



PAYROLL – Audit Dashboard & Reports

Prepared by Natarajan Sampath

Version: 1.0

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# Overview

This document addresses the ASPIRE requirement for the PAYROLL Dashboard analytics and the reports related to it, based on the Oracle Cloud Payroll.

The intention is to supplement the Cloud functionality with additional reports which are audit in nature for the monthly payroll process, to identify the VARIANCE compared to the previous month, to make the Payroll department to identify the variance quickly so that the factors causing the variance can be corrected or accepted with valid data points.

The dashboard will also give the management an overview of the salary disbursed and details of the same through the reports.

The dashboard is to have some graphical information to highlight data at high level. The drill down of the high level data will lead to detailed reports.

The dashboard will have some parameters to select from, based on which the dashboard analytics and the related reports will be generated.

# Major Features

The salient features of the dashboard will be as follows.

1. Compare the current month payroll processed results with the previous month results to find the variance in the amounts.
2. The dashboard will highlight the variance in Gross Pay / Net Pay and Total Deductions.
3. Additionally, exceptions can also be listed for zero or negative Net Pay
4. The Variance percentage can be set as a parameter, so that those employee records falling on or beyond the variance will be counted and listed.
5. Those records which meets the variance percentage will be listed as a separate report.
6. The dashboard can also have additional parameters like Payroll, Department, Job, Business Unit, Legal entity.
7. The dashboard look can be similar to the below figure.

A picture containing graphical user interface

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# ASSUMPTIONS

* The previous month payroll process should have been completed to see the current month variance.
* In the current month, only after running the pre-payments and the BACS process, you can run the audit report.
* In case of audit reports to be generated for trial runs of the payroll, it can be done in the Test instance.
* It is not possible to generate for individual employees.
* Some of the seeded reports will be considered for the analytics and new reports will be created for details of the variance.

# Pre-requistes

* Payroll, prepayments and BACS process to be completed for the current month, before generating the variance reports.

# Report

The report formats will include the following:

* The reports generated will be in EXCEL format.

## Existing Reports

The existing reports in the Cloud will be used for reference.

* Run Payroll Register Report
* Run Element Results Report
* Run Payment Register Report

## New Drill down Reports & Template

1. **Aspire Payroll Variation Report (listing Employees)**

Calendar

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1. **Aspire Element Register Report (listing Employees)**

Table

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1. Aspire Employee moving to Half Pay Report (listing Employees)

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## Report Logic

*To be shared*

1. **Aspire Payroll Variation Report (listing Employees)**

**Parameters:**

**Payroll**: Should list all the payrolls available in system. By default, ALL should be selected.

**Payroll Period**: All payroll periods for chosen payroll. The payroll period should default to latest payroll period available in system for the given payroll.

The report should pick up all the employees processed by payroll run specified by parameter.

Current Month Balance should belong to the period chosen in parameter while previous Month balance should belong to the period previous one chosen in parameter.

1. **Aspire Element Register Report (listing Employees)**

**Parameters:**

**Payroll**: Should list all the payrolls available in system. By default, ALL should be selected.

**Payroll Period**: All payroll periods for chosen payroll. The payroll period should default to latest payroll period available in system for the given payroll.

The report should pick all the element entries processed in payroll run specified by parameters.

1. Aspire Employee moving to Half Pay Report (listing Employees)

**Parameters:**

**Payroll**: Should list all the payrolls available in system. By default, ALL should be selected.

**Payroll Period**: All payroll periods for chosen payroll. The payroll period should default to latest payroll period available in system for the given payroll.

The report should pick all the employees processed in payroll run specified by parameters. The details of the report can be picked up from following navigation:

Navigator->My Client Group->Person Management->Absence Records->Sickness or Maternity->Select Absence record -> Plan Use Tab.

Table

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The entitlement tab will show the start date and end date when the payment percentage change from 100% to 50% and 50% to 0% in the Entitlement Section. The report should list only if the end date of any of the entitlements falls in payroll period specified by the parameter payroll period.

# Data Mapping

The following table will list down the table name, column name for the fields that are to be displayed in the report.

Table

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# Test scenarios

| # | Scenario | Description |
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# Open and Closed Issues for this Deliverable

## Open Issues

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| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
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## Closed Issues

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