

Oracle Fusion Cloud Human Resources

How do I set up elements for Oman?

FA Latest



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G30607-02

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Author: nikfranc

Contents

Get Help i

1 Introduction to Payroll Elements 1

Introduction to Payroll Elements 1

2 Create and Manage Elements 3

Create and Manage Elements 3

Element Classifications 4

Create Element Eligibility 6

Create an Earnings Element 8

Create a Court Order Element 8

Create an Eligibility Record 9

Allowance Elements 9

Set Up Allowances 11

3 Element Inputs and Processing Sequence 13

Create or Manage Input Values 13

Element Input Validation Formula Type 15

Element Proration 17

Retroactive Element 18

4 Element Entries 21

Enable Automatic, Multiple, or Additional Element Entries 21


Default Values for Element Entries 22

Formula Result Rules 22

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1 Introduction to Payroll Elements

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

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

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

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

You can use the global template questionnaire to create a standard set of elements for earnings that's applicable to the Oman localization.

Once you complete the questionnaire and submit the process, the relevant payroll objects are generated.

Availability of Element Template Functionality Based on Product License

The availability of features in element templates depends on the type of license you have.

You can use the element template designed for the Oman localization when you create an element with the primary classification as Standard Earnings.

For all other primary classifications, the standard global template is used when creating Oman elements.

When you select the primary classification as Standard Earnings:

- If you didn't select any secondary classification, then the standard element template is followed, and no specific Oman consideration is applied.
- If you select one of the secondary classifications, then the earnings elements created follow Oman specific rules.



ELEMENT TEMPLATES

An intuitive user interface to create different types of elements, their associated objects and other license based objects.

HR-Only



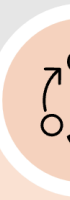
Basic version of element templates

Payroll Interface



Full earnings element templates

Payroll



Full earnings element templates with deductions

Create payroll elements only after you set your license to payroll.

2 Create and Manage Elements

Create and Manage Elements

Use the Elements task to create and review elements.

Before you start

You need to have set the country extension to **Payroll** using the Manage Features by Country or Territory task before you create elements for payroll processing. This setting ensures that you use the appropriate element templates. When creating elements, your selection of the element classification and category decides the questions in a predefined template.

Note: My Client Groups > Payroll > Elements

Here's what to do

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

Task	What you can do
Manage calculation value definitions for payroll components that are associated with a set of rates and rules used for calculation or reporting.	<ul style="list-style-type: none">○ Review the tables that hold the rates and other values used to calculate deduction and exemption amounts.○ Change some value definitions. For example, you might enter a default payee for court order payments.○ Create calculation ranges, if required.
Manage calculation information for elements that generate payroll components, such as involuntary deductions and statutory deductions.	<ul style="list-style-type: none">○ Review the calculation information provided such as the wage basis rules and calculation factors.○ Create calculation factors, if required.
Manage component groups that are predefined categories of calculation components managed by component group rules.	<ul style="list-style-type: none">○ View rules for component groups.

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

Element Classifications

You can use the set of primary classifications applicable to the Oman localization which are derived from global payroll.

There are also sets of secondary classifications and subclassifications which are defined for Oman.

- Secondary classifications are used in the element template process to drive the questionnaire and also to create the element with the needed characteristics.
- Subclassifications are used to control balance feeds and identify a sub type of the particular classification.

You can see the My Oracle Support (MOS) document [Oracle_Fusion_HRMS_OM_Payroll_Data.xls](#) to review all the classifications available.

Primary Classifications

These are the primary-classifications available to use in the Oman localization:

- Absences
- Balance Initialization
- Standard Earnings
- Supplemental Earnings
- Information
- Social Insurance Deductions
- Direct Payments
- Employer Charges
- Involuntary Deductions
- Voluntary Deductions

When you select the primary classification, the application displays a questionnaire to use which decides the characteristics of the element you're creating.

Note: The subclassifications **Subject to Social Insurance** and **Disposal Income Court Order** are defaulted for all elements with primary classification Standard Earnings.

Secondary Element Classifications and Subclassifications

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

The type of secondary classification that you select drives the questions of the element template and the characteristics of the element that's created.

Primary Classification	Secondary Classification	Subclassification
Standard Earnings	<ul style="list-style-type: none"> Basic Salary Overtime Utilities Allowance Cost of Living Allowance Transport Allowance Phone Allowance Subsistence Allowance Nature of Work Allowance Housing Allowance Social Allowance 	<ul style="list-style-type: none"> Subject to Social Insurance Disposal Income Court Order
Supplemental Earnings	<ul style="list-style-type: none"> Bonus Gratuity Payments 	<ul style="list-style-type: none"> Disposal Income Court Order
Absences	<ul style="list-style-type: none"> Maternity Other Sickness Vacation 	<ul style="list-style-type: none"> Subject to Social Insurance
Voluntary Deductions	<ul style="list-style-type: none"> Loans 	NA
Direct Payment	<ul style="list-style-type: none"> Expense Reimbursement 	NA
Involuntary Deductions	<ul style="list-style-type: none"> Court Order 	NA
Information		<ul style="list-style-type: none"> Subject to Social Insurance

If you need to define an element that's not a Standard Earnings, but is part of the contributory salary follow these steps:

1. Define a new subclassification and the corresponding subclassification rule.
2. Feed the contributory balance with this subclassification.

Review Classifications

1. Sign in with a Payroll Manager role.
2. Select the **Element Classification** task in the Payroll work area.
3. Select the appropriate Legislative Data Group (LDG) and view all the primary classifications defined for the legislation connected to the selected legislative data group.
4. Select a specific classification to view secondary classifications and subclassifications defined for the primary classification.

Create Element Eligibility

Element eligibility identifies who can receive entries of the element.

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

Note: My Client Groups > Payroll > Elements

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

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

3. Save the record.

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

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

Element Eligibility Criteria

You can define element eligibility using the following criteria:

Level	Available Criteria
Payroll Relationship	<ul style="list-style-type: none">• Payroll Statutory Unit• Relationship Type
Assignment	<ul style="list-style-type: none">• Legal Employer• Department in which the person works• Job• Grade• Employment Category• People Group• Legal Employer
Items	<ul style="list-style-type: none">• Department

Level	Available Criteria
	<ul style="list-style-type: none"> • Job • Grade • Employment Category • People Group: To set up logical entity specific people group, on the Create Element Eligibility page, select the required values in these options: • Legal Employer • People Group <p>If you don't select a legal entity as a criteria, then the application looks for the people group associated at the enterprise level.</p> <p>By default, the enterprise level people group is available.</p> <p>Tip: You set up all the people groups that are applicable to your enterprise. For example, you could decide to group people by company within a multiple company enterprise, and by union membership.</p> <ul style="list-style-type: none"> • Location of person's office • Position, which is a class of job performed in a particular organization • Payroll • All Payrolls Eligible. <p>Tip: You're advised to define eligibility rules based on the payroll criteria for all assignment elements such as salary. Select the All Payroll Eligible option if your company doesn't have eligibility rules based on an employee's payroll. This option ensures that all employees who are assigned to a payroll will be eligible for the element.</p> <ul style="list-style-type: none"> • Bargaining Unit • Collective Agreement • Union Member

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

Create an Earnings Element

Elements are created through predefined element templates, which provide an intuitive user interface and manage the creation of elements and their associated objects.

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

The following steps show how to create a regular earnings element for standard earnings:

1. Sign in to the Oracle Fusion application using a role that has the profile of a Payroll Manager.
2. Select the **Elements** task in the Setup and Maintenance or Payroll Calculations work area and click **Create**.
3. Select a legislative data group and a primary classification, then click **Continue**.
4. Complete the fields, and then answer the questions.

Note: The questions and default answers shown here are based on the predefined core element template for earnings. Your answers drive the definition of the earnings element to be created.

5. Click **Next**, and complete the rest of the questionnaire.
6. Verify the information and click **Submit** to create the new element.
7. On the Element Summary page, provide additional information as needed, such as input values, processing rules, and eligibility.

Note: Use the Element Overview panel to navigate through the setup pages. Element eligibility must be defined so the element can be linked to an element entry (and hence to gross compensation).

8. In the Element Overview panel, select Actions > Create Element Eligibility.
9. Enter a name in the Element Eligibility Name field and click **Submit**.

Note: By entering only a name and no eligibility criteria, the element is eligible for all employees.

10. Click the Input Value field to provide additional information as needed.
11. Repeat this entire process to create a set of elements to support your business needs. For example, you might create another element for a car allowance.

Create a Court Order Element

You need to create the Court Order elements as Involuntary Deductions and select the secondary classification as Court Order using the predefined element template.

You can create each type of the Court Order as an element. Depending on the type of Court Order issued to the employee by the courts, the corresponding Court Order element needs to be attached to that employee.

Note: **My Client Groups > Show More > Elements**

Create the court order element

1. Start the process of creating an element by selecting **Create**.
2. Select the LDG, and Primary Classification as **Involuntary Deduction** and Secondary Classification as **Court Order**.
3. Provide the responses to the questions regarding the element type based on your organization's business rules that apply to the deductions of court orders.
4. Click **Next** to review the information and then click **Submit**.
 1. **Create element eligibility**
5. Select the Elements task from the Payroll work area.
6. Search for the Court Orders element.
7. Select **Element Eligibility**
8. From the **Actions** tab, select **Create Element Eligibility**.
9. Enter a name for the Eligibility record and click **Submit**.

Create an Eligibility Record

On the Element Summary page, update the element details.

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

Allowance Elements

Earning allowances are the elements specific to the Oman localization which have predefined calculation rules.

When you create an element using the appropriate template, the calculation rules are automatically generated. You need to select the appropriate secondary classification when generating a new allowance element.

You can also setup grade rates and calculation value definitions.

Here's a list of allowances and the required inputs:

Allowance	Amount Type	Depends on Marital Status?	Paid to GCC Citizens only?	Input Required
Social Allowance	<ul style="list-style-type: none">• Flat Amount• Percentage of Earnings• Grate Rate defined as value by criteria.	Yes	Yes	<ul style="list-style-type: none">• Citizenship info in the calculation card for the person.• Element created for primary classification Standard Earnings and secondary

Allowance	Amount Type	Depends on Marital Status?	Paid to GCC Citizens only?	Input Required
				<ul style="list-style-type: none"> classification as Social Allowance Allowance rule value for the selected Flat Amount, Percentage or Rate definition calculation option.
Cost of Living Allowance	<ul style="list-style-type: none"> Flat Amount Percentage of Earnings Grate Rate defined by value by criteria 	Yes	Yes	<ul style="list-style-type: none"> Citizenship info in the calculation card for the person. Element created for primary classification Standard Earnings and secondary classification as Social Allowance Allowance rule value for the selected Flat Amount, Percentage or Rate definition calculation option.
Housing Allowance	<ul style="list-style-type: none"> Flat Amount Percentage of Earnings Grate Rate defined by value by criteria 	Yes	No	<ul style="list-style-type: none"> Element created for primary classification standard earnings and secondary classification housing allowance. Allowance rule value for the selected Flat Amount/Percentage/ Rate definition calculation option.
Transport Allowance	<ul style="list-style-type: none"> Flat Amount Percentage of Earnings Grate Rate defined by value by criteria 	No	No	<ul style="list-style-type: none"> Element create for primary classification Standard Earnings and secondary classification Transport Allowance. Allowance rule value for the selected Flat Amount/Percentage/ Rate definition calculation option.
Phone Allowance	<ul style="list-style-type: none"> Flat Amount Grade Rate defined as value by criteria 	No	No	<ul style="list-style-type: none"> Element created for primary classification standard earnings and secondary classification phone allowance. Allowance rule value for the selected Flat Amount/Rate

Allowance	Amount Type	Depends on Marital Status?	Paid to GCC Citizens only?	Input Required
				definition calculation option
Utilities Allowance	<ul style="list-style-type: none"> Flat Amount Percentage of Earnings Grade Rate defined by value by criteria 	No	No	<ul style="list-style-type: none"> Element created for primary classification standard earnings and secondary classification utilities allowance. Allowance rule value for the selected Flat Amount/Rate definition calculation option.
Nature of Work Allowance	<ul style="list-style-type: none"> Flat Amount Grade Rate defined as value by criteria 	No	No	<ul style="list-style-type: none"> Element created for primary classification standard earnings and secondary classification Nature of Work allowance. Allowance rule value for the selected Flat Amount/Rate definition calculation option.
Subsistence Allowance	<ul style="list-style-type: none"> Flat Amount Grade Rate defined as value by criteria 	Yes	Yes	<ul style="list-style-type: none"> Element created for primary classification standard earnings and secondary classification Subsistence allowance Allowance rule value for the selected Flat Amount/Rate definition calculation option.

Set Up Allowances

Here's how you can set up the allowances for Oman.

Note: Payroll Calculation > Values Defined by Criteria > Click #

Create a Value by Criteria

1. Add a value by criteria of calculation type: Flat Amount

2. Add criteria for the value by criteria.
3. Add a value for the defined criteria.
 1. **Create the Rate Definition**
4. Navigate to the Rate Definitions task from the Payroll Calculation work area and click #
5. Add a rate definition for category Value by Criteria.
6. Select the created value by criteria and then submit the rate definition.

3 Element Inputs and Processing Sequence

Create or Manage Input Values

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

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

Note: My Client Groups > Payroll > Elements

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

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

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

Element Input Value Options

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

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

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

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

Element Input Validation Formula Type

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

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

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

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

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

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

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

- LEGISLATIVE_DATA_GROUP_ID
- DATE_EARNED
- EFFECTIVE_DATE

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

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

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

Formula Usage	Input Variables	Comments
Validation formula at input value level	entry_value	Passes the value to be validated. You must declare the input variable as the appropriate type for the element input value.
Validation formula at element or element eligibility level	Any element input value name that corresponds to an entry value.	Replace spaces in the input value name with underscores in the input variable name. It doesn't matter whether you use uppercase or lowercase for the name.
Defaulting formula	None	Use database items or other logic instead.
Calculation formula	Any element input value name of an entry value.	Replace spaces with underscores. You need not provide all the available entry values.

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

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

Here are a few sample formula that you can use:

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

Validation formula at input value level:

```
inputs are entry_value(date)
if(entry_value = '01-APR-2024' (date)) then
```

```
(  
formula_message = 'Valid date'  
formula_status = 'S'  
)  
else(formula_message = 'Invalid date'  
formula_status = 'E'  
)  
return formula_message, formula_status
```

Validation formula at element or element eligibility level:

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

Calculation formula at element or element eligibility level:

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

Defaulting formula at element or element eligibility level:

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

Element Proration

When an employee has a mid period change such as changing the basic salary during a month, a set of elements need to be prorated,

When you create an element using the template, you need to consider whether the element needs to be prorated for mid period events. You can control the behavior of the elements when you provide your response to the proration question in the questionnaire.

- If the answer is **No**, mid period changes won't affect the calculated value of the element.
- If the answer is **Yes**, the template prompts you to enter the Proration Group. The mid period changes now potentially affect the calculated value of the element.

The template associates the global standard proration formula by default if the element is enabled for proration.

The proration formula GLB_EARN_PRORATION uses natural days proration. For example, in case of hire or termination in the course of the month, it uses the **Employment days in the period or Calendar days in the period** proration factor.

To meet your business requirements, you can create your own specific proration formula and link it to the elements that you need.

Note: Events that trigger the proration calculation are identified through the selected proration group.

Review Proration Triggers

1. Sign in to the application with a Payroll Manager role.
2. Navigate to the Event Groups task, in the Payroll work area.
3. Select **Entry Changes for Proration**
4. View the changes that trigger proration

Retroactive Element

When employees have a retrospective change, the payroll process needs to recalculate the payroll for past periods and generate retroactive deltas for processing.

When creating an element using the template, you need to select the appropriate response to the question to process retroactivity:

- If you select **No**, prior changes won't affect the calculated value of the element.
- If you select **Yes**, you need to enter an Event Group. The prior changes are now included in the calculated value of the element.

You can view the changes that trigger retro calculation by using this navigation:

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

When you select **Entry Changes for Retro** you can view the changes that trigger the retro calculation.

Retro Specific to Oman

The following are retrospective elements created for calculating Social Insurance Retro:

Oman Specific Retrospective Elements			
• Contributory Salary Retro	• Employee Basic Social Insurance Retro	• Employee Social Insurance Arrears Retro	• Employee Unemployment Social Insurance Retro
• Employer Basic Social Insurance Retro	• Employer Hazards Social Insurance Retro	• Employer Unemployment Social Insurance Retro	• Kuwait Employee Social Insurance Retro

Oman Specific Retrospective Elements			
<ul style="list-style-type: none"> Kuwait Employer Contributions paid by Employee Retro 	<ul style="list-style-type: none"> Kuwait Employer Payment borne by Citizenship Country Retro 	<ul style="list-style-type: none"> Kuwait Employer Payment paid by Employee Retro 	<ul style="list-style-type: none"> Kuwait Employer Social Insurance Retro
<ul style="list-style-type: none"> Bahrain Employee Social Insurance Retro 	<ul style="list-style-type: none"> Bahrain Employer Contributions paid by Employee Retro 	<ul style="list-style-type: none"> Bahrain Employer Payment borne by Citizenship Country Retro 	<ul style="list-style-type: none"> Bahrain Employer Payment paid by Employee Retro
<ul style="list-style-type: none"> Bahrain Employer Social Insurance Retro 	<ul style="list-style-type: none"> Qatar Employee Social Insurance Retro 	<ul style="list-style-type: none"> Qatar Employer Contributions paid by Employee Retro 	<ul style="list-style-type: none"> Qatar Employer Payment borne by Citizenship Country Retro
<ul style="list-style-type: none"> Qatar Employer Payment paid by Employee Retro 	<ul style="list-style-type: none"> Qatar Employer Social Insurance Retro 	<ul style="list-style-type: none"> Saudi Employee Social Insurance Retro 	<ul style="list-style-type: none"> Saudi Employer Contributions paid by Employee Retro
<ul style="list-style-type: none"> Saudi Employer Payment borne by Citizenship Country Retro 	<ul style="list-style-type: none"> Saudi Employer Payment paid by Employee Retro 	<ul style="list-style-type: none"> Saudi Employer Social Insurance Retro 	<ul style="list-style-type: none"> UAE Employee Social Insurance Adjustment Retro
<ul style="list-style-type: none"> UAE Employee Social Insurance Retro 	<ul style="list-style-type: none"> UAE Employer Contributions paid by Employee Retro 	<ul style="list-style-type: none"> UAE Employer Payment borne by Citizenship Country Retro 	<ul style="list-style-type: none"> UAE Employer Payment paid by Employee Retro
<ul style="list-style-type: none"> UAE Employer Social Insurance Adjustment Retro 	<ul style="list-style-type: none"> UAE Employer Social Insurance Retro 		

4 Element Entries

Enable Automatic, Multiple, or Additional Element Entries

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

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

Automatic Entry

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

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

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

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

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

Allow Multiple Entries in Same Period

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

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

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

Default Values for Element Entries

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

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

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

You can perform these actions:

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

Define Default Values at Element Entry Creation

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

Define Default Values at Runtime

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

Use a Formula to Provide Default Values

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

Here's the order of precedence:

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

Formula Result Rules

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

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

Status Processing Rules

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

Formula Result Rules

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

This table explains the available result rules:

Results Rule	Description
Direct Result	The element's run result, or a direct result updating one of the element's input values.
Indirect Result	An entry to a nonrecurring element that has a lower processing priority. The target element must be at the same employment level as the source element.
Message	<p>A message issued by the formula under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message Loan is repaid.</p> <p>There are three severity levels for a message rule:</p> <ul style="list-style-type: none"> Error- Causes the run to roll back all processing for the employment record. Warning- Doesn't affect payroll processing but warns you of a possible problem. Information- Doesn't affect payroll processing.
Order Indirect	Updates the subpriority of the element you select in the Target Element Name field
Stop	<p>Uses the Date Earned of the payroll run to stop the processing of a recurring entry. A stop rule can be based on reaching a specified accumulator, such as a balance owed of zero. The date upon which the total owed is reached appears on the Element Entries page as Settlement Date. The entries aren't actually end dated but stopped from future processing. This rule supports retroactive processes which impact the total owed balance.</p> <p>You should define the target element with Allow Multiple Entries selected. This option enables you to allocate a new entry once the value of an existing entry has reached zero. For example, once an employee has repaid a loan you can add a new loan entry for the employee. If you add a new stop entry for the same element type, use balance contexts to differentiate between the owed balances.</p> <p>Note: Let's assume you don't select Allow Multiple Entries and you add a second loan after the first loan has been stopped by a payroll run. In this case, end date the first loan before creating the second loan.</p>
Target Indirect	An entry to a nonrecurring element that has a lower processing priority. Here, the target element is defined at a different employment level than the element being processed. For example, you could use

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