client Groups, click Show More. 2. Under Employment, click Document Records.
Employee My Details page	Employee forms are available in the Gallery after the publication date specified through the W-2 Publish fields on the TRU. Employees can view their W-2s through their Me page by selecting View End-of-Year Documents in the Actions menu.

Note: New employee roles must include the View US End of Year Tax Form privilege. This privilege is attached to the US Employee Portrait Gallery duty role. It grants employees access to the View US End of Year Tax Form task. Without it, employees can't view their year-end form from Gallery.

Rerunning and Rolling Back the Flow

The Final mode of this flow applies data locks on the archived data. If you make changes to your year-end tax data after running the final report, you must release these locks before you can rerun the archive and update the report.

This assumes you haven't yet issued it to your employees or submitted your fourth quarter tax file to your third-party tax-filing provider.

You have the following options.

What you want to do	How you do it
Rerun the flow	1. Make your changes to the tax data. 2. Mark the impacted employees for retry in the W-2 Employee Report flow. 3. Mark the impacted employees for retry in the Archive End-of-Year Payroll Results flow. 4. Retry the Archive End-of-Year Payroll Results flow. 5. Retry the W-2 Employee Report flow.
Roll back the flow	1. Make your changes to the tax data. 2. Roll back the W-2 Employee Report flow.

What you want to do	How you do it
	3. Roll back and rerun the Archive End-of-Year Payroll Results flow to capture your updated data. If your changes impact relatively few employees, you can instead roll back and rerun the archive for the impacted people. Note: If you made any of these changes, you don't have to rerun the archive. ○ Employer address ○ Employee mailing address ○ Employee document delivery preferences ○ Employee birth date Puerto Rico only. ○ TRU confirmation number Puerto Rico only. The W-2 Employee Report flow derives these values from live data. 4. Run the W-2 Employee Report flow. ○ If additional checks are necessary, run this flow in Draft mode and repeat your review. ○ If the year-end form is ready for employee distribution, run this flow in Final mode and distribute the forms to your employees.

Printing the Year-End Form

As the employer, you can define default print preferences for the year-end forms through the Document Types task. Employees can provide their personal print preference overrides through the **Me** page.

For terminated employees, this flow overrides the print preference value and enforces print delivery.

Data Locks

The Final mode of this flow applies data locks on the archived data. Before making changes, you must do one of the following.

- Roll back the appropriate W-2 Employee Report flow and then roll back the archive.
- Mark the affected employees for retry on this and the archive flows.

Only then can you make the changes.

Note: Take care when rolling back this flow. If you have already distributed the form to the employee or the electronic files submitted to the government authorities, you need to perform additional steps.

W-2 Register

Use the W-2 Register report to review your year-end data before distributing your Forms W-2, W-2GU, and W-2PR. This flow supports employee year-end forms for the US and Guam.

Use this report for:

- Preprint verification
- Balance verification
- Exception verification
- Identification of employees with 0 or negative totals in specific boxes on the forms
- Identification of Puerto Rico employees missing their control number
- Identification of balance mismatches for Pennsylvania locals

This report analyzes data collected by the Archive End-of-Year Payroll Results flow. Use it to validate payroll data for:

- US states
- District of Columbia
- Guam
- Puerto Rico

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2 Register**.

Before you start

Successful completion of the Archive End-of-Year Payroll flow.

Report parameters

Payroll Flow

Meaningful name of your payroll flow.

Tax Report Year

Four-digit calendar year.

Payroll Statutory Unit

Payroll statutory unit (PSU) of the employees you're processing. The flow analyzes the year-end data of employees belonging to this PSU only.

Year-End Form

Select the form type results you want to review.

Tax Reporting Unit

TRU and federal Employer Identification Number (EIN) registered name of the employees you're processing. The flow analyzes the year-end data of employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

State

To limit the report results to only employees in a state, select it here.

Leaving this field blank reports on all states.

Create Employee Detail Report

Determines if the W-2 Register output includes detailed employee info.

This value	Does this
Pipe-Delimited Output	Creates an output file suitable for viewing in a spreadsheet.
PDF Output	Creates a PDF output file.
Pipe-Delimited and PDF Output	Creates both file types.
None	Creates no output file.

Create Totals Report

Determines if the W-2 Register output includes info about year-end form totals.

Select **Yes** to generate output for box totals of all employees within a TRU.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Process Configuration Group

Process configuration group for logging and performance purposes.

Note: Select a process configuration group that has this parameter set to **N: XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y**. This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Report output

This report displays the amounts reported in each box of the year-end form for all employees in a specified PSU or TRU for the reporting year. The data is organized by:

- W-2 box number (1 through 20)
- W-2GU box number (1 through 14)
- W-2PR box number (1 through 26)

You can display it at the TRU level, as well as the employee level.

The parameter selections you make when you run the W-2 Register report determine what output is delivered and their file format. This report produces multiple output files.

Report name	How you use it
Employee Detail	For a given reporting year, lists the amounts of each box of the W-2 for every employee in a PSU. The data is organized by W-2 box number (1 through 20), and all boxes are listed, even if they're 0 or blank. Includes the employee's name, Social Security Number, and the individual box totals. This file is sorted by: 1. PSU 2. TRU Based on your elections when you run the flow, this report can be a PDF file, a pipe-delimited spreadsheet file, or both.
Totals	For a given reporting year, lists the total amounts reported in each box of the year-end form for all employees in a TRU. All boxes are listed, even if they're 0 or blank. This file is sorted by: 1. PSU 2. TRU The data is organized by TRU type. US TRUs • Federal Totals and Information (Boxes 1 through 14) • State Totals (Boxes 15, 16, and 17) Box 15 is the state. • Local Totals (Boxes 18, 19, and 20) Box 20 is the locality. • Total employees successfully processed • Total employees receiving only online W-2s • Total employees receiving printed and online W-2s • Total amount of paper stock required Guam TRUs

Report name	How you use it
	- Federal Totals and Information (Boxes 3 through 7 and Box 11, 12, and 14) - State Totals and Information (Boxes 1 and 2) - Total employees successfully processed - Total employees who received a W-2 Puerto Rico TRUs - Federal Totals and Information (Box 5 and 20 through 26) - State Totals and Information (Boxes 6 through 19) - Total employees successfully processed - Total employees receiving only online W-2s - Total employees receiving printed and online W-2s - Total amount of paper stock required
Exceptions	Includes the following. - Exception reporting for all employees, including employees with 0 or negative totals in specific form boxes. This lists the following as exceptions. US and DC - Any one of the following boxes having a negative value: 1 through 12 and 16 through 19 - All the following boxes having 0 values: 1 through 12, 16 through 19 Guam - Any one of the following boxes having a negative value: 1 through 7 and 11, 12, and 14 - All of the following boxes having 0 values: 1 through 7 and 11, 12, and 14 Puerto Rico - Any one of the following boxes having a negative value: 5 through 26 - All the following boxes having 0 values: 5 through 26 Control Number box is blank - TRU totals for those employees that meet the exception criteria. Use them to reconcile the difference between those that were successfully processed and those that weren't. - Following exception count info. - Total employees with zero or negative wages - Total employees with error in Year End Archive
Pipe-Delimited Output	Available row types for the US and Guam - Federal - State - Box 12

Report name	How you use it
	- Box 14 Available row types for Puerto Rico - Federal - State - Employee box 16 This row type includes values for boxes 16, 17, and 18.
Warnings	This reports info on: - Number of employees whose local balance data doesn't match the individual city and school balances Employee details are provided for this warning. - Total employees with errors in the year-end archive

W-2c Archive

As the employer, you must create and issue a corrected year-end form if you:

- Made changes or corrections to your year-end tax data
- Distributed a Form W-2, W-2GU, or W-2PR
 - Or sent a previous corrected year-end form electronic data file to the Social Security Administration (SSA)
 - Or used a third-party tax filing provider to generate the previous electronic data file for submission to the SSA

The Form W-2c, W-2cGU, or W-2cPR generation process consists of:

- Make the necessary data changes.
- Run the W-2c Archive flow.
- Run the W-2c Employee report to generate Form W-2c, suitable for issuing to employees electronically or by print.
- Use the Third-Party Quarterly Tax Filing Extract to create an updated fourth quarter data file, and submit it to your third-party tax-filing provider.

To run this report:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Select your US legislative data group.
- Search for and select **W-2c Archive**.

Before you start

Before running the W-2c archive flow, you must have already run the Archive End-of-Year Payroll Results flow and performed at least one of the following.

- Submitted your fourth quarter data file to your third-party tax-filing provider, and subsequently made changes to your tax data after their deadline for new submissions has passed

For further info, see Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support.

2. Submitted an EFW2 or EFW2PR file to the SSA, and subsequently made changes to your tax data
3. Submitted an EFW2c or EFWcPR file to the SSA, and subsequently made further changes to the same data

Flow parameters

Payroll Flow Name

Meaningful name of your payroll flow.

Process End Date

Last day of the reporting year, December 31.

Payroll Statutory Unit

Payroll statutory unit (PSU) you're archiving. The flow archives the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

Tax reporting unit (TRU) and federal Employer Identification Number (EIN) registered name you're archiving. The flow archives the year-end data of employees belonging to this TRU only.

Process Start Date

First day of the reporting year, January 1.

Payroll Relationship Group

The W-2c archive flow detects all employees with changed payroll data. However, to limit that list further, select an appropriate payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Process Configuration Group

Process configuration group for logging and performance purposes.

Note: Select a process configuration group that has this parameter set to **N: XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y**. This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Archive results

This flow archives both the employees' old and new changes in the following values.

- Employee year-end balances
- Payroll balances

W-2c Employee Report

As the employer, you must create and issue a corrected year-end form if you:

1. Made changes or corrections to your year-end tax data
2. Sent a Form W-2, W-2GU, or W-2PR

Or sent a previous corrected year-end form electronic data file to the Social Security Administration (SSA)

Or used a third-party tax filing provider to generate the previous electronic data file for submission to the SSA

Note: This flow creates the employee form only. For the electronic file, you must use the Third-Party Quarterly Tax Filing Extract to create and submit a corrected fourth quarter file to their third-party tax filing provider.

When run, this flow locks the appropriate data in the W-2c archive.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2c Employee Report**.

Before you start

Must have successfully run the W-2c Archive flow.

Report parameters

Payroll Flow Name

Meaningful name of your payroll flow.

Tax Report Year

Four-digit reporting year.

Tax Reporting Unit

Tax reporting unit (TRU) and federal Employer Identification Number (EIN) registered name you're archiving. The flow archives the year-end data of employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Print Instructions

Whether or not the standard employee instructions are included in the output file for each form.

Based on this parameter's settings, you have the option of printing on:

- Purchased paper stock with employee instructions already printed on the back
- Blank paper stock

Delivery Preference

Select the delivery method for your organization's Forms W-2c.

If you select this	This flow follows this print preference
W-2 preferences	Employee-level print preferences for Form W-2.
W-2c preferences	Enterprise-level print preferences for Form W-2c.

Year-End Form

Select the form you want to generate.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Process Configuration Group

Process configuration group for logging and performance purposes.

Note: When running in Final mode, you must select a process configuration group that has this parameter set to **N: XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y** This ensures the flow properly publishes your forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Reporting Mode

The testing status of the forms.

- Select **Draft** to create a draft of this report for data verification purposes.
- Select **Final** to generate the final version of the report. The flow automatically publishes a copy of the form to the Document Records. You must run this flow as Final at least once for year-end reporting.

Don't run this process in Final mode if you're still planning to generate the W-2c Register. Wait until after you've generated the register.

Note: If you detect errors in your Final report, you must roll back this flow before correcting the data and rerunning it and the archive.

Report output

This report produces the following output.

Task	How you use it
Employee W-2c	Corrected year-end form suitable for issuing to employees. This can be Form W-2c, W-2cGU, or W-2cPR. The individual employee forms are stored as PDF files in the Document Records and can be viewed through the employees' Me page.
Missing W-2cPR Control Numbers	Lists any Puerto Rico employee who hasn't been assigned a W-2cPR control number. The W-2c Employee Report doesn't produce W-2cPRs for employees missing a control number. You must manually set these control numbers.
Print File	A single master PDF file that contains all forms marked for print delivery. This file is sorted by the TRU. This file is formatted to print on paper, with one form per page. Depending on how you set Print Instructions, it might also include the standard employee instructions printed on a separate page.

Post-generation operations

Viewing the Forms

These forms are accessible in two areas.

Area	How you use it
Document Records task	Document Records stores each employee's W-2c as a PDF file. - From My Client Groups, click Show More. - Under Employment, click Document Records.
Employee My Details page	Employee forms are available in the Gallery after the publication date specified through the W-2 Publish fields on the TRU. Employees can view their W-2cs through their Me page by selecting View End-of-Year Documents in the Actions menu.

Note: Custom employee roles must include the View US End of Year Tax Form privilege. This privilege is attached to the US Employee Portrait Gallery duty role. It grants employees access to the View US End of Year Tax Form task. Without it, employees can't view their form from Gallery.

Rerunning and Rolling Back the Flow

Use the roll back functionality in cases where changes are necessary after you have generated the form but before you have issued it to the employee. In most cases, you must also roll back and then rerun the W-2c Archive Process flow to properly capture any changes you make.

Note: In the extremely unlikely event of an error occurring during the W-2c Employee Report flow run, don't roll back the W-2c Archive Process flow.

Printing the Form

As the employer, you can define default print preferences for these forms through the Document Types task. Employees can provide their personal print preference overrides through the **Me** page.

For terminated employees, this flow overrides the print preference value and enforces print delivery.

Data Locks

The Final mode of this flow applies data locks on the archived data. Before making changes, you must do one of the following.

- Roll back the appropriate W-2c Employee Report flow and then roll back the archive.
- Mark the affected employees for retry on this and the archive flows.

Only then can you make the changes.

Note: Take care when rolling back this flow. If you have already distributed the form to the employee or the electronic files submitted to the government authorities, you need to perform additional steps.

W-2c Register

Use the W-2c Register report to review your year-end data before distributing your Forms W-2c, W-2cGU, and W-2cPR.

Use this report for preprint verification, balance verification, and exception verification. The report identifies employees with 0 or negative totals in specific boxes on the forms.

Run this report before running the W-2c Employee Report in Final mode.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **W-2c Register**.

Before you start

Successful completion of the Archive End-of-Year Payroll flow.

Successful generation of the year-end form.

Successful archival of corrected payroll data through the W-2c Archive Process flow.

Report parameters

Payroll Flow

Meaningful name of your payroll flow.

Tax Report Year

Four-digit calendar year.

Payroll Statutory Unit

Payroll statutory unit (PSU) of the employees you're processing. The flow analyzes the year-end data of employees belonging to this PSU only.

Tax Reporting Unit

TRU and federal Employer Identification Number (EIN) registered name of the employees you're processing. The flow analyzes the year-end data of employees belonging to this TRU only.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Year-End Form

Select the form type results you want to review.

State

To limit the report results to only employees in a state, select it here.

Leaving this field blank reports on all states.

Create Employee Detail Report

Determines if the W-2c Register output includes detailed employee info.

Field value	What it does
Pipe-Delimited Output	Creates an output file suitable for viewing in a spreadsheet.
PDF Output	Creates a PDF output file.
Pipe-Delimited and PDF Output	Creates both file types.
None	Creates no output file.

Create Totals Report

Determines if the W-2c Register output includes about W-2c totals.

Select **Yes** to generate output for box totals of all employees within a TRU.

Reporting Info Data Source

The Archive End-of-Year Payroll Results flow captures New York and Puerto Rico W-2 info from the employee Reporting Information Card.

This field provides you with the option to pull this data from the archive or use live data.

Process Configuration Group

Process configuration group for logging and performance purposes.

Note: Select a process configuration group that has this parameter set to **N: XML Data Source For document of records delivery options performance purposes, determines if XML is derived from the database. Default: Y**. This ensures the flow properly publishes your year-end forms to the Document Records. Use the Payroll Process Configuration task to set this value.

Report output

This report displays the previous and corrected amounts reported in each box of the form for all employees in a specified PSU or TRU for the reporting year. The data is organized by form box number (1 through 20). You can display it at the TRU level, as well as the employee level.

The parameter selections you make when you run the W-2c Register report determine what output is delivered and their file format. This report can produce multiple output files.

Report name	How you use it
Employee Detail	For a given reporting year, lists the previous and corrected amounts of each box of the form for every employee in a PSU or TRU. The data is organized by form box number (1 through 20). It lists all boxes, even if they're 0 or blank. Includes the employee's name, Social Security Number, and the individual box totals. This file is sorted by: 1. PSU 2. TRU Based on your elections when you run the flow, this report can be a PDF file, a pipe-delimited spreadsheet file, or both.
Totals	For a given reporting year, lists the total previous and corrected amounts reported in each box of the form for all employees in a PSU or TRU. All boxes are listed, even if they're 0 or blank. This file is sorted by: 1. PSU 2. TRU The data is organized by TRU type. US TRUs • Federal Totals and Information (Boxes 1 through 14) • State Totals (Boxes 15, 16, and 17) Box 15 is the state. • Local Totals (Boxes 18, 19, and 20) Box 20 is the locality.

Report name	How you use it
	• Total employees successfully processed • Total employees receiving printed and online W-2s • Employee Form W-2c counts ○ Total employees receiving only online W-2s ○ Total amount of paper stock required Guam TRUs • Federal Totals and Information (Boxes 3 through 7 and Box 11, 12, and 14) • State Totals and Information (Boxes 1 and 2) • Total employees successfully processed • Total employees receiving printed and online W-2GUs • Employee Form W-2GU counts ○ Total employees receiving only online W-2GUs ○ Total amount of paper stock required Puerto Rico TRUs • Federal Totals and Information (Box 5 and 17 through 23) • State Totals and Information (Boxes 6 through 16B) • Total employees successfully processed • Total employees receiving printed and online W-2PRs • Employee Form W-2PR counts ○ Total employees receiving only online W-2PRs ○ Total amount of paper stock required
Exceptions	Includes the following.

Report name	How you use it
	- Exception reporting for all employees, including employees with \$0 or negative totals in specific form boxes. This lists the following as exceptions. US and DC - Any one of the following boxes having a negative value: 1 through 12 and 16 through 19 - All the following boxes having 0 values: 1 through 12, 16, and 17 Guam - Any one of the following boxes having a negative value: 1 through 7 and 12, and 14 - All the following boxes having 0 values: 1 through 7 and 12, and 14 Puerto Rico - Any one of the following boxes having a negative value: 5 through 26 - All the following boxes having 0 values: 5 through 26 Control Number box is blank - TRU totals for those employees that meet the exception criteria. Use them to reconcile the difference between those that were successfully processed and those that weren't. - Following exception count: - Total employees with zero or negative wages - Total employees with errors detected by the Archive End-of-Year Payroll flow
Pipe-Delimited Output	Available row types for the US and Guam - Federal - State - Box 12 - Box 14 Available types for Puerto Rico - Federal - State - Employee box 16 (includes box 17 and 18)

12 HR Reporting

EEO-1 Establishment Electronic Report

Use the EEO-1 Establishment Electronic Report process for your EEO-1 reporting.

Eligible employers must file the Employer Information Report EEO-1, also known as the EEO-1 Report, with the US Equal Employment Opportunity Commission.

For further info, see the US Equal Employment Opportunity Commission website.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **EEO-1 Establishment Electronic Report**.

Before You Start

Before you can generate reports, you must define the following.

1. Use the Locations task to configure your locations.

A valid address is required for proper reporting.

- a. Use the **United States Reporting Information** table to set info that applies to all US HR reports.
- b. Use the fields in **United States EEO-1 and Veteran Reporting Info** to capture the data about your HR reporting locations.
- c. Identify if the location is a headquarters establishment in **United States EEO-1 Reporting Information**.

For further info, see Locations for the US in the Help Center.

2. Configure your jobs.

Use the Job task to associate your organization's jobs with EEO job categories.

Use **EEO-1 Category** to ensure you have assigned each employee job to the most appropriate job category.

Note: Make sure that your employees are assigned a job appropriate to their current job duties. Don't report them in the job in which they might have been trained, if that's different. Ensure you have assigned each employee to an actual major job activity. They must be defined according to the EEO-1 definitions and not by company job titles.

For example, assume you have an employee that:

- a. Is trained as an accountant
- b. Is working as a bookkeeper or accounting clerk

You would report this person in the **Administrative Support** job category.

3. Configure your payroll statutory units (PSUs).

Use the Manage Legal Entity HCM Information task to enter required info.

- a. Use the fields in **EEO-1 Reporting Rules** to define the required details for your organization.

Note: You can override some of these values at the tax reporting unit (TRU) level.

- b. Use the fields in **EEO-1 and VETS Reporting Info** to define the employment categories and establishment employer type.

For further info, see Define Legal Entities for the US in the Help Center.

- c. Use the fields in **United States Reporting Entity Data** to identify the parent legal employers.
- d. Use the fields in **New Hire Reporting Rules** to associate a default TRU to a legal employer.

Note: The TRU you select here requires additional EEO and VETS reporting info. Use the Manage Legal Reporting Unit HCM Information task to set these values for the TRU in **EEO and VETS Reporting Rules**.

- e. Use **EEO-1 and VETS Assignment Category** to exclude certain employee types from the report, such as part-time temporary.

4. Configure your TRUs.

- a. Use the fields in **EEO-1 and VETS Reporting Rules** in the Manage Legal Reporting Unit HCM Information task to define the employment categories.

This helps you to override the establishment employer type at the TRU level if needed and to identify the headquarters for each TRU.

For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

- b. Use the fields in **EEO-1 Reporting Info** to set any necessary overrides of your PSU configuration.
- c. Use the Manage Legal Reporting Unit Registrations task to verify the federal employer identification number (EIN) is set up for United States Federal tax.

5. Make sure your employee definitions have the required info.

- a. Assign employees to a reporting establishment for nonpayroll implementations.

If you don't, the EEO-1 report process associates the employees to the TRU you identified as the **TRU for the New Hire Report** in the Manage Legal Entity HCM Information task.

Note: Assigning the employee to a reporting establishment isn't required for payroll implementations.

- b. Assign the appropriate ethnicity data to employees.

Use the Personal Details task to set these fields after the hiring process is complete if:

- You have migrated to the Responsive User Interface.
- You implemented with release 19D or later.

Tip: If an employee selects **Hispanic or Latino** and one or more race, the process reports them on the EEO-1 as "Hispanic or Latino". If an employee doesn't select **Hispanic or Latino**, but selects multiple races, it reports them on the EEO-1 as "Two or more races".

- c. Populate the location for work-at-home employees.

The EEO-1 report uses the work location set at the assignment level. To capture this type of employee on the EEO-1 report, populate **Location** with one of these values on the employee's assignment.

- Location where they were hired
- Headquarters location
- Manager's location

Report Parameters

Legal Employer

Select a parent legal employer to report all employees attached to it and any child legal employers.

Establishment Employer Type

Select **Multiple** if you have multiple establishments. Otherwise, select **Single**.

Payroll Period Start Date

Select any payroll period start date occurring during the fourth quarter of the survey year (October, November, or December).

Payroll Period End Date

Select any payroll period end date occurring during the fourth quarter of the survey year (October, November, or December).

Title of Certifying Official

Use to override the contact info. The default is the HR Representative title specified on the TRU contact info.

Name of Certifying Official

Use to override the contact info. The default is the HR Representative name as specified on the TRU contact info.

Phone Number

Use to override the contact info. The default is the HR Representative phone number as specified on the TRU contact info.

Email of Certifying Official

Use to override the contact info. The default is the HR Representative email address as specified on the TRU contact info.

Process Configuration Group

Use this field to report persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Run and View the EEO-1 Report

The EEO-1 Establishment Electronic Report flow creates one or more electronic files.

A single establishment generates a single Standard Form 100 electronic report.

A multiple establishment generates files for each of the following.

- Principal or headquarters office report
- Separate report for each establishment employing 50 or more persons
- Consolidated report that includes all employees by race, gender, and job category sorted by:
 - All establishments with 50 or more employees
 - All establishments with fewer than 50 employees
- List of establishments employing fewer than 50 persons
Includes their name, address, total employment, and major activity.

The reports use this sort order.

1. Company Number
2. Status Code
3. Unit Number

You can't override this order.

To view the output files of the EEO-1 report.

1. Start Reports and Analytics.
2. In the tree structure, expand **Shared Folders**, then **Human Capital Management**, then **Workforce Management**, then **Person Management**, then **US**, and then expand **EEO**.
3. Select **EEO-1 Electronic Report**.
4. In the resulting window, click **History**.
5. Clear the default value in **Owner**, and click **Search**.
6. In **Report Job Histories**, select the link for the report version you want to view.
 - EEO1ETextReport

- EEO1AuditReport
- EEO1AuditDetailReport
- EEO1ExceptionReport

7. Double-click **Output Name**.

8. In **Output and Delivery**, open or save the report file.

Note: The output file (eText) generated is based on the EEO-1 data file specifications. You must modify the file name according to the EEOC guidelines and then upload it to the EEO website.

Related Topics

- [Define Legal Entities for the US](#)
- [Overview of Equal Employment Opportunity Reporting](#)

EEO-4 State and Local Government Information Report

Use the EEO-4 State and Local Government Report process for your EEO-4 reporting.

Eligible employers must file the State and Local Government Information Report EEO-4, also known as the EEO-4 Report, with the US Equal Employment Opportunity Commission.

For further info, see the US Equal Employment Opportunity Commission website.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **EEO-4 State and Local Government Report**.

Before You Start

Before you can generate reports, you must define the following.

1. Configure your legal employers.
 - a. Start the Legal Entity HCM Information task from your implementation project, and open your legal entity for editing.
 - b. In **Legal Employer**, click **Federal**.
 - c. In **New Hire Reporting Rules**, select a TRU.

If you leave this value blank, the report won't include results for that legal employer.
 - d. In **EEO Reporting Information**, set these values.

Field label	What you enter
Control Number	Your jurisdiction's control number as provided by the EEO-4 Reporting Center.

Field label	What you enter
Type of Government	Select the level of government your organization represents.
Jurisdiction Name	If you select Other as your government type, specify your jurisdiction name, as per EEOC guidelines. Note: Don't prefix this name with The.
Jurisdiction Location	If you select Other as your government type, select a location associated with your jurisdiction. Use the Locations task to create it if it doesn't already exist.

- e. In **United States Reporting Entity Data**, define your legal employer as either a parent or child.
If it's a child, pick its proxy legal employer.
- f. Click **Submit**.
2. Configure your jobs.
 - a. Start the Jobs task from your implementation project.
 - b. Search for and select the job definition for editing.
 - c. In **United States Job Information**, set the appropriate EEO-4 category and function.
 - d. Click **Submit**.
3. Use the Manage Legal Reporting Unit Registrations task to verify the federal employer identification number (EIN) is set up for United States Federal tax.
4. Make sure your employee definitions have the required info.
To be included in the report, they must have:
 - o Have a job with an EEO-4 category and function
If an employee has multiple jobs under different federal EINs, the report uses the job associated with their primary assignment.
 - o Have an active assignment
 - o Have regular full-time assignment category
 - o Appropriate ethnicity data

Tip: If an employee selects **Hispanic or Latino** and one or more race, the process reports them on the EEO-4 as "Hispanic or Latino". If an employee doesn't select **Hispanic or Latino**, but selects multiple races, it reports them on the EEO-4 as "Two or more races".
5. Run the Load Hours and Earnings Data for Reporting process.
Select the EEO4 report type and the current year as the submission year.
For further info, see Load Hours and Earnings Data for Reporting for the US in the Help Center.

Report Parameters

Legal Employer

Select a parent legal employer to report all employees attached to it and any child legal employers.

Start Date

Select the start of the reporting period.

End Date

Select the end of the reporting period.

Payroll Period Start Date

Select any payroll period start date occurring during the fourth quarter of the survey year (October, November, or December).

Title of Certifying Official

Use to override the contact info.

Name of Certifying Official

Use to override the contact info. The default is the HR Representative name as specified on the TRU contact info.

Phone Number

Use to override the contact info. The default is the HR Representative phone number as specified on the TRU contact info.

Email of Certifying Official

Use to override the contact info. The default is the HR Representative email address as specified on the TRU contact info.

Process Configuration Group

Use this field to report persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Run and View the EEO-4 Report

The EEO-4 State and Local Government Report flow creates multiple output files.

Report name	Notes
EEO-4 EText Report	Electronic file suitable for submission to the US Equal Employment Opportunity Commission
EEO-4 Audit Report	Sorted by: 1. Control Number 2. Function Code

Report name	Notes
EEO-4 Audit Detail Report	Sorted by: 1. Control Number 2. Function Code
EEO-4 Exception Report	Sorted by: 1. Control Number 2. Function Code

To view the output files of the EEO-4 report.

1. Start Reports and Analytics.
2. In the tree structure, expand **Shared Folders**, then **Human Capital Management**, then **Workforce Management**, then **Person Management**, then **US**, and then expand **EEO**.
3. Select **EEO-4 Electronic Report**.
4. In the resulting window, click **History**.
5. Clear the default value in **Owner**, and click **Search**.
6. In **Report Job Histories**, select the link for the report version you want to view.
7. Double-click **Output Name**.
8. In **Output and Delivery**, open or save the report file.

Note: The output file (eText) generated is based on the EEO-4 data file specifications. You must modify the file name according to the EEOC guidelines and then upload it to the EEO website.

Related Topics

- [Load Hours and Earnings Data for Reporting for the US](#)

Multiple Worksite Report

The Multiple Worksite Report (MWR) collects info about a business establishment's employment and wages, distributed by industry, location, and state.

You file this report with the Bureau of Labor Statistics Electronic Data Interchange (EDI) Collection Center. They use the report data to ensure an equitable distribution of federal funds through grant programs that use county economic indicators as a basis for allocations.

This report counts employees based on their work locations as of the pay period that includes the 12th of the month.

You must submit this info to the EDI Center if your organization meets all of the following criteria.

- Reports its employees with one state unemployment insurance (SUI) account number
- Is engaged in multiple economic activities, is operating with more than one worksite, or both
- Has a total of 10 or more workers employed across all worksites

If an organization has an office in one location within a state:

- It's not considered a multiple worksite

- o This report isn't necessary.

Note: A worksite is an economic unit, usually represented by a single physical location. It's where the employer's business is conducted or where it performs services or industrial operations. For this report, the location work structure (as defined through the Locations task) represents the worksite.

Eligible employers must run the Multiple Worksite Report flow and submit the MWR output on a quarterly basis. The output file must be transmitted to the EDI Center on or before the last day of the month following the end of the quarter.

For example, data for the first quarter period (January through March) must be submitted by April 30. Data for the second quarter period (April through June) must be submitted by July 31.

Note: You must determine your own employer reporting eligibility. For further information, see the BLS website.

Before You Begin

The employer must have a Payroll license for Oracle Fusion. HR-only and Payroll Interface licenses aren't eligible.

Use the Legal Reporting Unit Registrations task to ensure these fields are populated for each tax reporting unit (TRU):

Jurisdiction	Field Name	Description
United States Federal Tax	Registration Number	Employer's federal employer identification number (EIN).
<state> Unemployment Insurance	Registration Number	Employer's SUI account number.

Note: You must run this report for the Puerto Rico TRUs separately from your US TRUs.

Use **United States Multiple Worksite Reporting** on the Locations task to set these fields for each location.

Field Name	Description
Trade Name	Name of the client establishment at this location.
Worksite Description	Meaningful, unique description of the client establishment, such as store number or plant name.
Unit Number	Worksite Identification Code issued by the Bureau of Labor Statistics. Used to uniquely differentiate and identify the physical location. This code should be a unique alphanumeric code.
Comment	Additional info about any recent changes in your company that might have impacted employment, wages, and locations, such as changes in business activities, acquisitions, mergers, and sales. For further info, see the BLS website.
Include for Reporting	Select Yes if this location is eligible for MWR reporting. When the report is run, all employees assigned to this location are included in the report.

Field Name	Description
	Select No to exclude this location from the report.

Employees are included based on their last location in a given state for that reporting quarter.

Work-at-home employees are reported in the same state as their residence tax state. You must ensure you have a default location for these states and have attached those locations to the employees on their Reporting Information card. One location per state can be used for all work-at-home employees.

Note: If you don't specify a location, the report flow assigns the employees to location 999999 on the report. The exception report output includes a warning message, indicating the reporting location state and resident tax state mismatch.

All Quarter-to-Date Archive flows must be run and completed before starting this flow.

Report Parameters

Year

Four-digit reporting year.

Quarter

Reporting quarter.

Payroll Statutory Unit

Employer's payroll statutory unit (PSU).

Tax Reporting Unit

TRU associated with the employer's federal EIN. If no TRU is selected, all TRUs are reported for the PSU.

If the employer is operating in multiple federal EINs, leave this field blank while specifying a value for the PSU.

You must run this report for Puerto Rico TRUs separately from your US TRUs.

Type of Employer

Determines the record format. The default is **Regular Employer**.

Client Contact Phone Number

Overrides the contact person's phone number defined for the legal entity. Used only if the type of employer is identified as a payroll provider firm.

Client Contact Name

Overrides the contact person's name set for the legal employer. Used only if the type of employer is identified as a payroll provider firm.

Process Configuration Group

Determines the rules for processing, such as logging and number of threads.

Use to override the contact info. The default is the HR representative's email address as specified on the TRU contact info.

Report Results

The Multiple Worksite Electronic Report flow creates the following output files:

Report	Description
Electronic output file	This flow supports the electronic EDI submission method developed by the BLS. It groups locations according to their SUI account numbers according to their federal EIN, and it compiles their employment data into a single ASCII fixed field text file. The employer is responsible for properly naming, encrypting, and transmitting the output file to the BLS data collection center in Chicago. They then route it to the appropriate state agencies. You can do this by FTP, SFTP, or secure web transfer. Refer to the BLS website for further info. This file is sorted by: 1. State 2. SUI account number
Audit file	Provides totals by federal EIN, SUI account number, and worksite description code. Grand totals are sorted by federal EIN and SUI account number. Employers can review this file to verify that these totals match the SQWL totals.
Exception report	Includes data mismatches, missing archived data, missing locations, and other errors detected by the flow.

Related Topics

- [How to Perform Quarter-End Processing for the US](#)
- [Quarter-to-Date Archive](#)
- [Troubleshoot the Multiple Worksite Report](#)

New Hire State Report

The New Hire State Report produces info about all of an employer's newly hired and rehired employees for submission to the appropriate state employment authorities.

Eligible employers are required to report their new hires within a state-mandated number of days after the date of hire. Most states require the report be submitted within 20 calendar days from an employee's first day of work. Consult with the appropriate state agency for the reporting requirements.

Run the New Hire State Report process to generate the NewHireStateETextReport in a format suitable for submission.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **New Hire State Electronic Report**.

Before You Start

This report assumes a one-to-one relationship between legal employer and tax reporting unit (TRU), although that TRU can represent multiple states.

The reporting process supports all 50 states, including DC and Puerto Rico.

Use the Manage Legal Entity HCM Information task to specify the following in **New Hire Reporting Rules** of the **Federal** section for the legal employer.

Field name	What you enter
TRU for New Hire Report	TRU representing the legal employer for New Hire reporting. This TRU's federal EIN and contact details are used in the report.

For further info, see Define Legal Entities for the US in the Help Center.

Use the Legal Reporting Unit Registrations task to ensure the following fields are populated for each TRU.

Jurisdiction	Field name	What you enter
United States Federal Tax	Registered Address	Employer's address.
United States Federal Tax	Registered Name	Employer's name.
United States Federal Tax	EIN or TIN	Employer's federal employer identification number (EIN).
United States Federal Tax	Start Date	Report process uses start date to select employer information that's valid for the current time period. Start date is typically the same start date as the legal employer.
<state> Income Tax	Legal Entity Registration Number	Employer's state EIN.

For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

Use **Contacts** on the Legal Reporting Unit task to ensure the following are populated for each TRU.

Field name	What you enter
First Name	First name of authorized contact person.
Last Name	Last name of authorized contact person.
Job Title Code	Job title of authorized contact person.

Field name	What you enter
From Date	Date the employee became the contact.
Area Code	Authorized contact person's area code.
Phone Number	Authorized contact person's phone number.
Extension	Authorized contact person's phone extension.
Email	Authorized contact person's email address.
Legal Role	Authorized contact person's legal role. The person selected as contact must have the HR representative role.

To be included in this report, each employee must have:

- Person type of "Employee"
- Employee name, address, date of hire, date of birth and social security number recorded on their person record
- Work relationship with the legal employer running the report
- Have had an assignment during the reporting period start and end dates, including terminated employees, even if active for only 1 day

Note: In the case of multiple assignments, the report uses the HR primary assignment.

- Non-null values for the following
 - New Hire Status
 - Medical Insurance Available
 - Medical Insurance Availability Date

Note: You can set these values for existing employees through the Employment task.

Each record could also require the following, depending on the individual state requirements.

- Job, salary, normal weekly work hours, and exempt or nonexempt employment status
- Employer-provided healthcare insurance plan availability to employees and dependents

The New Hire report includes preexisting employees if they experience a change in their legal entity.

Report Parameters

Multistate Employer

If you're a multistate employer and want to report all employees to a single reporting authority, select **Yes**. Otherwise, select **No**.

Legal Employer

Report includes all eligible employees that have had a work relationship with this legal employer during the reporting period. If not specified, the report process selects all US legal employers.

Start Date

Start date of the reporting date range. If you leave this blank, the report collects data on all eligible employees as of the specified end date.

End Date

End date of the reporting period. The report process includes all employees that are eligible as of this date. Their **New Hire Status** has been set to **Include in the New Hire report**.

Note: If you run this report immediately after migrating from a legacy application:

1. **New Hire Status** is blank for all employees.
2. All employees are reported as new hires.

To avoid this, set **End Date** to the date when you last generated this report with the legacy application. This sets **New Hire Status** for your employees to that date. Then, discard the output report and proceed with your standard new hire reporting schedule.

Reporting State

State receiving the report. Determines the format of the report.

In cases where a multiple state employer is reporting to individual state authorities, this parameter also determines which employees are being included in the report.

Reporting Mode

Select **Draft** to create a draft of this report for data verification purposes.

Select **Final** to generate output files for submission to the state authorities. The report process automatically updates all included employees to **Already reported** status.

New Hire Contact

Use this field to override the contact person for this report. All contact persons with HR Representative role are included in the list.

New Hire State Report Output

The report process generates these output files with separate report job name numbers.

Report	Description
New Hire State Electronic Report	The NewHireStateETextReport.txt output file contains the following records. • Employer Record, sorted by legal employer • Employee Record, sorted by employee last name

Report	Description
	Trailer Record, including summaries of the employer record details
New Hire State Audit Report	Open the NewHireStateAuditReport.csv spreadsheet file and verify the newly hired and rehired employee info.

To view these files:

1. From the Navigator, in **Tools**, select **Reports and Analytics**.
2. In the tree structure, expand **Shared Folders**, then **Human Capital Management**, then **Workforce Management**, then **Person Management**, then **US**, and then expand **New Hire**.
3. Select **New Hire Electronic Report**.
4. In the resulting window, click **History**.
5. Clear the default value in **Owner**, and click **Search**.
6. In **Report Job Histories**, select the link for the report version you want to view.
 - o New Hire State Electronic Report
 - o New Hire State Audit Report
7. Double-click **Output Name**.
8. In **Output and Delivery**, open or save the report file.

Related Topics

- [Baseline the Employee Status for New Hire Reporting](#)
- [Define Legal Entities for the US](#)
- [Examples of New Hire State Reporting Configurations](#)
- [Examples of Troubleshooting the New Hire State Report](#)
- [Overview of Legal Reporting Unit Configuration for the US](#)
- [Single and Multiple Employers for New Hire State Reporting](#)

VETS-4212 Establishment Electronic Report

Use this flow to generate VETS-4212 reports.

If you're a nonexempt federal contractor or subcontractor, with contracts of \$100,000 USD or more, you must generate and submit this report. The report is due annually between August 1 and September 30.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **VETS-4212 Establishment Electronic Report**.

Before You Begin

Before you can generate reports, you define the following.

1. Use the Locations task to set required info.
 - a. Use **United States EEO and Veteran Reporting Information** in the Locations task to define your HR reporting locations.

A valid ZIP Code is required for proper reporting.

Note: The VETS-4212 Establishment Electronic Report flow uses the values you set in **Maximum** and **Minimum Number of Employees** in the Location task for employee counts. If you leave these fields blank, the flow derives the employee counts based on the reporting period start and end dates.

- b. Use **United States Veteran Reporting Information** in the Locations task to define your veteran reporting info.

For further info, see Locations for the US in the Help Center.

2. Use the Jobs task to associate each job with an EEO-1 category.

For further info, see Jobs for the US in the Help Center.

3. Use the Legal Entity HCM Information task to define required info.
 - a. Use **VETS Reporting Rules** to identify the parent company and type of reporting organization.

For further info, see Define Legal Entities for the US in the Help Center.
 - b. Use **EEO and VETS Reporting Information** to define the employment categories and establishment employer type.
 - c. Use **United States Reporting Entity Data** to identify the parent legal employers.
 - d. Use **EEO and VETS Assignment Category** to exclude certain employee types from the report, such as part-time temporary.

4. Use the Legal Reporting Unit HCM Information task to define required info.

- a. Enter the VETS reporting info for your tax reporting unit (TRU).

For further info, see Overview of Legal Reporting Unit Configuration for the US in the Help Center.

- b. Use **EEO and VETS Reporting Rules** to define the employment categories.

This region also permits you to override the establishment employer type at the TRU level if needed and to identify the headquarters for each TRU.

- c. Use **VETS Reporting Information** to define the company number and parent company name.

This region also permits you to define the type of organization each TRU.

5. Use the Manage Legal Reporting Unit Registrations task to verify the federal employer identification number (EIN) is set up for United States Federal tax.

6. Make sure your employee definitions have the required info.

a. Assign the appropriate veterans' data to employees.

When hiring a new employee, you record their veteran data on the Hire an Employee: Person Information page in **Legislative Information**.

b. Select from either **Veteran Self-Identification Status** or the individual categories using the check boxes.

If you select both the **Self-identification Status** and **Individual Veteran** categories, the report process counts the employee twice in the protected veteran category.

c. Assign the appropriate job to employees.

When hiring a new employee, you record their job on the Hire an Employee: Employment Information page in the Job region.

To be eligible for VETS reporting, an employee must have these settings.

- Must be of type Employee and an active employee as of report end date or a new employee hired between report start and end dates
 - Attached to an active location
 - Have employment category defined
 - Be a veteran and have their veteran status info defined through either the Person or Hire New Employee tasks
 - Have one of the following job categories (as of the report end date):
 - Executive or senior level officials and managers
 - First or middle level officials and managers
 - Professionals
 - Technicians
 - Sales workers
 - Administrative support workers
 - Craft workers
 - Operatives
 - Laborers and helpers
 - Service workers
 - Have an active assignment during the report period start and end dates, even if only for 1 day
- In the case of multiple assignments, the report uses the primary assignment.

Report Parameters

Provide the following parameters.

Payroll Flow

Enter a unique name.

Legal Employer

Select a legal employer from the list to report all employees attached to it.

Establishment Employer Type

Select **Multiple** if you have multiple establishments. Otherwise, select **Single**.

Start Date

Specify the starting point of the reporting date range.

The default is 12 months before the end date. The minimum range is 12 months.

End Date

Represents the end of the reporting date range. Can be any date between 01 July and 30 September of the current year.

Payroll Period Start Date

Represents the start of the payroll period that has the same end date as the reporting range. This helps the report identify the active employees.

Title of Certifying Official

The default is the HR representative title you defined on the TRU's contact info.

Name of Certifying Official

Default is the HR Representative name defined on the TRU's contact info. Use this field to override the default setting.

Phone Number

Default is the HR Representative's phone defined on the TRU's contact info. Use this field to override the default setting.

Email of Certifying Official

Default is the HR Representative email defined on the TRU's contact info. Use this field to override the default setting.

Run and View the VETS-4212 Report

Run the Report

To run the VETS-4212 report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US LDG.
4. Search for and select **VETS-4212 Establishment Electronic Report**.
5. Click **Next**.
6. Enter the parameters as described above.
7. Click **Next**.
8. In the Enter Flow Interaction task, click **Next**.
9. In the Schedule task, select **As soon as possible**.
10. Click **Next**.
11. Click **Submit**.
12. In the confirmation window, click **OK and View Checklist**.

The report process generates the following output files with separate report job name numbers.

Report	Description
VETS4212 eText Report	The VETS-4212 electronic file, suitable for submission.

Report	Description
VETS4212 Audit Report	Audit information in PDF format. Use this report to verify what data is printed in the eText report.
VETS-4212 Audit Detail Report	Detailed audit information in text format, suitable for viewing in a spreadsheet.
VETS4212 Exception Report	Contains any errors detected during report generation. Review this file, resolve any issues it detects, and rerun the report process.

View the Reports

To view the output files of the VETS-4212 report:

1. Start Reports and Analytics.
2. Click **All Folders** and then **Shared Folders**.
3. Click **Human Capital Management, Workforce Management, Person Management, US**, and then **VETS**.
4. Click **Actions** for the VETS-4212 Electronic Report and then **Report History**.
5. Search for the report you want to view.

Be sure to set the owner as the user ID of the person who originally ran the report process. Alternately, leave it blank to return results for all users.

6. Click the number of the report results you want to view in **Report Job Name**.

The report process generates four output files, listed in **Output & Delivery**.

- VETS4212 eText Report
- VETS4212 Audit Report
- VETS4212 Exception Report
- VETS-4212AuditDetail_Report

7. Select the exception report to view any errors.

If there are any issues reported on this report, your electronic file might be blank.

Related Topics

- [Examples of Employer Configuration for VETS Reporting](#)
- [How can I identify my hiring location for VETS reporting](#)
- [How can I report multiple VETS establishments when they have the same unit number](#)
- [Veterans' Employment and Training Service Reporting](#)

13 Involuntary Deductions

Involuntary Deduction Reports for the US

These types of reports are available for the involuntary deductions.

- Audit Report
- BI Publisher
- Diagnostic tests

Involuntary Deductions Audit Report

Use this report to review and reconcile your employee involuntary deductions.

BI Publisher

You can create these reports in your temp folder using the provided report definition.

Report name	What it does
Employees with Active Garnishments	Lists employees with active garnishments. For further info, see Oracle Cloud Global Payroll (US): How to Run a Report Listing of All Employees with Active Garnishments (2204126.1) on My Oracle Support.
US Involuntary Deductions Value Definitions	Lists the involuntary deductions active value definitions. For further info, see Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support.

Diagnostic Tests

You can use diagnostic reports to help troubleshoot issues with the Involuntary Deductions card. Run these tests from the Diagnostics Dashboard.

Test name	What it does
Involuntary Deductions Card Validation	This test requires no parameters and includes these validations. • Persons having duplicate override entries in card components • Persons with same reference number for child and spousal support card components • Involuntary deduction elements not configured with a latest entry rule of Final Close • Persons with mismatched proration amounts and total withholding amount • Persons having only Additional Order Amount override • Persons with same value for Order Amount Payee and Processing Fee Payee

Test name	What it does
US Payroll Person Calculation Card Diagnostics	This test requires a person number and displays info for all calculation cards for the given person number.

Involuntary Deductions Audit Report for the US

Use the Involuntary Deductions Audit Report to review and reconcile your employee involuntary deductions.

Run this process as part of your regular payroll cycle or as needed.

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Involuntary Deduction Audit Report**.

Before You Start

For best results, make sure your involuntary deductions elements are using the latest components, such as input values, balances, and so on. Do this by running the Element Upgrade process after each release upgrade or patch cycle. If you don't, this report displays **Requires element upgrade** for the impacted data.

For further info, see Element Upgrade Process (2458385.1) on My Oracle Support.

Report Parameters

Effective Start Date

Select the first date earned of the payroll or QuickPay runs you want to include in the report.

Effective End Date

Select the last date earned of the payroll or QuickPay runs you want to include in the report.

Secondary Classification

Select the kind of involuntary deductions you want to report on.

Leave blank to report on all Involuntary Deductions secondary classifications.

Element Name

To run the report against a specific element, select it here.

Leave blank to run against all qualifying elements.

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. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Employee Name

To run the report against a specific person, select them here.

Leave blank to run against all qualifying employees.

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 report uses the parameters in the default group for the selected payroll.

Report Results

This process generates a comma-delimited file suitable for viewing in a spreadsheet application, such as Microsoft Excel. The file provides multiple columns of data on your involuntary deductions, including info on:

- Employee name, masked Social Security Number, and payroll relationship number
- Payroll name, pay period end date, payroll flow name, and run type
- Card component name, subprocessing order, state, and reference code
- Various card component details
- Various calculation values entered on the Involuntary Deductions card component
- Various calculated results such as gross earnings, disposable income, protected pay, deduction calculated
- Various fee balances
- Any payees entered on the card component details

If you haven't upgraded your involuntary deductions elements to the latest version, the extract might not be able to derive values for fields in the output file. In these cases, the file displays **Requires element upgrade** for that row's output column.

Note: The XML file includes these additional fields.

- Unmasked Social Security Number
- Employee mailing address
- Pay period start date
- Payroll frequency
- Tax reporting unit name, address, and tax_unit_id
- Third-party payee registry IDs
- Person number
- Employee termination date

If you want an audit report that includes these fields, you need to define your own report template.

Related Topics

- [Involuntary Deduction Reports for the US](#)
- [Upgrade Involuntary Deductions for the US](#)

14 Pay Data

Load Hours and Earnings Data for Reporting for the US

Use this flow to load payroll hours and earnings data to the storage table. This process captures all active employees in the year selected.

When you run the Regional Pay Data Report, it includes only the employees identified by the Load Hours and Earnings Data for Reporting process.

You can run this process as often as needed. If it detects changes to data in the storage table, it performs an update. If it detects new data, it adds it to the table.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Load Hours and Earnings Data for Reporting**.

Before You Start

You must establish balance feeds for the earnings and hours balances.

For additional info, see Overview of California Pay Data Reporting in the Help Center.

Flow Parameters

Set the following.

Field name	How you use it
Payroll Statutory Unit	Select the payroll statutory unit (PSU) of the employees whose payroll data you want to upload. If you leave this blank, the flow processes all PSUs.
Tax Reporting Unit	Select the tax reporting unit (TRU) of the employees whose payroll data you want to upload. If you leave this blank, the flow processes all TRUs.
Submission Year	Select the year of the payroll data you are uploading.
Payroll Name	If you select a specific payroll process, the flow uploads data for only those employees processed by that run.
Reporting Mode	Select Draft to generate the output reports for review but not make any changes to your data. Select Final to apply the changes and generate the output files.
Process Configuration Group	Use this field to load pay data for persons belonging to a specific payroll relationship group.

Output Files

This process generates two output files.

- Text file that info on all changes performed by the process
- An exception report that provides info on any issues the process detects, such as employees with missing info

This file is suitable for viewing in a spreadsheet application, such as Microsoft Excel.

Related Topics

- [Overview of California Pay Data Reporting](#)
- [Regional Pay Data Report for the US](#)

Overview of California Pay Data Reporting

The California Department of Fair Employment and Housing (DFEH) requires that private employers report their pay data for the reporting period if they have:

1. 100 or more employees
2. At least one California employee

You generate and submit this report yearly to the DFEH by March 31.

Report	Reporting Period
California Pay Data report	October 1 through December 31

Pay data reporting through Oracle Fusion Human Capital Management involves multiple steps.

Performing these steps requires multiple roles. You must either coordinate with admins in other areas or assign these roles to yourself. For further info, see Oracle Cloud HCM Security Role Mappings (1556500.1) on My Oracle Support.

Here's a summary.

What needs to be done	Who does it	What roles they require
Confirm you're running the correct software version	All customers	Application Implementation Consultant
Check your EEO-1 Component 1 reporting configuration	All customers	HR Analyst HR Specialist
Extract your hours and earnings info	• Oracle Fusion Global HR-only customers	N/A

What needs to be done	Who does it	What roles they require
	Oracle Fusion Global Payroll customers who don't have full-year balances for the reporting year	
Configure your tax reporting units (TRUs)	All customers	Application Implementation Consultant
Feed the predefined balances	Oracle Fusion Global Payroll customers	EOY Payroll Administrator Payroll Coordinator Payroll Manager
Use HCM Data Loader (HDL) to load the data into the storage table	- Oracle Fusion Global HR-only customers - Oracle Fusion Global Payroll customers who don't have full-year balances for the reporting year	EOY Payroll Administrator Payroll Coordinator Payroll Manager
Load data into the storage table	Oracle Fusion Global Payroll customers with complete hours and pay data for the reporting year	EOY Payroll Administrator Payroll Coordinator Payroll Manager
Generate the Regional Pay Data Report	All customers	EOY Payroll Administrator Payroll Coordinator Payroll Manager
Submit the CSV upload file to the DFEH	All customers	EOY Payroll Administrator Payroll Coordinator Payroll Manager
Update your location	All customers	HR Specialist

For further info, see the following sections.

Configure Your EEO-1 Reporting and Regional Pay Data

Do the following before running the pay data report.

1. Properly configure your organization for EEO-1 Establishment Electronic reporting.

For further info, see EEO-1 Establishment Electronic Report in the Help Center.

2. Set your regional pay data reporting info.
 - a. From **My Client Groups**, click **Workforce Structures**.
 - b. Click **Manage Legal Entity HCM Information**.
 - c. Click **Edit > Update**.
 - d. Click **Federal**.
 - e. In **Regional Pay Data Reporting Information**, enter all appropriate values as required by the regional tax authority.
 - f. Click **Submit**.

Extract Your Hours and Earnings Info

You must make your payroll data available for extraction to the report if:

- You aren't an Oracle Cloud Global Payroll customer
- You don't yet have payroll balances for the full calendar year

Otherwise, you can skip these steps.

1. Extract the hours and earnings info from your third-party or legacy payroll application.

Refer to the California Pay Data Reporting Portal User Guide for guidelines on what hours and earnings must be reported.

For further info, see the DFEH website.

Be sure to sum by person to their primary assignment (or the legacy application's equivalent).

2. Perform any necessary configuration of these files to make them suitable for upload to the storage tables.

For further info, see Loading US Data Using HCM Data Loader (2558276.1) on My Oracle Support. This document includes a sample upload file to help you get started.

Feed the Predefined Balances

Skip this step if you're not an Oracle Fusion Global Payroll customer.

Pay data reporting uses two balances for tracking employee earnings and hours. Before you can load their data to the storage table, configure their balance feeds.

Note: If you perform a balance initialization that includes these balances, consider providing the Calculation Breakdown ID and Tax Reporting Unit (TRU) contexts for them.

1. From **My Client Groups**, click **Show More**.
2. In **Payroll**, click **Balance Definitions**.

3. Search for and select the following balances. Configure the feeds appropriately.

Balance name	What you need to do
Regional Pay Data Employee Hours	For each earnings element: - In Regional Pay Data, click Balance Feeds. - In Balance Feeds by Element, click Create. - Select the element's Results indirect element. - Select Hours Calculated as the input value. - Select Add. - Click Save, and repeat for the next Earnings element. - Click Submit. If you don't complete these steps, the storage table records the employees' hours as 0.
Regional Pay Data Employee Earnings	For each earnings element: - In Regional Pay Data, click Balance Feeds. - In Balance Feeds by Element, click Create. - Select the element's Results indirect element. - Select Earnings Calculated as the input value. - Select Add. - Click Save, and repeat for the next Earnings element. - Click Submit. If you don't complete these steps, the storage table records the employees' earnings as \$0. In this case, the Load Hours and Earnings Data for Reporting flow uses the US_MEDICARE_REDUCED_SUBJECT_WITHHOLDABLE balance for the employee earnings in W-2 Box-5.

Load Your Regional Pay Data to the Storage Table

You can skip this step if you are an Oracle Fusion Global Payroll customer who implemented on the reporting year.

How you load your hours and earnings info to the storage table depends on your Oracle Fusion implementation.

What you can do	Who can do it	How you do it
Create a PayrollInterfaceInbound.dat file, and load it using HDL.	- Oracle Fusion Global HR-only customers - Oracle Fusion Global Payroll customers who have incomplete hours or earnings info for the reporting year - Oracle Fusion Global Payroll customers who implemented in the middle of the reporting year	To load your earnings and hours data with HDL, you must first build the PayrollInterfaceInbound.dat file. Include columns for Person, Total Wages, and Total Hours. You can also use the HDL process to change select data. For further info, see Loading US Data Using HCM Data loader (2558276.1) on My Oracle

What you can do	Who can do it	How you do it
		Support. This document includes a sample upload file to help you get started. Note: The Load Hours and Earnings Data for Reporting process overrides the data in the storage table. If there is no data in table, it adds it. The process captures all active employees in the year you select. When you run the Regional Pay Data Report, it selects only those employees from this snapshot period.
Run the Load Hours and Earnings Data for Reporting flow. To load the balances for the current year, set the submission year appropriately.	Oracle Fusion Global Payroll customers who implemented as of the first payroll run of the reporting year	To load your earnings and hours data with the Load Hours and Earnings Data for Reporting flow: 1. From My Client Groups, click Payroll. 2. Click Submit a Flow. 3. Select your US legislative data group (LDG). 4. Search for and run Load Hours and Earnings Data for Reporting. For further info, see Load Hours and Earnings Data for Reporting for the US in the Help Center.

Update Your Regional Pay Data

After the regional pay data is in the storage tables, you can edit it directly through the Payroll Interface Inbound Records task.

1. In **My Client Groups**, click **Payroll**.
2. Click **Payroll Interface Inbound Records**.
3. Perform a search for the person's name.
4. Select your US LDG, and enter your batch name.

Generate the California Pay Data Report

Use the Regional Pay Data Report to extract the California pay data from the storage table and consolidate it with the HR EEO-1 data for delivery to the DFEH.

Run this flow each year according to California's reporting requirements.

For further info, see Regional Pay Data Report for the US in the Help Center.

This flow creates the following reports for the California Pay Data Report.

Output report	How you use it
CSV upload file	This is the file you submit to the DFEH.
Audit report	This CSV file contains diagnostic info in pages organized by: - Number of Employees - Number of Hours Use this file to reconcile employee counts by their race, ethnicity, sex, job category, pay band, and hours.
Exception report	This PDF file contains any errors captured during the flow run, such as missing ethnicity info, missing gender, and so on.
Employee detail report	This CSV file contains the regional pay data info, sorted by employee. Use this file to confirm each employee's pay data, including their total for hours and earnings.

Submit the Report to the DFEH

Submit the pay data report on the California Pay Data Reporting Portal.

1. Upload the .CSV file with the required data to the portal by selecting **Submit New Report**.
2. Edit the report as needed, and correct any errors identified by the portal validation process.
3. Certify and submit the validated report.

Update Your Location Definitions

For the location associated with this report, use the Locations task to identify it as having been included in the report.

1. Start the Locations task from your implementation project.
2. Search for and select the location for editing.
3. In **United States Reporting Information**, identify the location as having been included in pay data reporting.

Related Topics

- [Load Hours and Earnings Data for Reporting for the US](#)
- [Regional Pay Data Report for the US](#)
- [Loading US Data Using HCM Data Loader](#)
- [Oracle Cloud HCM Security Role Mappings](#)
- [Override Pay Bands for Pay Data Reporting](#)

Regional Pay Data Report for the US

This flow captures employee payroll earnings and hours data from the storage table and formats it into an output file suitable for submission to the appropriate state authority.

Run this flow each year according to the state's reporting schedule.

Note: This process supports only California's Pay Data report.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Regional Pay Data Report**.

Before You Begin

Ensure you have configured the employee payroll data, defined balance feeds, and loaded the pay data to the storage tables.

If you have included the location in last year's pay data report, use the Locations task to mark it as such.

For additional info, see Overview of California Pay Data Reporting in the Help Center.

Flow Parameters

Set the following.

Field name	How you use it
Legal Employer	Select a parent legal employer to report all employees attached to it and any child legal employers.
Establishment Employer Type	Select Multiple if you have multiple establishments. Otherwise, select Single .
Reporting Period Start Date	Specify the start of the reporting period.
Reporting Period End Date	Specify the end of the reporting period.
Contact Title	Use to override the contact information. The default is the HR Representative title specified on the TRU contact info.
Contact Name	Use to override the contact information. The default is the HR Representative name as specified on the TRU contact info.
Contact Phone Number	Use to override the contact info. The default is the HR Representative phone number as specified on the TRU contact info.
Contact Address Line 1	Use to override the contact info. The default is the HR Representative address as specified on the TRU contact info.

Field name	How you use it
Contact City	Use to override the contact info. The default is the HR Representative city as specified on the TRU contact info.
Contact State	Use to override the contact info. The default is the HR Representative state as specified on the TRU contact info.
Contact Country	Use to override the contact info. The default is the HR Representative as specified on the TRU contact info.
ZIP Postal Code	Use to override the contact info. The default is the HR Representative as specified on the TRU contact info.
Contact Email	Use to override the contact info. The default is the HR Representative email address as specified on the TRU contact info.
Process Configuration Group	Use this field to process payroll data for persons belonging to a specific payroll relationship group.

Flow Results

This process creates the following output files.

Output report	What it's for
CSV Upload File	This is the file you submit to the California Department of Fair Employment and Housing (DFEH).
Audit Report	This CSV file contains diagnostic info in pages organized by: - Number of Employees - Number of Hours Use this file to reconcile by locations.
Exception Report	This PDF file contains any errors captured during the flow run. It lists the employees excluded from the report and the errors that caused this.
Employee Detail Report	This CSV file contains the regional pay data info, sorted by employee.

Related Topics

- [Overview of California Pay Data Reporting](#)
- [Load Hours and Earnings Data for Reporting for the US](#)

15 Payment Distribution

Payment Register Report

Use this report for the verification, reconciliation, and audit of payment distributions.

Note: This report doesn't include payments made to third parties. Such payments are listed on the Third-Party Payment Register.

You can generate the report manually or as a part of the payroll process.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Payment Register Report**.

Before You Start

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see *Archive Periodic Payroll Results for the US* in the Help Center.

Report Parameters

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 to validate payments for each employee, including the payment amount, bank, and check info. For further info, see <i>Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1)</i> on My Oracle Support.

Process Start Date

Use this field to set 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 set the last effective date of the payroll process to include in the report. For payroll runs, this is its payroll run date. The report includes all processes with an effective date on or before this date.

Payroll

Use this field to limit the results to a single payroll definition.

Leave blank to report all of them.

Payment Process

Use this field to limit the results to a specific payroll or QuickPay run.

Leave blank to report all of them.

Consolidation Group

Use this field to limit the results to a consolidation group.

Leave blank to report all of them.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

Use this field to limit the results to a specific payroll statutory unit (PSU).

Leave blank to report all of them.

Tax Reporting Unit

Use this field to limit the results to a specific tax reporting unit (TRU).

Leave blank to report all of them.

Payroll Relationship Group

Use this field to verify deduction balances 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.

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 detected 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.

Leave blank to report all of them.

Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Report Category

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The **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

Report name	What it contains
	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. For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support.

Related Topics

- [Archive Periodic Payroll Results for the US](#)
- [Delivery Options for Extract-Based Payroll Reports for the US](#)
- [Oracle Cloud Human Capital Management for United States: Payroll Reconciliation](#)

Payroll Register Report

The report provides an audit trail of a payroll run including hours, earnings, and deductions by payroll statutory unit (PSU) and tax reporting unit (TRU).

Use the report for verification, validation, and audit of your payroll calculations.

The US Simplified Payroll Cycle flow generates this report automatically, but you can run it manually.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Periodic Payroll Register Report**.

Before You Start

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results for the US in the Help Center.

Report Parameters

Scope

Control the results of the report by setting its scope.

What you set	What it does
Summary	Provides a summary of the total amounts paid for the selected PSUs and TRUs for each payroll period, categorized by the balance category.
Detail	In addition to the Summary report, it includes the complete details for each employee. Use this for payroll balancing and reconciliation and to compare the payment values to previous periods. For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support.

Process Start Date

Use this field to set 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 set the last effective date of the payroll process to include in the report. For payroll runs, this is its payroll run date. The report includes all processes with an effective date on or before this date.

Payroll

Use this field to limit the results to a single payroll definition. Leave blank to report all of them.

Consolidation Group

Use this field to limit the results to a consolidation group. Leave blank to report all of them.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

Use this field to limit the results to a specific PSU. Leave blank to report all of them.

Tax Reporting Unit

Use this field to limit the results to a specific TRU. Leave blank to report all of them.

Person

Use this field to limit the results to a single person.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Person Page Break

If you select **Yes**, the report generates with details per person per page. This field isn't available for the Summary report.

Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both.

Select this	To do this
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Field is blank	Includes all balances.

This field is disabled if you set **Latest Process YTD Total Only** to **Yes**, and all balances are included in the report.

For further info, see Report Payment and Nonpayment Balances in the Help Center.

Report Category

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

Display All Hours

Select **Yes** to include hours from supplemental earnings and other element classifications. Select **No** to include only hours from regular or standard earnings and absence earnings.

For further info, see Display All Hours in Payroll Reports in the Help Center.

Report Results

The report provides payroll details for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you selected when you ran the report.

Report name	What it contains
Summary	Provides sections on: - Report parameters and sort order - Balance categories - Balances

Report name	What it contains
	- Balances by PSU and TRU - Balances by payroll and pay period
Detail	Provides sections on: - Report parameters and sort order - Balance categories - Balances - Balances by PSU and TRU - Balance details for a person Use this for payroll balancing and reconciliation and to compare the payment values to previous periods. For further info, see Oracle Cloud Human Capital Management for United States: Payroll Reconciliation (2086251.1) on My Oracle Support.

Related Topics

- [Archive Periodic Payroll Results for the US](#)
- [Delivery Options for Extract-Based Payroll Reports for the US](#)
- [Display All Hours in Payroll Reports](#)
- [Oracle Cloud Human Capital Management for United States: Payroll Reconciliation](#)
- [Report Payment and Nonpayment Balances](#)

Third-Party Payment Register Report

Use the Third-Party Payment Register Report to generate a listing of all third-party payments.

To run this report:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Select your US legislative data group.
- Search for and select **Third-Party Payment Register Report**.

Before You Start

Run the report after calculating and verifying prepayments and generating the payments.

For further info, see the following in the Help Center.

- Calculate and Validate Payroll Payment Distributions for the US
- Payroll Payments Distribution for the US

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.

What you set	What it does
Summary	Provides a list of payments by payee.
Detail	Provides details of employee and deduction information for third-party payments.

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.

Payroll

Select the required payroll name. The report is generated for the selected payroll run.

Consolidation Group

Select a consolidation group to view the payments for all payrolls that are included in this consolidation group. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

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 info, as reported in the detailed report.

Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship 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 these 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 Category

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see [Delivery Options for Extract-Based Payroll Reports for the US](#) in the Help Center.

Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary transient data.

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.

Report name	What it contains
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 info. This is because the rollup payments include employees across PSUs and TRUs.
Detail Report	Returns a multiple-tier layout that includes: • Payment details of individual and roll-up payments made for each payee Within each payee report, the payments are further segregated into: ○ Employee deduction info for individual payments, including single deductions and multiple deductions ○ Employee deduction info for roll-up payments

Report name	What it contains
	- Consolidated totals of all multiple-deduction and rollup payments - Deduction reference details for involuntary deductions stored on the calculation card It displays a blank deduction reference if the details aren't available. - Element name of voluntary deductions

You can create your own template for a tabular output of data in Microsoft Excel file format for both the summary and detail reports. For further info, see [Generating Payroll Reports in Microsoft Excel Format](#) in the Help Center.

Related Topics

- [Calculate and Validate Payroll Payment Distributions for the US](#)
- [Employee and Third-Party Check Payments for the US](#)
- [Generating Payroll Reports in Microsoft Excel Format](#)
- [Payroll Payments Distribution for the US](#)
- [Third-Party Payment Rollup for the US](#)

16 Payroll Balances

Employee Active Payroll Balance Report for the US

The Employee Active Payroll Balance Report flow displays the current values for any given list of employee balances.

This report helps you with:

- Reconciling your periodic payrolls and quarterly and year-end balances
- Compare this report's data against the archived data.
- Determining if you have any tax balances over the statutory limits, such as Social Security and deferred compensation
- Determining if any of the tax liability balances are improperly calculated

This includes Social Security, Medicare, and FUTA.

For further info, see the following on My Oracle Support.

- Oracle Cloud Human Capital Management for the US: Balance Adjustments (1600728.1)
- Oracle Cloud Human Capital Management for the US: Batch Balance Adjustments (2053488.1)
- Oracle Cloud Human Capital Management for the US: Payroll Reconciliation (2086251.1)

To assist with reconciliation and balancing of your data, run this report before generating your employee Forms W-2, W-2GU, and W-2PR and running the Third-Party Quarterly Tax Filing Interface.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Employee Active Payroll Balance Report**.

Before you start

Successfully complete any payroll action, such as a payroll run, QuickPay, reversal, balance adjustment, or balance initialization.

Report parameters

Payroll Flow

Name of your payroll flow.

Start Date

If you're including Run balance values, enter the start date. This date must coincide with the date of the selected payroll run.

End Date

Enter the effective date for balance retrieval. When capturing balance values across a range of dates, this represents the end of the range.

Payroll

To run report against a specific payroll run, enter it here.

Consolidation Group

To run the report against the members of a consolidation group, select it here.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, select it here. Click **Search** to locate the TRU.

Payroll Relationship Group

Select the name of the payroll relationship group if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Employee Name

To run this report for a specific employee, select their name here. Click **Search** to locate the correct employee.

Balance Dimension

Select the balance dimension you want to review.

- Inception-to-date

Use to run this report against a user-defined balance group.

Note: This can cause performance issues if your selection results in reporting against large number of people.

- Month
- Quarter
- Quarter and year
- Run

Note: This 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.

- Year

Quarter

Select the quarter you want to review.

Balance Group Usages

Select the balance group to include balance values in the report output. The available values depend on the balance dimension you selected.

Balance dimension	Balance group usages
Inception-to-date	Select the user-defined balance group Note: This can cause performance issues if your selection results in reporting against large number of people.
Month	• Pennsylvania local month balances • State month balances
Run	• City run balances • County run balances • Federal run balances • Pennsylvania local run balances • School district run balances • State run balances Note: This 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.
Quarter	• Archive state quarter-to-date balances • City quarter balances • County quarter balances • Federal quarter balances • Pennsylvania local quarter balances • School district quarter balances • State quarter balances
Quarter and year	• City quarter and year balances • County quarter and year balances • Federal quarter and year balances • Pennsylvania local quarter and year balances • School district quarter and year balances • State quarter and year balances
Year	• City employee balances in end-of-year archive • City miscellaneous employee balances in end-of-year archive • City TCD employee balances in end-of-year archive

Balance dimension	Balance group usages
	• City year balances • County employee balances in end-of-year archive • County year balances • Federal employee balances in end-of-year archive • Federal year balances • Local employee balances in end-of-year archive • Pennsylvania local year balances • School district employee balances in end-of-year archive • School district TCD employee balances in end-of-year archive • School district year balances • State year-to-date balances in end-of-year archive • State employee balances in end-of-year archive • State year balances

Note: You can view a list of balances organized by group usage from the Balance Group Usage task.

Hide Records with Zero Values

Select if you don't want records with 0 balances to show in this report.

Process Configuration Group

Select the process configuration group name if you have defined one. This parameter is used for logging and reporting purposes.

Report Category

Select the format of the output report.

Report output

This report produces a output file containing all active payroll balances for matching employees, filtered by parameters and time-frames. If no employee balances match your report parameter criteria, the report returns an output file with no data.

The output file includes:

- Payroll balance info
- TRU
- Employee name and number
- Payroll relationship number
- Run type (Run level only)
- Applicable federal, state, county, city, school district, and Pennsylvania locals

Payroll Balance Report for the US

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period.

You can compare this info against the archived data for validating and reconciling periodic payroll balances.

Run this process after successfully completing archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see [Archive Periodic Payroll Results for the US](#) in the Help Center.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Payroll Balance Report**.

Before You Start

To run this report against a specific balance category, you must first configure the balance group usage. For further info, see [Configure Information Balances in the Payroll Balance Report](#) in the Help Center.

Report Parameters

Process Start Date

Select the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the process end date.

Process End Date

Specify the last effective date of the payroll process you want to include in the report.

Balance Category

Use this field to run this report for a specific balance category, including information balances.

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.

For further info, see [Consolidation Groups for the US](#) in the Help Center.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

Note: You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Use this field to limit the balance results to a single person.

Display All Hours

Select **Yes** to include hours from supplemental earnings and other element classifications. Select **No** to include only hours from regular or standard earnings and absence earnings.

For further info, see [Display All Hours in Payroll Reports](#) in the Help Center.

Report Category

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see [Delivery Options for Extract-Based Payroll Reports for the US](#) in the Help Center.

Report Results

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
- Tax reporting unit
- Employee name
- Employment number
- Run type
- Balance category
- Balance name
- Balance amount

Related Topics

- [Payroll Calculation Reports for the US](#)
- [Archive Periodic Payroll Results for the US](#)
- [Configure Information Balances in the Payroll Balance Report](#)
- [Delivery Options for Extract-Based Payroll Reports for the US](#)
- [Display All Hours in Payroll Reports](#)

Payroll Variance Report

Run the Payroll Variance Report to view the differences in balance values between the output of two runs of the Employee Active Payroll Balance Report.

The report helps you identify balance value variations after performing:

- Business updates, such as salary increases
- Technical updates, such as patching

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.

3. Select your US legislative data group (LDG).
4. Search for, and select **Payroll Variance Report**.
5. Select an instance of the Employee Active Payroll Balance report, or upload its XML output.

You can select any combination of XML file or report instance. For example, you can compare an XML file source with a report flow target.

Report Parameters

Report Variance Greater Than

Use this field to report variances greater than this value.

Leave this field blank to include all variances above a value of 0.1, such as \$.10.

Source Content ID, Target Content ID

Use these fields to select the Oracle WebCenter Content (UCM) ID of an XML file on the UCM server.

You can use **Upload Parameter Files** to upload an XML file directly to the UCM server.

Upload Parameter Files

Use this field to upload XML files directly to the UCM server. After you upload your XML file, you can select it in either **Source Content ID** or **Target Content ID**.

Source Flow Instance, Target Flow Instance

Use these fields to select the instance of a completed Employee Active Payroll Balance Report flow.

Process Configuration Group

Select a process configuration group if needed.

Report Results

The report output displays all balance value variations exceeding the defined threshold.

The report output includes:

- Employee info, including person number, person name, payroll relationship number, and appropriate address info
- Tax reporting unit (TRU)
- Process info, including run type, process date, process type, and payroll name
- Balance info, such as name, dimension, balance value source of the first file, balance value target of the second file
- Applicable jurisdiction, such as state, county, city, and school district

Related Topics

- [Employee Active Payroll Balance Report for the US](#)

17 Payroll Calculations

Payroll Calculation Reports for the US

As a Payroll Manager, there are several reports to help you:

1. Identify any missing statutory data
2. Verify payroll calculations and run results and payroll costing results

Here's the reports you can use.

Report name	How you use it	When you run it	Example	Check here for more info
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.	- After calculating the payroll run or QuickPay run. - Before running statutory reports, such as quarterly or annual reports.	View to identify potentially incorrect payments or amounts withheld.	Balance Exception Report for the US in the Help Center
Deduction Report	View details of payroll deductions processed for the specified period.	Run every pay period.	Validate the deduction amounts processed.	Deduction Report in the Help Center
Element Results Register	View a list of elements and their primary output values for processes that generate run results.	After running the Periodic 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.	Element Results Register for the US in the Help Center
Employee Active Payroll Balance Report	View current values for any given list of employee balances.	Before: - Generating employee Forms W-2, W-2GU, and W-2PR - Running the Third-Party Tax Filing Interface	To assist with reconciliation and balancing of your data.	Employee Active Payroll Balance Report for the US in the Help Center
Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run. Control what results you view by specifying a date range that includes the process dates of the payroll calculations. The report	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.	Gross-to-Net Report for the US in the Help Center

Report name	How you use it	When you run it	Example	Check here for more info
	displays the balances for the payroll period in which the process date occurs.			
Periodic Payroll Activity Report	View details of: • Payroll runs • QuickPay runs • Balance adjustments • Balance initializations • Reversals These details include: • Taxes withheld • Earnings • Deductions • Payment info • Employer liability • Quarter and year-to-date details	Run the report before processing prepayments.	Verify, validate, and audit run results before processing payments.	Periodic Payroll Activity Report for the US in the Help Center
Payroll Balance Report	View balance results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance info for a specific employee over that period.	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.	Payroll Balance Report for the US in the Help Center
Payroll Costing Results 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 Oracle Fusion General Ledger.	Verify results after you submit a process that generates costing results.	Payroll Costing Results Report in the Help Center
Payroll Data Validation Report	View a listing of noncompliant or missing statutory info 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.	Validation Report for Payroll for the US in the Help Center
Retroactive Entries Report	View the number of payroll relationships and total retroactive result values by: • Each element classification and by each element	Run after you run the Recalculate Payroll for Retroactive Changes process.	Verify a retroactive salary adjustment.	Retroactive Entries Report for the US in the Help Center

Report name	How you use it	When you run it	Example	Check here for more info
	The original process that the recalculated results are compared with			
Retroactive Notification Report	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.	View unprocessed retroactive events for each employee, enabling you to identify who are included in Recalculate Payroll for Retroactive Changes process.	Retroactive Notification Report for the US in the Help Center
Periodic Statutory Deduction Register	Identify the wages and taxes paid by both the employee and employer.	Run this report after completing the Calculate Payroll step in the US Simplified Payroll Cycle.	Verify the federal and regional taxes and liabilities by comparing the taxable wages returned by the Gross-to-Net Report against this report.	Periodic Statutory Deduction Register for the US in the Help Center
Tax Withholding Card Audit Report	Compiles employee tax card info into a single source for easy review.	Review your tax card info for accuracy before: - Monthly or quarterly audits - Payroll processing - Year-end review	Check how many employees are claiming exempt from federal withholding.	Tax Withholding Card Audit Report in the Help Center
Third-Party Periodic Tax Filing Audit and Audit Details reports	View the results of your periodic payroll extract.	Review these files before submitting the tax file to your third-party tax filing provider.	Check for incorrect values and missing withheld amounts. For further info, see Troubleshoot the Third-Party Tax Filing Interface in the Help Center.	Oracle Cloud Human Capital Management for the United States: Third-Party Tax Filing Interface (1594079.1) on My Oracle Support

Use the **Location** parameter to filter reports by location when reconciling payroll calculation and costing results. The report output lists the payroll relationship records based on a person's assignment location. The report output lists the location along with the other parameters, but not as a column in the results.

Deduction Report

You can 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.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on your Home page.

Report Parameters

The 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

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.

Payroll Relationship Group

Use this field to verify deduction balances 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 payroll relationship group before you can use it here.

Person

Use this field to verify deduction balances for a single person.

Report Results

The report provides details of payroll deductions processed for the specified period.

Report 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.

Report Field	Description
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.

Related Topics

- [Payroll Calculation Reports for the US](#)

Element Results Register for the US

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Element Results Register**.

Report Parameters

Process Start Date

Select the beginning of the date range you want to check.

For example, to report on the elements involved a pay run, select the beginning of the run. If you want to review year-to-date results, select the beginning of the year.

Process Start Date

Select the end of the reporting range.

Payroll

Select the payroll definition you want to run against.

Leave blank to run against all.

Consolidation Group

Use this field to run the process against a consolidation group. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, specify it here.

Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here.

Leave blank to run against all TRUs.

Location

Use this field to view the element results for employees who have at least one assignment for the selected location. The balance values might not correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Element Group

Use this field to run this report against all elements in the selected element group.

Leave blank to run against all elements.

Element

Use this field to run this report against a specific element.

Leave blank to run against all elements.

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: You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person Name

Use this field to view the element results for an individual employee.

Leave blank to generate the report for all active employees.

Process

Use this field to view element results for a specific process.

- Balance adjustment
- Calculate gross earnings
- Payroll calculation
- QuickPay

- Reversal

Totals by Element and Person

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

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **Pivot Table** from the Insert menu.
4. In **Create Pivot Table**, select **New Worksheet**. Click **OK**.
5. Select these fields from the **Pivot Table Field** list.
 - Person Name
 - Payroll Statutory Unit
 - Tax Reporting Unit
 - Payroll
 - Run Type
 - Element Name
 - Value
6. Drag the fields to these areas.

Area	Fields
Report Filter	Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll
Column Labels	Element Name
Row Labels	Person Name
Values	Sum of Value

7. Refresh the page to display the populated columns and rows, and the summed totals.
8. Filter to view different results.

Gross-to-Net Report for the US

Use the Gross-to-Net Report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before you calculate prepayments. It provides summary and detail listings of the total results calculated in the payroll run. It displays the balances for the payroll period in

It displays the balances for the payroll period in which the process date occurs.

Use the **Process Start Date**, **End Date**, and **Payroll** fields to control the payroll calculation results. The results of the report depend on the number of payroll calculations completed for the payroll within the date range. View the example below to see how you can combine results from two payrolls.

This report runs automatically as part of the US Simplified Payroll Cycle Flow. However, you can also run it on its own.

You would usually run this report after each payroll run or at a minimum, on a quarterly basis.

1. From **My Clients Group**, select **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Gross-to-Net Report**.

Before You Start

Make sure you have successfully completed your payroll or QuickPay run for the report's anticipated time period.

Report Parameters

The parameter values determine which records to include in the report.

Scope

Control the results of the report by selecting its scope.

Scope Value	Report Results
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Provides a more detailed breakdown for different sets of process dates.

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 its payroll run date. The report includes all processes with an effective date on or before this date.

Payroll

The name of the payroll you are reporting on.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, select it here.

Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, select it here.

Leave blank to run against all TRUs.

Report Category

Select a value to determine the delivery option of the report.

Note: You can define your own delivery option and include it in the report category. For further info, see [Delivery Options for Extract-Based Payroll Reports in the Help Center](#).

Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. Select **No** to include only hours from Regular or Standard Earnings and Absence Earnings.

Report Results

Run the Gross-to-Net report in Summary or Detail mode.

Report mode	What it returns
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Returns 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 for the overall date range.

For example, you run this report for the period from 01, January 2018 to 31, March 2018 for a monthly payroll. The summary version returns the overall gross-to-net balances for all processes within the 3-month period. The detail version returns three sections, each showing the gross-to-net balances for all payroll processes for that month.

In this example, you want to 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. Here's the balances for each payroll run.

For this payroll period	And this process date	This balance	Has this total
January 1 to 15	January 17	Standard Earnings	\$3200.00
		Employee Tax Deductions	\$1106.66
		Employer Liabilities	\$468.80

For this payroll period	And this process date	This balance	Has this total
January 16 to 31	January 31	Standard Earnings	\$3200.00
		Employee Tax Deductions	\$1391.73
		Employer Liabilities	\$468.80

- 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	Total
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

Related Topics

- [Calculate, Validate, and Balance Payroll for the US](#)
- [Delivery Options for Extract-Based Payroll Reports for the US](#)
- [US Simplified Payroll Cycle Flow](#)
- [Verify and Troubleshoot Payments for the US](#)

Payroll Activity Reports

Run the Payroll Activity Report, Payroll Activity Report for the Latest Process, or Periodic Payroll Activity Report for payroll verification, validation, and auditing purposes.

Run the Payroll Activity Report at any time to view and reconcile the payroll balances information with the data archived by the periodic payroll archive process.

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

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.
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.

Parameters

The parameter values determine which records to include in the report. For example, 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.

Scope

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 summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity.
Detail	Provides the detail of each payroll relationship level balance for every worker in every payroll activity.

Payroll

Select the required payroll name.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Balance Initialization
- Calculate Gross Earning

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.

Process End Data

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 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.

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.

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 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: You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

Person Page Break

The options are Yes and No. 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.

Hide Records with Zero Value

The options are Yes and No. If you select **Yes**, balances with zero values aren't displayed in the report.

Latest Process YTD Total Only

The options are Yes and No. 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 Payment Balances, Nonpayment Balances, or both, as given in the table below.

Balances Reported Value	Description
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Field is left blank	Includes all balances.

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.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you select while running the report.

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

The summary report displays either payment balances data or nonpayment balances data or both payment and nonpayment balances data together, depending on the Balances Reported parameter.

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.

Related Topics

- [Year-to-Date Balances in Reports](#)
- [Configure Information Balances in the Payroll Balance Report](#)
- [Report Payment and Nonpayment Balances](#)
- [Troubleshoot Missing Elements in Payroll Run Results](#)
- [Latest Process Year-to-Date and Periodic Balances Reporting](#)

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.
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.

Periodic Payroll Activity Report for the US

Run the Periodic Payroll Activity Report for payroll verification, validation, and auditing purposes. Use it to view and reconcile the payroll balances info with the data archived by the periodic payroll archive process.

This 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 Periodic Payroll Activity report to verify:

- Balance adjustments for all employees within a given time period
- Gross earning calculations
- Reversals within a given time period
- Balance initialization for a selected employee or all employees for a given time period
- Payroll or QuickPay runs for a given time period

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Periodic Payroll Activity Report**.

Report Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them.

Scope

Control the results of the report by setting its scope.

What you set	What it does
Summary	Provides a summary of payroll relationship-level balances across all workers by balance category, balance type, TRU, and payroll activity.
Detail	Provides the detail of each payroll relationship-level balance for every worker in every payroll activity.

Process Start Date

Select the first effective date of the payroll process to include in the report. Reports all processes with an effective date equal to or later than this date.

Process End Date

Select the last effective date of the payroll process to include in the report. Reports all processes with an effective date equal to or earlier than this date.

Note: For payroll runs, the process end date is the payroll run date. 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, make sure your process end date is on or after the effective date of the process you want to include.

Payroll

Select the name of the payroll.

Process Type

The options that you can select are:

- Balance adjustment
- Balance initialization
- Calculate gross earning
- Payroll calculation
- QuickPay
- Reversal

Consolidation Group

Use this field to run the report against a consolidation group. If you don't select a value, the report uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

To include all employees in a PSU in your report results, select it here.

Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a TRU in your report results, select it here.

Leave blank to run against all 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 might not correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Department

To include all employees in a specific department, select it here.

Leave blank to run against all departments.

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 task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee.

Leave blank to generate the report for all active employees. This field is disabled for the summary report.

Person Page Break

Select **Yes** to generate the report with details per person per page. This field is disabled for the summary report.

Hide Records with Zero Value

If you select **Yes**, balances with 0 values aren't displayed in the report.

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 report uses the parameters in the default group for the selected payroll.

Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both.

Select this	To do this
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Blank	Includes all balances.

This field is disabled if you set **Latest Process YTD Total Only** to **Yes**. This includes all balances in the report. For further info, see Report Payment and Nonpayment Balances in the Help Center.

Report Category

If you have defined a report category for delivery of output in multiple formats, select it here.

For further info, see Delivery Options for Extract-Based Payroll Reports for the US in the Help Center.

Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

Display All Hours

Select **Yes** to include hours from supplemental earnings and other element classifications. If you select **No**, the report includes only hours from Regular or Standard Earnings and Absence Earnings.

For further info, see Display All Hours in Payroll Reports in the Help Center.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you selected when you ran the report.

Note: You can view the archived info in the Payroll Register.

Report name	What it contains
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 This report is included when you set Latest Process YTD Total Only to No or left blank. It returns one of the following, depending on the Balances Reported parameter. - Payment balances data - Nonpayment balances data - Both
Detail Report	The detail report includes the three summary sections, followed by a fourth for employee-level balances. It's separated by payment and nonpayment balances. - Unpaid balance adjustments when you set Include adjustment in payment balance to No during the adjustment - Unpaid reversals

Related Topics

- Configure Information Balances in the Payroll Balance Report
- Dynamic Payroll Relationship Group Support for the Periodic Payroll Activity Report for the US
- Latest Process Year-to-Date and Periodic Balances Reporting
- Payroll Activity Reports
- Report Payment and Nonpayment Balances
- Year-to-Date Balances in Reports

Periodic Statutory Deduction Register for the US

The Periodic Statutory Deduction Register identifies the wages and taxes paid by both the employee and employer. It has both a summary and detail mode.

Use this report with these others to reconcile the payroll process's tax calculations.

- Gross-to-Net Report
- Periodic Payroll Register Report
- Third-Party Periodic Tax-Filing Audit Report

To run this report:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.

3. Select your US legislative data group.
4. Search for and select **Periodic Statutory Deduction Register**.

Before You Start

Run this report after completing the Calculate Payroll step in the US Simplified Payroll Cycle. For further info, see US Simplified Payroll Cycle Flow in the Help Center.

Report Parameters

Scope

Sets the level of detail for this process. Select **Detail** to generate a report that includes comprehensive balance info, organized by person. Otherwise, select **Summary**.

Process Start Date and End Date

Select the range of dates that capture the reporting period.

Payroll

To run this report for a single payroll, select it here.

Leave blank to run against all payrolls.

Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Payroll Statutory Unit

To report on the balances of employees in a specific payroll statutory unit (PSU), select it here.

Leave blank to run against all PSUs.

Tax Reporting Unit

To report on the balances of employees in a specific tax reporting unit (TRU), select it here.

Leave blank to run against all TRUs.

Balance Category

Use this field to run this report for one of these balance categories.

- Employee Tax Deductions
- Employer Liabilities
- Employer Taxes
- Involuntary Deductions

Leave blank to run against all balance categories.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

Leave blank to run against all groups.

Person

Use this field to limit the report results to a single person.

Leave blank to run against all people.

Hide Records with Zero Values

Select **Yes** to skip records with null or \$0.

Location

Use this field to limit the results to a specific location. The balance values might not correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Leave blank to run against all locations.

Department

Use this field to limit the results to a specific department.

Leave blank to run against all departments.

Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both.

Select this	To do this
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Field is blank	Includes all balances.

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.

Report Category

If you have defined a report category for delivery of output in multiple formats, select it here. 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 Microsoft Excel delivery options for a single submission of the report.

For further info, see *Delivery Options for Extract-Based Payroll Reports for the US* in the Help Center.

Run Mode

Use to control whether the report retains or discards the transient data it creates when producing the output file.

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 Results

This process generates either a Summary or Detail output report, depending on the **Scope** you select.

Report type	What it contains
Summary	Provides a list of deductions organized by: - Balance category - PSU and TRU - Balance name - Reference For each combination of these deductions, the report shows the balance for the base amount and the deduction amount. The base balance is the basis the payroll process uses when calculating the statutory deduction. The summary report doesn't break down the balances by employee. The PDF output has these summary sections with subtotals in each section. - 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 spreadsheet 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	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. - 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 Person Summary - Balance Details for a Person with subtotals for each balance and balance category within each payroll process This section also includes 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 spreadsheet and add Pivot tables to create your own groupings and subtotals as required.

Related Topics

- [Delivery Options for Extract-Based Payroll Reports for the US](#)
- [US Simplified Payroll Cycle Flow](#)
- [Consolidation Groups for the US](#)

Retroactive Entries Report for the US

Run the Retroactive Entries Report to view the:

- Element entries created by the Recalculate Payroll for Retroactive Changes process
- Calculations of the original payroll run
- Retroactive entries generated by comparing the original result to the recalculated result

The Retroactive Payroll flow automatically runs the Retroactive Notification report, the Recalculate Payroll for Retroactive Changes process, and this report. However, you can run this report manually.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Retroactive Entries Report**.

Before You Start

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 the parameters you submit to run the Calculate Payroll process. The following have special meaning in the context of this report.

Payroll

Enter the payroll flow name. Use the same as the flow you used 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 these sections.

Section	What it contains
Parameters	The parameters section is at the beginning of the report and displays the parameters you set at runtime and the sort order. The sort order is: 1. Original process date 2. Original flow name 3. Original process type 4. Original run type 5. Person name 6. Element name
Element Classifications Summary	Lists the payroll relationships and total value of retroactive entries for each earnings classification.
Elements Summary	Lists the earnings elements, payroll relationships, and total value of each retroactive entry, sorted by earnings classification.
Elements by Original Process Summary	Lists the payroll relationships and total value of each retroactive entry, sorted by the original pay process and each earnings classification.
Element Details for a Person	Displays the retroactive entries, sorted by person. Each entry shows: • Original calculation result, if available • Corresponding retroactive entry

Related Topics

- [Payroll Calculation Reports for the US](#)
- [Calculate, Validate, and Balance Payroll for the US](#)
- [How the Payroll Process Calculates Retroactive Pay for the US](#)
- [Recalculate Payroll for Retroactive Changes for the US](#)

Retroactive Notification Report for the US

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

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.

A retroactive payroll event always generates a retroactive notification. Run the Retroactive Notification Report to view these retroactive notifications. It includes events that are pending, deferred, or both for all persons meeting its reporting criteria.

Here's what this report looks for.

What it includes	How you can use it
Unprocessed retroactive events for each employee	This includes events that are awaiting processing or were deferred. This enables you to identify which employees would be included in Recalculate Payroll for Retroactive Changes process when you run it.
Event dates	This helps you identify which payroll periods the retroactive process would recalculate if you ran it for each employee.
Payroll relationships that were previously deferred	You can make some or all payroll relationships available for the next retroactive payroll process. For example, suppose a monthly 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. Use this report to detect which payroll relationships were previously deferred.

Run this report as part of your payroll readiness preparations, before you run the Recalculate Payroll for Retroactive Changes process. For further info see, Payroll Readiness for the US in the Help Center.

To run this report:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Retroactive Notification Report**.

Report Parameters

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

Process Date

The process date determines which records to process. Set this to the date you plan to run the Recalculate Payroll for Retroactive Changes process.

Payroll

Enter the same payroll flow name as the flow you use to run the Recalculate Payroll for Retroactive Changes 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.
Both Deferred and Unprocessed	Includes events that are either awaiting processing, currently processing, or are deferred.

Person

Enter a value to limit your report results 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 report uses the parameters in the default group for the selected payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Use a payroll relationship group 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

The PDF output of the report has the following sections.

Section	What it contains
Parameters	The parameters section is at the beginning of the report and displays the report parameters and the sort order. The sort order is: 1. Notification status 2. Retroactive process date 3. Person name 4. Payroll relationship number 5. Element entry for the entity 6. Attribute 7. Update type 8. Assignment number 9. Element name 10. Change effective date 11. Actual change date 12. Changed by
Notification Status Summary	Displays the total payroll relationships and total events by each type of retroactive notification status.

Section	What it contains
	Each payroll relationship could 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	Displays: • Different reprocessing dates for the employees and payroll relationships • 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. Note: The earliest date across all notifications for a payroll relationship determines the Recalculate Payroll for Retroactive Changes process's reprocess date. Reprocessing is done across all runs starting from the reprocess date, as payroll calculations are cumulative.
Event Type Summary	Displays the details of the type and number of events that caused recalculation of payroll for a reprocess date. You can view the number of payroll relationships, employees, and events by entity and attribute for a date.
Event Details by Retroactive Process Date	Displays the different workers and their event details for the same type of event, reprocess date, and notification status. • If the entity is related to elements, it shows the element name as part of the event details. If you used a batch to make the change, it displays in the header. • If the event is related to an assignment, it shows the assignment number. • It shows the original and new values for update, delete, and correction events and the new value for update, insert, and correction events.
Event Details for a Person	Sorts and lists all events by each process date and worker. Each payroll relationship has one reprocess date based on the earliest event. • It shows the assignment number only for those events that are specific to an assignment. • It shows the person name, number, and payroll relationship number in the header. • If the event is related to an element, it shows the element and batch name, if you used one. For all events based on an attribute, it shows both the original and new values.

Related Topics

- [Payroll Calculation Reports for the US](#)
- [Calculate, Validate, and Balance Payroll for the US](#)
- [How the Payroll Process Calculates Retroactive Pay for the US](#)
- [Payroll Readiness for the US](#)
- [Recalculate Payroll for Retroactive Changes for the US](#)

Tax Calculation Report for the US

The Tax Calculation Report provides a detailed statement of how the payroll process calculates employee taxes during payroll and Quickpay runs.

It provides:

- Factors used in the calculations
- Detailed descriptions of the steps the process took to calculate the taxes

This report uses data from payroll run results, so you can run it any time after the payroll processes.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Tax Calculation Report**.

Before you begin

To run this report, you must have enabled the US Oracle Payroll Tax Engine (USOPTE).

Report Parameters

Payroll Flow Name

Select the payroll flow you want the report to process. It must be in Completed status.

Payroll Relationship Group

Running this report for all employees may take a long time. Consider using payroll relationship groups to break the processing up into it up into smaller batches (20 employees or fewer).

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: You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person Name

To run the report against the tax calculations for a specific person, select their name here. It lists only people processed in the selected payroll flow.

Report Output

The PDF report output includes:

- Employee info
- Summary info for all supported US federal, state, and local taxes

- Factors, formulas, and results for all employer and employee tax calculations processed in payroll

18 Payroll Processing

Archive Periodic Payroll Results

Use the Archive Periodic Payroll Results task to archive payroll info before generating payments. This includes earnings, deductions, tax calculation details, accruals, payment methods, and so on.

Run this process after the payroll calculation is complete.

Run this process after you have generated your payments. For further info, see Payroll Payments Distribution for the US in the Help Center.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Archive Periodic Payroll Results**.

Before You Start

In the default process configuration group, set the following.

- **Enable Payslip Translation Values** to **Y**
- **Payslip Rate Precision** to an appropriate decimal value

For further info, see Configure the Online Payslip for the US in the Help Center.

Process Parameters

These parameter values determine which records to include in the report.

Payroll

Select the name of the payroll you're using to run this process.

Process Start Date

Select the first effective date of the payroll process you want to include in the archive. It captures all processes with an effective date on or after this date.

Process End Date

Select the last effective date of the payroll process you want to include in the archive. For payroll runs, this is the payroll run date. The archive captures all processes with an effective date on or before this date.

Note: For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In these cases, make sure your process end date is on or after the effective date of the process you want to include in the report.

Archive Overtime Rate Calculation Information

Select **Yes** to include overtime rate calculation info in the archive.

Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Process Results

Use the Archive Results section of the Person Results task to:

- View a summary of the archived results
- Drill down to view individual archived records

For further info, see View and Edit Archive Results for the US in the Help Center.

Related Topics

- [Configure the Online Payslip for the US](#)
- [Consolidation Groups for the US](#)
- [Payroll Payments Distribution for the US](#)
- [View and Edit Archive Results for the US](#)

Calculate Prepayments

The US Simplified Payroll Cycle flow automatically runs the Calculate Prepayments process for you.

This process:

1. Calculates the distribution of payroll payments based on your employees' payment methods.
2. Uses the payroll run results to calculate the gross-to-net payment.
3. Locks the payroll run results to prevent changes and ensures data integrity.

Tip: To roll back run results, first roll back the Calculate Prepayments task.

For further info, see Calculate and Validate Payroll Payment Distributions for the US in the Help Center.

This process runs automatically when you run a payroll flow. If your payroll flow doesn't include this process, you must run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.

3. Select your US legislative data group.
4. Search for and select **Calculate Prepayments**.

Before You Start

During payroll processing, you must have successfully generated and verified the Gross-to-Net Report.

Process Parameters

Payroll

By default, this process runs against all payroll definitions in the selected consolidation group. To limit the run to a single payroll, select it here.

Process Start and End Date

Enter a date range that captures the effective dates of the payroll run.

Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Organization Payment Method

By default, this process runs against all organization payment methods (OPMs). To limit the run to a single OPM, select it here.

Payment Source

Select a payment source to restrict the process results. Leave blank to process all.

Process Configuration Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Related Topics

- [Calculate and Validate Payroll Payment Distributions for the US](#)
- [Consolidation Groups for the US](#)
- [US Simplified Payroll Cycle Flow](#)

Create Accounting

Use the Create Accounting process to generate journal entries for submission to Oracle Fusion General Ledger.

Typically, you:

1. Run this process in Draft mode to create journal entries for review.
2. You review them for accuracy.

For further info, see How to Review Journal Entries in the Help Center.

3. Run this process in Final mode to create the final journal entries.
4. Post them to Oracle Fusion General Ledger.

For further info, see How to Create Accounting Results in the Help Center.

Run this process during your payroll run after verifying your cost distributions.

1. Select **Tools** and then **Scheduled Processes**.
2. Click **Schedule New Process**.
3. In **Name**, search for and select **Create Accounting**.
4. Click **OK**.

Before You Start

After verifying your cost distributions, you must have successfully run the Transfer to Subledger Accounting process.

Process Parameters

Subledger Application

Select the subledger where your journal entries will be created.

Ledger

Select a ledger.

Process Category

Determined by your Subledger Application value.

End Date

Enter the end date of your pay period.

Accounting Mode

Select the testing status of the journal entries.

Select **Draft** to create a draft of journal entries for data verification purposes.

Select **Final** to generate the final journal entries.

Running this process performs locking actions on the archived data. For further information, see Data Locks below.

Process Events

Select what process events you want to include in the journal entries. You can choose from the following.

- All
- Error events with diagnostic
- Errors
- Invalid accounts

Report Style

You can choose from the following.

- Detail

- No report
- Summary

Transfer to General Ledger

Indicate if you want the process to automatically transfer your journal entries to Oracle Fusion General Ledger.

Note: This field is available only when you have selected the Final accounting mode.

Post in General Ledger

Indicate if you want the process to automatically post your journal entries in Oracle Fusion General Ledger.

Note: This field is available only when you have opted to transfer your journal entries to Oracle Fusion General Ledger.

Journal Batch

Provide a meaningful name of this batch process.

Include User Transaction Identifiers

Select the appropriate value.

Process Results

This process can generate draft or final versions of your journal entries, using the following report styles.

Report style	What it includes
Detail	
No report	
Summary	

Related Topics

- [Create Accounting Results](#)
- [Review Journal Entries](#)
- [Transfer to Subledger Accounting](#)

Generate Check for External Payments

Use this flow to identify voided electronic funds transfer (EFT) payments and mark them as payable by check to external payees.

There are cases where you need to pay voided EFT payments by check. This occurs when the bank has rejected your EFT file due to:

- Invalid bank account details
- Incorrect account number
- Invalid branch number

This flow normally runs automatically as part of the Process Bank Corrections flow. However, you can run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your legislative data group and **Generate Check for External Payments**.

Before You Start

You must have successfully voided the invalid payments.

Process Parameters

Effective Date

Enter the date the payments were voided.

Process Configuration Group

Select a value if available. 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.

Process Results

The voided EFT payments are ready for payment to the third parties. Use the Generate Check Payments for Employees and Third Parties process to generate the checks.

Related Topics

- [Update Invalid Bank Account Details](#)

Generate Check Payments for Employees and Third Parties

Use the Generate Employee and Third-Party Check Payments task to generate check payments.

This process creates check payments for employees and third parties that:

- Are included in the prepayments process for a given payroll

- Are using the **Check** payment method

Payroll Managers and Payroll Administrators have access to this process.

Use this process when you need to print checks for third parties or whenever you want to generate checks outside a payroll flow. For further info, see Employee and Third-Party Check Payments for the US in the Help Center.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Generate Check Payments for Employees and Third Parties**.

Before You Start

These are the prerequisite tasks for the Generate Check Payments for Employees and Third Parties process.

What you need to do	How you do it
Define an organization payment method (OPM), including a payment source	Use the Organization Payment Methods task. For further info, see Organization Payment Methods for the US in the Help Center. You should have already set up your bank details. For further info, see Bank Configuration for the US in the Help Center.
Create a payroll definition	Use the Payroll Definitions task. Include a default Check payment method and any other payment methods you require. For further info, see Payroll Definitions for the US in the Help Center.
Attach a payroll to the employee	Use the Payroll Definitions task. For further info, see Payroll Definitions for the US in the Help Center.
Create the third party and the third-party payment method	Use the either Third Parties task or Batch Loader tasks. Associate a deduction from the employee to pay the third party.
Create or update the employee's Involuntary Deductions card	Use the Calculation Cards task. Attach the appropriate element entries or Involuntary Deductions Card components to the employee. For further info, see Involuntary Deductions Card for the US in the Help Center.
Calculate payroll, including prepayments and Payroll Archive	Use a payroll flow to group multiple actions into a single task, such as the US Simplified Payroll Cycle Flow. Be sure to include the Prepayments process to calculate the distribution of net pay. Include the Payroll Archive process to archive the earnings, deductions, tax calculation details, accruals, payment methods, and so on. For further info, see Payroll Flow Patterns and Flows for the US in the Help Center.

Process Parameters

Payroll

Select the required payroll name.

Payee Type

Select the payee type for which you're running the check payment process. The available options are **Employee** or **Third Party**.

Process Start Date

Enter the start date of the pay period.

Process End Date

Enter the end date of the pay period.

Consolidation Group

Use this field to run the process against a consolidation group. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Organization Payment Method

Select the OPM you want to use for this process. The value you select determines the payment source to make the payments. There could be multiple payment sources in the OPM.

For further info, see Organization Payment Methods for the US in the Help Center.

Payment Source

Select a payment source to process for the payment method.

If you can define attributes at the payment-source level, such as a payment file limit or report category. If so, when you select the payment source, the process applies those attributes.

Note: You can have different payment sources (bank accounts), with different banks, which have different check templates. In these cases, you must run the check process for each payment source and each set of payees. Make sure you select the correct payment source for each bank so the payments use the correct template. To do this:

1. Create a report category for each bank and check template.
2. Attach this report category to the appropriate bank's payment source.

This ensures the process uses the correct check template for the check payments.

Overriding Payment Date

Use this field to override the date the payment is due to be made to the payee.

Start Check Number

Enter the first check number in the sequence you want to generate.

End Check Number

Enter the last check number in the sequence.

Process Configuration Group

Select a value if available. 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.

Process Results

Output Files

This process generates the following output files.

- PDF file of all physical checks in the run
Stored in Document Records and suitable for printing.
- Audit report

Predefined Check Template

This process uses a predefined template that separates the output into physical checks and an audit report. Create a template only if you don't want to use the predefined one, such as if you're using multiple payment sources for multiple banks.

For further info, see [Configure Check Templates for the US](#) in the Help Center.

Related Topics

- [Configure Check Templates for the US](#)
- [Consolidation Groups for the US](#)
- [Employee and Third-Party Check Payments for the US](#)
- [Organization Payment Methods for the US](#)
- [Third-Party Payment Rollup for the US](#)

Make EFT Payments

When run as part of a payroll flow or standalone, the Make EFT Payments process:

1. Generates either an electronic fund transfer (EFT) file or international ACH transaction (IAT) electronic file for international payments
It includes any required prenotes in this file. It only generates prenotes when it detects a change in a person's bank info.
It uses the PPD template to generate the US EFT file.
2. Produces an audit report for verification of details and totals

The Make EFT Payments process runs automatically when you run a payroll flow. If your payroll flow doesn't include this process, you must run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.

2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Make EFT Payments**.

Before You Start

Configure the organization payment method (OPM) for Direct Deposit, including configuring it for IAT payments. For further info, see International Payment Reporting for the US in the Help Center.

To issue prenotes, you must have configured the prenotification rules on the OPM for Direct Deposit payment types. For further info, see Prenotifications for the US in the Help Center.

You must have successfully run the payroll, prepayments, and periodic archive processes.

Process Parameters

File Reference

By default, this process gives the first file it generates on a given date a file reference of **A**. It increments this value alphabetically for each subsequent run on that given date.

Use this field to enter a single-character override. The value here applies only to that run.

Payroll

By default, this process runs against all payroll definitions in the selected consolidation group. To limit the run to a single payroll, select it here.

Process Start and End Date

Enter a date range that captures any account number changes or creations on the employee personal payment methods.

Consolidation Group

To run the report against the members of a consolidation group, select it here. If you don't select a value, the process uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Organization Payment Method

Select the OPM.

Payment Source

Select a payment source to restrict the process results. Leave blank to process all.

Report Category

Select report category to identify which output electronic file it generates. Leave blank to generate all of them.

Overriding Payment Date

Use this to change the date of the direct deposit.

Process Configuration Group

Use this field to select a configuration group, as defined through the Payroll Process Configuration task.

Company Entry Description

Provide the purpose of the entry or type of transaction mapped to meet IAT file layout requirements.

Process Results

This process generates the following files in separate report job-name numbers.

Output file	How you use it
EFT file	Electronic file for US payments. If a prenote is required for the OPM, the Make EFT Payments process sends a prenote entry with \$0 in the direct deposit file (PPD) for all new hires.
IAT file	Electronic file for international payments.
Audit report	Use for verification of details and totals.

Related Topics

- [Prenotifications for the US](#)
- [International Payment Reporting for the US](#)

Payroll Register Reports

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

The report has both a summary and detail mode.

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

To run this report, use **Submit a Flow** under **Payroll** in **My Client Groups** on the Home page.

Use any of these tasks 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.

Before You Begin

Run this report after you run the payroll archive process.

You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results in the Help Center.

Report Parameters

The 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.

Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start and End Date

Select the range of dates that capture the reporting period.

Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

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 leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific payroll statutory unit (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 tax reporting unit (TRU). If you leave the field blank, the report runs for all the TRUs.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person Page Break

Select **Yes** to display the report output in a separate page for each person. This field isn't available for the Summary report.

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.

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.

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 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 Results

This process generates either a Summary or Detail output report, depending on the Scope you select.

Summary

Use the summary report 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

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also includes the following employee-level deductions info:

- 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.

Related Topics

- [Archive Periodic Payroll Results](#)
- [Delivery Options for Extract-Based Payroll Reports](#)
- [Display All Hours in Payroll Reports](#)
- [Report Payment and Nonpayment Balances](#)
- [Latest Process Year-to-Date and Periodic Balances Reporting](#)

Recalculate Payroll for Retroactive Changes

Retroactive pay is the recalculation of prior payroll results due to changes that occurred after you ran the original calculation. To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process.

This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

For further info, see [How the Payroll Process Calculates Retroactive Pay for the US](#) in the Help Center.

Note: Only elements that you have configured to include a retroactive event group can have retroactive element entries.

When verifying your payroll readiness, use this process to create retroactive element entries based on retroactive events. You normally run it immediately before starting a payroll run. If you run it after the Calculate Payroll process, it holds the retroactive adjustments until the next payroll period.

This process can run automatically as part of your payroll flow, or you can run it manually.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Recalculate Payroll for Retroactive Changes**.

Before You Start

Be sure to run the Retroactive Notification Report. This report identifies the retroactive changes you need to process. For further info, see [Retroactive Notification Report](#) in the Help Center.

Process Parameters

Process Date

Enter a date range that captures the effective dates of the payroll run.

Payroll

Select the payroll definition you want to run against.

Overriding Entry Create Date

Process Results

This process creates one or more retroactive entries to receive the process results.

Note: Some entries you must create manually.

Related Topics

- [How the Payroll Process Calculates Retroactive Pay for the US](#)
- [Retroactive Notification Report for the US](#)

Transfer to Subledger Accounting

Oracle Fusion Subledger Accounting takes your cost distributions from the payroll process and uses it to generate journal entries for financial transactions.

Use the Transfer to Subledger Accounting process to:

1. Prepare transactions for accounting for the costing results and journal entries.
2. Create transaction numbers for each person's costing results.
3. Transfer these transactions to Oracle Fusion Subledger Accounting.

For further info, see Review Journal Entries in the Help Center.

Run this process:

- After you have verified your cost distributions during payroll processing
- If you have detected and corrected errors in your costing results and need to resubmit the transactions

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group.
4. Search for and select **Transfer to Subledger Accounting**.

Before You Start

Successfully complete a payroll run, including costing, and verify your cost distributions.

Process Parameters

Process Start Date

Start date of the payroll run.

Process End Date

End date of the payroll run.

Payroll

Name of the payroll you ran.

Consolidation Group

Use this field to run the process against a consolidation group. If you don't select a value, the report uses the default consolidation group assigned to the payroll.

For further info, see Consolidation Groups for the US in the Help Center.

Process Results

This process creates journal entries for each costing result generated by the payroll calculation and payment processes. They create two transaction numbers, one for the payroll calculation costing results and one for the payment costing results.

Review the Payroll Costing Results Report for details on what was transferred to Oracle Fusion General Ledger. For further info, see Payroll Costing Results Report in the Help Center.

Related Topics

- [Distribute Payroll Accounting for the US](#)
- [Payroll Costing Report](#)
- [Payroll Processes That Generate Costing Results](#)
- [Review Journal Entries](#)

19 Start-of-Year Processes

Start-of-Year Process Flow

Use the Start-of-Year Process flow to perform the following year-begin actions.

What you want to do	What this flow does
Clear last year's deductions limit overrides	Reviews the data of employees with an override limit for their 401 (k), 403 (b), and 457 (b) contributions. If the employee has an override on their deferred compensation element, this flow identifies and end-dates the override.
End-date the previous year's under-utilized contributions for Special 457(b) Catch-Up	If this calculation value has been defined on the employees' Benefits and Pensions Card, this flow identifies and end-dates the calculation value for the previous effective year.
Clear or update last year's federal or state tax exemptions	Reviews and clears the tax exemptions on the employees' Tax Withholding cards. Refer to the IRS and relevant state tax authorities for info on what exemptions expire. - Run this flow in Draft mode to reset any exemptions. - Federal income tax (FIT) - Medicare - Social Security (SS) - State disability insurance (SDI) - State income tax (SIT) - State medical and family leave (FMLI) - State unemployment insurance (SUI) - Run it in Final mode clear those exemptions. It uses the effective date you select in the parameters.
Verify Indiana county of residence or employment	Reviews the address data of employees working or living in Indiana. It compares this data against the values in their Tax Withholding cards. If the employee has a new resident or work county as of January 1, it updates the card appropriately.
Update SECURE 603 catch-up eligibility	Sets employee eligibility for pretax age catch-up contributions based on their aggregated Social Security taxable wages.

You run this flow before you run the first payrolls of the new year.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.

3. Select your US legislative data group (LDG).
4. Search for and select **Start-of-Year Process**.

Flow parameters

Payroll Flow

Meaningful name of your payroll flow.

Effective Year

Four-digit calendar year.

Payroll Statutory Unit

To include all employees in a tax reporting unit (PSU) in your report results, specify it here. Click **Search** to locate the PSU.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Click **Search** to locate the TRU.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed by payroll, data entry, and reporting. This can be a dynamic payroll relationship group.

Note: Use the Object Groups task to define the payroll relationship group before you can select it here.

Reporting Mode

Determines the actions the flow takes when it detects an employee that meets the report criteria.

Select **Draft** to create a pipe-delimited output report of all employees meeting the reporting criteria.

Select **Final** to automatically update the employee records as of January 1. This also creates the output report.

Before running in Final mode, confirm all data is correct. You can't rollback the Final mode flow.

Data Type

Select the kind of employee info you want to check.

- 401 (k) limit update
- 403 (b) limit update
- 457 (b) limit update
- Exempt details update
- Indiana state update
- SECURE 603 Catch-Up Eligibility Update

Update as of

Select the effective date of the data type you're changing.

Use this field only if you have selected the **Exempt details update** data type.

Exempt Level

Use this field to perform exemption detail updates at different regional levels at different effective dates. You can choose from the following.

- All federal and state taxes
- All federal taxes
- All taxes for all states
- All taxes for individual state
- FLI and MLI for all states
- FLI and MLI for individual state
- Federal income tax
- Medicare
- SDI for all states
- SDI for individual state
- SIT for all states
- SIT for individual state
- SUI for all states
- SUI for individual state
- Social Security

Use this field only if you have selected the **Exempt details** update data type.

Exempt State

If you're performing exemption updates for an individual state, select it here.

Use this field only if you have selected a state-related exemption level.

Process Configuration Group

Select a process configuration group for logging and performance purposes.

Payroll Relationship Status

Use this field to include or exclude inactive relationships. You can choose from the following.

- Active Relationships
- Active and Inactive Relationships

Flow results

This flow creates a pipe-delimited output file, suitable for viewing in a spreadsheet application like Microsoft Excel. It returns different info depending on the **Data Type** you selected.

For this data type	It does this
401 (k) limit update 403 (b) limit update	When run in Draft mode, this flow creates an output file that includes:

For this data type	It does this
457 (b) limit update	- All employees with an override amount for the deferred compensation deduction element - All employees with a calculation value for under-utilized special 457 (b) catch-up contributions - Element name - Input value name or override name - Previous value For employees with an override amount, when run in Final mode, this flow: - Removes the override with an end date of December 31. - Creates a date effective change for January 1. This step doesn't apply to under-utilized contributions for special 457 (b) catch-up.
Exempt details update	When run in Draft mode, this flow creates an output file that includes: - All employees with a tax-exempt status at the federal or state levels - Exempted tax type - Wage accumulation for the exempted tax type For employees with tax exemptions, when run in Final mode, this flow: - Removes the exemption. - Date stamps the effective date you selected.
Indiana state update	When run in Draft mode, this flow creates an output file that includes: - All employees living or working in Indiana - Their current resident or work counties - Their new resident or work counties - Identifier as eligible for tax card update If an employee has a new resident or work county as of January 1, when run in Final mode, this flow updates the following fields on the tax card: - Indiana County of Principal Employment as of January 1 - Indiana County of Residence as of January 1
SECURE 603 Catch-Up Eligibility Update	The output file contains one row for each payroll relationship evaluated. In Draft mode, the output shows preview results only. Use it to review the evaluation results, proposed updates, applied updates, skipped records, and warnings. In the Final mode, the output shows the updates the flow applied or skipped to Eligible for Pretax Age Catch-Up Contributions on the employees' Reporting Information cards. The output report includes these key values. - Person Number Employee associated with the payroll relationship. - Payroll Relationship Number Payroll relationship evaluated by the process. Applies updates to the Reporting Information card at this level.

For this data type	It does this
	• Evaluation Level Grouping level used by the process: PSU, TRU, or tax group. • Evaluation Entity Name Name of the PSU, TRU, or tax group. • Prior-Year Social Security Taxable Wages This value reflects the threshold-driving or highest-evaluated wage amount used to derive the final result when: a. The TRU or tax group evaluation level is selected. b. More than one unit is evaluated. • High-Earner Status Indicates whether the employee is classified as a SECURE 603 high earner. • Current Pretax Catch-Up Eligibility Eligible for Pretax Age Catch-Up Contributions value on the Reporting Information card. This is the value before the Start-of-Year flow is run. • Proposed Pretax Catch-Up Eligibility Eligible for Pretax Age Catch-Up Contributions value on the Reporting Information card. This is the proposed value the Start-of-Year flow will apply when run in Final mode. • Update Action Kind of action the process will perform in Final mode: Create, Update, No Change, or Skipped. • Update Reason Justification for update: High Earner, Below Threshold, Manual Override, No Data, or No Change. • Run Mode Draft or Final mode. • Warnings List of issues detected by the flow. Review these warnings and make any necessary corrections before you run the flow in Final mode.

20 Third-Party Involuntary Payments

Third-Party Involuntary Payment Extract

Use the involuntary payment interface when using a third-party provider to process your involuntary deductions.

The Third-Party Involuntary Payment Extract flow extracts an employee's relevant garnishment data into an output file appropriate for the provider, so the employer can submit it for processing.

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Third-Party Involuntary Payment Extract**.

Before You Begin

You must have successfully completed your payroll processing for the period, including prepayments calculation.

You must have successfully run the periodic archive.

Process Parameters

Payroll

Payroll definition name.

This field is optional. If specified, the process captures the involuntary payment information for all employees associated with this payroll definition.

If blank, this process captures all active payrolls in the LDG.

Start Date

Start date of the payroll period you're reporting.

End Date

End date of the payroll period you're reporting.

Process Configuration Group

Process configuration group for logging and performance purposes.

Process Output

This process produces the following output.

Output	Description
Output File	Includes all relevant employee garnishment data. This USThirdPartyInvoluntaryPaymentsExtract.xml output file is accessible through View Results . The employer submits this file through the third-party provider's processes.
Audit Report	Lists all garnishments included in the extract. Review this file for accuracy and completeness before submitting the output file to your third-party provider.
Exceptions Report	Logs any errors detected during the extraction process. Review this file and resolve any issues detected.

To download and view these reports:

1. After you have successfully run the payment extraction, select **Checklists** from the Navigator.
2. Use the search criteria to determine the flow name, and copy it.
3. Select **Reports and Analytics** from the Navigator.
4. In **Contents** pane, expand **Shared Folders > Human Capital Management > Payroll > Payment Distribution > US**.
5. Select **Third-Party Involuntary Payments Extract**, and click **View**.
6. In **flowInstanceName**, enter the flow name you queried on the Checklists page, and click **Apply**.

The XML output, exception report, and audit report appear as separate tabs.

7. Select **Export** from **Actions** to save these reports as CSV files, suitable for viewing in a spreadsheet application.

21 Third-Party Tax Filing

Third-Party Monthly Tax Filing Extract

The Third-Party Tax Filing Interface assists you in out-sourcing your tax filing through a third party. It provides extracts for quarterly, monthly, and periodic reporting.

The monthly extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report

To run this flow:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Third-Party Monthly Tax Filing Extract**.

Before You Begin

Complete all payroll processing for the month.

This extract supports Illinois unemployment and Pennsylvania Act 32 combined filing. Run this extract with the quarterly extract according to your business needs.

If you're	Then you
Pennsylvania Act 32 combined filer only	Run this extract monthly.
Illinois filer only	Don't run this extract on the months you run the quarterly extract.
Both Pennsylvania Act 32 combined filer and Illinois filer	Run this extract monthly. Your third-party tax provider ignores the Illinois data for months 3, 6, 9, and 12. The quarterly tax file processes your Illinois data for those months.

Report Parameters

Month

The month you want to report upon. For example, enter 2 for February.

Year

The 4-digit year you're reporting upon. For example, enter 2018.

Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

Include Pennsylvania Data for Combined Filing

Select **Yes** to include Pennsylvania earned income tax data.

Process Configuration Group

Process configuration group for logging and performance purposes.

Extract Output

The monthly extract produces two output files.

Output file	How you use it
ADPMonthlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyMonthlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report does have employee-level detail.

Note: Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Year	Year you're reporting on
Month	Month you're reporting on
Include Pennsylvania Data for Combined Filing	Yes or No to indicate whether to include this data
LDG	Your US legislative data group
Report Category Name	US_THIRD_PARTY_MONTHLY_TAX_EXTRACT

Summary Tables

This section includes monthly, quarterly, and yearly tables with the following.

Value	What this is
Tax Reporting Unit	TRU you're reporting on
Gross	Combined Gross balance for all employees
Subject	Combined Reduced Subject Withholdable balance plus any applicable Subject not Withholdable for all employees
Taxable	Combined Taxable balance for all employees
Liability	Combined Liability or Withheld balance for all employees

Note: If you elected to include Pennsylvania data, this data is included in these totals.

Detail MTD

This section includes tables with the following columns, sorted by:

1. Client identifier
2. TRU
3. State tax code
4. Full name

Value	What this is
State Tax Code	Oracle Fusion Global Payroll tax code
Full Name	Name of the person
Employee Number	Employee number of the person
Gross	Illinois SUI Employer Gross balance Note: The monthly extract output file doesn't include gross balances.
Subject	Illinois SUI Employer Reduced Subject Withholdable balance
Taxable	Illinois SUI Employer Taxable balance
Liability	Illinois SUI Employer Liability balance

If you elected to include Pennsylvania data, it appears in a separate section with the following, sorted by:

1. Client identifier

2. TRU
3. Local tax code
4. Full name

Value	What this is
Local Tax Code	Oracle Fusion Global Payroll tax code
Full Name	Name of the person
Employee Number	Employee number of the person
Gross	Local Gross balance Note: The monthly extract output file doesn't include gross balances.
Subject	Local Reduced Subject Withholdable balance plus Local Subject not Withholdable balance
Taxable	Local Reduced Subject Withholdable balance plus Local Subject not Withholdable balance
Liability	Local Withheld balance

Third-Party Periodic Tax Filing Extract

The Third-Party Tax Filing Interface assists you in out-sourcing your tax filing through a third party. It provides extracts for quarterly, monthly, and periodic reporting.

The periodic extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report
- Detailed audit report

To run this flow:

1. From My Client Groups, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Third-Party Periodic Tax Filing Extract**.

Before You Begin

Before generating the periodic extract:

1. Run the necessary prerequisites for the Archive Periodic Payroll Results flow, such as payroll and prepayments.

2. Successfully run the Archive Periodic Payroll Results flow.

Report Parameters

Periodic Extract Start Date

The start date of the reporting period. For example, enter 3/1/2018.

Note: When selecting data for extraction, use overlapping dates to ensure you're capturing all appropriate periodic archives.

Periodic Extract End Date

The end date of the reporting period. For example, enter 3/15/2018.

Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

Check Date

The override for the liability date of all data you're sending on the periodic tax file.

Process Configuration Group

Process configuration group for logging and performance purposes.

Extract Output

The periodic extract produces three output files.

Output file	What this is
ADPPeriodicTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyPeriodicTaxExtractAudit	PDF file listing wage and tax data, organized by payroll frequency and tax code. This audit report has no employee level detail.
ThirdPartyPeriodicTaxExtractAuditDetail	Pipe-delimited text file listing wage and tax data, organized by employee name, tax code, and payroll frequency. Use this report to reconcile to the audit report.

Note: Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Legislative Data Group	Your US LDG
Process Start Date	Start date of the reporting period
Process End Date	End date of the reporting period
Override Payment Date	Override as specified at extract time with the Check Date parameter
Create Employee Detail Report	Identifies if you opted to generate the detail report during extract submission
Report Category Name	US Third Party Periodic Tax Extract
Flow Name	Flow name as specified when you ran the extract

Summary by Tax Code

This section includes the following.

Value	What this is
Tax Level	Values can be: - Federal - State - County - City - School
Tax Code	Oracle Fusion Global Payroll tax code
State	Applicable state of the tax
County/City/School	Applicable locality of the tax
Gross	Combined Gross tax balance for all employees and retirees
Subject	Sum of the following balances for all employees and retirees: - Reduced Subject Withholdable - Subject Not Withholdable
Taxable	Combined Taxable balance for all employees and retirees
Withheld	Combined Total Withheld balance for all employees and retirees

Value	What this is

Summary by Tax Reporting Unit and Payroll Frequency

This section includes the following, sorted by:

1. TRU
2. Payroll frequency
3. Process date

Value	What this is
Tax Reporting Unit/Payroll Frequency	TRU and pay frequency
1099-R Code	For retiree TRUs, the Form 1099-R Distribution Code you have assigned
Process Date	Date the payroll data was processed
Gross	Combined Gross tax balance for all employees and retirees
Subject	Sum of the following balances for all employees and retirees: • Reduced Subject Withholdable • Subject Not Withholdable
Taxable	Combined Taxable balance for all employees and retirees
Deposit Withheld	Total amount withheld and due for deposit to the third-party tax filing supplier

Details by Tax Reporting Unit by Payroll Frequency

This section includes the following, sorted by:

1. Process date
2. TRU
3. Payroll frequency
4. Tax code

Value	What this is
Process Date	Date the payroll data was processed
Client Identifier	Client identifier as issued by your third-party tax filing supplier
Tax Reporting Unit/Payroll Frequency	TRU and pay frequency
Tax Code	Oracle Fusion Global Payroll tax code

Value	What this is
State	Applicable state of the tax
County/City/School	Applicable locality of the tax
Gross	Combined Gross tax balance for all employees and retirees
Subject	Sum of the following applicable tax balances for all employees and retirees: - Reduced Subject Withholdable - Subject Not Withholdable
Taxable	Combined Taxable balance for all employees and retirees
Withheld	Combined Total Withheld balance for all employees and retirees

Third-Party Periodic Tax Filing Audit Detail Report

This pipe-delimited audit detail report is suitable for viewing through a spreadsheet application, such as Microsoft Excel.

Third-Party Quarterly Tax Filing Extract

The Third-Party Tax Filing Interface assists you in out-sourcing your employee tax filing through a third party.

It provides extracts for quarterly, monthly, and periodic reporting.

The quarterly extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report

To run this flow:

- From **My Client Groups**, click **Payroll**.
- Click **Submit a Flow**.
- Select your US legislative data group (LDG).
- Search for and select **Third-Party Quarterly Tax Filing Extract**.

Note: To generate pay data for retirees, use the Third-Party Quarterly Tax Filing Extract for Retirees flow.

Before You Begin

Complete all payroll processing for the quarter.

Report Parameters

Extract Tax Quarter

The quarter you're reporting on. For example, enter 3 for the third quarter.

Extract Tax Year

The 4-digit year you're reporting upon. For example, enter 2018.

Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

Process Configuration Group

Process configuration group for logging and performance purposes.

Submission Type

- Select **Exception Late Original File** for late current quarterly filings.
- Select **Amendment File** for closed-quarter amended files. For this type, you must also specify an issue identification date, the appropriate reason codes, and any special instructions needed.
- Select **W-2 Management File** for changes to employee W-2s. Specifying the additional fields isn't required but is recommended.
- For all others, select **Original**.

Issue Identification Date

The date when you had enough knowledge to correct the discovered error.

Required for Amendment File submission types. Recommended for W-2 Management File submission types.

Reason Code 1 through 10

The amendment reason codes. Some amendment reason codes also require additional reason codes.

Required for Amendment File submission types. Recommended for W-2 Management File submission types.

For further info, see your third-party supplier documentation.

Special Instructions Needed

Enter **Yes** if the amendment requires any special instructions for the third-party provider.

Required for Amendment File submission types. Recommended for W-2 Management File submission types.

Extract Output

The quarterly extract produces two output files.

Output file	What this is
ADPQuarterlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyQuarterlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has no employee-level detail.

Output file	What this is

Note: Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Year	Year you're reporting on
Quarter	Quarter you're reporting on
Submission Type	Submission type you selected
Issue Identification Date	Issue identification date for Amendment File and W-2 Management File submissions
Reason Code 1 - 10	Reason codes for Amendment File and W-2 Management File submissions
Special Instructions Needed	Special instructions needed for Amendment File and W-2 Management File submissions
LDG	Your US legislative data group
Report Category Name	US_THIRD_PARTY_QUARTERLY_TAX_EXTRACT
Flow Name	Flow name you provided when you ran the extract

Summary Tables

This section includes quarterly and yearly tables with the following.

Value	What this is
Tax Reporting Unit	TRU you're reporting on
Gross	Combined quarterly or yearly gross tax balance of all employees for this TRU, applicable to all tax codes
Subject	Combined quarterly or yearly subject wages of all employees for this TRU, applicable to all tax codes
Taxable	Combined quarterly or yearly taxable wages of all employees for this TRU, applicable to all tax codes
Withheld	Combined quarterly or yearly taxes withheld for this TRU, applicable to all tax codes

Value	What this is

Detail Tables

This section includes quarterly and yearly tables with the following, sorted by:

1. Client identifier
2. TRU

Value	What this is
Tax Code	Oracle Fusion Global Payroll tax code
ST	Applicable state of the tax
City/County	Applicable locality of the tax
School or PSD	One of the following: • School district name • Political subdivision code (PSD) of Pennsylvania Act 32 subject work location
Gross	Combined quarterly or yearly gross tax balance for all employees
Subject	Quarter-to-date or year-to-date sum of the following applicable tax balances for all employees: • Reduced Subject Withholdable • Subject Not Withholdable balances
Taxable	Combined quarterly or yearly taxable balances for all employees
Withheld	Combined quarterly or yearly withheld balances for all employees

Third-Party Quarterly Tax Filing Extract for Retirees

The Third-Party Tax Filing Interface assists you in out-sourcing your retiree tax filing through a third party. It provides extracts for quarterly and periodic reporting.

The quarterly extract produces:

- Output file suitable for submission to your tax-filing supplier
- Audit report

To run this flow:

1. From **My Client Groups**, click **Payroll**.

2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Third-Party Quarterly Tax Filing Extract for Retirees**.

Note: To generate pay data for employees, use the Third-Party Quarterly Tax Filing Extract flow.

Before You Begin

Complete all payroll processing for the quarter. For further info, see Quarter-End Processing for the US in the Help Center.

Report Parameters

Extract Tax Quarter

The quarter you're reporting on. For example, enter 3 for the third quarter.

Extract Tax Year

The 4-digit year you're reporting upon. For example, enter 2018.

Payroll Statutory Unit

The payroll statutory unit (PSU) you want to report upon. If you leave it blank, the flow runs against all PSUs.

Tax Reporting Unit

The tax reporting unit (TRU) you want to report upon. If you leave it blank, the flow runs against all TRUs.

CAUTION: Don't run this extract for an individual TRU. For retirees, the TRU represents the distribution code and not the company. If you select a TRU, the flow generates incomplete data.

Process Configuration Group

Process configuration group for logging and performance purposes.

Submission Type

- Select **Exception Late Original File** for late current quarterly filings.
- Select **Amendment File** for closed-quarter amended files. For this type, you must also specify an issue identification date, the appropriate reason codes, and any special instructions needed.
- For all others, select **Original**.

Issue Identification Date

The date when you had enough knowledge to correct the discovered error.

Required for Amendment File submission types.

Reason Code 1 through 10

The amendment reason codes. Some amendment reason codes also require additional reason codes.

Required for Amendment File submission types.

For further info, see your third-party supplier documentation.

Special Instructions Needed

Enter **Yes** if the amendment requires any special instructions for the third-party provider.

Required for Amendment File submission types.

Extract Output

The quarterly extract produces two output files.

Output file	What this is
ADPQuarterlyTaxExtractEtext	Extract text file supporting your third-party tax filing supplier.
ThirdPartyQuarterlyTaxExtractAudit	PDF file summarizing wage and tax data by tax code. This audit report has no retiree-level detail.

Note: Depending on the transmission method you have chosen, you might have to change the name of the output file before sending it to ADP. For further info, see your ADP documentation.

Report Parameters

The Report Parameters section of the report contains the following.

Value	What this is
Year	Year you're reporting on
Quarter	Quarter you're reporting on
Submission Type	Submission type you selected
Issue Identification Date	Issue identification date for Amendment File
Reason Code 1 - 10	Reason codes for Amendment File submissions
Special Instructions Needed	Special instructions needed for Amendment File submissions
LDG	Your US legislative data group
Report Category Name	US_THIRD_PARTY_QUARTERLY_RETIREE_TAX_EXTRACT
Flow Name	Flow name you provided when you ran the extract

Summary Tables

This section includes quarterly and yearly tables with the following.

Value	What this is
Payroll Statutory Unit	PSU you're reporting on
Tax Reporting Unit	TRU for the distribution code you're reporting on, within the selected PSU
Gross	Combined quarterly or yearly gross tax balance of all retirees for this PSU, with details for each distribution code, applicable to all tax codes
Subject	Combined quarterly or yearly subject wages of all retirees for this TRU, applicable to all tax codes
Taxable	Combined quarterly or yearly taxable wages of all retirees for this TRU, applicable to all tax codes
Withheld	Combined quarterly or yearly taxes withheld for this TRU, applicable to all tax codes

Detail Tables

This section includes quarterly and yearly tables with the following, sorted by:

1. PSU
2. Form 1099-R client identifier
3. Distribution code TRU

Value	What this is
Tax Code	Oracle Fusion Global Payroll tax code
ST	Applicable state of the tax
Gross	Combined quarterly or yearly gross tax balance for all retirees
Subject	Quarter-to-date or year-to-date sum of the following applicable tax balances for all retirees: • Reduced Subject Withholdable • Subject Not Withholdable balances
Taxable	Combined quarterly or yearly taxable balances for all retirees
Withheld	Combined quarterly or yearly withheld balances for all retirees

Third-Party Tax Filing Audit Report Detail

The Third-Party Tax Filing Audit Report Detail is a pipe-delimited text file that lists wage and tax data generated by the Third-Party Periodic Tax Extract.

This report is organized by employee name, tax code, and payroll frequency. Use it to validate your payroll data before submitting the extract file to your third-party tax filing supplier.

Note: The Third-Party Periodic Tax Filing Extract flow automatically generates this report.

Report Output

This pipe-delimited report is suitable for viewing in a spreadsheet application, such as Microsoft Excel. It includes the following.

Column	What this is
Flow Name	Flow name as specified when you ran the extract.
Tax Reporting Unit	TRU as specified when you ran the extract.
Form 1099-R Distribution Code	For retiree TRUs, the Form 1099-R Distribution Code you have assigned.
Effective Date	Effective date of the archived data. Unless you specify otherwise when you run the extract, this is the liability date.
Payroll Frequency	Frequency as set on the payroll definition.
Employee Number	Employee number of the person.
Employee Name	Name of the person.
Payroll Relationship Number	Person's payroll relationship number.
Gender	Person's gender. Note: The actual extract doesn't use the Male count, so values in that file are always 0. The extract uses the Female column to report each tax type and the number of employees with wages subject to them. Each row represents a different tax and payroll frequency.
Balance Category Order	Level of the tax, to assist you with data filtering.
Tax Code	Oracle Fusion Global Payroll tax code.
State	Applicable state of the tax.
County	Applicable county of the tax.

Column	What this is
City	Applicable city of the tax.
School District	Applicable school district of the tax. Not populated for jurisdictions subject to Pennsylvania Act 32.
Work PSD	Political subdivision (PSD) code for persons working in jurisdictions subject to Pennsylvania Act 32.
Residence PSD	PSD code for persons living in jurisdictions subject to Pennsylvania Act 32.
Tax Collection District Code	Tax Collection District Code of the person's work PSD.
Residence Geocode	Geocode of residence for people working or living in a jurisdiction subject to Pennsylvania Act 32.
Residence County	County of residence for people working or living in a jurisdiction subject to Pennsylvania Act 32.
Residence City	City of residence for people working or living in a jurisdiction subject to Pennsylvania Act 32.
Withheld	Amount withheld for this tax and jurisdiction.
Gross Wages	Person's gross wages for this jurisdiction and tax.
Subject Wages	Person's subject wages for this jurisdiction and tax.
Taxable Wages	Person's taxable wages for this jurisdiction and tax.
Exempt Wages	Person's exempt overtime wages for this jurisdiction and tax.