Oracle

Global Human Resources Cloud
Implementing Global Payroll Interface

Release 12

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Oracle® Global Human Resources Cloud Implementing Global Payroll Interface

Part Number E74175-07

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Preface

This preface introduces information sources that can help you use the application.

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1 **Overview**

Manage Payroll Interface: Overview

Oracle Fusion Global Human Resources provides an inbound and outbound interface that enables the application to interact with third-party payroll service providers. In a legislative data group that uses the Payroll Interface country extension, payroll coordinators can extract and send data to the payroll provider and import payroll data after processing. Processed payroll data is then available within Oracle Fusion Global Human Resources for further reporting and analysis.

Outbound - HCM Extracts

Data File
Personal Data,
Salary Data,
Element Entries,
Calculation Cards

**Oracle Fusion Global
Human Resources**

**Third-Party Payroll
Provider**

Data File
Processed data,
payslip, messages

**Documents of
Record**
PDF payslips

Inbound - HCM Data Loader
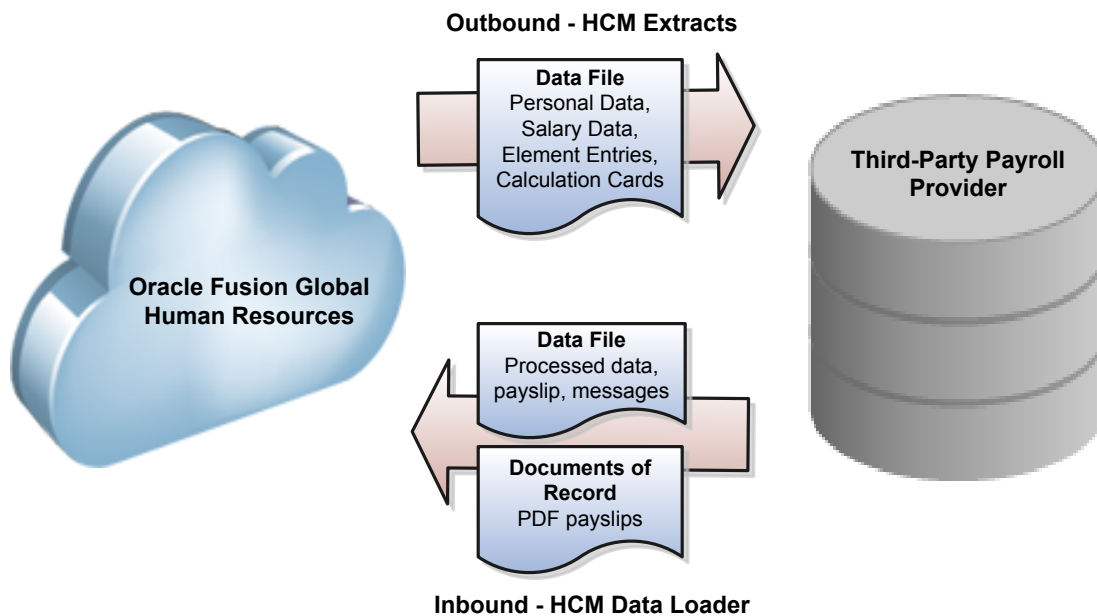
Payroll coordinators can use the following features to easily validate, extract, and import payroll-related information:

- Four predefined extract definitions, which you can copy and adapt to your requirements:

  o Global Payroll Interface

  o Payroll Interface Report for NGA

  o US ADP PayForce Third-Party Ad-Hoc Extract

  o US ADP PayForce Third-Party Periodic Extract

- Calculate Gross Earnings process, which you can run each period to update earnings balances. If you use this process, you can check gross earnings results using:

  o View Person Process Results page, which includes the statement of earnings

  o Element Results Register

  o Payroll Balances Report

- HCM Data Loader to import processed data and messages to an extensible flexfield for reporting, and payslips to document records.

- Oracle Business Intelligence Publisher to report on processed payroll data from third-party payroll providers.

Outbound Payroll Interface Tasks

Payroll coordinators use the following tasks on a periodic basis to manage and extract data to send to third-party payroll providers.
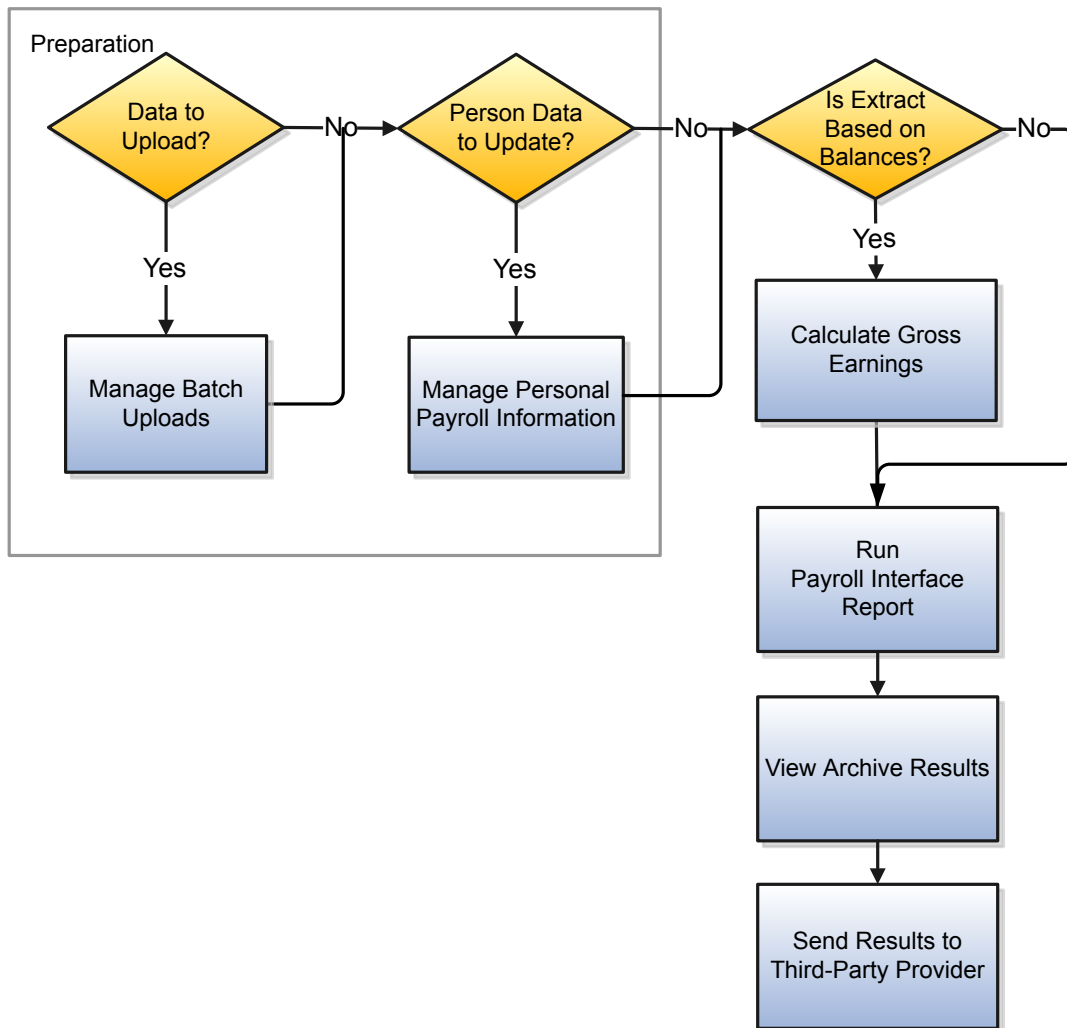
These processes use element entries, payroll relationships, and calculation cards to determine payroll-related values to retrieve and calculate along with other HR-related values for a worker, such as benefits information.

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Inbound Payroll Interface Tasks

Payroll coordinators use the following tasks on a periodic basis to import processed payroll data, messages, and document records from third-party payroll providers.
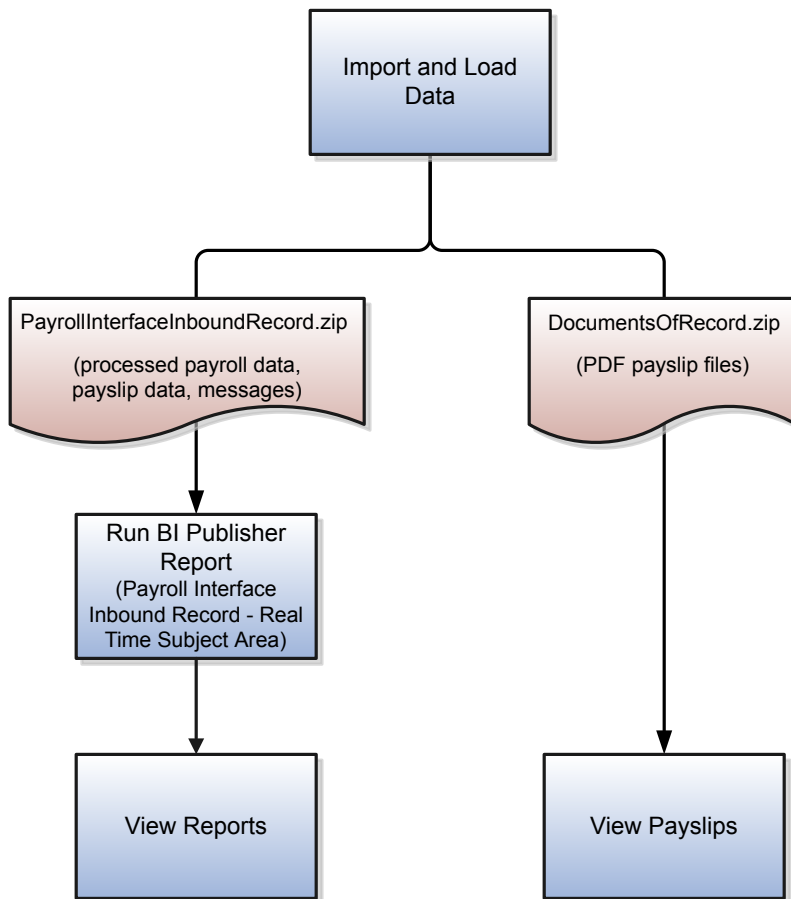
Related Topics

- Calculating Gross Earnings for Payroll Interface: Overview

- Extracting Payroll-Related Data: Critical Choices

- Payroll Interface Configuration for US ADP Solutions: Critical Choices

- Payroll Interface Inbound Records: Explained

Implementing Payroll Interface: Procedure

Use predefined Payroll Interface extract definitions to send payroll-related employee information to a third-party payroll provider. The setup steps required for Payroll Interface vary depending on your business requirements, the Oracle products and features you use, and the data required by your third-party payroll provider.

Generate the task list in the Setup and Maintenance work area using the Workforce Deployment offering. This topic helps you determine which implementation steps to complete for the following task areas and the roles that can perform them.

Task Area	Role	Work Area
Defining Enterprise Structures	Application Implementation Consultant	Setup and Maintenance
Defining Features by Country or Territory	Application Implementation Consultant	Setup and Maintenance
Manage Currencies	Application Implementation Consultant	Setup and Maintenance
Defining Elements, Balances, and Formulas	Application Implementation Consultant	Setup and Maintenance
Managing Data Security	IT Security Manager	Setup and Maintenance
Creating an Extract Definition	Application Implementation Consultant	Setup and Maintenance
Managing Payroll Process Configuration Groups	Application Implementation Consultant	Setup and Maintenance
Manage Payroll Interface Extensible Flexfields	Application Implementation Consultant	Setup and Maintenance
Manage Payroll Interface Lookups	Application Implementation Consultant	Setup and Maintenance
Managing Personal Payroll Information	Payroll Coordinator	Payroll Administration, Payroll Calculation, and Payment Distribution

✎ **Note:** Other topics may provide additional setup guidance specific to your third-party provider.

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Setup and Maintenance Tasks

The tasks in this section are performed from the Setup and Maintenance work area.

Defining Enterprise Structures

Ensure that your implementation includes the enterprise structures required to support payroll relationships for your workers. To confirm your enterprise structures setup:

1. In the Define Geographies for HCM task list, verify the predefined geographies and load any additional local geographies, as needed.
2. In the Define Legal Jurisdictions and Authorities task list, perform the following actions:

   o Create a legal jurisdiction if not already created or predefined for your country or territory.

   o Create a legal authority for each government body you interact with.

   o Create addresses for legal entities and legal authorities.

3. In the Define Enterprise Structures for HCM task list, create a legislative data group (LDG) for each country of operation, to partition your payroll data.
4. In the Define Legal Entities for HCM task list, perform the following actions:

   o Create at least one legal entity designated as a payroll statutory unit (PSU) for each LDG.

   o Associate each PSU with one LDG.

   o Optionally, create calculation cards for statutory deductions for each PSU, if supported by the LDG.

5. In the Define Legal Reporting Units for HCM task list, perform the following actions:

   o Create any additional tax reporting units (TRUs) that you need.

   o Optionally, create calculation cards for statutory deductions for each TRU, if supported by the LDG.

6. In the Define Business Units for HCM task list, create business units that you use to associate other objects.

Defining Currencies and Features by Country or Territory

Set the appropriate precision for each country's currency. For example, if you plan to run reports that show currency in US dollars, you must set the precision value to 2. Setting precision ensures that the payroll processes and reports used for reconciliation and legislative reporting produce the expected results.

- Use the Manage Currencies task and then select the country's currency to set the currency precision value.

Select the correct type of country extension for each of your countries and territories to ensure that payroll-related features work correctly in your implementation. For example, the earnings element template for Payroll Interface creates necessary objects, such as input values, balances, and formulas, so that the Calculate Gross Earnings process includes the element.

- Use the Manage Features by Country or Territory task to set the country extension for each country or territory to **Payroll Interface**.

Defining Elements, Balances, and Formulas

Configure the payroll objects for employee-level information required by your third-party provider. For example, to capture employees' payment details, such as bank information for electronic funds transfer payments, you must create organization payment methods. An application implementation consultant must perform the following steps:

1. Use the Manage Consolidation Groups task to create at least one consolidation group for each LDG where you create elements. The payroll definitions you create later require a consolidation group.
2. Optionally, if your payroll provider requires any employee bank data, use the Manage Organization Payment Method task to create a payment method for each LDG.
3. Use the Manage Payroll Definitions task to create a payroll definition for each payroll frequency, such as weekly or semimonthly.

   💡 **Tip:** To upload a batch of payroll definitions, use the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area.

4. Use the Manage Elements task to create any earnings or deduction elements. After creating an element, edit it to create at least one element eligibility record. The newly created element generates database items that the Calculate Gross Earnings process can use to get earnings information and the extract process can use to get deduction information.

   ✎ **Note:** Before you enable multiple entries of the same element, confirm that your third-party provider can manage them.

5. Use the Manage Elements task to create element eligibility records for predefined statutory deduction elements. You must complete this task before you hire employees.

See the Integrating with Oracle HCM Cloud guide for more details about data loading.

Managing Data Security

The security setup provides payroll coordinators access to the appropriate tasks, data, and features through the payroll coordinator job role.

An IT security manager must perform the following security-related configuration actions:

1. For each payroll definition, use the Manage Payroll Security Profiles task to set up the payroll security profile.
2. For each legislative data group, use the Manage Legislative Data Group Security Profiles task to set up security.
3. Use the Assign Security Profiles to Role task to create at least one data role for the payroll coordinator job role with the appropriate security profiles.
4. Use the Manage Role Provisioning Rules task to provision the payroll coordinator role.

Creating an Extract Definition

Create the extract definition and process that extracts data from HCM for your third-party payroll provider. The requirements of your third-party provider determine which data to extract, and how to structure and deliver it.

An application implementation consultant must perform the following steps:

1. Use the Manage HCM Extract Definitions task to copy the predefined extract definition you use for your report, and save it under a new name.
2. Edit the extract definition to meet the requirements of your payroll provider.

3. Submit your changes.

   The application generates an extract process using your modified definition.

Managing Payroll Process Configuration Groups

An application implementation consultant must perform the following configuration step:

1. Use the Manage Default Process Configuration Group Profile Option Values task to select the default group value for the Process Configuration Group profile option.
2. Use the Manage Payroll Process Configuration task to review the default settings in the default configuration group. For example, you might change the values for chunk size or number of threads to optimize performance when calculating gross earnings.

Managing Payroll Interface Extensible Flexfields and Lookups

An application implementation consultant performs the following configuration steps that support the import and storage of data from the third-party payroll provider after processing:

1. Use the Manage Payroll Interface Extensible Flexfields task to review or revise contexts for the Inbound Record category.
2. Use the Manage Payroll Interface Lookups task to review or add to the existing lookup types and meanings. For example, you can specify payroll providers and inbound record types.

Managing Personal Payroll Information

A payroll manager performs the following steps to optionally upload personal payroll information, such as initial balance values or employee bank details.

1. Optionally, to load initial balances:

   o Create balance initialization elements.

   o Use the batch loader to load the initial values to the staging tables.

   o Submit the Load Initial Balances task to initialize the balances in the Payroll Calculation work area.

2. Optionally, to load personal bank information for EFT payments using any existing organization payment methods, use one of the following methods to migrate bank data:

   o Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area

   o Manage Personal Payment Methods task in the Payment Distribution work area (for individual employees)

See the Integrating with Oracle HCM Cloud guide for more details about data loading.

Related Topics

- Creating Legal Entities, Registrations, and Reporting Units: Examples

- Payroll Statutory Units, Legal Employers, and Tax Reporting Units: How They Work Together

- Creating Payroll Elements for Payroll Interface: Worked Example

- Creating Extract Definitions for Payroll Interface: Procedure

- Configuring Extensible Flexfields and Lookups for Inbound Payroll Interface: Procedure

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Managing an Implementation

Enabling Offerings: Explained

When planning your implementation, you decide what business processes your organization or company performs or supports. These decisions determine the offerings and functional areas you want to implement. You then configure the offerings and functional areas that support the activities your organization or company performs. During the configuration process, you specifically enable offerings and functional areas for use before you implement them.

Enabling Offerings and Functional Areas

Use the Setup and Maintenance work area to help decide which offerings to enable for implementation. Once you decide to use an offering, you can select the Configure button to choose the configuration details and enable the offering, associated functional areas, and features. All the base functional areas of an offering are automatically enabled for implementation when you enable the parent offering. You choose which optional functional areas to enable. The functional areas appear in an expandable and collapsible hierarchy to facilitate progressive decision making for implementation.

Enabling Features

Features are optional or alternative business rules or methods used to fine-tune business processes and activities supported by an offering or a functional area. If features are available for the offering or functional areas, you can enable them to help meet your business requirements, if desired. In general, the features are set with a default configuration based on their typical usage in most implementations. You should always review the available features for the offering and functional areas and select them as appropriate. Dependent features appear visible when the feature choice they depend on is selected for implementation.

Enabling Offerings: Procedure

You enable offerings to customize the functionality that matches the services you plan on implementing.

Enabling Offerings

To enable offerings, follow these steps.

1. Open the Setup and Maintenance work area **(Navigator > Setup and Maintenance)**.
2. In the Setup and Maintenance Offerings page, select the offering you're using, then click **Configure**.
3. In the Configure page, select the **Enable** check box for the offering. Also select the **Enable** check box for each of the functional areas you want to use.
4. Click the Features icon for the offering or functional area you have enabled, then enable any features you require. Select **Done** when complete.
5. Select **Done** to return to the Offerings page then repeat the same steps for each of the offerings you are using.

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Extracting Gross Earnings or Element Entries: Critical Choices

The Calculate Gross Earnings process is a powerful feature that enables you to do gross computations before sending your data for third-party payroll processing. It maintains a history of gross values and it can compute gross values retrospectively. However, implementing Payroll Interface for using this process requires additional configuration and a strong understanding of the earnings and deductions data model. This topic helps you determine if using Calculate Gross Earnings is appropriate for your implementation.

> ✏️ **Note:** It's important to make a decision regarding Calculate Gross Earnings process early in the implementation cycle. For example, if you use the Global Payroll Interface extract definition, employee values must be based on either gross earnings or element entries, not both. Sending values to your payroll provider based on both gross balances and element entries will produce unpredictable results when processing the payroll.

The following sections highlight the features and limitations of calculating gross earnings before sending your data to the third-party payroll provider.

Run Reports to Validate Process Results

If you calculate gross earnings, you can set up and run reports for the process to validate data before sending it to your payroll provider. For example, you can create a balance exception report to check whether the gross pay amount exceeds a certain percentage from the last payroll run. You can also run the Element Results Register and the Payroll Balance Report to validate the results of the Calculate Gross Earnings process.

Combine Sums for Payments Across Multiple Terms or Assignments

If you have employees with multiple terms and assignments, the Calculate Gross Earnings process combines them. This enables you to send a single value to your payroll provider for net computation.

Manually Associate Deduction Cards and Tax Reporting Unit (TRU)

If you calculate gross earnings process, depending on your legislation configuration, you may have to manually associate employees with the TRU and any calculation cards. For the US and UK, this is done automatically as part of the new-hire process.

Number of Supported Extracts per Payroll Period

If you use the Calculate Gross Earnings process, you can extract data to send to your payroll provider only once per payroll period. For example, if your payroll provider requires daily data files for a semimonthly payroll period, you can't use the Calculate Gross Earnings process. However, if the more frequent extracts are for informational purposes, you could create two extract definitions, which would be separate processes. You could run one of them once per payroll period, and the other at any time as needed.

Related Topics

- Setting Up Payroll Interface for Calculating Gross Earnings: Overview

- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

Payroll Interface Setup for NGA Payroll Exchange: Critical Choices

In addition to the setup points described for Oracle Fusion Global Payroll Interface, configuration requirements exist in the following areas to integrate with Payroll Exchange from NGA Human Resources:

- Extensible flexfields
- Flow pattern date parameters
- Earnings elements and end dates
- Flow functionality

Extensible Flexfields

Configure NGA-specific fields using the Manage Extensible Flexfields task. See Configuring Flexfields for NGA: Procedure for more information.

Flow Pattern Date Parameters

Use the Manage Payroll Flow Patterns task from the Payroll Checklist work area or the Refine Extracts task from the Data Exchange work area to edit the NGA flow. Ensure that its flow parameters are set up as shown in this table.

Parameter Name	Set as Required
Pay Period	Yes
Effective Date	Yes Entered manually when submitting the flow.
Start Date	No When this value is blank when submitting the extract process, the application uses the first day of the selected payroll period by default.

Earnings Elements and Latest Entry Date

Ensure that when creating earnings elements you select Final Close as the latest entry date for the element. The final close date enables processing of terminated employees after the termination date. The application sets a default value for the final close date of 31 December 4712. To ensure that you exclude terminated employees from the output of future extract processes, use the Manage Payroll Relationships task to change the final close date value, as appropriate.

Flow Functionality

Before submitting the flow for your first extract process, consider the following points:

- Creating a baseline of employee records

The first time you extract data for NGA Payroll Exchange, you may want to submit the process with the Changes Only parameter set to No. Setting it as No retrieves all employee records and other data that was defined in the extract definition for NGA. Subsequent runs can extract full records or only records that have changed since the previous run.

- Calculating gross earnings

  The predefined extract process for NGA doesn't require running the Calculate Gross Earnings process. For implementation is important that you determine which processes to include in your best practice.

Related Topics

- Configuring Flexfields for NGA: Procedure

- Using Different Modes for HCM Extracts: Explained

Payroll Data Loading: Overview

You can load payroll data for initial migration or mass data entry using the payroll batch loader, predefined processes, and web services. You can also automate the regular import of time cards, absence entries, and benefit enrollments using predefined flows.

This overview outlines your options to meet the following data loading requirements:

- Loading setup data
- Exporting and importing setup data between test and production environments
- Ongoing data loading

Loading Setup Data

You can use HCM Data Loader during implementation to migrate HCM setup data, including element entries and salaries. However, for most payroll-related setup data and worker data, as shown in the following table, use the payroll batch loader. You can load the data from a spreadsheet or a file.

Payroll Setup Data	Worker Data
Balances in balance groups	Assigned payrolls
Elements	Bank details for personal payment methods
Formula globals	Element entries
Object groups	Initial balance values
Payroll definitions	
User-defined tables	

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Use the Batch Loader task in the Payroll Administration, Data Exchange, or Data Exchange work area to perform the following actions:

1. Enter the data in a workbook format that's specific to the object type or create a batch from a file using a transformation formula.
2. Save your entries to staging tables.
3. Validate the data in staging tables.
4. Submit the Transfer Batch flow to load the data to the application tables. For initial balance values, use the Load Initial Balances flow instead.

Exporting and Importing Setup Data Between Environments

Typically, you initially migrate data to a test environment. After successful testing, you can move the data to your production environment using one of the following tasks:

- Use the Manage Configuration Packages task in the Setup and Maintenance work area to export and import a configuration package.

- Use the Create Batch for an Object process in the Payroll Administration work area to select specific objects, such as elements or formulas, to migrate.

Ongoing Data Loading

You can use the payroll batch loader and predefined batch processes to load element entries and other payroll data on an ongoing basis. You can automate the submission of the flows using the Flow Actions web service.

Specific flows exist for loading payroll-related data for payroll processing, such as the Load Absence Batches process, where you specify the interface type and XML file containing the data to load.

To import data from a third-party payroll provider, such as processed payroll data or payslips, you can use the HCM Data Loader.

Related Topics

- Implementation Project Based Export and Import: Explained

- Migrating Objects Using the Payroll Batch Loader: Procedure

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2 **Country Extensions and Legislative Data**

Selecting Country Extensions: Critical Choices

Select the correct country extension setting for each of your countries and territories on the Manage Features by Country or Territory page. The country extension setting ensures that certain payroll-related features, such as element templates, work correctly in your implementation. By default, each country's extension is set to Human Resources or None, which means no payroll product is selected. If you plan to use Oracle Fusion Global Payroll or any predefined Payroll Interface extracts for a country or territory, you must set its extension to the appropriate payroll setting.

The extensions available for selection for some countries or territories may be restricted. The full list of extensions is as follows:

- Payroll
- Payroll Interface
- Human Resources or None

The country extension selection ensures that all payroll-related features function correctly for Global Payroll. The other product settings you select control the functions of payroll-related features when you aren't using Global Payroll, as described in the following sections.

Payroll

Setting the country extension to Payroll has the following implications:

- When creating elements, the element templates generate formulas and other associated items that are required for costing or payment processing in Global Payroll.
- The new-hire process includes country-specific features, such as automatic generation of calculation cards for statutory deductions and validation of address formats.
- Payroll definitions require associated organization payment methods. You must select payment methods that include a payment source.
- Defining payment sources requires source banks in Oracle Fusion Financials.

Payroll Interface

Setting the country extension to Payroll Interface has the following effects:

- The element templates for creating regular and supplemental earnings elements generate associated objects, such as input values, formulas, and balances. These objects are required for including employee data in the Calculate Gross Earnings process.

  For all other elements, the simplified element templates create only the element and no associated objects.
- The new hire process includes country-specific validation.
- Validations on payroll objects are less restrictive to support sending employee bank information as follows:
  - o No requirement for organization payment methods in payroll definitions
  - o No requirement for payment sources in organization payment methods

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      ○ No dependency on source banks in Financials

Human Resources or None

Setting the country extension to Human Resources or None has the following effects:

- The element templates for creating earnings and deductions elements generate only the elements and no associated objects, such as input values, formulas, or balances.

  You can configure these elements to meet your specific business requirements, such as adding input values and formulas to a compensation element.

- Certain countries or territories have additional country-specific validation.

- Validations on payroll objects are less restrictive, as with the Payroll Interface setting.

Related Topics

- Setting Up Reconciliation for Payments: Procedure

- Changing Address Style and Address Validation Settings: Critical Choices

Selecting Country Extensions: Worked Example

This example demonstrates how to configure payroll-related features for countries and territories in an enterprise.

The Vision enterprise has employees in several countries with different payroll arrangements:

- In the United States and United Kingdom, the enterprise pays employees using Oracle Fusion Global Payroll.

- In France, the enterprise extracts and sends payroll-related data to third-party payroll provider using Payroll Interface extract definitions.

- In China, the enterprise stores only HR data in Oracle Fusion Applications and doesn't require any data for payroll purposes.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In This Example
Do your plans include processing payrolls within Oracle Fusion for any country?	Yes, using Global Payroll in the US and UK
Do your plans include extracting or transferring payroll-related data to a third-party provider for any country?	Yes, using Payroll Interface extracts in France

Setting the Extension

1. From the Setup and Maintenance work area, search for the Manage Features by Country or Territory task, and then click **Go to Task**.

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2. In the **Selected Extension** list, select the extension for the following countries as shown in this table.

Country	Extension
United States	Payroll
United Kingdom	Payroll
France	Payroll Interface
China	Human Resources or None

3. Click **Save**, and then click **Done**.

Related Topics

- Changing Address Style and Address Validation Settings: Critical Choices

Payroll Legislative Data: Explained

Use the Configure Legislations for Human Resources task in the Setup and Maintenance work area to create and edit payroll rules for countries or territories not initially provided by Oracle.

Objects you configure include:

- Legislative rules
- Element classifications
- Valid payment types
- Component groups
- Balance dimensions
- Legislative data groups

Legislative Rules

Legislative rules govern how to manage employee records when you rehire employees into your organization. For example, for some countries, a rehire continues to be associated with the earlier payroll relationship, thereby having access to prior data, such as all year-to-date balances. Yet for other countries, a rehire creates a new payroll relationship record with no access to prior data. The statutory rules for your country or territory would determine the selections you make, such as the starting month of the tax year.

The legislative rules you can configure include mappings between system person types and payroll relationship types. This mapping controls which person types can be included in payroll calculation processing, such as the Calculate Gross Earnings process.

> ✎ **Note:** You can't undo payroll relationship type mapping. If you select an element entries only option for a person type and then at a later date decide to use the Calculate Gross Earnings process, the process won't generate results for that person type. Consider using a standard option to provide more flexibility.

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Element Classifications

Element classifications are collections of related elements. You select the primary classifications you want to include for your elements. You can provide new display names for element classifications to match the terminology that's most appropriate for the country or territory.

Valid Payment Types

Payment types are the means by which you issue payments to workers. The predefined payment types are Check Cash, EFT (electronic funds transfer), and International Transfer. You can provide new display names for payment types to match terminology that's most appropriate for the country or territory.

Component Groups

Component groups are logical sets of payroll components, which are the rates and rules that determine calculated values for some earnings and deduction elements. You can provide new display names for the component groups you want to support to match terminology that's most appropriate for the country or territory.

The Configure Legislations for Human Resources task creates a calculation card definition and payroll components for each component group you enable. When you create elements in certain classifications and categories, the element template associates the element with a payroll component and creates calculation components that you can add to workers' calculation cards. The calculation card creates the components for the component groups you selected. The element template then associates these components with the statutory elements you create. Ensure that you associate these components with your employees through element eligibility for calculation to be processed.

Depending on the legislative rules, if you enable the Federal or Social Insurance component groups and set your country extension on the Manage Features by Country or Territory page to Payroll Interface for this country or territory, hiring workers automatically creates a statutory deduction calculation card for them. Ensure that you create eligibility records for your statutory deduction elements before hiring any workers.

Balance Dimensions

Balance dimensions identify the specific value of a balance at a particular point in time, based on a combination of criteria, including time, employee relationship level, jurisdiction, and tax reporting unit. You can provide new display names for the balance dimensions you want to support to match terminology that's appropriate for the country or territory.

The Configure Legislations for Human Resources task creates some predefined balances that the application uses within the statement of earnings, such as Gross Earnings and Net Pay. Additionally, the Net Payment balance is required to set up organization payment methods.

Legislative Data Groups

Use the Manage Legislative Data Groups task in the Setup and Maintenance work area to define at least one legislative data group for each country or territory where your enterprise operates.

Related Topics

- Legislative Data Groups: Explained

- Element Classification Components: How They Work Together

- Configuring Legislations: Procedure

FAQs for Country Extensions and Legislative Data

How do I diagnose payroll employment model setup issues?

After creating enterprise structures, you can run the Payroll Employment Model Setup Validation test if you have access to the Diagnostic Dashboard. This test checks whether legal employers are associated with a legislative data group. Select **Run Diagnostic Tests** from the Setting and Actions menu in the global area.

How can I validate data after legislative setup?

You can run data validation reports from the Payroll Checklist work area to identify any missing attributes based on statutory rules of the legislative data group.

Use the Run Payroll Data Validation Report process to list noncompliant or missing statutory information for a person by payroll statutory unit (PSU). For example, your report might list all people in the PSU with a missing tax reporting unit.

Use the Run Worker Data Validation Report process to list noncompliant or missing statutory information for a worker by legal employer. For example, your report might list all workers in the legal employer with a missing date of birth, job, or department.

Related Topics

- Adding Rules to Data Validation Reports: Worked Example

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3 **Flexfields Setup**

Flexfields: Overview

A flexfield is an extensible set of placeholder fields associated with business objects and placed on the application pages. You can use flexfields to extend the business objects and meet enterprise data management requirements without changing the data model or performing any database programming. Flexfields help you to capture different data on the same database table.

For example, an airline manufacturer may require specific attributes for its orders that aren't predefined. Using a flexfield for the order business object, you can create and configure the required attribute.

Flexfields that you see on the application pages are predefined. However, you can configure or extend the flexfields, or modify their properties. Users see these flexfields as field or information attributes on the UI pages. To use flexfields, search for and open the **Define Flexfields** task list in the Setup and Maintenance work area. You can use the following tasks contained within it:

- **Manage Descriptive Flexfields**: Expand the forms on the application page to accommodate additional information that is important and unique to your business. You can use a descriptive flexfield to collect custom invoice details on a page displaying invoices.

- **Manage Extensible Flexfields**: Establish one-to-many data relationships and make application data context-sensitive. The flexfields appear only when the contextual data conditions are fulfilled. Thus, extensible flexfields provide more flexibility than the descriptive flexfields.

- **Manage Key Flexfields**: Store information combining several values, such as a number combination. The key flexfields represent objects such as accounting codes and asset categories.

- **Manage Value Sets**: Use a group of values to validate the data entered in the flexfields.

    ✎ **Note:** You can manage value sets within the Manage Descriptive Flexfields or Manage Extensible Flexfields tasks.

For more information about specific predefined flexfields, open the Setup and Maintenance work area, and use the tasks in the Define Flexfields task list.

Types of Flexfields

The following three types of flexfields provide a means to customize the applications features without programming:

- Descriptive
- Extensible
- Key

Related Topics
- How can I access predefined flexfields?

- Descriptive Flexfields: Explained

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- Extensible Flexfields: Explained

- Key Flexfields: Explained

- Modules in Application Taxonomy: Explained

Configuring Flexfields for NGA: Procedure

Configuring the NGA-specific fields requires editing the Organization Information EFF flexfield as described in this topic. A summary of the setup steps is as follows:

1. Add context for NGA information.
2. Add context for local customer code information.
3. Associate the NGA information context with the enterprise.
4. Associate the local customer code information context with the legal employer.
5. Deploy the flexfields.

Performing these steps enables these fields to display on the Manage Enterprise HCM Information page and the Manage Legal Employer HCM Information page.

✎ **Note:** Enter values exactly as shown in these steps to ensure correct mapping to predefined database items.

Adding the NGA Information Context

Perform the following steps to add the NGA Information context to the Organization Information EFF flexfield.

1. In the Setup and Maintenance work area, select the Manage Extensible Flexfields task.
2. Search for the Organization Information EFF flexfield and open it for editing.
3. Click **Manage Contexts** and create a context with the following values.

Field	Value
Display Name	NGA Information
Enabled	Yes
Code	PER_NGA_INFO
Behavior	Single Row
API Name	PerNgaInfo
Description	NGA information

4. Create a context usage to associate the context to the Organization Information EFF flexfield, and then save your changes.
5. Add four segments with the following values.

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Field	Segment 1	Segment 2	Segment 3	Segment 4
Name	Global Customer Code	System ID	System Environment Code	Release ID
Data Type	Character	Character	Character	Character
Value Set	10 Characters	10 Characters	10 Characters	10 Characters

6. Click **Save and Close**.

Adding the Local Customer Code Context

Perform the following steps to add the Local Customer Code context to the Organization Information EFF flexfield.

1. Click **Manage Contexts** and create a context for local customer code with the following values.

Field	Value
Display Name	Local Customer Code
Enabled	Yes
Code	PER_LCC_INFO
Behavior	Single Row
API Name	PerLccInfo
Description	Local customer code information

2. Create a context usage to associate the context to the Organization Information EFF flexfield, and then save your changes.
3. Add a segment to the context with the values shown in this table.

Field	Value
Name	LCC Code
Data Type	Character
Table Column	ORG_ INFORMATION10
Value Set	10 Characters

4. Click **Save and Close**.

Associating the NGA Information Context to the Enterprise

Perform the following steps to associate the NGA Information context in the Organization Information EFF flexfield to the enterprise.

1. In the Category section, expand the **Organization** node.
2. Select the **Enterprise** row.
3. In the Category Details section, on the Associated Contexts tab, click **Select and Add**.
4. Search for and select **NGA Information**, and then click **OK**.
5. Click **Save**.
6. On the Pages tab, in the Enterprise Details section, click **Select and Add**.
7. Search for and select the **NGA Information** context, and then click **OK**.

Associating the Local Customer Code Context to the Legal Employer

Perform the following steps to associate the NGA Information context in the Organization Information EFF flexfield to the legal employer.

1. Select the **Legal Employer** row.
2. In the Category Details section, on the Associated Contexts tab, click **Select and Add**.
3. Search for and select **Local Customer Code**, and then click **OK**.
4. Click **Save**.
5. On the Pages tab, in the Legal Employer Details section, click **Select and Add**.
6. Search for and select **NGA Information**, and then click **OK**.
7. Click **Save**.
8. In the NGA Information Associated Contexts Details section, click **Select and Add**.
9. Search for and select the **Local Customer Code** context, and then click **OK**.
10. Click **Deploy Flexfield**.

4 Payroll Relationships and Employment Model

Payroll Relationships: Explained

A payroll relationship represents the association between a person and a payroll statutory unit, which is the legal entity responsible for employee payment. Payroll relationships group a person's assignment records based on the payroll statutory calculation and reporting requirements. Payroll relationships also facilitate the capture and extraction of HR and payroll-related data sent to a third party, such as a payroll provider for payroll processing.

Payroll processing always occurs at the payroll relationship level. When you display the results of a payroll process for a person, you start by selecting the person's payroll relationship record and then drill down to view details.

Payroll relationships aggregate balances at the payroll relationship level. Within a payroll relationship, payroll processes can aggregate balances for multiple employment terms and assignment records. Balances don't span payroll relationships.

Creation of Payroll Relationship Records

When you hire a person, the new-hire process automatically creates a payroll relationship record for that person. As you add assignments for that person, the following factors control whether the event creates a new payroll relationship and makes the person eligible for payroll processing:

- System person type
- Payroll statutory unit
- Country-specific and predefined relationship mapping rules
- Payroll relationship types

Relationship mapping rules, which map person types to payroll relationship types, can vary by country or territory. For example, in the US, the mapping rules ensure that the Employee person type is configured for payroll processing, whereas the Contingent Worker person type is excluded from payroll processing.

> ✎ **Note:** Payroll relationships and work relationships have no direct association.

Related Topics

- Element Duration Dates in Payroll Relationships: Explained
- Payroll Relationship Rules: Explained
- Setting End Dates for Terminations: Examples

Payroll Employment Model: Explained

In the payroll employment model, each person has a payroll relationship to a payroll statutory unit (PSU), and one or more assignments to a payroll and other employment structures. In a three-tier model, each person can also have an employment

terms record that groups assignments within a payroll relationship. You hold some element entries, typically deductions, at the payroll relationship level, and others at lower employment levels.

Comparing the HR and Payroll Employment Models

The following figure contrasts the HR employment model and the payroll employment model in a US example where two legal employers belong to one PSU. In this example, David Ellis has two different employment terms and assignments. The resulting structure creates two work relationships in the HR model and one payroll relationship in the payroll model.

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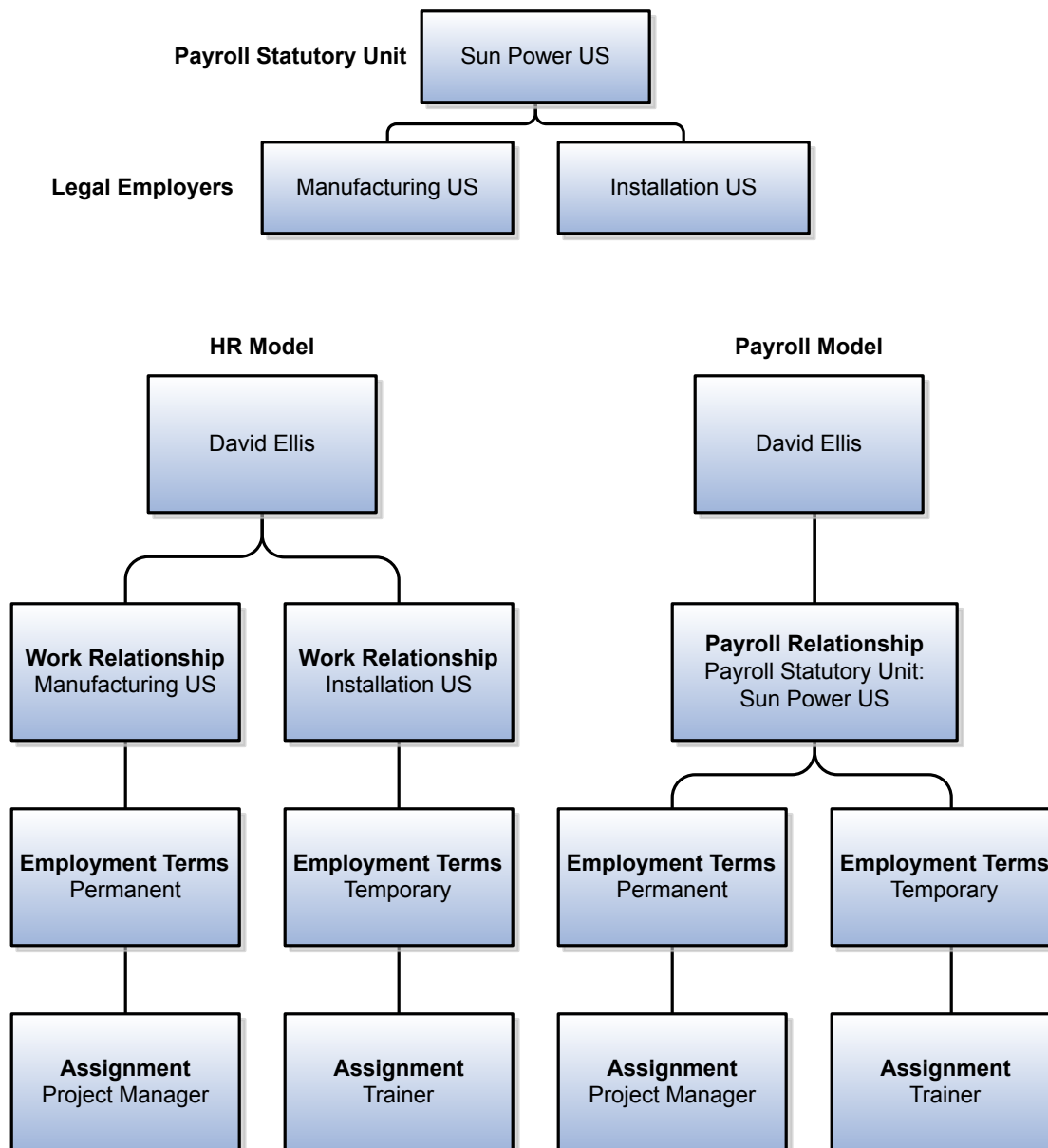
Payroll Employment Levels

Your enterprise uses either a two-tier employment model or a three-tier employment model. The primary difference between these models is that only the three-tier model supports assigned payrolls at the employment terms level. You can use profile options to control which three items of information display to identify the employment records at each level.

Note: Employees with multiple terms or assignments paid on payrolls using different frequencies, such as monthly and semimonthly, must have different employment terms or assignments for each payroll.

Related Topics

- Payroll Employment Hierarchy Profile Option: Critical Choices

- Employment Level for Elements: Critical Choices

- How do I diagnose payroll employment model setup issues?

FAQs for Payroll Relationships and Employment Model

When should I change payroll relationship rules?

You shouldn't need to change payroll relationship rules after implementation. If there are any updates to payroll relationship rules after employment records already exist, those updates will affect only newly created employment records. If employment records already exist, it is best not to change payroll relationship rules to ensure that new and existing employment records have the same rules.

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5 Payment Methods

Organization Payment Methods: Explained

You must create one organization payment method for each combination of legislative data group, payment type, and currency that you use to disburse wages and other compensation. You can also create rules for validating or processing the distribution of payments. Create as many organization payment methods as required for your enterprise. Use the Manage Organization Payment Methods page in the Payment Distribution work area.

Important aspects of organization payment methods are:

- Payment types
- Payment sources
- Payment rules

Payment Types

When creating an organization payment method, you select a payment type. You can create more than one organization payment method with the same payment type.

The most common payment types are:

- Electronic funds transfer (EFT)
- Check
- Cash

The exact list of payment types and their names can vary by country. Your enterprise may support a different range of types that are appropriate for your localization. For example, in the US, the payment type for EFT is Direct Deposit; in the UK it's BACS, and in Australia it's BECS.

> **Tip:** When selecting the EFT payment type, you can enter EFT information at the payment method level, the payment source level, or both. Entries at the payment source level take priority over entries at the organization payment level. For example, if you define details at the payment source level, then to use those details when processing payments, you must enter the payment source when submitting the payment process.

Payment Sources

If you're using Oracle Fusion Global Payroll for payroll processing, you must define at least one payment source for each organization payment method. Each payment source must be associated with an active bank account in Oracle Fusion Cash Management. If you define additional details at the payment source level, then to use those details when processing payments, you must enter the payment source name when submitting the payment process.

You can use the same bank account in different payment sources in more than one organization payment method, as illustrated in the following example.

Payment Method	Payment Source	Bank Account
Check	Check	Bank A - Account 7890045

Payment Method	Payment Source	Bank Account
EFT	EFT	Bank A - Account 7890045

> ✏️ **Note:** If you are costing your payments, enter cost account information on the Manage Costing of Payment Sources page in the Accounting Distribution work area.

Payment Rules and Default Payment sources

If you define multiple payment sources, you can use payment rules to determine the appropriate payment source based on tax reporting unit (TRU).

The following example shows one organization payment method with three different payment sources for different TRUs.

Payment Source	Tax Reporting Unit	Default Payment Source
Payroll EFT Source US Bank A - Account 7890045	None	Yes
Payroll EFT Source California Bank B - Account 1238900	California TRU	No
Payroll EFT Source Texas Bank C - Account 8765999	Texas TRU	No

The first payment source that you add is the default payment source, but you can select another payment source as the default, or not have a default payment source.

To understand the effect of having a default payment source, consider the following examples that describe what happens when a TRU changes, causing a payment rule to be invalid.

Approach	Example
With a default payment source, the payment process pays employees using the default payment source.	This approach might suit a company with multiple independent franchises, each with its own TRU. If a franchise holder sells the franchise, payments don't fail.
Without a default payment source, the payments process issues error notifications to ensure that you use the appropriate payment source to fund the payment.	This approach might suit a company with strict policies about payment rule compliance.

Related Topics

- Setting Up Payment Sources in Organization Payment Methods: Worked Example

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- Third-Party Payments: Examples

- Payment Methods and Payroll Definitions: How They Work Together

Entering Bank Information for Personal Payment Methods: Critical Choices

You can enter bank, branch, and bank account information centrally as part of implementation, or you can let employees add their own bank information. You can share this information across multiple applications for different purposes.

The following table summarizes several approaches for creating bank information for employees.

Approach	Purpose
Manage Banks page and Manage Bank Branches page	View, create, or edit banks and branches centrally for outgoing payments or receiving payments
Manage Personal Payment Methods page	Create or edit employee bank account details for receiving payments
Payroll batch loader	Load personal payment methods and employee bank account details using an integrated Excel workbook

Controlling Who Can Manage Banks and Branches

The following table shows the roles that are typically involved in managing bank information, what actions they can take by default, and which pages they use.

Role	Can Create Banks and Branches?	Can Create Employee Bank Account Details?	Location
Cash Manager	Yes	No	Manage Banks page and Manage Bank Branches page, Setup and Maintenance work area
Payroll Administrator Payroll Coordinator Payroll Manager	Depends on duty role or profile option	Yes	Manage Personal Payment Methods page, Payment Distribution work area
Employee	Depends on duty role or profile option	Yes	Manage Payment Methods page, Portrait

You can use a profile option to control access to create bank and branch data. On the Manage Cash Management Profile Options page, set the Use Existing Banks and Branches profile option to either **Yes** or **No**.

- If you set it to **Yes**, you can load bank and branch data so that administrators and employees select bank details from a list of values on the Create Personal Payment Method page.

- If you set it to **No** (default setting), you can't load any bank details. Administrators and employees enter their bank and branch details as free text.

Related Topics

- Bank, Branch, and Account Components: How They Work Together

- Payroll Batch Loader Workbooks for Bank Data

- Payroll User Interface Configuration Formula Type

Configuring Payment Method Preferences: Procedure

You can customize preferences related to payment methods using a user-defined table and fast formulas. After you create your formulas for the configuration that you require, you attach formula names as values for the corresponding preferences in the user-defined table. This topic describes the configuration steps and available preferences.

1. Use the Manage Fast Formulas task to create the formula using the Payroll User Interface Configuration formula type.
2. On the Manage User-Defined Tables page, select the legislative data group that you to manage the user-defined table, and then search for and select **PAYROLL_USER_INTERFACE_CONFIGURATION**.

   > ✏️ **Note:** The formulas attached in the user-defined table are effective at the enterprise level. The legislative data group isn't significant. However, to make any later edits to the table, you must select the same legislative data group.

3. Click **Edit**, and then click **Next**.
4. On the User-Defined Table Values page, click **Add** and select the row for one of the values, and then click **OK**.

Value	Purpose
Default Organization Payment Method	Controls which payment methods can be created using the simplified user interface.
Execute Personal Payment Method Validation	Enables validations for personal payment methods that meet the criteria set in the formula. For example, an employee can only create one personal payment method with the Pay Card account type.
Payment Types Available to Workers	Limits personal payment methods to be based only on organization payment methods of the specified payment types.
Maximum Number of Personal Payment Methods	Limits the number of personal payment methods that employees can create.
Prevent Edit Personal Payment Method	Prevents employees from modifying any personal payment method details that meet the criteria set in the formula, such when the account type is equal to Pay Card.

Value	Purpose
Show Percentage or Amount	Sets a restriction to display only the Percentage amount type and field on the Manage Personal Payment Methods page.

5. In the Value field, enter the name of your formula. You must enter the formula name exactly as you created it on the Manage Fast Formulas page.

> ✎ **Note:** Each preference that you customize must have its own formula.

Related Topics

- Payroll User Interface Configuration Formula Type

6 **Payroll Definitions**

Payroll Definitions: Explained

Payroll definitions contain calendar and offset information, which determines when to calculate and cost payments. Use the Manage Payroll Definitions task in the Payroll Calculation work area to specify payment frequency, processing schedule, and other parameters for a particular payroll. Payroll period types, such as weekly or monthly, determine the interval at which you pay employees.

Create at least one payroll definition for each payroll period type that you use to pay employees. For example, to pay employees semimonthly, create a payroll definition using the semimonthly payroll period type, ensuring that tax calculations and other calculations produce correct results for those employees.

Creating Payroll Definitions

When you create a payroll definition, the application generates the complete payroll schedule based on the payroll period type, any offsets or calendar adjustments, and the number of years that you specify. Each payroll in the schedule is assigned a unique name. After you have saved a payroll definition, you can assign employees to it on the Manage Payroll Relationships page. A common scenario for creating a payroll definition is to replace one that is expired or end-dated.

Each payroll must belong to a consolidation group, which the application requires for processing purposes. Before you can create a payroll definition, the legislative data group and the consolidation group to use for it must already exist.

Modifying Payroll Definitions

When you modify a payroll definition, the application adjusts the payroll schedule based on the values you have modified. A common scenario for modifying an existing payroll definition is to increase the number of years and generate more payroll time periods that extend the payroll calendar.

> ✏ **Note:**   You can extend the payroll calendar by increments of ten or fewer years.

The names of the payrolls in the payroll schedule are unique. You can edit the generated payroll names, but you must ensure they are unique within the payroll definition.

Managing Payroll Definitions: Points to Consider

When you create or modify payroll definitions, the application generates a calendar of payroll periods based on your selections. The choices you make for the following values determine the resulting schedule of payroll periods:

- Effective start date
- First period end date
- Number of years
- Offsets
- Changes to specific dates

Effective Start Date

The effective start date is the first date that the payroll definition is available for employee data. The start date must be on or before the earliest date of any historical data that you want to load. For example, for a payroll starting on 1/1/2013 with five years of historical payroll data to load, you set the start date of the payroll definition to 1/1/2008.

The effective start date does not affect the generated calendar of payroll periods. The start date for the first payroll period is based on the first period end date.

First Period End Date

The first period end date is the end date of the first payroll period that the application generates for a payroll definition. The first period end date is typically based on the date of implementation, tax year, benefits enrollments, or a particular payment cycle. For example, if your weekly payroll work week is Saturday through Friday, and your first payment date is on 1/6/12, you could use 12/30/11 as your first period end date.

Number of Years

The number of years you enter represents how many years of time periods to generate starting from the beginning of the first payroll period, which is determined by the first period end date. This table shows an example for a semimonthly payroll definition.

Effective Start Date	First Period End Date	Number of Years	Generated Time Periods
1/1/1986	6/15/2014	5	6/ 1/ 2014-5/31/18

Once you save a payroll definition, you can later only increase but not reduce its number of years because a calendar of time periods for the payroll was already generated.

> ✏ **Note:** The application generates the calendar of payroll periods in increments of ten or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you edit the payroll definition setting the number of years to 12.

Offsets

Depending on the payroll period type, you can elect for your payroll cycle events to occur on specific dates, or to have the application calculate dates based on offsets from period start or end dates.

This table describes the predefined payroll cycle events that you can offset.

Date	Meaning
Cutoff Date	Final date that payroll information can be entered for the payroll period.
Payslip Availability Date	Date on which payees can view payslips.
Payroll Run Date	Date used by payroll calculation processes to retrieve effective values such as employee details. The process date, if provided when submitting a payroll process, overrides this value.

Date	Meaning
	This date is predefined for your country or territory and is typically based on either date earned or date paid that payroll calculation uses as the process date.
Date Earned	Date on which the application processes element entries for the payroll run.
	The date earned must be within the effective dates of the payroll period.
Date Paid	Date the employee is marked as paid. For check payments, this is the date that the check is valid for cash or deposit. For electronic funds transfer (EFT) payments, it is the transfer date.

Dynamic Offsets

When creating a payroll definition, you can use dynamic offsets for payroll cycle events. All of the predefined payroll time periods you can use support dynamically generated dates for offsets. Using dynamic offsets, you can offset each payroll cycle event by a specified number days before or after the start or end date, as shown in this table.

Offset Day Types	Offset Value	Base Date Values
Number of work days	Before	Period Start Date
Number of calendar days	After	Period End Date

For example, you might want to set the cutoff date three work days before the payroll end date. This offset accommodates differences in the number of days in the payroll period and also accounts for weekends and holidays.

Fixed-Date Offsets

The predefined Monthly (Calendar) payroll time period supports using both dynamic offsets and fixed-date offsets. Using fixed dates, you can adjust the exact date of each of the payroll cycle events for the first payroll period. Any adjustments that you make are reflected in the payroll calendar for subsequent payroll time periods. For example, if you set the cutoff date as the 25th of the month, then all payroll periods in the calendar will have those offsets.

Specific Date Adjustments

Once you generate the payroll time periods, you can further adjust any specific calendar dates, as needed. For example, if you know of a particular bank holiday that falls on a payment date, you might want to adjust the dates manually on the payroll calendar's time period. You can make these adjustments when creating a payroll definition or any time after then, as long as the time period is in the future. Adjust the dates of an existing time definition on the Time Periods tab on the Manage Payroll Definitions page.

Related Topics

- Periodicity Conversion: Explained

- Statutory and Earning Periods: Explained

Creating Payroll Definitions: Worked Example

This example demonstrates how to create two payroll definitions for different payment frequencies that are associated with one consolidation group and one legislative data group.

In this example, the InFusion US company creates payroll definitions for two sets of employees. One set is permanent salaried employees who are paid on a semimonthly basis, and the other is temporary employees that are paid on a monthly basis using time card data.

The business requires that a single monthly costing process uses results from different payroll runs by using the consolidation group name as an input parameter in the costing run. This example creates two payroll definitions with different payment periods with the same consolidation group. Both definitions are effective starting on 1/1/11 and generate payroll time periods covering five years.

Prerequisites

1. Ensure that the legislative data group for your payrolls exists, such as InFusion US LDG.
2. Ensure that organization payment methods exist for your payrolls, such as InFusion US Employee Check and InFusion US Employee EFT.
3. Create a consolidation group named InFusion US Employee Group assigned to the InFusion US LDG.

Creating the Payroll Definitions

Create two payroll definitions:

- One to pay permanent employees a flat amount by electronic funds transfer (EFT) on a semimonthly basis. This payroll definition includes dynamically generated offset dates.
- One to pay temporary employees by check using time card data on a monthly calendar basis.

Perform the following steps twice, first using the semimonthly values and then using the monthly values.

1. In the Payroll Calculation work area, click **Manage Payroll Definitions**.
2. In the Search Results section of the Manage Payroll Definitions page, click the **Create** icon.
3. Select the InFusion US LDG legislative data group from the list.
4. Enter 1/1/11 as the effective start date you want the payroll to be available for use, and then click **Continue**.

   In this example, your company hires all employees after the effective start date of this payroll definition, so there is no issue with loading historical employee data.
5. In the Basic Details section, complete the fields as shown in this table, and then click **Next**.

Field	Semimonthly Value	Monthly Value
Name	InFusion US Employee Semimonthly	InFusion US Employee Monthly
Reporting Name	InFusion US Semimonthly	InFusion US Monthly
Consolidation Group	InFusion US Employee Group	InFusion US Employee Group

Field	Semimonthly Value	Monthly Value
Period Type	Semimonthly	Monthly (Calendar)
First Period End Date	6/15/12	6/30/12
Default Payment Method	InFusion US Employee EFT	InFusion US Employee Check

6. On the Payroll Offsets page, in the **Number of Years** field, enter **5**.

> ✎ **Note:** The application generates the calendar of payroll periods in increments of 10 or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you edit the payroll definition, setting the number of years to 12.

7. For the semimonthly payroll, use dynamic variables to define offsets as shown in this table, and then click **Next**.

Field	Falls Value	Day Type Value	Offset Value	Base Date Value
Cutoff Date	5	Work Days	Before	Period End Date
Payroll Run Date	3	Work Days	Before	Period End Date

8. For the monthly payroll, use fixed dates to define offsets as shown in this table, and then click **Next**.

Field	Value
Fixed Date	Yes
Cutoff Date	6/25/12
Date Earned	6/30/12
Payroll Run Date	6/27/12
Date Paid	6/30/12

9. On the Payroll Calendar page, adjust payroll days to account for a bank holiday, as shown in this table.

Column	Semimonthly Value	Monthly Value
Payroll Run Date	Old Value: 11/28/13	Old Value: 5/27/13
	New Value: 11/27/13	New Value: 5/28/13

10. Click **Next**.
11. Review the details of the payroll definition, and then click **Submit**.

FAQs for Payroll Definitions

When would I close a payroll period?

Closing a payroll period can prevent expected changes to recurring entries. Payroll periods aren't like General Ledger periods. Closing payroll periods is not necessary.

Why can't I select a payment method when creating a payroll definition?

Either the start date of the payroll definition is before the start date of the organization payment method or the organization payment method has no associated payment source.

7 Elements

Elements: Explained

Some elements are predefined. You can also create other elements to match your requirements. Each element belongs to a primary classification, according to its purpose, which determines the template you use to create it. The template creates the elements and, depending on your country extension, associated items required for payroll processing.

> ✏️ **Note:** You can enter up to 50 characters for the element name. If you enter more than 50 characters, the application will automatically shorten the name.

Elements can represent:

- Earnings, such as salary, wages, and bonuses

- Compensation, such as employee stock purchase and insurance plans

- Absences from work

- Tangible items distributed to persons, such as tools, uniforms, mobile phones, or computers

- Statutory deductions, such as taxes, voluntary deductions, contributions to charities or savings plans, and involuntary deductions, such as court orders and pretax deductions

- Employer taxes and other employer liabilities

Predefined Elements

The predefined elements are specific to your country or territory. They typically include deductions for tax and wage attachments. You can't make any changes to these predefined elements. However, you must create eligibility records for them.

Element Creation

You can create as many earnings and deductions as you require using the Manage Elements task.

You select the element classification and category which determine:

- The template of questions you answer to specify the details of the element you want to create.

- The items that the template generates, which can include multiple elements, input values, formulas, balances, and other items as set out in the table below.

> ✏️ **Note:** The template you use to create elements also depends on the extension selected for your country or territory on the Manage Features by Country or Territory page. For example, if the country extension is set to Payroll, you use a template that generates all the items required for payroll processing. If the country extension is set to Human Resources or None, you use a basic template that generates the elements only. However, if you select an element classification, such as Standard Earnings, Supplemental Earnings, Direct Payments and Taxable Benefits, the basis template creates input values for Amount, Periodicity, and Full-Time Equivalent.

You can configure any of the generated items to match your specific business requirements. For example, you can add input values, edit the formulas, or add a status processing rule to use a different formula for certain assignment statuses. You

must also create element eligibility records for the elements. You can also use the batch loader from the Data Exchange or Checklist work area to load elements or migrate elements between environments.

The following table explains the purpose of the items used in element creation.

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

Related Topics

- Creating Earnings Elements for Payroll: Worked Example

- Formula Result Rules for Elements: Explained

Element Input Values: Explained

An element's input values define the entry values available on each entry of this element. Each input value has a unit of measure, such as money or date. Input values can include validations and conditions to control the data entry of the element entry assigned to a person. For example, an earnings element may have an input value for hours worked, which is required and has a unit of measure of number.

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

Input Value Options

For each input value created you can modify these attributes:

Field	Purpose
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.

Field	Purpose
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.
Create a Database Item	Select if you want 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 the Allow User Entry check box.
Default	Enter a value that appears as the default value for this entry value in element entries, if needed.
Apply default at runtime	Select to apply the default value when you run the payroll process, rather than when you create the element entry. This selection ensures you use the latest value on the date of the payroll run. You can manually override the default value on the element entry.
Minimum	Enter a minimum value, if needed.
Maximum	Enter a maximum value, if needed.
Validation Formula	Enter a formula that validates the entry value entered on element entries, if needed.
Validation Source	Use with the other input value options to select the valid validation method, such as lookups or formulas.
Lookup Type	Specify a lookup type to provide a list of values for an entry value. This option is available for input values of type Character only.
Warning or Error	Use when you are validating the input value or entering a minimum or maximum value. It specifies whether a warning or an error displays if the entry fails the validation condition or doesn't meet the minimum or maximum value indicated.
Reference	Use to associate a balance context with the run result. For example, you can associate a context, such as jurisdiction, with an element. Create an input value for jurisdiction and select the jurisdiction context in the reference field. Then the run result value of the input value works as a context value when updating the balance. 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.

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Field	Purpose
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.

This table provides examples of the allowable formats, depending on the unit of measure (UOM) specified for the entry value on the Manage Elements - Element Overview, Input Values page.

Unit of Measure	Sample Entry Value	Display in Application
Character	C	Complete
Integer	12345	12,345
Number	12345.6789	12,345.6789
	0.123456789	0.123456789
Day	123	123
	0.123	0.123
Money	12345	12345.00
	-12345.67	<12345.67>
Hours in decimal format, 1 place	12345	12345.0
Hours in decimal format, 2 places	12345	12345.00
Hours in decimal format, 3 places	12345	12345.000
Hours expressed as a numeric value	12345	12345
Hours and minutes expressed as numeric values	12345	12345:00
Hours, minutes, and seconds expressed as numeric values	12345	12345:00:00
Date	2016-06-21	21-Jun-2016
Time	13:05	1:05 PM

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> ✎ **Note:** Display values can be derived from the meaning attribute of the view object. For example if you enter **C** as a value for the Character UOM it could display as **Complete**. Conversion to display formats is based on the profile option value and locale.

Related Topics

- Element Entries: How Element Setup Affects Entries and Their Entry Values

- Creating and Editing Profile Options: Procedure

Employment Level for Elements: Critical Choices

Your enterprise uses an employment model. When you create elements, you select the employment level at which to attach the element. If you select a level below payroll relationship, each assignment record can have separate element entries.

Payroll Relationship Level

This level is the highest level for accumulating balances. Every payroll run processes payroll relationship elements.

Typical elements to define at payroll relationship level are:

- Tax deductions
- Pension
- Child support
- Medical care
- Union dues
- Benefits activity rate calculations, such as employee contributions and flex credits

Assignment Level

Use this lowest level for elements that require different entries for different assignments, or when the element applies only to specific assignments.

Typical elements to define at assignment level are:

- Assignment salary
- Regular hours
- Overtime
- Sales bonus
- Profit-sharing bonus

Maintaining Elements: Explained

After you create and use an element, updates to the element are limited to ensure the integrity of the element for retroactive processing and the balances of the input values. You can't remove existing input values or add new ones if you have created

entries for the element. To add an input value to an element before you create any element entries, set your effective date to the element's start date.

You can make the following changes to an element that has been previously processed:

- Change a required input value to be optional.

- Alter the sequence in which input values appear in the Element Entries page.

- Change the input value validation rules for minimum, maximum, lookup, or formula.

- Change your specification of which input values create database items.

- Change the reporting name. However, the database items created for the element will continue to use the original name.

Element Eligibility

Element Eligibility: Explained

Element eligibility determines which people are eligible for an element. To determine eligibility, you select the criteria that people must have to receive entries of the element.

Eligibility Criteria

You can define element eligibility using the following criteria.

Level	Available Criteria
Payroll Relationship	Payroll Statutory Unit
	Relationship Type
Terms	Legal Employer
Assignment	Department in which the person works
	Job, for example, associate professor or secretary
	Grade
	Employment Category
	People Group
	Note: You set up all the people groups that are appropriate for your enterprise. For example, you could decide to group people by company within a multi-company enterprise, and by union membership.
	Location of person's office
	Position, which is a class of job performed in a particular organization, for example, associate professor of chemistry, or finance department secretary.
	Payroll

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Level	Available Criteria
	All payrolls eligible

💡 **Tip:** You must define element eligibility for every element, including predefined elements. If you want the element to be available to all workers, add an eligibility name and save the element eligibility record with no additional criteria selected. This is the usual practice for compensation and benefit elements where you determine eligibility using eligibility profiles.

Examples of Eligibility Criteria

In the following examples, you restrict who can receive an element entry:

- Your enterprise provides company cars only to people in the sales or customer support departments. You create two eligibility records, and use the Department field to specify the eligibility criteria. Select Sales Department for one record and Customer Support for the second record.

- You enterprise offers a production bonus to people who work full-time in production and are on the weekly payroll. You create one eligibility record and select Full-time regular in the Employment Category field, Production in the Department field, and Weekly in the Payroll field.

Multiple Rules of Eligibility

You can define more than one eligibility record for each element, but there must be no overlap between them.

For example, you can create one record for the combination of grade A and the job of accountant. However, you can't create one record for grade A and a second for the job of accountant. These rules would imply that an accountant on grade A is eligible for the same element twice.

If you have more than one element eligibility record, you can enter different default values and costing information for each eligibility group.

Adding Eligibility Rules for Predefined Elements: Procedure

If the country extension on the Manage Features by Country or Territory page is set to Payroll or Payroll Interface, you must add element eligibility records for predefined statutory deduction elements before you hire any workers.

To search for the predefined elements:

1. Search for the Manage Elements task in the Setup and Maintenance work area.
2. Click **Go to Task**.
3. Search for the predefined elements, which are as follows:

Country or Territory	Predefined Element
US, Canada, Mexico	US Taxation, CA Taxation, MX Taxation
Australia, India, Singapore	Statutory Deductions
Kuwait, Saudi Arabia, United Arab Emirates	Social Insurance
	Gratuity

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Country or Territory	Predefined Element
China	Aggregation Information
UK	Tax and NI
	Pensions Automatic Enrollment
Netherlands	Tax and Social Insurance Calculations
France	French Payroll Processing

✎ **Note:** There are no predefined elements that require eligibility rules for Germany, Ireland, Switzerland, or Hong Kong.

To add eligibility rules:

1. Click the element name to open the Element Summary page.
2. Enter a date in the Effective As-of Date field.

   You are recommended to use the start date of the element, which is 1/1/1901.
3. Enter a name for the eligibility rule and click **Submit**. Since you haven't selected any eligibility criteria, all employees are eligible for the element.
4. Click **Done**.

Maintaining Element Eligibility: Explained

After saving an element eligibility record, you can only make certain changes. You can't update the eligibility criteria.

The following table summarizes the actions you can take.

Action	Result
Change the input value default values and validation	These changes affect all new entries, and updates to existing entries. Changes to run time defaults affect existing entries too.
Delete the element eligibility record	Existing recurring entries are ended automatically when you end the element's eligibility.
	✎ **Note:** You can't delete the element eligibility record if any nonrecurring entries exist at the date you want to end the record. You must delete existing entries before you end the element's eligibility.

Using Element Templates

Creating Payroll Elements for Payroll Interface: Worked Example

This example shows how to create elements for a US legislative data group where the country extension is set to Payroll Interface on the Manage Features by Country or Territory page. You can use the earnings elements in the Calculate Gross Earnings process.

The following table summarizes key decisions for each element that you create and provides the selections for this example.

Decision to Consider	In This Example
What is the primary classification?	One of these choices: • Standard Earnings • Supplemental Earnings • Taxable Benefits • Pretax Deductions • Voluntary Deductions Information elements aren't supported.
At which employment level should this element be attached?	Select the appropriate level. Typical examples are: • Payroll relationship level for deductions and benefits elements • Assignment or terms level for salary, pension, and social insurance elements • Assignment level for overtime rules, rates, and bonus elements Check whether your third-party payroll provider can handle terms-level information.
Does this element recur each payroll period, or does it require explicit entry?	Select **Recurring** or **Nonrecurring**.
What are the input values for deduction elements?	Period Deduction Amount (primary input value) Goal Amount

Creating an Element

Before creating an element, confirm that your country extension is set to Payroll Interface on the Manage Features by Country or Territory page. This setting controls the behavior of important payroll-related features, such as element templates.

1. In the Setup and Maintenance work area, click **Manage Elements**.
2. In the Search Results section, click **Create**.
3. Select your legislative data group.
4. Select the primary classification that matches the purpose or use of the payroll element.

Element	Example	Primary Classification
Recurring base pay	Annual salary, hourly earnings	Standard Earnings

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Element	Example	Primary Classification
Recurring payments	Allowance	Standard Earnings
Nonrecurring payments	Bonus	Supplemental Earnings
Recurring or nonrecurring voluntary deductions	Savings plans, charitable contributions, or uniform deposit	Voluntary Deductions

5. Select the secondary classification that corresponds to the selected primary classification.

Example Purpose or Use	Secondary Classification
Recurring base pay	Regular
Nonrecurring payment	Bonus
Recurring voluntary deduction	Select the relevant choice. If there is none, leave it blank.

6. Click **Continue**.
7. On the Basic Information page, complete the fields as shown in this table, and then click **Next**.

Field	Sample Value
Name	Annual Salary
	Hourly Wages
	Allowance
	Spot Bonus
	Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.
Effective Date	1/1/1951
	Enter an early date so that the payroll element is available for use immediately.
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date

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Field	Sample Value
At which employment level should this element be attached?	Select the appropriate level, such as payroll relationship for deductions and benefits, and terms or assignment level for salary.
Does this element recur each payroll period, or does it require explicit entry?	Recurring or Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No

8. Click **Next**.
9. On the Additional Details page, click **Next**.
10. Verify the information is correct, and then click **Submit**.

Setting Up Input Values for Deduction Elements

You must create input values for deductions and select the special purpose **Primary Input Value** for one of the input values.

Optionally, for recurring elements, specify an input value that limits the amount deducted for an input value using a goal amount.

1. In the Element Overview hierarchy, select **Input Values**.
2. From the Actions menu, select **Create Input Values**.
3. For all deduction elements, enter the following values.

Field	Value
Name	Name of the input value, such as Period Deduction Amount
Special Purpose	Primary input value or Percentage
Unit of Measure	Money
Create a Database Item	Yes

4. For recurring deduction elements with a goal amount, enter the following values.

Field	Value
Name	Goal Amount
Unit of Measure	Money
Create a Database Item	Yes

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You must name the input value Goal Amount.

5. Click **Save**.

6. Click **Submit**.

Setting Up Element Eligibility

On the Element Summary page, update the newly created element detail for eligibility.

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix: Open.
5. In the Eligibility Criteria section, select **All payrolls eligible**.
6. Save and submit the element.

Enabling Automatic, Multiple, or Additional Element Entries: Critical Choices

You can select options for an element to define how you can update its element entries. The options include:

- Automatic entry

- Allow multiple entries in same period

- Additional entry

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 initiates a payroll flow to create element entries for all eligible workers. To monitor this flow:

- You can 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.

- If you have access to payroll work areas, you can also monitor the progress of the Generate Automatic Element Entries flow on the Processes and Reports tab. You can navigate to the Processes and Reports tab through these work areas: Payroll Dashboard, Payroll Checklist or Payroll Calculation.

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

> **Tip:** If you select the **Automatic entry** option, you can't also select Allow multiple entries in same period.

Allow Multiple Entries in Same Period

This option enables you to give a person more than one entry of the element in the same pay period. For example, if you enter overtime hours on a weekly basis for a person that is paid monthly, you might need to enter five entries on an overtime element in each period.

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

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> ✏️ **Note:** An element with the Automatic entry option selected cannot allow multiple entries in the same period.

Additional Entry

This option enables you to add an occasional one-time entry for recurring elements. This additional entry can override or add to the normal entry amount.

Related Topics

- Element Entry Methods: Explained

- Monitoring the Status of Flow Tasks: Explained

Determining an Element's Latest Entry Date: Critical Choices

An element's latest entry date determines how element entries process after a person is terminated or transferred to another payroll. The options include: final close, last standard earning date, and last standard process date. These are the predefined options. You can create others that fit your business needs.

Final Close

This option enables the element to stay open for entries beyond a person's last day worked. For example, you may want the element to stay open to pay a severance package.

Last Standard Earning Date

This option stops all element entries on the date the person leaves. You should use this option for recurring entries such as salary.

> 💡 **Tip:** If you select the last standard earning date option, also select proration for the element. This ensures that the element is processed up to this date, even if it isn't active at the end of a payroll period.

Last Standard Process Date

The value for last standard process date is automatically set to the last day of the pay period in which the person is terminated. You can, however, set it to a later period when you terminate a person. It stops all element entries on the last standard process date or on the date the assignment ends, if this is earlier.

Related Topics

- Element Entries: How Element Setup Affects Entries and Their Entry Values

- Element Duration Dates in Payroll Relationships: Explained

Default Values for Element Entries: Critical Choices

You specify default values for element entries using the Manage Elements task in the Payroll Calculation work area. Your element setup controls when the default value affects element entries. You can apply the default value only when an element entry is created, or you can apply the latest default value at run time. Another option is to use a formula to provide default values on one or more entry values.

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You can:

- 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 identified by an element eligibility record.
- Override the default value for specific employees on their element entries.

Defining Elements to Provide 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 run time** option, then subsequent updates to the default value have no effect on existing element entries. Users can override or change the default value at any time.

Defining Elements to Provide Default Values at Run Time

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

Using 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. The order of precedence is as follows:

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

Related Topics

- Element Entries: How Element Setup Affects Entries and Their Entry Values
- Element Input Validation Formula Type

Using a Value Set for an Element Input Value: Worked Example

You can use value sets to provide a dynamic list of values for an element input value. Use a value set for lists containing values that already exist in tables, such as person name or number, legislative data group, or payroll statutory unit. The benefit of this approach is that you don't have to create and maintain a lookup type. Using value sets helps maintain consistency and accuracy in your data.

> ✎ **Note:** The only type of value set supported for element input values is the table-based value set. Oracle Fusion Global Payroll doesn't support other value set types, such as Independent or Format Only.

Create value sets using the Manage Value Sets task in the Setup and Maintenance work area. You select the Table validation type to define a value set that filters values from an existing table using a SQL statement.

The following table provides the required values that you enter when you create a value set for use on the Manage Elements page.

Field	Value
Module	Global Payroll

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Field	Value
Validation Type	Table
Value Data Type	Character

> **Note:** To enable the Value Set field on the Manage Elements page you must select Character as the Unit of Measure for the input value.

To improve the performance of your value set queries, use these contexts to filter the value set records:

- PayrollRelationshipId
- PersonId
- PayrollTermId
- PayrollAssignmentId
- LegDataGroupId
- LegCode
- SysEffectiveDate

WHERE Clause example: `pay_pay_relationships_dn.payroll_relationship_id = :{PARAMETER.PayrollRelationshipId}`

> **Note:** If you use these contexts in your value set SQL, make sure the WHERE clause parameter name matches the context name.

In this example, an element contains input values for legislative data group and element name. The list of values for element name is dependent on the selected legislative data group. As part of setup, you can select a default legislative data group for the element, or for a specific element eligibility record.

In summary, the steps are:

- Create a value set to return a list of all legislative data groups
- Create a value set that returns all elements in the legislative data group
- Add the value set codes to the Manage Elements page

Creating a Value Set to Return a List of all Legislative Data Groups

1. From the Setup and Maintenance work area, search for and select the **Manage Value Sets** task.
2. Click **Create**.
3. Complete the fields, as shown in this table.

Field	Value
Value Set Code	LDG_VS
Description	Retrieve Legislative Data Groups
Module	Global Payroll
Validation Type	Table

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Field	Value
Value Data Type	Character
FROM Clause	PER_ LEGISLATIVE_ DATA_ GROUPS_vl
Value Column Name	NAME
Value Column Type	VARCHAR2
Value Column Length	240
ID Column Name	LEGISLATIVE_ DATA_GROUP_ID
ID Column Type	NUMBER
ID Column Length	18
WHERE Clause	business_ group_id=202
	Tip: To avoid failure of the value set, use IDs instead of names in case the display name changes in the future.
ORDER BY Clause	NAME

4. Click **Save**.

Creating a Value Set that Returns all Elements in the Legislative Data Group

1. On the **Manage Value Sets** page, click **Create**.
2. Complete the fields, as shown in this table.

Field	Value
Value Set Code	ELE_VS
Description	Elements
Module	Global Payroll
Validation Type	Table
Value Data Type	Character
FROM Clause	pay_ element_ types_f

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Field	Value
Value Column Name	base_ element_name
Value Column Type	VARCHAR2
Value Column Length	80
ID Column Name	element_ type_id
ID Column Type	NUMBER
ID Column Length	18
WHERE Clause	LEGISLATIVE_ DATA_ GROUP_ id= :{PARAMETER. LDGIP} ✏ **Note:** LDG_IP is the input value name.
ORDER BY Clause	base_ element_name

3. Click **Save**.

Adding the Value Set Codes to the Manage Elements Page

1. From the Payroll Calculation Work Area, click the **Manage Elements** task.
2. Create a new element to meet your requirements and then click **Submit**.
3. When the Element Summary page displays, click the **Input Values** folder.
4. Click **Actions** and then select **Create Input Values**.
5. Enter the name LDG_IP and the display sequence for the input value.
6. Select **Character** as the Unit of Measure.
7. Enter **LDG_VS** in the Value Set field.
8. Go to the Default field and select a legislative data group.
9. Click **Save**.
10. Click **Submit**.
11. Repeat these steps to create an element input value using the ELE_VS value set.

    You can override the default values on the Element Eligibility - Input Values page for a specific eligibility record.

FAQs for Elements

What's the difference between a recurring and nonrecurring element?

A recurring element has an entry that applies in every pay period until the entry is ended.

A nonrecurring element has an entry that applies in one pay period only. It's only processed once per pay period. The payroll to which the person is assigned determines the dates of the pay period.

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> ✏ **Note:** A base pay element associated with a salary basis must be recurring.

Why are formulas and balances missing from my element?

If you create an element using the incorrect element template, the associated objects are not created automatically. Ensure that you have the correct country extension selected on the Manage Features by Country or Territory page, and then create a replacement element.

What happens if I select the Closed for Entry option for an element?

This option prevents the creation of all new element entries for the element. However, it doesn't affect any existing element entries.

> ⚠ **Caution:** When hiring, terminating, or updating assignments, this option prevents all element entry creation for the element, including automatic entries.

Related Topics

- Element Entry Methods: Explained

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8 Calculate Gross Earnings Setup

Overview

Depending on the extract definition that you choose, running the Calculate Gross Earnings process may be a required step before extracting data. If it's required for your extract, then it is important that you understand the following concepts described in this chapter:

- Calculate Gross Earnings process

- Element classification components

- Element processing sequence

- Object groups

- Formula result rules

- Payroll Employment Hierarchy profile option values

- Balance definitions, balance feeds, and balance groups

Calculating Gross Earnings for Payroll Interface: Overview

Payroll coordinators run the Calculate Gross Earnings process to calculate periodic balances and validate gross earnings calculations before extracting and sending data to a third-party payroll provider. Submit this process to validate the calculation of gross earnings results and update payroll balances before sending any data to a third-party payroll provider.

After submitting the process, view the results and further validate these results by performing the following steps:

1. Submit predefined reports to help validate the run results and ensure that all data is ready for the extract process.
2. Compare balances between different payroll periods and run the predefined reports to help with validation.
3. If required, make corrections, and retry or roll back the process.

   For example, after submitting the process, you might update a person's record with missing information that would affect results, such as adding an earnings element entry. You would mark the person record for retry and resubmit the process

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The following figure illustrates the calculation and validation process.
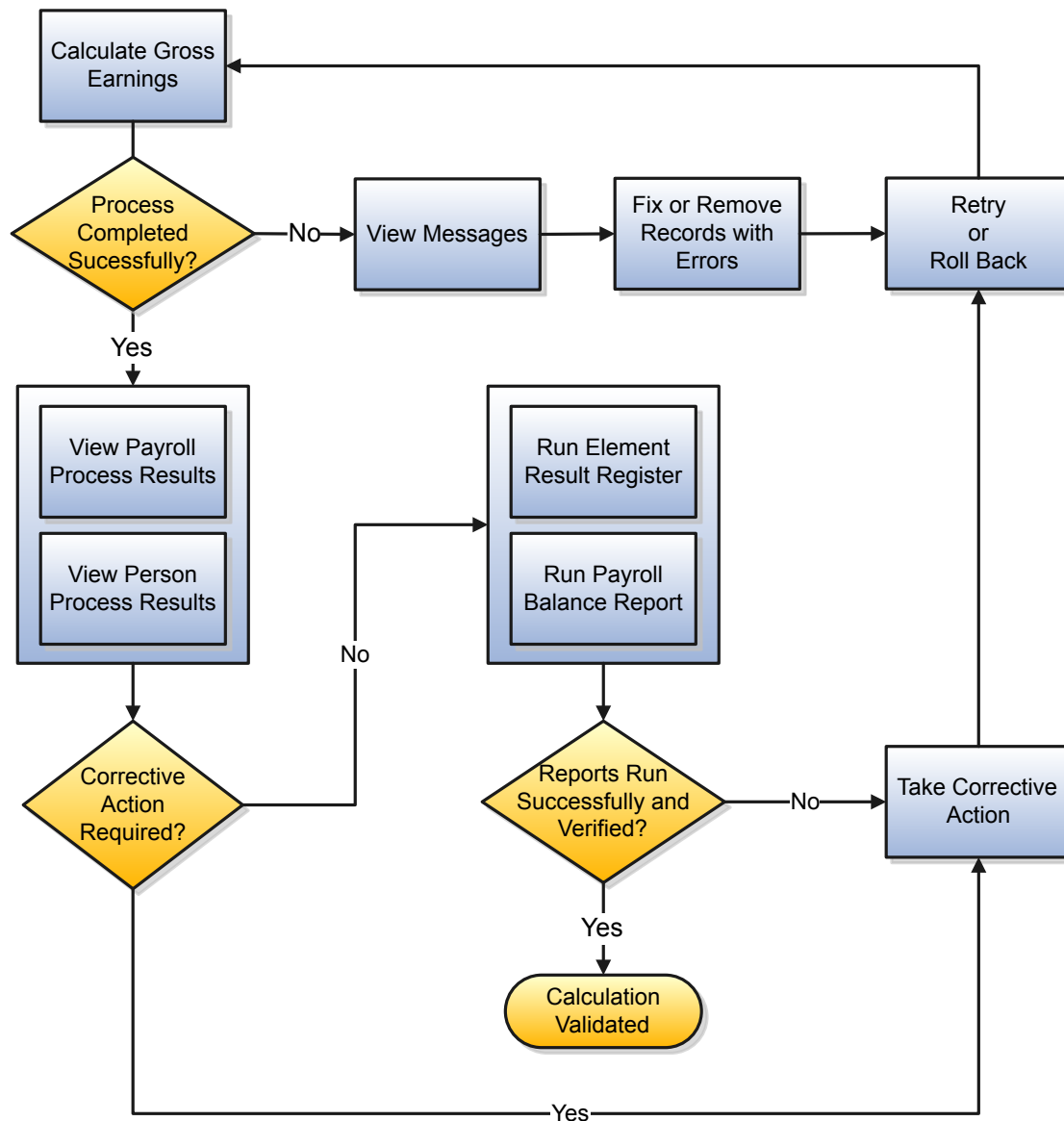
You run the Calculate Gross Earnings process by selecting the Submit a Process or Report task from the Payroll Calculation work area. Some third-party payroll providers required that you extract all records to establish a baseline for the first time extract report that you generate.

Related Topics

- Gross Earnings: How They Are Calculated

- Viewing and Verifying Person Process Results for Payroll Interface: Points to Consider

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Payroll Employment Hierarchy Profile Option: Critical Choices

You can use profile options to specify the values you want to display for each level of the payroll employment hierarchy. The hierarchy appears in the View Person Process Results pages. You can specify up to three values at each level to help identify the record. For example, you might select legal employer name and job name to identify employment terms records, and assignment name and number to identify assignment records.

Depending on the employment model used in your enterprise, you can use the following levels to set up your payroll employment hierarchy:

- Payroll relationship
- Employment terms
- Assignments

To define profile option settings and values, select the Manage Payroll Employment Hierarchy Profile Option Values task in the Setup and Maintenance work area.

Profile Options for the Payroll Relationship Level

The following table lists the profile option codes and available profile values at the site level for the payroll relationship level of the payroll employment hierarchy.

Profile Option Codes	Profile Values
PAY_ EMP_ HIERARCHY_ REL_DESC_1	Payroll
	Relationship
PAY_ EMP_ HIERARCHY_ REL_DESC_2	Number
PAY_ EMP_ HIERARCHY_ REL_DESC_3	Payroll Statutory
	Unit Name
	Payroll Relationship Type

Profile Options for the Employment Terms Level

The following table lists the profile option codes and available profile values at the site level for the employment terms level of the payroll employment hierarchy.

Profile Option Codes	Profile Values
PAY_ EMP_ HIERARCHY_ TERM_DESC_1	Employment Category
	Legal Employer Name
PAY_ EMP_ HIERARCHY_ TERM_DESC_2	Grade Name

Profile Option Codes	Profile Values
PAY_ EMP_ HIERARCHY_ TERM_DESC_3	Job Name
	Position Name
	Payroll Name
	Location Name

Profile Options for the Assignment Level

The following table lists the profile option codes and available profile values at the site level for the assignment level of the payroll employment hierarchy.

Profile Option Codes	Profile Values
PAY_ EMP_ HIERARCHY_ ASG_DESC_1	Assignment Name
	Assignment Number
PAY_ EMP_ HIERARCHY_ ASG_DESC_2	Employment Category
PAY_ EMP_ HIERARCHY_ ASG_DESC_3	Grade Name
	Job Name
	Legal Employer Name
	Location Name
	Position Name

Overriding Site-level Values with User-level Values

You can override site-level values at the user level. For example, you might use position as the default value and override it with job for the payroll administrator who manages records for a group of workers who are not assigned to positions.

Related Topics
- Payroll Relationships: Explained

Element Processing

Element Classification Components: How They Work Together

When you create an element, you select a primary classification, such as Involuntary Deductions, and optionally a secondary classification, such as Child Support. The classifications, which vary by country or territory, control the element template questions you answer to define the element. An element may automatically inherit subclassifications from its primary classification. You can optionally select additional subclassifications for an element to control the balances it feeds.

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Primary Classifications

Primary classifications meet the legislative requirements of your country or territory, so you can't change them.

In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Secondary Classifications

Secondary classifications are subsets of the primary classifications. Use them to manage wage basis rules for deductions and taxes. You can't remove or change any predefined secondary classifications. In some countries or territories, you can create your own secondary classifications.

Subclassifications

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

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

Costing

Each primary classification includes the following costing rules:

- Allow Costing: If this rule is set to Yes, you can select any costing option for element eligibility records.

- Allow Distribution: If this rule is set to Yes, you can create distribution groups with elements in this classification. For example, you can create a distribution group with all of the earnings elements and prorate tax expenses proportionately over the cost centers in which the wages were earned.

- Debit or Credit: This rule determines whether a positive amount is costed as a debit or a credit.

Frequency Rules

If frequency rules are enabled for a primary classification, you can use them on an element if you don't want to process it each period. For example, you can set frequency rules to process element entries on the first and third weekly payroll periods of each month. The default frequency rule is to process each period.

Element Processing Sequence: How It's Determined

You can set a predefined sequence in which a payroll run will process elements. An element's primary classification defines a default processing priority for the element in payroll runs. Lower priority numbers process first.

Most classifications also have a priority range. To set the priority you edit the element on the Element Summary page. Setting a specific priority is useful if you need to establish the order in which the element processes with respect to other elements in the classification.

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Sometimes you must prioritize the processing of certain element entries for an individual person. For example, you may need to determine the precise order in which deductions taken for wage attachments process for a person. In this case you can enter a subpriority number for element entries.

Object Groups: Explained

Use object groups to define subsets of objects for processing or reporting. You can manage object groups from the Payroll Calculation work area. To load a batch of object groups, use the batch loader in the Payroll Administration, Data Exchange, or Checklist work area.

There are four types of object groups:

- Element
- Payroll Relationship
- Work Relationship
- Deduction Card

Element Groups

Element groups limit the elements processed for payroll, reporting, or cost distribution purposes.

There are two usages for an element group:

Element Group	Usage
Run group	Specifies the elements to use in a process.
Distribution group	Defines the grouping of elements to distribute element costing results.

All element groups are static. You select the element classifications to add and then include or exclude additional elements from the group. Or you can select specific elements to include without using element classifications.

Payroll Relationship Groups

Payroll relationship groups limit the persons processed for payroll, data entry, and reporting.

To define the group:

- Specify a payroll definition. Every group is limited to the payroll relationships assigned to a single payroll that you select.
- Optionally, further define the group statically or dynamically:
    - Statically

      Select the payroll relationships, terms, and assignments to include in or exclude from the group.
    - Dynamically

      Use a fast formula of type Payroll Relationship Group. The formula contains the criteria to establish the payroll relationships, terms, and assignments included in the group. Then you can individually select additional payroll relationships, terms, and assignments to include in or exclude from the group.

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Work Relationship Groups

Work relationship groups limit the persons processed for human resources and reporting. For example, you can use work relationship groups in custom extracts.

You can define the group statically or dynamically:

- Statically

  Select the work relationships, terms, and assignments to include in or exclude from the group.

- Dynamically

  Use a fast formula of type Work Relationship Group. This formula contains the criteria to establish the work relationships, terms, and assignments included in the group. Then you can individually select additional work relationships, terms, and assignments to include in or exclude from the group.

Deduction Card Groups

Deduction card groups are read-only. They are automatically created when calculation cards are created. For example, in the UK, they are used for year-end processing.

Related Topics

- Writing a Fast Formula Using Expression Editor: Worked Example

- Restricting Payroll Processing: Critical Choices

Formula Result Rules for Elements: Explained

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 determine 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 target element entry with a lower processing priority, meaning that it's processed later in the run.

The following table explains the available result rules.

Rule	Purpose
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.

Rule	Purpose
Message	A message issued by the formula under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message Loan is repaid. There are three severity levels for a message rule: • Error - This causes the run to roll back all processing for the employment record. • Warning - This does not affect payroll processing but warns you of a possible problem. • Information - This does not affect payroll processing.
Order Indirect	Updates the subpriority of the element you select in the Target Element Name field.
Stop	Uses the Date Earned of the payroll run to stop the processing of a recurring entry. A stop rule can be based upon 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 are not actually end dated but stopped from future processing. This supports retroactive processes which impact the total owed balance. You should define the target element with Allow Multiple Entries selected. This enables you to allocate a new entry once the value of an existing entry has reached zero. For example, once an employee has repaid a loan you can add a new loan entry for the employee. If you add a new stop entry for the same element type, use balance contexts to differentiate between the owed balances. ✎ **Note:** If you do not select Allow Multiple Entries and you want to add a second loan after the first loan has been stopped by a payroll run, end date the first loan before creating the second loan.
Target Indirect	An entry to a nonrecurring element that has a lower processing priority, where the target element is defined at a different employment level than the element being processed. For example, you could use a Target Indirect rule to update the input value of an assignment-level element from the processing of a terms-level element.

Balance Definitions

Payroll Balance Definitions: Explained

Payroll balances show the accumulation of values over a period of time. Payroll processes, such as Calculate Payroll and Calculate Gross Earnings, update the balance values. The values can be currency, hours, or any other numeric value. You manage balance definitions in the Payroll Calculation work area.

Most of the balances you require are predefined, and depending on your country extension, the application creates additional balances automatically when you create elements. You can edit the definition of these generated balances, or create additional balances for calculations or reporting.

Important aspects of balance definitions are:

• Balance Categories
• Unit of Measure

- Generated Balances and Database Items

- Base Balances

- Remuneration

Balance definitions also include balance dimensions and balance feeds. Balance groups are collections of balances that you associate with usages to determine the reports, pages, and processes that use the balances in the group.

Balance Categories

Each balance definition has a predefined balance category for quicker processing. Balance categories are specific to a country or territory.

Units of Measure

The predefined units of measure available for selection are Day, Hour (with different combinations of minutes and seconds), Integer, Money, and Number. The unit of measure of the balance must match the unit of measure of the element input values that feed it.

Generated Balances and Database Items

The element template creates a primary feed to a new balance when you create:

- An earnings element in a legislative data group that uses the Payroll Interface country extension

- Any element in a legislative data group that uses the Payroll country extension

You select the type of extension on the Manage Features by Country or Territory page.

The element template also creates a database item for each balance dimension. You can use the database items in your formulas or HCM extracts to use the value of a balance.

Base Balances

You can specify a base balance when there is a dependent relationship between balances for processing and reporting. For example, Loan Repayment could be the base balance for Loan Repayment Arrears.

Remuneration

Only one balance in each legislative data group is predefined as the remuneration balance. This balance generates payments for employees. For example, the remuneration balance might be Net Pay. This calculated balance is the sum of standard earnings and supplemental earnings minus all the deductions calculated for the run.

Related Topics

- Balance Dimensions: Explained

Balance Feeds: Explained

You can feed payroll balances by element input values and by run results from all the elements in a classification.

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Balance Feeds by Element

Balance feeds by element indicate one or more element input values to add or subtract from a balance. For each balance feed, all input values must use the same unit of measure. For example, you wouldn't mix money and hours in the same balance feed.

Each element and input value can be the primary feed for one balance only. When you create an element, the element template creates this balance and feed automatically.

Balance Feeds by Classification

Balance feeds defined by primary or secondary element classification or by a subclassification use the input value that has the special purpose of primary output value. The unit of measure of this input value must match the unit of measure of the balance.

If you add a primary classification as a balance feed, you can't add its children from the secondary or subclassifications. For example, if you use the Supplemental Earnings primary classification as a balance feed, you can't also use any other children of Supplemental Earnings. Also, you can't use both secondary classifications and subclassifications in the same balance feed.

Balance Feeds for Initial Balance Loading

You can select elements in the Balance Initialization classification to feed a balance for initialization purposes only. Select one element for each level of the employment hierarchy associated with a dimension that you want to initialize.

Related Topics

- Initial Balance Loading: Explained

Balance Groups

Balance Groups and Usages: Explained

Balance groups represent a collection of balance definitions, which you can use to retrieve balance values for reports, archives, and balance views. You manage balance groups in the Payroll Calculation work area.

Important aspects of balance groups include:

- Balance group level
- Balance definitions
- Restrictions
- Default inclusions
- Balance group usages
- Matrix and table formats
- Sorting

Balance Group Level

The balance group level (employee or organization) determines the balance dimensions that you can include in the group.

Balance Definitions

On the Balance Definitions page of the Manage Balance Groups task you can see the balances associated with the balance group. The information includes the balance name, dimension, unit of measurement, and legislative data group. You can also use this page to search for and add balance definitions to your own balance groups and to certain predefined balance groups.

Restrictions

Restrictions control which balance definitions you can add to the balance group. Balance group restrictions are a list of balance categories, a list of balance dimensions, or a list of balance categories and dimensions that belong together. Restrictions limit the balances that you can add to the balance group based on a particular category or dimension or a combination of category and dimension. For example, the standard earnings category means that the balance group is restricted to all balances based on the standard earnings category. In addition to standard earnings, this balance group would be restricted to balances for bonus pay, hourly salary, and overtime.

Default Inclusions

Default inclusions are combinations of balance categories and dimensions. Any balance definitions you subsequently create, manually or through the element template, that meet those criteria are automatically included in the group.

Balance Group Usages

Balance group usages represent an instance of how a particular balance group is used. Balance group usages also store detailed information about how the balance data is formatted. A balance group should have at least one usage but can also have many balance group usages.

Matrix and Table Formats

A balance group usage can use a matrix or table format. For a matrix format, you select balance dimensions as columns in the matrix.

Only the balance dimensions that you select as columns for the matrix are displayed. If you do not specify the balance dimensions as matrix items, they do not display, regardless of what dimensions are contained in the defined balances in the balance group.

If you use the matrix format, you can also select a sorting option for the rows. If you don't select a sorting option, the rows are returned in random order.

If you select Table, all the balances in the balance group are returned one line at a time in the table format. If you select the Matrix format, you can add balance dimensions and decide their position in the matrix.

Sorting

Sorting determines the order in which balance types and dimensions display for the balance group usage.

You can select one of the sort methods listed below.

- Name - Sorts balance values by balance name.

- Value - Sorts balances by the actual balance value.

- Static Order - Sorts balance values according to the sequence that you specify in the Sort Items table.

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Rules for Editing Balance Groups and Their Usages: Explained

The limitations on the changes you can make to balance groups and usages are different for predefined and user-defined groups.

Balance Group Rules

This table explains the actions you can take for both predefined and user-defined balance groups.

Action	Predefined Balance Group	User-Defined Balance Group
Create balance group	No	Yes
Edit balance group	No	Yes
Delete balance group	No	Yes
Add predefined and user-defined balance definitions	No, unless the Add button in the table menu is enabled	Yes
Delete predefined balance definitions	Yes	Yes
Add restrictions	No	Yes
Edit restrictions The Included balances restricted by category and the Included balances restricted by dimension check boxes are automatically updated on the Balance Group Details page as you add restrictions on the Restrictions page.	No	No ✏ **Note:** In some situations you can update a restriction if it's not used by balance definitions and default inclusions. The Edit button on the Restriction page is enabled if the selected row can be updated.
Add restrictions	No	Yes
Edit the balance group level	No	Yes, if the group contains no balance definitions or default inclusions
Add default inclusions	No, unless the Add button in the table menu is enabled	Yes

Balance Groups Usage Rules

The only change you can make to a predefined balance group usage is to add matrix items.

For a user-defined usage, you can:

- Edit or delete the usage

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- Edit the usage details
- Add or delete matrix items
- Create, edit, or delete sorting definitions

⚠ **Caution:** You can't change the format type of a usage after you save it. Additionally, you can't change the sort method unless you delete the existing sort items.

Balance Group Usages: Examples

For predefined balance group usages you can add matrix items to the group and associate them with existing balance groups for use in reports, archives, and views. While you can't modify existing usages that are predefined, you can modify matrix items that are user-defined.

You can include balance dimensions for multiple time periods, such as the current payroll run, month to date, or year to date, in your balance group usage.

Scenario

Create Balance Group Usage for a Custom Report

Here are some examples of typical balance group usages using the predefined report types, including the different kinds of balance dimensions that may be used.

✏ **Note:** The report type is the owner of the balance group usage. A usage can have only one report type.

Report Type	Balance Dimensions
Global Archive	Archive of current and year-to-date city tax code balances for areas 1,2 and 3
Global Balance Views	Earnings default balances for the Balance Views page
Global Deduction	Balances for involuntary, pre-statutory, social insurance, and tax deductions
Global Element Results	Direct payments tax balances at the assignment, term and relationship levels
Global End of Year Archive	Payroll Relationship level balances
Global Payroll Activity Report	Earnings balances at the payroll relationship level for the current payroll period and year-to-date
Global Payroll Run Result Report	Balances for all earnings at the assignment, term and relationship levels
Global Statutory Deductions Report	All city, county, state, and school tax deduction balances for the current period and year-to-date
Global Gross to Net	Direct payment balances for a group tax unit for the current period and year-to-date
Statement of Earnings	City, county, and state pretax deductions for the current payroll period and year-to-date

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Creating Balance Groups and Usages: Worked Example

This example demonstrates how to create a balance group and balance group usage for a custom report of voluntary deductions.

Prerequisite

If you are creating a custom report, create a lookup code for the report in the PAY_BALANCE_REPORT_TYPE lookup.

1. In the Setup and Maintenance work area, go to the Manage Common Lookups task.
2. Search for and select the **PAY_BALANCE_REPORT_TYPE** lookup type.
3. Add the lookup code, meaning, and description for the custom report in the Lookup Codes section.

Creating a Balance Group

1. In the Payroll Calculation work area, select **Manage Balance Groups**.
2. Click **Create** to open the Create Balance Group dialog box.
3. Select a legislative data group and enter a name for the balance group.
4. Click **Continue**.

   The Balance Group Details page displays.
5. Select **Employee** as the balance group level.
6. Click **Save**.
7. Select the **Balance Definitions** folder under the Balance Group Overview list.
8. Click **Select and Add**.
9. In the Select and Add: Balance Definitions dialog box, enter the following values.

Field	Value
Dimension Name	Relationship Run
Category	Voluntary Deductions

10. Click **Search**.
11. In the Results section, select the balance definitions that you want to add and then click **OK**.

   💡 **Tip:** You can select multiple balance definitions in the Select and Add window. Hold down the Shift key to select a group of consecutive balance definitions. To select individual balance definitions hold down the Control key and select the balance definitions that you want to add to the balance group. Click **Apply** to add the selected balance definitions and keep the dialog window open. Click **OK** to add the selected balance definitions and close the dialog window.

12. Click **Submit**.
13. Click **Done**.

Create a Balance Group Usage

1. In the Payroll Calculation work area, select **Manage Balance Group Usages**.
2. Click **Create**.
3. In the Create Balance Group Usage dialog box, complete the fields as shown in this table.

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Field	Value
Legislative data group	Enter the same LDG as the balance group for which you are creating the usage.
Name	Employee voluntary deduction run balances
Balance Group	The group you created in the previous task
Format Type	Table

4. Click **Continue**.

   You are returned to the Balance Group Usage Details page.
5. Select the report type (this was the report type that you added as a lookup code to the PAY_BALANCE_REPORT_TYPE lookup).
6. Click **Save**.
7. Select the **Sorting** folder under Balance Group Usage Overview list.
8. From the Actions drop down list on the right, select **Create**.
9. Complete the fields as shown in this table.

Field	Value
Name	Any
Sort Method	Name
Sort By	Balance Type
Order	Ascending

10. Click **Save**.
11. Click **Done**.

FAQs for Calculate Gross Earnings Setup

How do I report terminated employee data to my payroll provider on the termination date if I calculate gross earnings only once per payroll period?

You have two possible approaches. One way to handle this is to create a separate extract definition that runs daily and gets all terminated employees. Another way is to create a payroll relationship group for terminated employees and submit the Calculate Gross Earnings process for that payroll relationship group.

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When does an element get processed with a processing option of process once per period?

The first payroll run of each period processes the element entries. If this option isn't available for your country or territory, you can select a skip rule to process the element once each period.

What's an element's skip rule?

A skip rule is an optional formula that determines the circumstances in which an element is processed. If you specify a skip rule for the element, payroll runs process the element only when the conditions of the formula are met. Otherwise the element is skipped from processing. You select skip rules on the Manage Elements page.

Related Topics

- Using Formula Components: Explained

9 **Predefined Extracts**

Payroll Interface Extract Definitions: Overview

The extract definitions of the Payroll Interface extract type determine the data you send your third-party payroll provider. The following table lists the predefined Payroll Interface extract definitions that you can use or customize to meet your business-specific extract requirements.

Extract Definition	Purpose	Output
Global Payroll Interface	Derives payroll data either from element entry values or from balance results created by the Calculate Gross Earnings process.	eText and XML
Payroll Interface for NGA	Extracts general-purpose HR and payroll-related data to integrate with Payroll Exchange for third-party payroll processing by NGA Human Resources. This extract transforms the data into an HR-XML format compliant with NGA Human Resources standards. Use the predefined Run Payroll Interface Report for NGA process if you don't require special customizations.	XML
US ADP PayForce Third-Party Ad-Hoc Extract	Derives payroll data from element entries, including common HR and payroll data for a date range or a payroll period. Output format is compliant with Automatic Data Processing (ADP) PayForce standards.	eText and XML
US ADP PayForce Third-Party Periodic Extract	Derives payroll data from balance results created by the Calculate Gross Earnings process for a payroll period. Output format is compliant with ADP PayForce standards.	eText and XML

Related Topics

- Creating Extract Definitions for Payroll Interface: Procedure

- Extracting Payroll-Related Data: Critical Choices

- Extracting Payroll Data for Third-Party Processing: Worked Example

Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

The requirements of your third-party payroll provider will help determine which of the predefined extract definitions you choose. The following table compares the features between the predefined extract definitions to help you determine which one best meets your requirements.

Feature Comparison

Feature	Global Payroll Interface	Payroll Interface for NGA	US ADP PayForce Ad-Hoc	US ADP PayForce Periodic
Uses results of Calculate Gross Earnings process	Optional	Not applicable	Not applicable	Yes
Uses calculated balance values	Yes, if you run Calculate Gross Earnings	Not applicable	Not applicable	Yes
Enables multiple runs per payroll period	Yes, if you don't run Calculate Gross Earnings	Yes	Yes	No
Requires a single run per payroll period	Yes, if you run Calculate Gross Earnings	No	No	Yes
Requires calculation card setup	Yes	Yes	Yes	Yes
Supports these reports: • Element Results Register • Payroll Balance Report • Balance Exception Report	Yes, if you run Calculate Gross Earnings	No	No	Yes
Supports dynamic output file naming	No	Yes	No	No
Supports three-tier employment model	Yes	Yes	No	No

Related Topics

- Creating Extract Definitions for Payroll Interface: Procedure

- Extracting Payroll-Related Data: Critical Choices

- Extracting Payroll Data for Third-Party Processing: Worked Example

- Payroll Interface Configuration for US ADP Solutions: Critical Choices

- Extracting Gross Earnings or Element Entries: Critical Choices

Global Payroll Interface Extract Definition

This topic describes the data components of the predefined Global Payroll Interface extract definition. The structure of this extract and its HCM data objects determine what data you can extract and send to your third-party payroll provider. If your payroll provider requires additional information, you can modify your copy of the extract definition using the Manage HCM Extract Definitions task in the Data Exchange work area.

The Global Payroll Interface extract definition works within the context of the country or territory. When creating your copy of the extract definition, you must select the legislative data group for this context. Depending on the legislative data group, some country-specific parameters are included if they are predefined by Oracle.

The Global Payroll Interface extract definition produces header information for the entire extract followed by employer records and person record for each person whose data is new or changed, such as new hire or termination. The root data group contains the following primary data groups:

- Interface
- Employment
- Assignment
- Contact Person

Interface Data Group

The Interface data group contains the records and attributes listed in the following table.

Record Name	Included Attributes
General	Flow Pattern, Flow Instance, Effective Date, Payroll Name, Payroll Period, Payroll Frequency
Global Person Data	GUID, First Name, Middle Name, Last Name, Title, Prefix, Date of Birth, Date of Death, Country of Birth, Region of Birth, Town of Birth, Correspondence Language, Hire Date, Seniority Date, Hire Action, Action Reason
Third-Party Identifiers	Assignment Name, Identifier, From Date and Time, To Date and Time
Person Identifiers	Primary, Issuing Country, Identifier, Place of Issue, Issue Date, Expiration Date
Address Data	Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, Country, Postal Code, Primary, State, Floor Number, Building, Province, County, Address Element Attribute 1, Address Element Attribute 2, Address Element Attribute 3, Address Element Attribute 4, Address Element Attribute 5

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Record Name	Included Attributes
Phone Data	Primary, Country Code, Area Code, Phone Number
E-Mail Data	Primary, E-Mail Address
Citizenship Data	From Date, To Date, Status
Drivers License Data	License Number, Issuing Authority, From Date, To Date
Passport Data	Passport Type, Passport Number, Passport Issuing Authority, Issue Date, Expiration Date
Visa and Permit Data	Visa Type, Visa Category, Visa Number, Visa Status, Visa Issuing Authority, Visa Place of Issue, Visa Issue Date, Visa Entry Date, Expiration Date
Disability Data	Disability Start Date, Disability Degree
Employment Data	(See Employment Data Group below.)
Payment Details	Priority, Bank Name, Bank Branch Name, Bank Branch Number, IBAN, Country, Account Type, Account Name, Account Number, Payment Percentage, Payment Amount, Payment Method, Currency Code, Bank Account Start Date, Bank Account End Date
Termination Details	Termination Action, Termination Reason, Notification Date, Termination Date
Leave of Absence Details	Absence Start Date, Absence End Date, Absence Code, Absence Reason, Absence Type, Absence Category
Element Details	Input Value Name, Entry Level, Entry Value, Element Processing Type, Element Entry ID, Element Classification, Element Secondary Classification, Element Entry Start Date, Element Entry End Date, Element Entry UOM, Periodicity, Creator Type, Special
Contact Details	Emergency, First Name, Middle Name, Last Name, Title, Gender, Contact Person Number, Date of Birth (See Contact Person Data Group below for additional records and attributes.)

Employment Data Group

The Employment data group contains the records and attributes listed in the following table.

Record Name	Included Attributes
Employment Details	Term Status, Person Type, Business Unit, Legal Employer Name
Salary Details	Salary, Payment Frequency, Currency Code

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Record Name	Included Attributes
Contract Details	Contract Type, Contract Start Date, Contract End Date, Contract Duration, Contract Duration Unit
Probation Details	Probation Period Unit of Measure, Probation Period Units, Notice Period Unit of Measure, Notice Period Units, Probation End Date
Bargaining Unit	Bargaining Unit, Union Member
Job Details	Position, Job Function, Job Code, Grade, Location, Worker Category, Assignment Category, Hourly or Salary, Working Hours, Department, Working at Home, Frequency
Retirement Details	Retirement Age, Retirement Date
Employment Cost Center	Company, Cost Center, Cost Center Manager
Assignment Data	(See Assignment Data Group below.)

Contact Person Data Group

The Contact Person data group contains the records and attributes listed in the following table.

Record Name	Included Attributes
Contact Phone Details	Primary, Country Code, Area Code, Phone Number
Contact E-Mail Details	Primary, E-Mail Address
Contact Address Details	Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, Country, Postal Code, Primary, State, Floor Number, Building, Province, Country, Address Element Attribute 1, Address Element Attribute 2, Address Element Attribute 3, Address Element Attribute 4, Address Element Attribute 5

Assignment Data Group

The Assignment data group contains the records and attributes listed in the following table.

Record Name	Included Attributes
Assignment Details	Primary, Assignment Status, Person Type, Business Unit, Projected End Date
Salary Details	Salary, Payment Frequency, Currency Code

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Record Name	Included Attributes
Job Details	Position, Job Function, Job Code, Grade, Department, Reporting Establishment, Location, Location Name, Worker Category, Assignment Category, Hourly or Salary, Working Hours, Working at Home, Frequency
Probation Details	Probation Period UOM, Probation Period Units, Notice Period UOM, Notice Period Units, Probation End Date
Retirement Details	Age, Date
Bargaining Unit	Bargaining Unit, Union Member
Manager Details	Manager Number, Manager First Name, Manager Middle Name, Manager Last Name
Gross Values	Balance Name, Balance Value, Balance Classification, Secondary Balance Classification, Reporting Name, Dimension Name, Balance Category, Base Database Item Suffix
Assignments Cost Center Details	Company, Cost Center, Cost Center Manager

Related Topics
- Person Identifiers for External Applications: Explained

Payroll Interface Report for NGA Extract Definition

This topic describes the data components of the predefined Payroll Interface for NGA extract definition. The structure of this extract and its HCM data objects determine what data you can extract and send to your third-party payroll provider. You can modify the extract definition using the Manage Extract Definitions task in the Data Exchange work area.

The Payroll Interface for NGA extract definition contains two primary data groups as described here.

Primary Data Group	Purpose
Application Area	Holds all the sender records and data elements, such as business object IDs and creation time stamp, required by the extract definition.
Data Area	Holds all the detail records for data included in the extract as well as data about the extract process

These primary data groups contain other data groups to form the following hierarchy.

Application Area

The Application Area data group holds all the sender records and data elements, such as business object IDs and creation time stamp, required by the extract definition.

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Record Name	Included Attributes
Sender	Logical ID, Component ID, Reference ID, Confirmation Code
Data Elements	Creation Date and Time, Business Object Document ID

Data Area

The Data Area data group contains two data groups. The Process data group contains action criteria records. The Pay Service Employee data group holds the data groups for all the detail records for data included in the extract.

Data Group	Included Records and Data Groups
Process	Action Criteria record including Action Code and Expression attributes
Pay Service Employee	Indicative Data, Pay Service Employee Extension, Payroll Element Entries data groups

Pay Service Employee

The Pay Service Employee data group provides the data group structure for person data, payment data, and element entry data.

Data Group	Included Data Groups
Indicative Data - Person Dossier	Person, Employee, Employment, Deployment, Payroll Cycle Remuneration
Pay Service Employee Extension	Payment Instructions, Pay Scales
Payroll Element Entries	Deduction Element Entries, Earnings Element Entries

Indicative Data - Person Dossier

The Person Dossier data group contains other data groups that include records for all person data.

Data Group	Included Records
Person	Person, Communication Home Address, Communication Mailing Address, Phone, E-Mail, Birth Place, Gender Details, Certified Marital Status, Person Detail
Employee	Employee Details

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Data Group	Included Records
Employment	Employment Lifecycle
Deployment	Deployment Organization, Work Location Details, Job Information Details, Position Details, Schedule, Deployment Detail
Payroll Cycle Remuneration	Pay Group Code Details

Person Records

Record Name	Included Attributes
Person Name	Given Name, Preferred Name, Middle Name, Family Name, Former Family Name, Preferred Salutation, Generation Name Suffice, Qualification Name Suffix, Title, Initials
Alternate Script Person Name	Formatted Name
Home Address	Address Type, Effective As-of Date, Effective End Date, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5, City Subdivision Name, City, Country Subdivision Code, Country Code, Postal Code
Mailing Address	Address Type, Effective As-of Date, Effective End Date, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5, City Subdivision Name, City, Country Subdivision Code, Country Code, Postal Code
Phone	Effective As-of Date, Effective End Date, Channel Code, Usage Code, Country Code Number, Area Code, Phone Number, Extension, Access Code
E-Mail	Effective As-of Date, Effective End Date, Channel Code, Usage Code, E-mail
Birth Place	City, Country Subdivision Code, Country Code
Gender	Gender Code
Certified Marital Status	Certified Date, Marital Status Code
Person Detail	Date of Birth, Citizenship Country Code, Effective As-of Date, Effective End Date, Person ID, Primary Language Code, National ID, National ID Issue Date, National ID Expiration Date

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Employee Records

Record	Included Attributes
Employee	Employee ID, Person Type, Work Category

Employment Lifecycle

Records	Included Attributes
Hire	Hire Reason Code, Hire Date
Absence	Absence Reason Code, Absence Start Date, Absence End Date
Termination	Termination Reason Code, Termination Date

Deployment Records

Records	Included Attributes
Organization ID	Organization ID
Work Location	Location ID
Job Information	Job Title
Position	Position Name
Day Schedule	Schedule ID, Effective As-of Date, Effective End Date
Deployment Details	Work Level Code, Full-Time Equivalent Ratio

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Payroll Cycle Remuneration Records

Records	Included Attributes
Pay Group Code	Pay Group Code, Effective As-of Date, Effective End Date

Pay Service Employee Extension

The Pay Service Employee Extension data group contains two data groups, Payment Instructions and Pay Scales, as described in the following sections.

Payment Instructions

Record Name	Included Attributes
Payment Instructions	Effective As-of Date, Effective End Date, Processing Order, Payment Type, Payment Amount Type, Payment Percentage Type, Amount
Payment Percentage	Percentage
Direct Deposit Account	Account Type, Name on Account, Bank Routing Number, Accounting Number, Additional Account Number, IBAN, Country Code, Currency Code

Pay Scales

Record	Included Attributes
Pay Scales	Effective As-of Date, Effective End Date, Pay Scale Type, Pay Scale Group, Pay Scale Level

Payroll Element Entries

The Payroll Element Entries data group contains two data groups for deduction and earnings element entries for the records and attributes listed in the following table.

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Records	Included Attributes
Deduction Element Entries	Effective As-of Date, Effective End Date, Element Name, Recurrence, Amount, Prime Element ID, Cost Center Code, Currency Code
Earnings Element Entries	Effective As-of Date, Effective End Date, Element Name, Recurrence, Amount, Prime Element ID, Rate, Units, Hours or Days, Reference Number, Cost Center Code, Currency Code

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10 **Extract Definition Customization**

Extract Components: How They Work Together

The HCM Extracts feature is a flexible tool for generating data files and reports. This topic covers how you can use the extract components to define what information you want the application to extract and report on. It also explains how the application displays, formats, and delivers the information.

Extract Definitions

An extract definition refers to the complete setup of an extract, that consists of extract data groups, criteria, records, attributes, advanced conditions and output delivery options. An extract definition consists of:

- One or more extract data groups, depending on how many logical entities you want to extract.
- One or more extract records depending on how many groups of information you want to collect.
- One or more attributes depending on how many individual fields of data you want to collect.

You use HCM extracts to extract, archive, transform, report, and deliver high volumes of HCM data from the Fusion HCM database. You can generate the output in the following formats:

- CSV
- XML
- Excel
- HTML
- RTF
- PDF

You can distribute the extracted information by e-mail, fax and other delivery modes. Some common examples of extracts are: PDF payslips delivered to employees' mailboxes, payroll or benefits data transferred to third-party service providers, HR and talent data exchange between Fusion and legacy applications, for example in a coexistence scenario.

Data Groups

Extract data groups represent a business area or logical entity, for example person, assignment, or benefits. The application uses this information to retrieve the database item groups. You define one data group as the primary or root data group and this data group is the starting point of the data extraction.

Extract data group connections capture the association details between the current data group and the parent data group. The data group connections form the hierarchical relationship among the data groups.

You can define a set of filtering conditions the application must perform on an extract data group using the extract data group criteria. You specify the criteria conditions using an expression or fast formula.

Extract Records

Extract records represent a grouping of related data or a physical collection of all fields required in the extract. For example, the Employee data group can have records such as Basic Details, Pay Details, Location Details, and Primary Contact. An

extract record is a collection of attributes which you can organize in a required sequence. For example, if a data group has 3 records, then you can specify the sequence in which the application processes the records. You can also select the next data group to identify which data group the application processes next.

Attributes

Attributes are the individual fields inside the extract record. An attribute is the lowest attribute level of a HCM extract and represents a piece of information, for example, person first name, person last name or person date of birth.

This figure demonstrates the hierarchy of information within a data group definition.
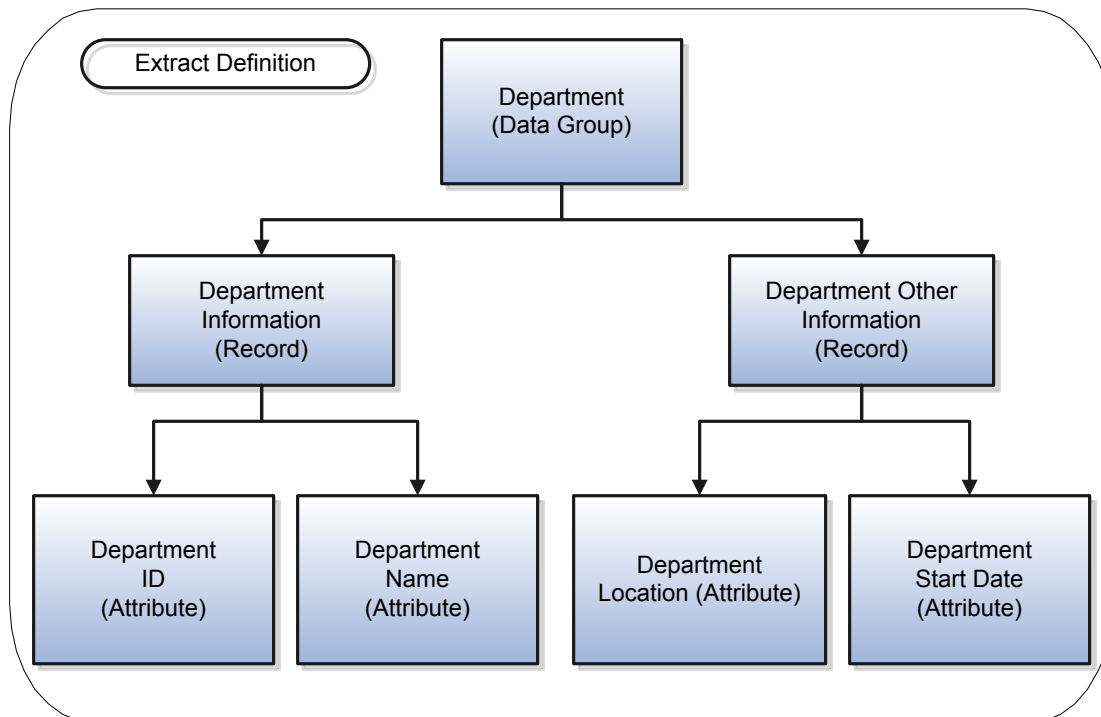
Related Topics

- Defining an Extract: Worked Example

- Generating Flexfield Database Items: Explained

- Validating Extracts: How It Works

Extracting Payroll-Related Data

Frequently Used User Entities in HCM Extracts

A user entity is a logical entity associated with a data group defined using HCM extracts. This topic describes the frequently used user entities and the type of data you can extract by using those user entities. You select user entities in the application when you define a data group.

The following table lists the most frequently used user entities.

User Entity Name and Code	Description
Person (PER_ EXT_ SEC_ PERSON_UE)	Retrieves all persons across the enterprise and all person related attributes.
Worker Payroll (PER_ EXT_ PAY_ EMPLOYEES_UE)	Retrieves all workers and their payrolls across the enterprise, all person, worker, payroll related attributes, and element entry data.
Extract Assignment Basic History (PER_ EXT_ ASSIGNMENT_ BASIC_ HISTORY_UE)	Retrieves assignment history as on the assignment effective start date.
Extract Assignment Basic Information (PER_ EXT_ SEC_ ASSIGNMENT_ BASIC_UE)	Retrieves assignment data as on the effective date.
Assignments Range (PER_ EXT_ SEC_ ASSIGNMENT_ RANGE_UE)	Retrieves assignment history as on the effective date.
Extract Current and Future Persons (PER_ EXT_ SEC_ PERSON_ NOW_ FUTURE_UE)	Retrieves current and future person details. Specify advanced filter criteria to restrict person types.
Extract Current and Future Assignments (PER_ EXT_ SEC_ ASSIGNMENT_ NOW_ FUTURE_UE)	Retrieves current and future assignments.

You can view more details about the user entities using the View User Entity Details task.

Related Topics

- Generating Flexfield Database Items: Worked Example

- Viewing User Entity Details: Explained

Extracting Payroll-Related Data: Critical Choices

This topic compares the different methods supported by the Payroll Interface extract definitions that enable you to extract and send payroll-related data to a third-party payroll provider. The following table summarizes these methods, the user entities they use, and what values they return.

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Method	User Entity	Returns
Element Entries	ELEMENT_ ENTRIES	All element entry values for a payroll relationship.
Payroll Run Result Values	PAY_ EXTRACT_ RUN_ RESULT_ VALUES_UE	All run results for a payroll relationship action. Includes calculation card information if configured.
Balance Values	Base name of the database item group for the balance (direct) or balance group (indirect)	All balance values for the specified balance or balance group for a payroll relationship action.

Element Entries

If you want to extract element entry values, your payroll interface extract must include the ELEMENT_ENTRIES user entity. This user entity is available for all element classifications and returns all element entry values for a given payroll relationship. You can use extract data group criteria to further filter the records.

To retrieve element entry values, you must set the following context in the extract definition:

- EFFECTIVE_DATE
- PAYROLL_RELATIONSHIP_ID
- DATE_EARNED

Payroll Run Results

If you want to extract values from the results of processes, your extract definition must include the PAY_EXTRACT_RUN_RESULT_VALUES_UE user entity. This user entity is available only for element classifications used by the Calculate Gross Earnings process, such as standard and supplemental earnings, and returns all the run results for a payroll relationship action.

If you use or plan to use the Calculate Gross Earnings process and have defined regular or supplemental earnings elements, you must set the PAY_REL_ACTION_ID context in the extract definition using the following user entity:

- PAY_INTERFACE_PAYROLL_REL_UE

If your extract should include informational values from calculation cards, such as deduction information for child support payments, you must include this user entity and context.

Balances

You can extract balance values directly using the database item group name generated for the balance or indirectly using a balance group. Using balance groups is the most efficient way to extract balance values.

> ✎ **Note:** Balances are created and maintained as result of processed element entries. Balance values are only available when you process element entries in a payroll run or use the Calculate Gross Earnings process. The Calculate Gross Earnings process includes only elements of Regular Earnings and Supplemental Earnings element classifications.

To use balance groups, ensure that your extract definition includes one of the record types and context as shown in the following table.

Record Type	Context
Balance Group	Ensure that all contexts are available in the current data group.
Balance Group with Automated Resolution of References	Ensure that PAYROLL_ REL_ACTION_ID is set in the current or parent data group so that context is derived.

Related Topics

- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

Extracting Calculation Card Values: Procedure

You cannot extract calculation card values directly. Instead, you must process them and then retrieve the values as run results, as described in this procedure. You define an element and a formula so that the Calculate Gross Earnings process generates calculation card values and includes them in the run results. You then use a payroll interface report to extract the values from the Calculate Gross Earnings run results.

1. On the Manage Elements page, create a nonrecurring element using the **Information** primary classification.
2. Edit the information element and set the **Priority** value to a lower number than the element that processes the calculation card values, so that the information element processes first.
3. On the Manage Fast Formulas page, create a formula of type **Oracle Payroll** using the sample formula as an example. The formula must return the values that you want to extract.
4. On the Manage Elements page, edit the information element as follows:

    a. Create a status processing rule associated with your new formula.
    b. Add formula result rules to return formula results to the element's input values.

5. On the Manage Extract Definitions Page, copy a Payroll Interface extract definition and modify it as follows:

    a. Enter a name and other required values.

    The name you enter will become the process name that you run to extract calculation card data.
    b. Modify the data groups, records, and extract attributes, as needed.
    c. Ensure that a data group includes the PAY_EXTRACT_RUN_RESULT_VALUES_UE user entity with the PAY_INTERFACE_PAYROLL_REL_UE context.

    This user entity enables the extract to return all the run results for a PAYROLL_REL_ACTION_ID.
    d. Submit your changes and compile all formulas in the Execution Tree node.
6. From the Payroll Calculation work area or Payroll Checklist work area, run the following processes in the order shown:

    o Calculate Gross Earnings

    This process populates the run results.
    o The payroll interface report process associated with your extract definition.

    This process creates the output file.

Sample Formula for Extracting Calculation Card Values

The following formula provides an example to help you build your own formula to extract calculation card values from calculation cards for reporting. This example formula returns values for a US child support deduction. Create this formula using the Oracle Payroll formula type. Use the Manage Elements task to associate the formula with an Information element you created for calculation card input values.

> ✏️ **Note:** This example requires full payroll processing for the legislative calculations. However, the basic principles demonstrated in this example also apply if you are extracting calculation card values using a payroll interface extract.

```
DEFAULT FOR DEDUCTION_CARD_BY_EE IS 0
DEFAULT FOR DEDUCTION_COMPONENT_BY_EE IS 0
DEFAULT FOR PAY_DIR_COMP_CONTEXT_VALUE1 IS '0'
DEFAULT FOR PAY_DIR_COMP_CONTEXT_VALUE2 IS '0'
DEFAULT FOR PAYROLL_PERIOD_TYPE IS 'Calendar Month'

DEFAULT FOR CHILDSUPPORT_HRX_US_INV_DEDN_DATA_FIPS_CODE IS 'XX'
DEFAULT FOR CHILDSUPPORT_HRX_US_INV_DEDN_DATA_MEDICAL_SUPPORT_INDICATOR IS 'X'
DEFAULT FOR CHILDSUPPORT_INVLN_DEDN_PAYEE_DETAILS_RECIPIENT IS 0
DEFAULT FOR CHILDSUPPORT_INVLN_DEDN_SUPPORT_DATA_INVOLUNTARY_DEDUCTION_NUMBER IS 'XX'

inputs are OrderNumber(TEXT),
l_area1(NUMBER)

/* local variables */
OrderNumber = '0'
l_area1 = 0
l_di_amount = 0

l_ee_id = GET_CONTEXT(ELEMENT_ENTRY_ID,0)
l_dedType = GET_CONTEXT(DEDUCTION_TYPE,'0')
l_pay_rel_id = GET_CONTEXT(PAYROLL_RELATIONSHIP_ID,0)

l_payroll_frequency = PAYROLL_PERIOD_TYPE

l_dir_card_id = DEDUCTION_CARD_BY_EE
l_dir_card_comp_id = DEDUCTION_COMPONENT_BY_EE


CHANGE_CONTEXTS(DIR_CARD_COMP_ID = l_dir_card_comp_id)
(
l_area1 = TO_NUMBER(PAY_DIR_COMP_CONTEXT_VALUE1)
OrderNumber = PAY_DIR_COMP_CONTEXT_VALUE2
)

wsa_order_amount = WSA_GET('GLB_INVDED_ORDER_AMOUNT',EMPTY_NUMBER_NUMBER)
dummy = PAY_INTERNAL_LOG_WRITE('Custom Formula' ||' wsa_order_amount.COUNT :' ||
to_char(wsa_order_amount.COUNT))

NI = wsa_order_amount.FIRST(-1234)
WHILE wsa_order_amount.EXISTS(NI) LOOP
(
dummy = PAY_INTERNAL_LOG_WRITE('(Custom Formula) WSA Order Amount Index ::::' || TO_CHAR(NI))
dummy = PAY_INTERNAL_LOG_WRITE('(Custom Formula) WSA Order Amount ::::' ||
TO_CHAR(wsa_order_amount[NI]))
NI = wsa_order_amount.NEXT(NI,-1234) /* Go to next index. */
)

l_order_amount = wsa_order_amount[l_ee_id]
```

```
 dummy = PAY_INTERNAL_LOG_WRITE('Custom Formula' ||' l_order_amount :' ||
 to_char(l_order_amount))

CHANGE_CONTEXTS(AREA1 = l_area1)
(
 /*** Get the Order Received Date, Order Frequency and Payee Details from Calculation Card ***/
 CHANGE_CONTEXTS (DEDUCTION_CARD_ID = l_dir_card_id,
 REFERENCE_CODE = OrderNumber)
 (

 l_fips_code = CHILDSUPPORT_HRX_US_INV_DEDN_DATA_FIPS_CODE
 l_med_supp_ind = CHILDSUPPORT_HRX_US_INV_DEDN_DATA_MEDICAL_SUPPORT_INDICATOR
 l_order_amount_payee = CHILDSUPPORT_INVLN_DEDN_PAYEE_DETAILS_RECIPIENT
 l_inv_dedn_number = CHILDSUPPORT_INVLN_DEDN_SUPPORT_DATA_INVOLUNTARY_DEDUCTION_NUMBER

 )
 )

 l_total_owed_amt = WSA_GET('TOTAL_OWED_AMOUNT',0)

IF (WSA_EXISTS('TOTAL_OWED_AMOUNT')) THEN
 WSA_DELETE('TOTAL_OWED_AMOUNT')

 IF l_fips_code = 'XX'
 THEN
 l_fips_code = ' '

 IF l_med_supp_ind = 'X'
 THEN
 l_med_supp_ind = ' '

 IF l_inv_dedn_number = 'XX'
 THEN
 l_inv_dedn_number = ' '

RETURN l_fips_code, l_med_supp_ind, l_order_amount_payee, OrderNumber, l_area1,
 l_inv_dedn_number, l_order_amount, l_total_owed_amt
```

Creating Extract Definitions

Creating Extract Definitions for Payroll Interface: Procedure

Design an extract definition to meet the requirements of your third-party payroll provider using the Manage HCM Extract Definitions task from the Data Exchange work area. Copy a predefined extract and optionally, refine the report process extract, such as its flow submission parameters.

When you create an extract definition, you define data groups, records, and attributes. You define what you want to extract, how to extract, and how to deliver the extracted data.

When you submit the extract definition, the application creates a payroll interface report process that you run to perform the actual extraction of data. Any subsequent changes you make to the extract definition will affect your extract process.

Creating a New Extract Definition
To create a copy of an existing extract definition to use for a new extract process:
1. On the Manage HCM Extract Definitions page, select the legislative data group, and then click **Search**.
2. In the Type field, select **Payroll Interface**.

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3. In the search results, select the extract definition you want to copy, and then click **Copy**.
4. Use one of the predefined extract definitions shown in the following table.

Extract Definition	Description
Global Payroll Interface	Designed for global applications. Includes all employee attributes organized by data groups for new hire, changed, or termination data.
Payroll Interface for NGA	Designed to integrate with Payroll Exchange from NGA Human Resources. Includes general-purpose HR and payroll data and transforms the data into an HR-XML format compliant with NGA standards.
US ADP PayForce Third-Party Periodic Extract	Designed for Automatic Data Processing (ADP) in the US, but suitable for other third parties in the US with modifications. Can run only once per payroll period.
US ADP PayForce Third-Party Ad-Hoc Extract	Designed for ADP in the US, but suitable for other third parties in the US with modifications. Can run multiple times per payroll period.

5. Enter a name for the extract. This is the name the application uses for extract process that it creates for this extract definition.
6. Select a legislative data group.
7. Modify the records and attributes as needed, and then compile all formulas.
8. Define delivery options and submit your changes.

Configuring the Flow Parameters

To configure the flow parameters for the extract process:

1. On the Tasks panel drawer, select the Refine Extracts task. On the Manage Payroll Flow Patterns page, select your legislative data group, and then click **Search**.
2. Select your extract definition in the search results.
3. In the Parameters section, edit the parameters to determine which parameters should display and which values are required.

   For example, hide a specific parameter, or set a specific parameter so its value is required to run the extract process.

   The following table highlights some recommended settings:

Sequence	Name	Display Format	Lookup	Display
10	Changes Only	Lookup Choice List	ORA_ HRY_ CHANGES_ONLY (for Global Payroll Interface extracts) or PER_ EXT_ CHANGES_ONLY (for all other Payroll Interface extracts)	Yes
20	Payroll Name	Smart LOV	Payroll	Mandatory for all extracts other than ADP PayForce

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Sequence	Name	Display Format	Lookup	Display
30	Payroll Period	Smart LOV	Payroll Period	Mandatory
40	Effective Date	Date		Mandatory
50	Suppress Zero Balance	Lookup Choice List	HRC_YES_NO	Yes
60	Parameter Group	Smart LOV	Process Configuration Group	Yes

4. Add parameters, as needed, that you want available for entry when submitting the extract process.
5. Submit your changes.

Customizing the Generated Output

Depending on the level of modification you made to the copy of the predefined extract, you may want to customize the XSL template that you have designated in the delivery options. For example, if you have added a database item or other custom data to the extract, you must update the template.

To modify the XSL template, refer to the Report Designer's Guide for Oracle Business Intelligence Publisher. To configure output files in delivery option details, refer to the Implementing Global Human Resources Guide.

Related Topics

- Payroll Interface Reports: How They Are Processed

Creating an Extract Definition for Withholding W4 Tax Information: Procedure

Use the Manage Extract Definitions task in the Data Exchange work area to design an extract definition for withholding W4 tax information.

Configure the data included in the extract by specifying:

- Extract type
- Data groups, records, and attributes
- Filter criteria

Specify Extract Type

To extract W4 tax information, in the Create Extract Definition dialog box, select **HR Archive Type** as the extract type. Based on the extract type, the application automatically generates parameters that control the output of an extract.

Create Extract Data Groups, Records, and Attributes

The following figure shows the extract definition for withholding W4 tax information:
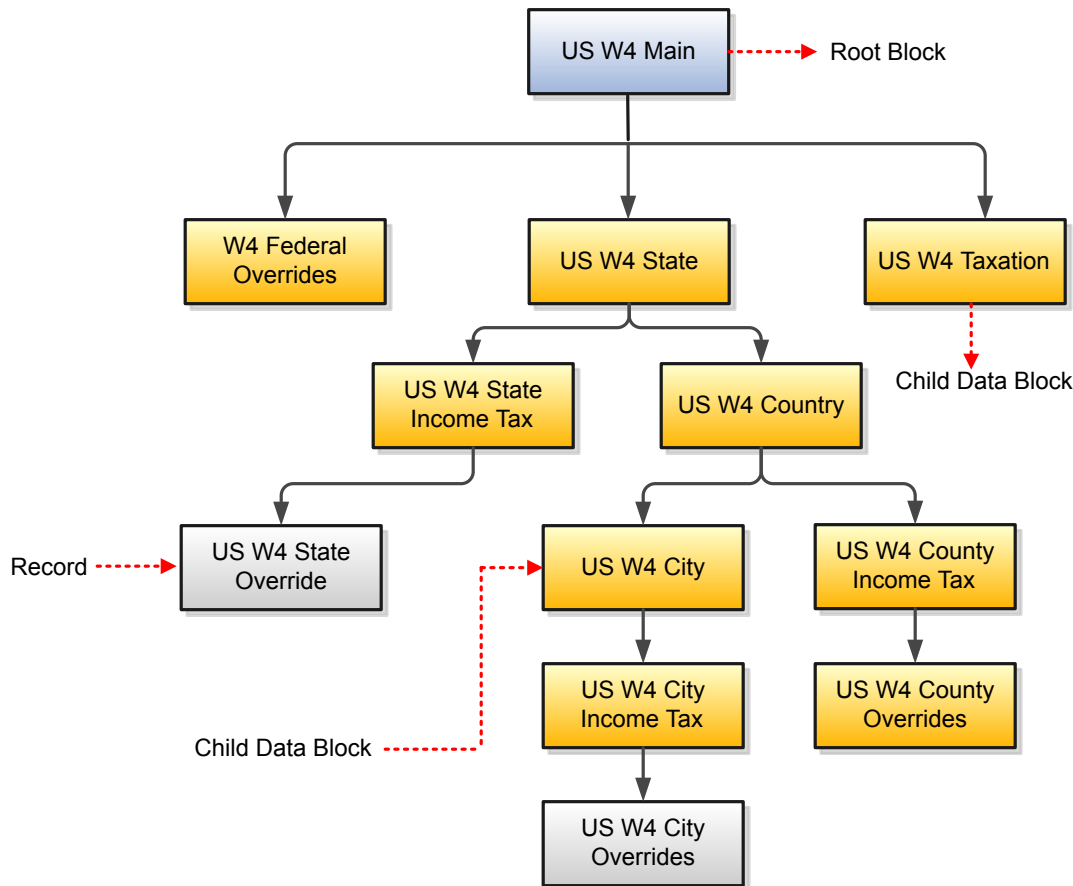
The following table shows the data groups, records, and attributes for the extract definition:

Data Groups	Description	Entity Name	Records	Attributes
US W4 Main	• Queries the payroll relationship ID of the employee based on the payroll relationship number given in the parameters. • Sets the PAYROLL_RELATION context, which is required by DIR Card related DBIs. • As the payroll relationship number is a non-mandatory parameter, returns	PER_ EXT_ PAY_ EMPLOYEES_UE	US_ W4_ MAIN_DETAILS	None

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Data Groups	Description	Entity Name	Records	Attributes
	any number of records. • If the payroll relationship number is passed as a parameter, returns at most one record.			
W4 Federal Overrides	• Queries the W4 deduction card ID and deduction card component Id. • Sets the DEDUCTION_CARD_I and DIR_CARD_COMP_ID contexts which are required by DIR card related DBIs	US_OVERRIDE	W4 Card Override Details	• Value Definition • Override Type • Value • Key Name
US W4 State	• Queries the state level deduction components attached to the W4 Card. • Queries the deduction Card component ID and context value 1 of the component. • Sets the DIR_CARD_COMP_ID and AREA1 contexts.	US_ WTH_ STATE_ DIR_ COMP_ID_UE	• W4 State Component Details • W4 Card State Component Hierarchy	Multiple flexfield contexts defined in the deduction card capture the different state level information.
US W4 Taxation	Queries the W4 card taxation information attached to the W4 Card at the federal level.	US_W4_TAXATION	W4 Card Taxation Information	• TRU ID • SUI State • SDI State
US W4 State Income Tax	• Queries the state income tax deduction components attached to the W4 Card. • Queries the deduction card component ID and the context value 1 of the component. • Sets the DIR_CARD_COMP_ID and AREA1 contexts. • Sets the state income tax	US_ WTH_ STATE_ INCOME_ TAX_ DIR_ COMP_ID_UE	W4 Card State Override Hierarchy	None

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Data Groups	Description	Entity Name	Records	Attributes
	deduction component context so that it can be used in fetching the override details linked at this level.			
US W4 State Override	Queries all the override information linked to the W4 Card at the state income tax level.	US_ W4_ STATE_ OVERRIDE	W4 State Override Details	• Value Definition • Override Type • Value • Key Name
US W4 County	• Queries the county level deduction components attached to the W4 Card. • Queries the deduction card component ID and the context value 2 of the component. • Sets the DIR_CARD_COMP_ID and AREA2 Contexts.	US_ WTH_ COUNTY_ DIR_ COMP_ID_UE	• W4 County Component Details • W4 Card County Component Hierarchy	• County Code • Filing Status • Exempt from County Income Tax • Exempt from Wage Accumulation • Resident Wage Accumulation • Exempt from School District • School District
US W4 City	• Queries the city level deduction components attached to the W4 Card. • Queries the deduction card component ID and the context value 2 of the component. • Sets the DIR_CARD_COMP_ID and AREA3 contexts.	US_W4_CITY	W4 City Component Details	• City Code • Exempt from Occupational or Head Tax • Filing Status • Exempt from City or Township Income Tax • Exempt from Wage Accumulation • Resident Wage Accumulation • Exempt from School District • School District
US W4 County Income Tax	• Queries the county income tax deduction components attached to the W4 Card. • Queries the deduction card component ID and the context value 2 of the component.	US_W4_CITY	W4 City Component Details	• City Code • Exempt from Occupational or Head Tax • Filing Status • Exempt from City or Township Income Tax • Exempt from Wage Accumulation

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Data Groups	Description	Entity Name	Records	Attributes
	• Sets the DIR_CARD_COMP_ID and AREA2 contexts. • Sets the county income tax deduction component context so that it can be used in fetching the override details linked at this level.			• Resident Wage Accumulation • Exempt from School District • School District
US W4 City Income Tax	• Queries the deduction card component ID and the context value 3 of the component. • Sets the DIR_CARD_COMP_ID and AREA3 contexts. • Sets the city income tax deduction component context so that it can be used in fetching the override details linked at this level.	US_ W4_ CITY_ INCOME_TAX	W4 Card City Override Hierarchy	None
US W4 County Income Tax	• Queries the county income tax deduction components attached to the W4 Card. • Queries the deduction card component ID and the context value 2 of the component. • Sets the DIR_CARD_COMP_ID and AREA2 contexts. • Sets the county income tax deduction component context so that it can be used in fetching the override details linked at this level.	US_ W4_ COUNTY_ INCOME_TAX	W4 Card County Override Hierarchy	None
US W4 County Overrides	Queries all the override information linked to the	US_ W4_ COUNTY_ OVERRIDE	W4 County Override Details	• Value Definition • Override Type

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Data Groups	Description	Entity Name	Records	Attributes
	W4 Card at the county income tax level.			• Value • Key Name
US W4 City Overrides	Archives the county override details, such as Value Definition, Override Type, Value, and Key Name.	US_ W4_ CITY_OVERRIDE	W4 City Override Details	• Value Definition • Override Type • Value • Key Name

W4 State Context Details

- While some of the contexts are common to all states, others are specific to certain states. For example, the context HRX_US_WTH_STATE_AL captures the information specific to the Alabama state.

- Some of the segments are common across the contexts. For example, the Department Allowance segment is defined in 13 segments, which are mapped to 13 different states.

- Define the following attributes for the W4 State Component Details record:

  a. State Code
  b. Dependent Allowance
  c. Personal Allowance
  d. Allowances for self and spouse
  e. State of residence
  f. Allowances for itemized deduction
  g. Exempt Year
  h. Self age above 65
  i. Spouse age above 65
  j. Self blind
  k. Spouse blind
  l. Exempt from State Disability
  m. Alabama Dependent Allowance
  n. Alabama Personal Allowance
  o. Arkansas Dependent Allowance
  p. Arkansas Personal Allowance
  q. Arkansas Allowances of head of household
  r. Arkansas Allowances for self and spouse
  s. District of Columbia Full time student for state tax exemption
  t. Georgia Dependent Allowance
  u. Georgia Personal Allowance
  v. Georgia State of residence
  w. Georgia Spouse state of residence
  x. Iowa Allowance for adjustments to income
  y. Iowa Allowance for child and dependent care credit
  z. Iowa Dependent Allowance
  aa. Iowa Personal Allowance
  ab. Iowa Allowances for itemized deduction

ac. Iowa Exempt Year

ad. Indiana Dependent Allowance

ae. Indiana Personal Allowance

af. Indiana Allowances for self and spouse

ag. Indiana County of Residence as of January 1

ah. Indiana County of Principal Employment as of January 1

ai. Indiana Self age above 65

aj. Indiana Spouse age above 65

ak. Indiana Self blind

al. Indiana Spouse blind

am. Exempt from State Income Tax

an. IRS Lock in Date

ao. Exemption for Military Spouse

ap. Nonresident

aq. Optional Calculation Method

ar. Filing Status

as. Resident Wage Accumulation

at. Voluntary Income Tax Withholding

au. Exempt from Wage Accumulation

av. Kentucky Dependent Allowance

aw. Kentucky Personal Allowance

ax. Kentucky Allowances for itemized deduction

ay. Kentucky Allowance for National Guard

az. Kentucky Allowances for self and spouse

ba. Kentucky Exemption for Spouse age 65 and above

bb. Kentucky Spouse blind

bc. Louisiana Dependent Allowance

bd. Massachusetts Dependent Allowance

be. Massachusetts Personal Allowance

bf. Massachusetts Allowances for self and spouse

bg. Massachusetts Self blind

bh. Massachusetts Spouse blind

bi. Massachusetts Full time student for state tax exemption

bj. US_WTH_STATE_INCOME_TAX_HRX_US_WTH_STATE_MA_EXEMPTION_STUDENT

bk. Maryland State of residence

bl. Maine Exempt from State tax due to retirement payments

bm. Maine Federal form W-4P exemption

bn. Missouri Dependent Allowance

bo. Missouri Personal Allowance

bp. Missouri Allowances for itemized deduction

bq. Missouri Allowances for self and spouse

br. Missouri Spouse working

bs. Mississippi Self age above 65

bt. Mississippi Spouse age above 65

bu. Mississippi Number of dependents

    bv. Mississippi Self blind

    bw. Mississippi Spouse blind

    bx. North Carolina Revoke state income tax exemption

    by. North Carolina Exempt Year

    bz. North Carolina State of residence

    ca. Ohio Dependent Allowance

    cb. Ohio Personal Allowance

    cc. Ohio Allowances for self and spouse

    cd. Virginia Dependent Allowance

    ce. Virginia Personal Allowance

    cf. Virginia Allowances for self and spouse

    cg. Virginia Self age above 65

    ch. Virginia Spouse age above 65

    ci. Virginia Self blind

    cj. Virginia Spouse blind

    ck. Wisconsin Dependent Allowance

    cl. Wisconsin Personal Allowance

    cm. Wisconsin Allowances for self and spouse

    cn. West Virginia Dependent Allowance

    co. Non-Resident Income Tax Rate

    cp. Resident Income Tax Rate

    cq. Resident PSD Code

    cr. Resident School District

    cs. Work PSD Code

    ct. Work School District

    cu. Exempt from State Unemployment

    cv. Exempt from Workers' Compensation

Filter Criteria

Use filter criteria to add criteria to filter set of data, if required.

Related Topics

- Defining an Extract: Worked Example

Creating a Payroll Interface Report from a Copy: Worked Example

This example demonstrates how to create a payroll interface report by copying an existing extract definition. The generated process extracts payroll-related employee and assignment information to submit to a third-party payroll provider. This worked example assumes that you completed the setup steps during implementation according to your business requirements.

The following table summarizes the key decisions for the scenario of building an extract definition.

Decisions to Consider	In This Example
What special parameters should the extract use?	Parameters that support the option of extracting only changed records since the previous periodic extract run.
What special employee information does the payroll provider require?	Employee and assignment data for recurring earnings each payroll period.

The steps in this scenario are:

1. Copy the existing extract definition for third-party payroll providers.
2. Submit the copied extract definition to create the extract process.
3. Edit the parameters of the generated extract process, as needed.

You can perform all of these steps from the Data Exchange work area.

Copying the Extract Definition

1. Select the Manage HCM Extract Definitions task in the Data Exchange work area.
2. In the **Type** field in the Search section, enter Payroll Interface.
3. In the Legislative Data Group field, select the required legislative data group.
4. In the Search Results section, select the row containing Global Payroll Interface, and then click **Copy**.
5. Enter a name for the new extract definition, for example US Payroll EFT Report, and then click **OK**.

   The name assigned here for the generated extract process displays in the list of available processes under the specified LDG when you select the Submit a Process or Report task.
6. Search for your extract definition.
7. In the Search Results section, select the name of your new extract definition.
8. Edit the basic information about your extract definition as shown in the following table, and then click **Save**.

Field	Value
Tag Name	Name used in the XML data file. Generated automatically, but you can modify it.
Description	Optional text that displays in the search results about the generated report process for this extract.

9. Click **Save**.
10. Click **Design** to make any changes to data groups, records, or attributes.
11. Click **Deliver** and change the delivery options to use the template created for your extract.

Compiling Formulas

1. Click **Validate**.
2. Click **Compile All Formulas**.

   🖉 **Note:** Compiling formulas can take several minutes. You must wait for all formulas to compile before moving to the next step.

3. Scroll down to verify that the formulas compiled without error.
4. Click **Submit**.

Configuring the Flow Parameters

After you submit an extract definition, you can further refine how to use its extract process, which parameters should display, and which values are required. This example specifies flow parameters so that a person submitting the extract process can select values from choice lists.

1. On the Tasks panel drawer, select the Refine Extracts task. On the Manage Payroll Flow Patterns page, search for your extract definition.
2. Click Edit.
3. In the Parameters section, modify each of the following parameters as shown in this table.

Sequence	Name	Display Format	Lookup	Display
10	Changes Only	Lookup Choice List	ORA_ HRY_ CHANGES_ONLY (for Global Payroll Interface extracts) or PER_ EXT_ CHANGES_ONLY (for all other Payroll Interface extracts)	Yes
20	Payroll Name	Smart LOV	Payroll	Mandatory for all extracts other than ADP PayForce
30	Payroll Period	Smart LOV	Payroll Period	Optional
40	Effective Date	Date		Mandatory
50	Suppress Zero Balance	Lookup Choice List	HRC_YES_NO	Yes
60	Process Configuration Group	Smart LOV	Process Configuration Group	Yes

4. Verify that the remaining parameters are set to your preference. Decide whether to display other parameters or make other parameters required to submit the process.
5. Click **Submit**.

Related Topics

- Payroll Interface Reports: How They Are Processed

- Implementing Payroll Interface: Procedure

- Payroll Interface Configuration for US ADP Solutions: Critical Choices

Using Different Modes for HCM Extracts: Explained

You can create an extract to output data in different modes in the Manage Extract Definitions page. Use modes to extract data that has changed since the previous extract runs. For example, you can extract employee details whenever there is a change in the employee's location. The processing engine generates the current status of the data, compares it with the base-lined data of the previous runs, and identifies the new as well as any modifications. The output from such changes-only extract has the incremental data only.

You can manipulate the output in a changes-only extract to either exclude or include certain attributes, regardless of whether the attribute has changed or not. For example, by selecting an option to exclude an attribute from comparison, you can ensure that that attribute is not compared while identifying changes to include in the generated output of the next extract run. Therefore, even if the attribute has changed since the previous extract run, it will not be included in the output. You can also select an option to always include an attribute in the generated output of an extract run, even if the attribute has not changed.

Extract Modes

To enable different modes in an extract, you include the CHANGES_ONLY parameter and set up threading details in the extract definition. While running the extract you can use the CHANGES_ONLY parameter to control the extract mode. For example, to find out if the job name has changed on a person's assignment, set up multi-threading database items at assignment level and include the CHANGES_ONLY parameter. When you run the extract in the ATTRIBUTE mode, the extract compares data from the multi-threading level and outputs the incremental changes. You can link the PER_EXT_CHANGES_ONLY lookup or the ORA_HRY_CHANGES_ONLY lookup to the CHANGES_ONLY parameter so that you can select a mode when you submit the extract.

The following table describes the different extract modes, their lookup values and descriptions.

Mode	Lookup Value	Description
N	All attributes	Includes all data in the extract. A full extract is run which produces the full data output at that point of time. The archived data is utilized as a baseline.
Y	Changed attributes	Compares this extract run with the previous extract runs and by comparing against the baseline (to identify the incremental data), displays the data that has changed only.
ATTRIBUTE	Changed and marked attributes	Includes elements that have changed or marked as mandatory
ATTRIB_OLD	Changed and marked attributes with previous values	Displays elements that have changed or marked as mandatory plus their previous value **Note:** You must run the Payroll Interface with the Attrib_ Old mode whenever you use the US ADP PayForce Third-Party Periodic Extract.

Mode	Lookup Value	Description
BLOCK_OLD	Changed, marked attributes, previous data under threading group	Displays the following data under threading data group: Changed data Data marked as mandatory Previous values Parent data group values
BLOCK	Changed and marked attributes under threading group	Displays the following data under threading data group: Changed data Data marked as mandatory Parent data group values

Related Topics

- What's a threading database item and what is its connection to the extract data group?

FAQs for Creating Extract Definitions

What's the difference between Payroll Interface extracts and other HCM extracts?

All payroll interface extract processes are driven by payroll keys, such as legislation, pay frequency, and payroll period. Other HCM extracts use a different set of HR keys, such as legal employer, department, and person number. The employees whose data that you extract using payroll interface extracts must be associated with a payroll. The payroll provides the grouping of employees and determines pay frequency.

Are future-dated changes ever included in Payroll Interface extracts?

Yes and no, depending on the Payroll Interface extract. If your extract is based on the Global Payroll Interface extract definition, no future-dated changes are included. All data in the output file is valid as of the effective date value in the file. If your extract is based on other Payroll Interface extracts, the output may include future-dated data.

Can changes-only extracts for Payroll Interface compare data with previous runs?

Payroll Interface extract comparisons are based on snapshots of the current data and the data in latest extract processed for that person. Changes-only extracts don't compare data with extracts prior to latest change for an employee.

How do I map the third-party payroll provider's payroll element code to the Global Payroll Interface extract?

Typically, you configure this mapping during implementation with assistance from Oracle. If you are using an extract based on the Global Payroll Interface extract definition, the `ElementDetails` section in the output file includes all defined input values for the element. Implementors can choose which element codes to map to the element input values, which are automatically extracted along with the element input pay values.

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What's a reporting category in HCM extracts?

Reporting categories help to create combinations of various delivery options under a single run process or report category. By using report categories to deliver a HCM extract using a single run enables you to deliver multiple forms of output to multiple users for an extract definition. For example, an organization has a requirement to extract HR data and to e-mail the extracted data as a PDF report to HR , and FTP the same data in an EFT file to a third party. The organization can achieve this by creating 2 delivery options and grouping them under one reporting category.

What happens to my extract when the application is upgraded to a new release?

No changes or updates will occur to your extract. After you create your own extract definition, it's considered user-defined and its structure, records, attributes, and flow parameters are maintained by you. However, if you created your extract from a copy of an existing extract, any data elements from the original extract, such as records based on database items, will be updated in your extract. Any additional data elements that you added won't be updated in your extract.

Delivering Extracts

HCM Extracts Delivery Options: Explained

You specify delivery options as part of the extract definition. Delivery option parameters specify the output format, the delivery method (email, FTP), and other parameters required for integration with BI Publisher layer.

How Delivery Options Work

HCM Extracts archives the extracted data into result tables and stores it as an XML output in the database. The application transforms the XML output into a formatted output such as HTML, PDF, EDT, or XLS. The formatted output is then delivered through email, fax, FTP, or print, depending on the delivery options you set in the extract definition. You can define delivery options for an extract using a BI Publisher template, with the following delivery file output types: PDF, XLS, XML, DOC, and the following delivery modes: FTP, email, and fax.

Using Delivery Types

The type of delivery you select determines the destination of the extract. Some delivery types require additional information. You can select Documents of Record as the delivery mode to store the output in the database and allow employees to view the output from document of records. An example of a document is a payslip. If the XML output is split and burst as separate files, then you can select the bursting node. For example, if you want all employees to receive an email with their payslip, then set the bursting node to Employee_ID. Select the WebCenter Content delivery type to create extracts with encrypted or non-encrypted data and transmit them to Oracle WebCenter Content. You can then transfer the data manually or using your own scripts to your own server. For more information, see Oracle Fusion File Transfer Automation and Data Security on My Oracle Support.

Related Topics

- Delivering Encrypted Data Using HCM Extracts: Explained

- How can I reduce the size of my extract output?

Payroll Interface Output File Templates: Highlights

The delivery options for predefined Payroll Interface extract definitions specify eText and XSL templates that Oracle BI Publisher uses to produce the output files sent to third-party payroll providers for payment processing.

Creating and Modifying Templates

If you have additional information to send that isn't supported by the predefined templates, you must modify them or create a new ones, as needed.

- For information about creating and modifying templates to use for formatting Payroll Interface output files, refer to the following section in the Report Designer's Guide for Oracle Business Intelligence Publisher:

  See: Creating eText Templates

  See: Designing XSL Subtemplates

Defining the BI Publisher Template for HCM Extracts: Worked Example

This example demonstrates how to set up a BI Publisher template and make it available for you to create a document in the required format, suing the extracted data. You access BI Publisher using the Reports and Analytics link from the navigator. When the Reports and Analytics page is accessible, you can browse through the catalog.

FAST bank must send an XML file on their employees and departments to a third party and the HR Manager with employee details grouped by departments as a Headcount Report.

The following table summarizes some key decisions:

Decisions to Consider	In this Example
Why do I have to set up BI Publisher?	You set up BI Publisher to format the extracted XML data into the required format and to deliver the report or business document to the appropriate destination.
How does BI Publisher connect to HCM extracts?	You install the Template Builder for Word plug-in.
Do I need a separate license?	No, BI Publisher is included with Core HR.

Tasks

1. Setting up the Data Model
2. Creating the BI Publisher Report Template
3. Uploading the Report

Setting up the Data Model

1. Select the Reports and Analytics option from the navigator.
2. Select the Browse Catalog icon.
3. Select the New menu option, and under the Published Reporting section, select Report.

4. Select the Use the existing data model option to create a report using the existing data model.
5. In the window that displays, select the data model and select Next.
6. Select the Report Editor option and select Finish to complete the data model setup.
7. Save the report as HR Data Report in the following folder: /Shared Folders/Custom/Human Capital Management/

Creating the BI Publisher Report Template

1. Install the Template Builder for Word plug-in from the BI Publisher Enterprise Home page.

   This plug-in provides sample documents, demos, templates and Template Viewer. Use these samples to help you understand the concepts and to create templates such as EFT and RTF to view the formatted XML output.
2. Create a BI Publisher template using the Export XSD option in the extract execution tree.
3. Open MS Word and locate the Add-Ins tabbed region to view the Oracle BI Publisher option.
4. Select the Load XML Schema option. After the XML schema has loaded, you can arrange the fields and alter the layout, if required.

Uploading the Report

1. Select the Upload option from the Upload or Generate Layout region and enter the following information:

Parameters	Details
Layout Name	RTF Layout
Template File	Select the file name of the RTF template saved on your local drive.
Type	RTF Template
Locale	English (United States)

2. Save the BI report in the following location: /Shared Folders/Custom/Human Capital Management/.

   This BI Publisher report template is now ready for you to select in the Delivery Options section when creating the extract definition.

Related Topics

- Defining an Extract Using the Simplified Interface: Worked Example

FAQs for Delivering Extracts

Can I use Oracle Fusion Transactional Business Intelligence (OTBI) with HCM Extracts?

Yes. You have two options:

HCM Extracts can extract the data and produce an output using CSV, XML, or PDF. OTBI can then accept a data source in Excel or XML format.

BI Publisher can also accept a data source in Excel or XML format. HCM Extracts has integration with BI Publisher.

What's BI Publisher and how does it work with HCM extracts?

BI Publisher is a set of tools you use to create highly-formatted reports based on data models. With BI Publisher, you can:

- Author, manage, and deliver documents

- Create interactive management reports

- Create highly-formatted, customer-facing documents

- Create government documents

- Create electronic funds transfer (EFT) documents

BI Publisher transforms the extracted data from the database and presents that data into a report.

How do I create a BI Publisher template for HCM extract?

You create a BI Publisher template using the Export XML Schema option in the extract execution tree and saving the file to your local machine. You can then load the downloaded XSD file to the BI Publisher word plug-in using the XML Schema option. If you require a report in a specific format, then you can create a template and save it by arranging the fields in the required format. Otherwise, you can create a default RTF template using the All Fields option.

Can I add a custom delivery option for a Global Payroll Interface template?

Yes, if it's compatible with the XML generated by your extract process that you created using the Global Payroll Interface extract definition as a basis. Refer to the Creating Excel Templates section in the Report Designer's Guide for Oracle Business Intelligence Publisher.

11 **Flow Patterns**

Flow Patterns for Extracts and Reports: Overview

A flow pattern exists for each extract or report process. The flow pattern defines submission parameters, flow tasks, and task sequence. Flow patterns for extracts and reports typically contain a single flow task. You can edit them to add tasks in the Payroll Checklist work area or by using the Refine Extract task in the Data Exchange work area. Each flow pattern you create must be associated with a security profile.

Checklist and Flow Tasks: Explained

A flow can consist of one or more tasks. The flow pattern determines the sequence of tasks executed in a flow. Submitting a flow from the Data Exchange or payroll work areas generates a checklist. Use the flow's checklist to monitor and manage the tasks included in the flow.

Depending on the flow pattern, the checklist might include:

- Automatic tasks, such as extracts, reports, and processes

- Manual tasks, such as verification tasks required to complete a flow

Working with Checklists

Use the checklist while working with flows to perform the following activities:

- Monitor the status of the flow tasks

- Manage the flow tasks, such as reassigning tasks, marking tasks completed, and performing corrective actions

- View task details, such as a list of records processed by the flow

For payroll, while working on a task in the flow, you can remain in the Payroll Checklist work area or go to a related work area that includes tasks in the regional area. For example, while reviewing the results for the Calculate Payroll task, you might go to the Payroll Calculation work area to review the person's calculation card or element entries.

Related Topics

- Monitoring the Status of Flow Tasks: Explained

Editing Flow Tasks: Points to Consider

Edit flow patterns you create or copy. This topic suggests points to keep in mind when you add, delete, or move a task in a flow pattern.

Editing Tasks

Refer to the following table for examples of edits to flow pattern tasks. You perform these edits on the Task Sequence tab of the Manage Payroll Flow Patterns page. For payroll flow patterns, use the Manage Payroll Flow Patterns task in the Payroll Checklist work area. For extract flow patterns, use the Refine Extracts task in the Data Exchange work area.

Edits	Impact	Examples
Add a task	You add a task to position it as the last task in the activity or task group. Update the task sequence. If you repeat a task, rename it to make clear its purpose on the checklist.	You add a manual verification task after each report. You rename each task with the report name.
Delete a task	When you delete a task you may impact subsequent tasks in the flow that depend on its results. Review the subsequent tasks.	You delete a task. The Parameter Basis of the next task is Bind to Task and its Basis Value is the value of the deleted task. You update the Parameter Basis of the subsequent task as required, for example, to Bind to Flow.
Move a task to a different activity	The activity determines the work areas where you can submit the flow patterns you define, and controls how the checklist displays.	You move a task in a payroll flow pattern for a report from the Payments activity to the Statutory activity. The flow owner can view the report results from the Payroll Checklist or Regulatory and Tax Reporting work areas, but not the Payment Distribution work area.
Reorder the list of tasks displayed in a checklist	The sequence specified for the task further determines the task order within an activity on the checklist.	You decide to flatten the checklist sequence to group all the tasks within a single activity. 1. On the Tasks page, you confirm that each task belongs to the same activity and task group. 2. You edit each task, specifying a value in the Sequence column on the Edit Task Details Owners and Details page. The lowest number is used for the first task in the checklist. For example, you might specify a sequence of 10 for the payroll calculation task and 20 for the prepayments calculation task.

Related Topics

- Editing a Flow Pattern: Worked Example

- Sequencing Rules for Flows and Locked Tasks: Explained

- How can I run tasks concurrently in a flow?

Flow Pattern Parameters: Explained

Each task in a flow pattern supports task actions, such as submit, roll back, mark for retry, retry, and view. Task action parameters control how the application processes a task and how the task relates to other tasks in the flow pattern. Flow parameters, a subset of task parameters, supply the information required to successfully complete the tasks in the flow pattern.

The following figure shows the relationship of the tasks, task parameters, and flow parameters in a flow pattern.
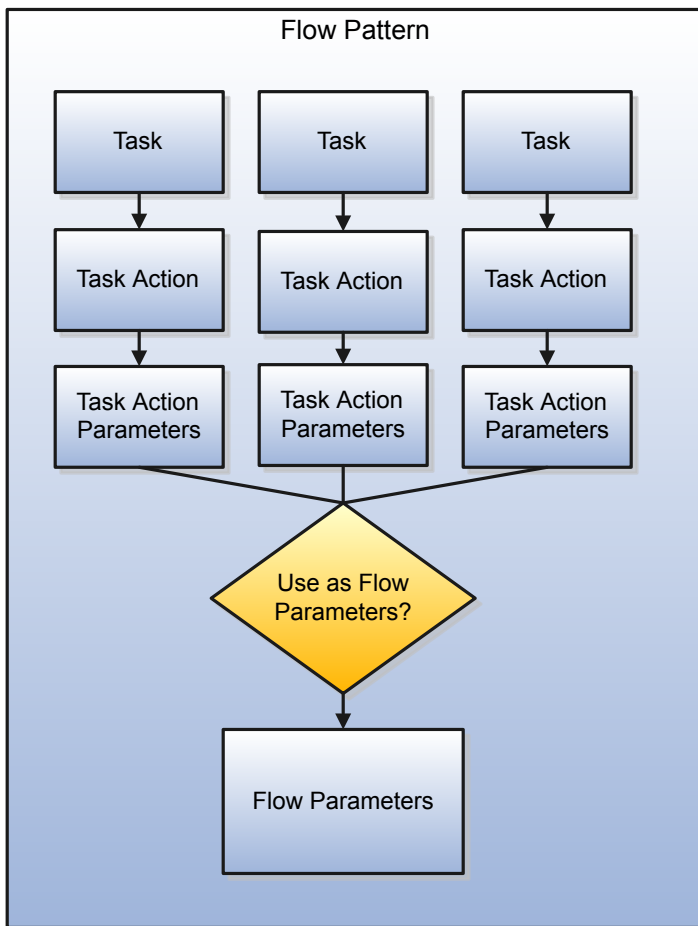
When you create a flow pattern, you review and edit the task parameters for the Submit and Initialize task actions. After submitting the flow pattern, you can edit the parameters for the remaining task actions, such as Mark for Retry, Retry, and Roll Back. The parameter details you can edit include:

- Display and display format
- Lookups and value sets
- Usage
- Sequence

- Parameter Basis and Basis Value

Display and Display Format

Display parameters control the format and availability of the flow parameter, as shown in the following table.

Parameters	Purpose
Display	Determines whether the parameter displays when submitting the flow
Display Format	Identifies the type of data displayed, such as a date or text, or choice list

Display parameters work with other parameters, such as Parameter Basis and Basis Value. For example, most task action parameters don't display the Request parameter because the application obtains the value for this parameter from the context.

Lookups and Value Sets

Use lookups and value sets for descriptive flexfields to control and validate the data used in the payroll flow pattern.

The following table describes which parameter basis to use for the different methods for obtaining the lookup value.

Lookup Value	Parameter Basis
Entered when submitting a flow	Bind to Flow
Derived by the application from existing tables, such as the value for the payroll statutory unit	Bind to Flow Task or Context Binding
Derived by application from a Post SQL process	Post SQL Bind

Usage

A parameter can receive information (input) or generate information (output) that subsequent tasks can use as input. For example, for the Calculate Payroll task, the Payroll Process parameter for the Submit task action generates an output value for the payroll action ID, which the Retry task action uses as input.

The following table describes the typical settings for a parameter whose usage is output.

Parameter Option	Setting
Display	No
Parameter Basis	- Bind to Flow, the application derives the value from the flow parameter and the updates the flow parameters table with the output value - If you select no value, the output value results from the task's output

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Sequence

Control the order in which the application processes and displays the parameters by specifying the sequence. Sequence numbers provide default logic for the application to derive the order in which to process the parameters. For example, if you have two lookups and the values of the second lookup depends on the first lookup, set the first lookup to a lower sequence number than the second one

Parameter Basis and Basis Value

The Parameter Basis controls how the application derives the value for the parameter. The Basis Value further specifies the value the application uses for the parameter.

The following table lists the Parameter Basis options and gives examples of when you might select them.

Parameter Basis	Description	Basis Value Available	Example
Use Specified Value	Assigns a specific value to the parameter.	Text is entered as constant or value entered by the person who submits the flow.	Specify a constant if the value is the same for all tasks, such as the payroll statutory unit.
Bind to Context	Derives the value from the context of the current flow instance or the task instance of the flow pattern.	Select flow, task, or the Request. The application will automatically generate the parameter value.	If the task includes a Request parameter, bind it to the flow context. Tasks in the flow reference this task using the Request ID generated by the application. Bind the legislative data group parameter to a task parameter that supplies the legislative data group. For example, the legislative data group for prepayments uses the payroll as context, because it's already associated with the legislative data group.
Bind to Flow Parameter	Derives the value from one of the flow parameter values.	Application will automatically derive the parameter value.	Bind a parameter to the flow that several tasks share to avoid multiple occurrences of the same parameter.
Bind to Flow Task Parameter	Binds the value to the output of the previous task.	Select a value from the previous task's parameters.	Bind a parameter to a task, such as Retry corrective action, so that when the flow owner resubmits the task to retry it, the application uses the output of the Submit task parameter.
Bind to Task Parameter	Resolves the value for the task parameter.	Select a value from the current task's parameters.	Bind a parameter to the task if several tasks share a parameter, such as a start date, but one task requires a different date.

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Parameter Basis	Description	Basis Value Available	Example
No value specified	Stops the application from generating a parameter value when the task executes.	Application will generate a blank value.	Not applicable
Post SQL Bind	Calculates the parameter but doesn't display it on the user interface.	SQL statement will calculate the parameter value.	Bind a parameter using the Post SQL bind to generate data. For example, use a post SQL process to generate the process date from the payroll period and payroll parameters.
SQL Bind	Calculates and displays value on the user interface.	SQL statement will calculate the parameter value.	Bind a parameter using SQL For example use SQL Bind to calculate the payment type parameter for the Generate Check Payment task. The application obtains the payment type ID for the check payment record. Use SQL Bind to prompt the task owner to enter a reason for a corrective action, such as a QuickPay.

Related Topics

- Creating a Flow Pattern to Reissue a Check: Worked Example

- Can I skip the flow parameters for a single-task payroll flow pattern?

Payroll Interface Extract Flow Parameters: Explained

The following table describes the typical flow parameters included in your extracts that are based on Payroll Interface extract definitions.

Flow Parameter	Description

Changes Only	A list of values that enables selection of different extract modes to filter data in the output file. For example, to extract only data that has changed since the previously run extract process.
	
	In the extract definition, this parameter is mapped to one of the following two lookups:
	
	   • ORA_HRY_CHANGES_ONLY for Global Payroll Interface extracts
	   • PER_EXT_CHANGES_ONLY for all other Payroll Interface extracts

Payroll Name	A list that enables search and selection of a specific payroll. Payrolls define the list of employees to retrieve in the extract process. In the extract definition, this parameter is mapped to the Payroll lookup.

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Flow Parameter	Description
Payroll Period	A list that enables search and selection of a specific payroll period for which data is to be reported. In the extract definition, this parameter is mapped to the Payroll Period lookup.
Process Start Date	An optional date parameter to provide a date as of when to get data from outside the range of the payroll period. In the extract definition, the name of this parameter is Start Date.
Process End Date	The required date parameter, typically the end date of the payroll period. The application can't derive this date from the selected payroll period, so it must be provided when submitting the extract process. In the extract definition, the name of this parameter is Effective Date.
Suppress Zero Balance	Provides the option to suppress zero values in case Calculate Gross Earnings process was run and the balance value is 0. This parameter is only applicable if you are calculating gross earnings as part of your Payroll Interface implementation. In the extract definition, this parameter is mapped to the HRC_YES_NO lookup.
Process Configuration Group	Provides the option to search for and select a run-time profile, for example to run the process in debugging mode. In the extract definition, this parameter is named Parameter Group and is mapped to Process Configuration Group lookup.

Related Topics

- Using Different Modes for HCM Extracts: Explained

- Payroll Process Configuration Parameters

- Extracting Gross Earnings or Element Entries: Critical Choices

Flow Task Start and Due Dates: Critical Choices

Specify duration dates and notification options in the payroll flow pattern to give flow owners adequate time before a task starts to prepare and before a task is due to address any issues.

Task Start and Due Dates

Specify the following duration dates on the Tasks page of the Manage Payroll Flow Patterns page:

- Start date, the date the task owner should start the task

  ✏️ **Note:** The start date applies to notifications only. You schedule when a flow starts on the Scheduling page when you submit the flow.

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- Due date, the date the task owner should complete the task

To specify duration dates:

1. Select the flow parameter date to use as the basis for the duration date
2. Optionally, offset the date by specifying a plus or minus value depending on whether the date falls before or after the duration date.

Notifications

Select notifications to send error and warning messages, and to inform the task owner when a task starts or ends. The receipt of notifications depends on the duration dates and their offsets.

1. Specify the notifications the task owner receives.
2. Optionally, specify the number of days before the application automatically deletes a notification from storage.

   Use the Manage Payroll Process Configuration task in the Setup and Maintenance work area to complete the Notification Expiration Offset parameter.

Related Topics

- Scheduling Flows: Explained

Editing Flow Patterns: Examples

Review these scenarios to better understand how to edit flow patterns to meet the requirements of your enterprise. Use the Manage Payroll Flow Pattern task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area for the following scenarios:

- Updating a parameter to use a specified value

- Supplying a reason for a corrective action

- Adding tasks and reordering the task sequence

- Automatically incrementing dates in a scheduled extract

Updating a Parameter to Use a Specified Value

Your payrolls use a single process configuration group named InFusion UK Consolidation Group. You want to specify a constant for the configuration group task action parameter and hide the parameter to avoid data entry mistakes. You perform the following steps.

1. Query the flow pattern you defined for the payroll cycle.
2. On the Parameters tab of the Manage Payroll Flow Pattern page, edit the Process Configuration Group parameter.

   You enter the values shown on the following table.

Parameter Detail	Value
Display	No

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Parameter Detail	Value
Display Format	Text
Lookup	No value
Usage	Input Parameter
Parameter Basis	Constant Bind
Basis Value	InFusion UK Configuration Group

Supplying a Reason for a Corrective Action

Your enterprise typically issues electronic funds transfer payments. You defined a flow pattern to issue check payments and to verify them. You want to track the reason managers issue checks, so you add a flow parameter to capture that information.

1. Query the payments flow pattern you defined.
2. On the Parameters tab of the Manage Payroll Flow Pattern page, Select and Add the Reason parameter to include it as a flow submission parameter, and complete the parameter details as shown in the following table.

Parameter Detail	Value
Display	Yes
Display Format	Text
Lookup	No value
Usage	Input Parameter
Parameter Basis	Context Binding
Basis Value	Payroll Flow

Adding Tasks and Reordering the Task Sequence

Your flow pattern includes a Calculate Gross Earnings process and the Element Results Register Report. You decide to add two extract reports that run concurrently, followed by a verification task, and to simplify the checklist so that it is a single list. You perform the following steps:

1. From the Data Exchange work area, select the Refine Extracts task.
2. On the Refine HCM Extracts page, query the flow pattern.

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3. On the Tasks tab of the Manage Payroll Flow Patterns page:

   a. Add the first extract report, specifying the same Activity and Task Group as the Calculate Gross Earnings.
   b. Add the second extract report, specifying the same Activity and Task Group as the Calculate Cross Earnings.
   c. Add a manual verification task, specifying the same Activity and Task Group as the Calculate Cross Earnings.

4. Edit each task, specifying a sequence number on the Edit Task Details Owners and Details page.

   The lowest number is used for the first task in the checklist. For example, you might specify a sequence of 10 for the Calculate Gross Earnings task, 20 for the first extract report, 30 for the second extract report, and 40 for the manual verification task.

5. On the Tasks Sequence tab, reorder the sequence of reporting tasks so that the two extract reports run concurrently.

Task	Following Task
Start Flow	Calculate Gross Earnings
Calculate Gross Earnings	First extract report
Calculate Gross Earnings	Second extract report
First extract report	Manual verification task
Second extract report	Manual verification task
Manual verification task	End Flow

Automatically Incrementing Dates in Scheduled Extract

You create a flow pattern to extract weekly payroll data that requires the user to enter a process date parameter. You schedule the extract to run weekly. The application evaluates the flow parameters at the time of submission, and the task parameters when the task starts executing. To automatically increment the date field, so that the application derives the dates from the defaulted date parameter, you edit the task parameters.

You use the Refine Extracts task from the Data Exchange work area, or the manage Flow Patterns task from the checklist work area. You edit the task parameters on the task's Basic Information page by performing the following actions:

1. Select the Process Date parameter.
2. Select Context binding from the Parameter Basis field.
3. Select System Date from the Basis Value field.

Related Topics

- Editing a Flow Pattern: Worked Example

Adding a BI Publisher Report to a Flow: Procedure

Add single or multiple BI Publisher reports to your copied or user-defined flow pattern. When you submit the flow, the report automatically generates an output file that you can view. The output file is based on the template used for the BI Publisher report, such as an html template. The Run BI Publisher Report task belongs to the Statutory activities in the flow pattern.

Adding Your Report to a Flow

Follow these steps to add the task to add your BI Publisher report to an existing extract flow.

1. Use the Manage Flow Patterns task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area or the area.
2. Search and select the flow that you will customize.
3. On the Manage Flow Pattern page, on the Tasks tab, click the **Edit** button
4. Click the **Select and Add** button on the menu bar. In the Search Tasks dialog, search for and select Run BI Publisher Report. Click the **Done** button.
5. On the Task Sequence page, confirm the sequence is correct.
6. On the Flow Parameters page, add a required parameter for the first argument of the BI Publisher report.

   The flow parameters map to the BI Publisher arguments. For example, if your report is based on a SQL query, the first argument is the first bind variable of a SQL query data model.

   > 💡 **Tip:** To easily determine the sequence of arguments, view the list of parameters for the generated report in BI Publisher.

7. Optionally, rename the parameter to a more meaningful name.
8. On the Task parameters page, in the Parameter Details section, complete the following steps:

   a. Confirm that the Parameter Basis for the First Argument value is Bind to Flow.
   b. Specify a value for the Report Name and Report Path parameters.

      For example, if the BI Publisher data model is saved to the Custom folder in Shared Folders you would specify `/Custom/yourBIreport.xdo`.
   c. Specify values for other arguments if required.
9. Review the flow and submit it.

Related Topics

- How can I run tasks concurrently in a flow?

Creating a Flow within a Flow: Worked Example

This example describes how to copy the Transfer Batch flow and modify it to include a custom flow pattern you created. In this example, the custom flow you add submits a report to check for any batch line errors after transferring a batch. If the transfer fails, you can skip the transfer process or mark it as complete, and then view the report for error details.

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Summary of Tasks

This worked example includes details for the following tasks:

1. Creating the parent flow pattern
2. Adding the report flow to the parent flow
3. Testing the flow

Creating the Parent Flow Pattern

1. In the Payroll Checklist work area, select the **Manage Payroll Flow Patterns** task.
2. Search for and select the row for **Transfer Batch**, and then click the **Copy** icon.
3. Enter the name of the new flow pattern, such as **Transfer Batch with Error Report**.
4. Enter a description, such as "Transfer a batch and view any batch line errors that occurred." and then click **Save and Close**.
5. Search for and select the Transfer Batch and Error Report flow pattern, and then click **Edit**.
6. Add the parameter that derives batch name from the batch ID as follows:
   a. On the Parameters tab, click **Add**.
   b. Select the added row and click **Edit**.
   c. Add values as shown in this table.

Field	Value
Flow Parameter	Batch Name
Use for Searches	No
Display	No
Display Format	Text
Sequence	3
Usage	Input parameter
Parameter Basis	Post SQL Bind
Basis Value	select batch_name from pay_ batch_ headers where batch_id = :BATCH

7. Click **Save**.

Adding the Report Flow to the Parent Flow

1. On the Tasks tab, click **Select and Add**.

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2. In the Search window, search for and select **Submit Another Flow**, and then click **Done**.
3. In the row for Submit Another Flow, click the **Edit** icon in the menu bar and set the values as shown in this table.

Field	Value
Task	Run Batch Lines Report
Activity	Statutory
Task Group	Reporting
Description	Submit the batch lines error report for the specified batch.

4. Edit task parameters as follows:
    a. In the row for Run Batch Lines Report, click **Edit Task**.
    b. Configure the predefined task parameters as shown in this table.

Parameter	Parameter Basis	Basis Value
Flow Name	Constant Bind	The name of the flow, for example Batch Lines Report. ✏ **Note:** This value is case-sensitive. Enter the name exactly.
From Flow Instance ID	Context Binding	Payroll flow
From Flow Task Instance ID	Context Binding	Payroll task
Use to Calculate Results	Constant Bind	Y
Parameter Name 1	Constant Bind	Batch Name
Parameter Value 1	Bind To Flow	Batch Name

    c. Click **Next**, and optionally complete the owner and checklist information.
    d. Click **Next**, and optionally complete the duration and notification information.
    e. Click **Submit**.
5. Edit the task sequence as follows:
    a. On the Task Sequence tab, edit the following two rows as shown in this table

Start Flow	Following Task
Transfer Batch	Run Batch Lines Report
Run Batch Lines Report	End Flow

    b. Click **Submit**.

Testing the Flow

1. Create and save a test batch that should cause an error.
   Alternatively, you can search for an existing batch that was transferred with errors using this SQL query:

   `select * from pay_batch_headers where batch_status = 'E';`

2. On the Submit a Process or Report page, select a legislative data group.
3. Select the **Transfer Batch with Error Report** task, and then click **Next**.
4. Enter a unique name for the current flow instance.
5. Enter the name of the batch with errors that you saved or queried, and then click **Submit**.
6. Click **OK and View Checklist**, and then click the **Refresh** icon until the Transfer Batch task shows as in progress with error.
7. View the report in the flow as follows:
       a. Select the row with the Transfer Batch task, and then select **Skip Task** in the Actions menu.
       b. In the row for Run Batch Lines Report, click **Go to Task**.
       c. In the Processes and Results section, click the name of the report.
       d. In the row for Run BI Publisher Report, click **Go to Task**.
       e. On the Process and Reports tab, click **View Results**.
       f. Click the PDF file name to open the report.

Creating a Report to View Batch Line Errors: Worked Example

This example describes how to create a flow to view a report showing errors that occurred while transferring a batch using the payroll batch loader. After you create the report and the flow pattern for it, you can add it to other flow patterns. For example, for a custom flow pattern that includes the Transfer Batch flow task, you could add this flow immediately after that task.

In this example, the SQL query that defines the data model for the report takes the batch name as a bind variable. The bind variable enables the batch name to be user-entered when run alone, or dynamically derived when run within another flow.

Summary of Tasks

This worked example includes details for the following tasks:

1. Creating the report data model and output file name
2. Creating the report template
3. Creating the flow pattern to submit the report

Prerequisites

This worked example assumes you completed the following prerequisites:

1. The following software is installed:
   o JRE version 7 or later
   o Microsoft Word
   o Oracle BI Desktop Integration for Word

> 💡 **Tip:** Select the Download BI Desktop Tools menu in the Get Started section of the Oracle Business Intelligence home page to download the Template Builder for Word installer.

2. You know the name of an existing batch that has transferred with errors. You will use this batch name for testing your report.

> 💡 **Tip:** You can use the following SQL query to retrieve the batch names: `select * from pay_batch_headers where batch_status = 'E';`

Creating the Report Data Model and Output File Name

1. Sign in as a user with the Oracle Business Intelligence administration privileges.
2. Create a SQL-based data model for the report as follows:
   a. In the Navigator, select **Reports and Analytics**.
   b. On the Reports and Analytics work area, click **Browse Catalog**.
   c. On the Catalog page, select **New**, and then select **Data Model**.
   d. On the Diagram tab, click **New Data Set**, and then click **SQL Query**.
   e. In the SQL Query window, enter values as shown in this table, and then click **OK**.

Field	Value
Name	Batch Lines Report
Data Source	ApplicationDB_ HCM
Type of SQL	Standard SQL
SQL Query	select 'Marker' as Marker, bl.batch_ line_id bl.batch_ line_status line_text, bl.line_ sequence from pay_ batch_headers bh, pay_ batch_lines bl, pay_ message_lines ml where bh.batch_id = bl.batch_id and bl.batch_ line_id = ml.source_ id and bh.batch_name = :batchName

> ✏️ **Note:** Ensure that you don't include a semicolon at the end of your SQL query.

   f. In the Add Parameter window, select **batchName**, and then click **OK**.

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     g. On the Parameters page, in the **Display Label** field, enter **Batch Name**.

3. To change the name of the output file from Default Document.pdf, follow these steps:

     a. In the left pane, select **Bursting**.

     b. On the Bursting page, click **Create New Bursting**.

     c. Set field values as shown in this table.

Field	Value
Data Source	ApplicationDB_ HCM
Split By	/DATA_ DS/G_1/MARKER
Delivery By	/DATA_ DS/G_1/MARKER
SQL Query	select 'Marker' as KEY, 'Batch Lines Report' as TEMPLATE, 'PDF' as OUTPUT_FORMAT, 'Batch Lines Report - '|| to_ char(sysdate 'YYYY-MM-DD: HH:MI:SS') as output_name from dual

> ✎ **Note:** Ensure that you don't include a semicolon at the end of your SQL query.

4. Click the **Save As** icon and save the data model under the path **Shared Folders/Custom/** with the name **BatchReportDataModel**.

5. Test that the data model query returns data as follows:

     a. In the left pane, click **Data Sets**.

     b. On the Data tab, enter the name of an existing batch that transferred successfully with errors, and then click **View**.

     You should see values for BATCH_LINE_ID and BATCH_LINE_STATUS and any messages that occurred.

> ✎ **Note:** The batch name field is case sensitive, so enter the name exactly. If you don't see values or if you entered incorrect SQL syntax, edit the SQL for the data model and try again.

6. Click **Save As Sample Data**, and then click **OK**.

7. Click **Export**, and then save the XML file to your file system. You will use this when designing your report template.

8. Click **Save**.

Creating the Report Template

1. Generate the report template as follows:

     a. On your data model page, click **Create Report**.

     b. In the Create Report window, click **Cancel**, and then click **OK**.

     c. Click the **Select Data Model** icon, select your data model, and then click **OK**.

     d. Click the **Generate** icon.

     e. In the **Template Name** field, **Batch Lines Report**, and then click the **Generate** button.

     f. Click **Edit** and open the file in Microsoft Word.

     g. Save the RTF file to your file system.

2. In Microsoft Word, modify your template as follows:
   a. Delete the **MARKER** and **BATCH_LINE_ID** columns from the table.
   b. Change the column headings to user-friendly values, such as Status, Error Text, and Line Number.
   c. Click the **Field** icon and insert **BATCHNAME** before the batch lines table.
   d. Insert text before the BATCHNAME field, such as **Batch Lines Errors for Batch** followed by a colon and space character.
   e. Make any other layout changes, as needed, such as changing column width.
   f. Save and close the RTF file.
3. Upload your modified template as follows:
   a. On the report page, under your report icon, click **Properties**.
   b. Click the **Upload** icon.
   c. Click **Browse** to select your RTF template, and then click **OK**.
   d. In the Upload Template File window, in the **Locale** field, select the same local that is listed as the default local, and then click **OK**.
   e. Click **OK** to overwrite the existing template for that locale.
   f. Click **Save**, and then click **Return**.
4. Set the default format as follows:
   a. At the top-right corner, click **View a List**.
   b. In the **Default Format** field, select **PDF**.
   c. Click **Save Report**.
   d. In the Save As window, in the **Name** field, enter **Batch Lines Report**, and then click **OK**.
5. Ensure that the report has the correct role access as follows:
   a. On the Catalog page, locate the batch lines report.
   b. On the More menu for Batch Lines Report, click **Permissions**.
   c. Click **Add users/roles** to add roles, as necessary.

   > 💡 **Tip:** If you have several roles to add, search for and add the BI Consumer role with full control, which most other roles inherit.

   d. Click **OK**.
6. Test your report as follows:
   a. On the Catalog page, for the batch lines report, click **Edit**.
   b. Ensure that the name of your data model displays above the report icon. If it doesn't, add it and save your changes.
   c. On the Catalog page, for the batch lines report, click **Open**.
   d. In the **Batch Name** field, enter the batch name you entered previously. You should see the data in the sample report.

Creating the Flow Pattern

1. Ensure that you are signed in as a user with payroll administration privileges.
2. On the Payroll Checklist work area, select the **Manage Payroll Flow Patterns** task.
3. Click **Create**, and then click **Continue**, with no legislative data group selected.
4. On the Basic Information page, enter the values as shown in this table, and then click **Next**.

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Field	Value
Flow Pattern	Batch Lines Report
Description	Submit a report to view batch line errors for a specified batch transferred using the payroll batch loader.
LDG Required	Optional
Default Flow	Yes
Activities to Include	Statutory
Selected Tasks	Run BI Publisher Report

5. Click **Next** to accept default values until you are on the Parameters page.
6. Add the Batch Name parameter as follows:
    a. Click **Select and Add**.
    b. Search for and select **First Argument**, and then click **OK**.
    c. Click **Edit** and change its values as shown in this table, and then click **Next**.

Field	Value
Flow Parameter	Batch Name
Use for Searches	No
Display	Mandatory
Display Format	Text
Sequence	2
Usage	Input parameter
Parameter Basis	Post SQL Bind
Basis Value	select batch_name from pay_ batch_ headers where batch_id = :BATCH

7. On the Task Parameters page, edit the **Report Path** parameter as shown in this table.

Field	Value
Display	Yes
Parameter Basis	Constant Bind

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Field	Value
Basis Value	/Custom/Batch Lines Report.xdo

8. Select the **First Argument** parameter and ensure that its values are as shown in this table.

Field	Value
Parameter Basis	Bind to Flow
Basis Value	Batch Name

9. Click **Next**, and then click **Submit**.
10. Test your flow as follows:
    a. In the Payroll Checklist work area, select the **Submit a Process or Report** task.
    b. Select **Batch Lines Report**, and then click **Next**.
    c. Enter a unique name for the current flow instance.
    d. Enter the same batch name that you used when creating the report, and then click **Submit**.
    e. Click **OK and View Checklist**, and then click the **Refresh** icon until the status shows as completed.
    f. In the row for Run BI Publisher Report, click **Go to Task**.
    g. On the Process and Reports tab, click **View Results**.
    h. Click the PDF file name to open the report.

Flow Security and Flow Owners: Explained

Your HCM data role security determines which flows you can submit or view. This topic explains how the HCM data roles and flow security work together. You define security for flow patterns using the Manage Payroll Flow Security Profile task in the Setup and Maintenance work area.

Submitting a flow generates a checklist of the included tasks. You become the owner of the flow and its tasks. If a flow pattern designates tasks to different owners, you remain the flow owner. Either you or the owner of a task can reassign the task to someone else, for example, to cover situations where the task is overdue and the task owner is on leave.

Payroll Flow Security and HCM Data Roles

HCM data roles secure the access to flows through data privileges and to the tasks on a checklist through functional privileges.

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The following figure illustrates how the payroll manager and payroll administrator can submit a process or report and can view the results of the monthly payroll flow. Either the payroll manager or the payroll administrator can submit the flow and perform its tasks or have the tasks reassigned to them.
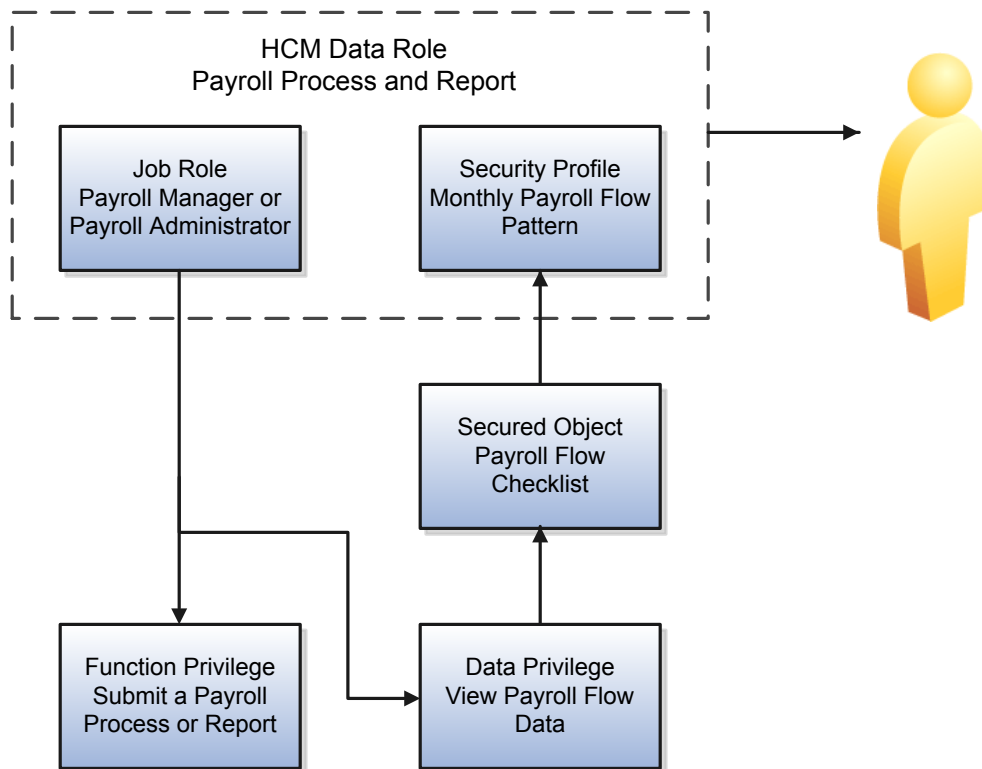
The following figure illustrates how only the payroll manager can calculate the payroll. The payroll manager can't reassign this task to a payroll administrator, because the administrator doesn't have the necessary functional privileges.
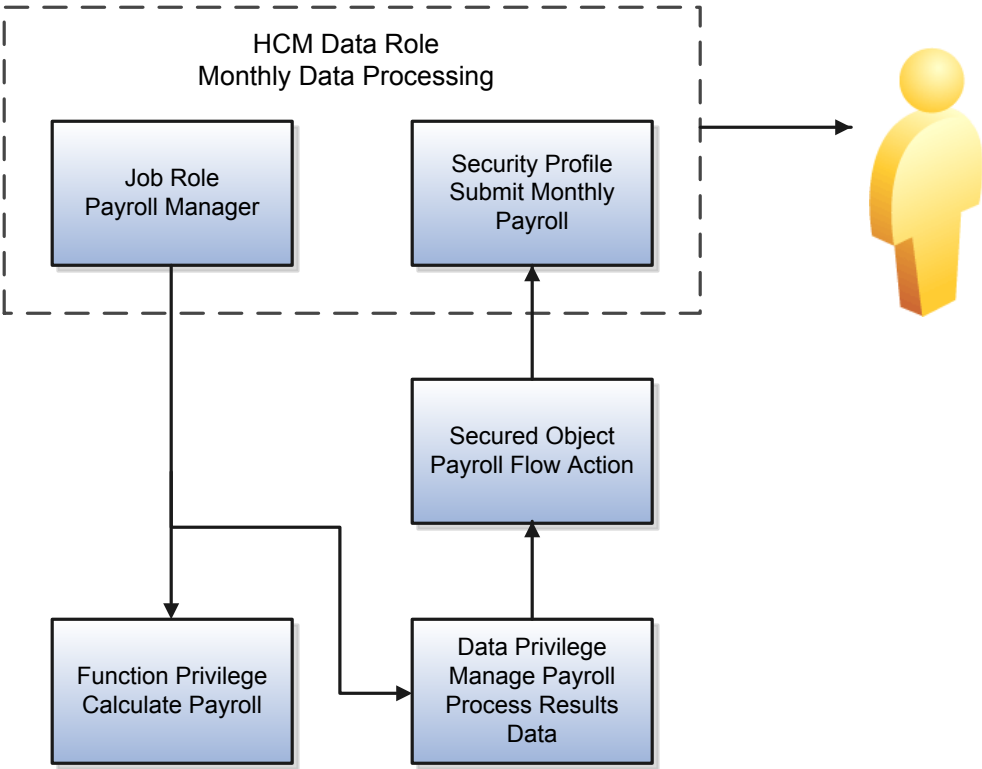
Troubleshooting

The following table describes what action to take if you encounter problems submitting or completing a task in a flow.

Problem	Solution
Can't submit or view a flow	Confirm that the data role assigned to you includes a security profile for the payroll flow pattern.
Can't perform a task, such as a process or report	Confirm that your data role is based on a job or abstract role that includes functional privileges to perform that task.

FAQs for Flow Patterns

What happens if I don't enter a task owner in a flow pattern?

The person who submits the flow becomes the flow owner and the task owner. The person's security privileges determine whether the person can submit the flow.

How can I rearrange tasks in a flow pattern?

Edit the task sequence by selecting a different task in the Following Task column. Every flow pattern begins with a Start Flow task, which does not belong to an Activity or Task Group, and concludes with an End Flow task.

When creating a flow, use the Manage Payroll Flow Pattern task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area. Rearrange tasks on the Task Sequence page. When editing a flow, select the task and edit its sequence on the Create Flow Pattern: Basic Information page. When you submit a flow, processes in the flow use and build upon the results of previous processes. To maintain data integrity, ensure the sequenced tasks follow a consecutive order.

Related Topics

- Editing a Flow Pattern: Worked Example

- Sequencing Rules for Flows and Locked Tasks: Explained

What happens if I change a due date for a task in a flow?

It doesn't affect the status or progress information for the flow displayed on the checklist.

You must complete a flow task before beginning the next task. Before updating a due date beyond the next task's start date, consider whether you have adequate time to perform the next task.

Only flow owners and task owners can update the due date.

Why don't the duration dates in the flow pattern display?

The start and end dates and their offsets display after you complete the flow parameter dates. Use the Manage Payroll Flow Patterns task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area. Enter the flow parameters on the Parameters page, and then return to the Tasks page to enter the duration dates.

If your flow pattern doesn't specify dates as flow parameters, the duration list of values is blank. Change the values for the Duration list by displaying the date parameters for tasks in your flow pattern.

How can I improve performance and troubleshoot flows?

Add parameters to a payroll process configuration group to optimize performance and troubleshoot your payroll processes. To process large volumes of records, use the Threads and Chunk Size parameters. To troubleshoot processes, add the Logging Category or Formula Execution Logging parameters to a configuration group and rerun the process using that configuration group. Using these parameters enables you to investigate formula code problems.

Related Topics

- Payroll Process Configuration Groups: Explained

- Payroll Process Configuration Parameters

12 **Process Configuration**

Payroll Process Configuration Groups: Explained

Payroll process configuration groups provide sets of processing parameters, primarily related to logging and performance. When you run a process, such as a new-hire flow or termination flow, or an extract process or report, you can select a process configuration group.

If you don't select a process configuration group, the application uses the parameters in the default group. You must specify the default group in the Process Configuration Group ACTION_PARAMETER_GROUPS profile option.

Use this table to locate the areas where you set up profile options and configuration groups.

Action	Work Area	Task and Page
Edit predefined process configuration groups	Setup and Maintenance or Payroll Calculation	Default Group tab of the Manage Payroll Process Configuration page
Create additional process configuration groups	Setup and Maintenance or Payroll Calculation	Group Overrides tab on the Manage Process Configuration Group page
Select a process configuration group as the default at the site or user level	Setup and Maintenance	Manage Default Process Configuration Group Profile Option Values task or the Manage Administrator Profile Values task

You might create a group with the logging parameters turned on to troubleshoot processes. You can also specify different performance parameter values, such as chunk size and buffer size, for running different processes.

Related Topics

- How can I improve performance and troubleshoot flows?

- Setting Profile Option Values: Procedure

Payroll Process Configuration Parameters

Payroll processing parameters are system-level parameters that control aspects of payroll-related processes, such as flows and reports. Values for each parameter are predefined with the application, but you can override these values as part of your initial implementation and for performance tuning. Use the Manage Payroll Process Configuration task in the Setup and Maintenance work area.

Processing Parameters

The effects of setting values for specific parameters may be system-wide. When you submit a process that uses flows, such as a batch upload, new hire, or report process, it reads values from the PAY_ACTION_PARAMETERS table.

> ✎ **Note:** You should understand the concept of array processing and how this affects performance before setting some parameters.

The following table describes processing parameters and lists values and predefined default values. These parameters apply to HR applications including payroll and payroll interface.

Parameter	Description	Values
Assignment ID to End Logging	Assignment ID upon which logging ends.	Default: All assignments
Assignment ID to Start Logging	Assignment ID upon which logging starts.	Default: All assignments
Balance Buffer Size	Buffer size for array inserts and updates of latest balances, based on one row per balance. 💡 **Tip:** If your trace files show differences between execute and fetch timings, look at the buffer sizes you're using. Try setting each of these to 100.	Maximum: 1000 Minimum: 1 Default: 500
Batch Error Mode	Determines error notifications for payroll batch loader uploads.	ALL = all rows ANY = any rows NONE = no errors Default: ANY
Chunk Size	Number of payroll relationship actions that process together. See also the Parallel Processing Parameters topic.	Maximum: 16000 Minimum: 1 Default: 20
Disable Locking Code in Check Process Post-Populate Method	Disables the locking code added to the post-populate method to improve check process performance. This parameter isn't available by default. To add the parameter, search for the lookup type PAY_ ACTION_ PARAMETER_ TYPE on the Manage Common Lookups page and add the lookup code ORA_ DISABLE_ POST_POP_FIX.	Yes, No Default: No Don't change this value unless advised by Oracle Support.

Parameter	Description	Values
Element Entry Buffer Size	Buffer size that payroll runs use in the initial array selects of element entries, element entry values, run results, and run result values per assignment.	Maximum: 1000 Minimum: 1 Default: 500
Formula Execution Logging	Sets the logging level to investigate formula code problems. See also the Logging Processing Parameters topic.	Default: No logging
Historic Payment	Removes the validation to look for banks active as of the process date. This validation is usually enforced by the payments process. This parameter isn't available by default. You can add it in test environments only. To add the parameter, search for the lookup type PAY_ ACTION_ PARAMETER_TYPE on the Manage Common Lookups page and add the lookup code HISTORIC_ PAYMENT.	Yes, No Default: No
Logging Area	Area where code logging is performed. See also the Logging Processing Parameters topic.	The values correspond to C-code entries in the form PY_ENTRY, that includes the functional area that will have logging enabled.
Logging Category	Helps investigate problems with large volumes of detailed data. See also the Logging Processing Parameters topic.	GMPE or blank for no logging. You can specify multiple values. Default: No logging
Manual Task Processing	Enables processing of manual tasks when SOA server is unavailable.	Y, N Default: Y
Maximum Errors Allowed	Number of payroll relationship actions that you can roll back, when rolling back a process.	Minimum: 0 Default: CHUNK_SIZE or 20
Maximum File Size for View Report Output	Maximum size in bytes of the report file to show in the output window. This parameter isn't available by default. To add the parameter, search for the lookup type PAY_ ACTION_ PARAMETER_ TYPE on the Manage Common Lookups page and add the lookup code BI_ OUTPUT_SIZE.	Must be a positive number. Default: 10000000
Maximum Iterations Allowed per Run Action	Maximum number of iterations allowed per run action within net-to-gross calculations within the payroll run.	Minimum: 0 Default: 15
Maximum Number of Payroll Relationship Actions to Roll Back	Number of payroll relationship actions that you can roll back, when rolling back a process.	Minimum: 1 Default: 50

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Parameter	Description	Values
New Hire Flow Pattern	Name of the customer-defined flow that is triggered as part of the new-hire process.	Default: No value (predefined New Hire flow pattern)
Notifications Expiration Offset	Number of days before a payroll flow notification is automatically deleted.	Minimum: 5 Default: 5
Payroll Batch Loader Encryption Type	The type of encryption applied to source files loaded using the payroll batch loader.	PGPSIGNED, PGPUNSIGNED, PGPX509SIGNED, PGPX509UNSIGNED Default: No encryption
Payroll Criteria for Element Eligibility	Enables eligibility by payroll for assignment-level elements.	Yes, No Default: No
Process Timeout	Number of minutes before the Run Balance Generation process times out.	Minimum: 0 Default: No timeout limit enforced.
Remove Report Assignment Actions	Removes report processing actions after generating reports.	Yes, No Default: Yes
Run Result Buffer Size	Buffer size for array inserts and updates, based on 1 row for each payroll run result.	Maximum: 1000 Minimum: 1 Default: 500
Shuffle Chunk Processing	Random processing of order chunks for assignment actions.	Yes, No Default: No
Suppress Empty XML Tags in Extract Reports	Reduces the size of extract output for reports by excluding tags with blank values in XML output files.	Y, N Default: Y
Termination Flow Pattern	Name of the customer-defined flow that is triggered as part of the termination process.	Default: No value (predefined Termination flow pattern)
Threads	Total number of subprocesses that you can run from the Oracle Enterprise Scheduler Service. See also the Parallel Processing Parameters topic.	Minimum: 1 Default: 1
Trace	Enables the database trace facility for application processes written in C only.	Yes, No Default: No
Trace Level	Sets the trace level of the trace event. To generate the finest level of detail, enter the highest value.	1, 4, 8, 12 Default: None

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Parameter	Description	Values
User Messaging	Enables detailed logging of user-readable information to the PAY_ MESSAGE_LINES table.	Yes, No Default: No
XML_ DATA_SOURCE	For document records delivery options performance purposes, determines if XML is derived from the database.	Y, N Default: Y

Payroll-Specific Processing Parameters

The following table lists the processing parameters that are applicable only for Oracle Fusion Global Payroll..

Parameter	Description	Values
Accounting Date for Transfer to General Ledger	The date to transfer and post journal entries for costing results to Oracle Fusion General Ledger.	E = Date Earned P = Process Date EVE = For the Partial Period Accrual Reversal process, date earned is used. If the date earned isn't defined for the time periods on the Payroll Definition page, the payroll period end date is used. For the payroll run that includes the actual costs, the process date of the payroll run is used. Default: P
Cost Buffer Size	Buffer size for array insert and select statements when calculating the costing of the payroll run results.	Maximum: 1000 Minimum: 1 Default: 500
Date to Retrieve Assignment Status	Date earned or date paid, used to determine the effective date for checking assignment status in payroll calculations.	E = Date earned P = Date paid Default: P
Earliest Retroactive Processing Date	The earliest date that retroactive processes are calculated. Updates made before this date are not recalculated.	Date value in YYYY/MM/DD format
Extract Data Group for Payroll Register	Limits the records to include in the output file based on the specified data group name.	Default: No data group

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Parameter	Description	Values
Limit Payroll Register Output by Data Group	Enables processing a subset of records to include in the output file when an extract data group parameter value is also specified.	Y, N Default: N
Override Location for Tax Libraries	Directory location for Quantum tax libraries.	There are no set values. Values must be directory structures where the tax libraries are stored. Default: $VERTEX_ TOP/lib
Reversal and Balance Adjustment Accounting Date	Accounting date based on one of the following dates: • The process date of reversal or balance adjustment • The process end date of the Transfer to Subledger Accounting task, which you can use to transfer journal entries for costing results to Oracle Fusion General Ledger	T = Transfer using end date of the Transfer to Subledger Accounting task as the accounting date P = Use process date of the reversal or balance adjustment as the accounting date Default: P
Wage Basis Rules Buffer Size	Used in array selects from the PAY_ TAXABILITY_ RULES table within the Payroll Calculation process.	Minimum: 100 Default: 500

Parallel Processing Parameters

Payroll processes are designed to take advantage of multiprocessor machines. You can improve performance of your batch processes, such as Calculate Payroll or Calculate Gross Earnings, by splitting the processing into a number of threads, or subprocesses, which run in parallel.

To improve performance you can also set the number of payroll relationship actions that process together and the size of each commit unit for the batch process.

Parallel Processing Parameters

Threads

When you submit a batch process, the Threads parameter determines the total number of subprocesses that run concurrently. The number of subprocesses equals the Threads value minus 1.

Set this parameter to the value that provides optimal performance on your server:

- The default value of 1 is set for a single-processor machine.
- Benchmark tests on multiprocessor machines show that the optimal value is approximately 2 processes per processor.

   For example, if the server has six processors, set the initial value to 12 and test the impact on performance of variations on this value.

Chunk Size

The Chunk Size parameter:

- Indicates the size of each commit unit for the batch process.

- Determines the number of assignment actions that are inserted during the initial phase of processing.

- Sets the number of assignment actions that are processed at one time during the main processing phase.

This parameter doesn't apply to all processes, such as Generate Check Payments and Retroactive Pay.

To set the value of the Chunk Size parameter, consider the following points:

- Parameter values range from 1 to 16,000.

- The default value is 20, which was set as a result of benchmark tests.

- Each thread processes one chunk at a time.

- Large chunk size values aren't desirable.

Logging Processing Parameters

Use logging parameters to investigate problems that aren't easily identified in other ways. In a normal operation, disable logging because it can impact the performance of the process you're logging.

> ✏️ **Note:** Prepare log files before contacting Oracle Support for assistance. Define the logging area, category, and range of assignments before resubmitting the problem.

Logging Parameters

Typically, you use this feature during your initial implementation and testing before you go live. In a normal operation you should disable detailed logging.

The three processing parameters for logging are:

- Logging Area
- Logging Category
- Formula Execution Logging

Logging Area

The Logging Area parameter works with the Logging Category parameter to limit the code area for logging. Even if you set the logging category, you must also set the logging area if you want to limit logging to a particular code area.

The values correspond to C-code entries in the form PY_ENTRY, which includes the functional area that will have logging enabled.

Logging Category

Logging categories define the type of information included in the log. You can set any number of categories by specifying multiple values to focus on specific areas that you think may be causing a problem. The default value is no logging.

The following table explains each logging category.

Parameter Value	Logging Category	Description
B	Balance Information	Provides output information that shows the creation and maintenance of balances used during payroll processing.
C	C cache structures information	Provides output information that shows details of the payroll cache structures and changes to the entries within the structure. While working on a service request, Oracle may ask you to use this parameter to gather additional information.
E	Element entry information	Provides output information that shows the state of the element entries in the process memory after retrieving entries from the database. The information is provided whenever data for an entry is changed during processing.
F	Formula information	Provides output information that shows details of formula execution, including formula contexts, inputs, and outputs.
G	General logging information	Provides general information, rather than a specific information type. This parameter doesn't provide sorted output. In general, it's recommended that you choose parameters that provide specific types of information.
I	Balance output information	Provides output information that shows details of values written to the database from the balance buffers.
L	Balance fetching information	Provides output information that shows the balances retrieved from the database and whether or not the process will use those balances. (If balances such as Year To Date totals have expired because the year has changed, the process resets them and uses the new balance.)
M	Entry or exit routing information	Provides output information to show when any function is entered and exited. This information is indented to show the call level, and can be used to trace the path taken through the code at the function call level. Often, this information is useful when attempting to track down a problem such as a core dump.
P	Performance information	Provides output information to show the number of times certain operations take place at the assignment and run levels and why the operation took place. This parameter is often used to balance the buffer array write operation.

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Parameter Value	Logging Category	Description
Q	C cache query information	Provides output information that shows the queries being performed on the payroll cache structures. While working on a service request, Oracle may ask you to use this parameter to gather additional information.
R	Run results information	Provides output details of run results and run result values from the Run Results buffer or the Values buffer before writing them to the database. This enables verification that the buffer contents were correct.
S	C cache ending status information	Provides output information that shows the state of the payroll cache before the process exits, whether that process ends with success or an error. While working on a service request, Oracle may ask you to use this parameter to gather additional information.
T and Z	PL/SQL detail and PL/SQL output	To obtain detailed information about the PL/SQL calls made by the Payroll application, use the combination of the T parameter and the Z parameter. This combination is typically useful for obtaining information about payroll processes that use a large amount of PL/SQL code, such as prepayments and archive. Using this parameter, the process buffers output while it's running and places it the end of the log file after processing is complete. Each payroll process instance has its own log file, located under the log subdirectory for the particular process ID.
V (USA and Canada only)	Vertex tax calculation information	Provides output information that shows the values passed in and out of a third-party Vertex tax engine. This parameter also provides a separate file in the Out directory that shows the internal settings of the Vertex engine. This logging option is available to customers in the USA and Canada only.

Formula Execution Logging

Formula execution logging is the code area where logging is performed. This processing parameter mechanism is only available for formula logging in the payroll run. Specify parameter values as a character or combination of characters to determine the area for logging. For example, the string di (the combination of d and i) corresponds to the logging of database item cache access and formula input and output values. The default value is no logging.

⚠️ **Caution:** Use the dump logging options in rare circumstances only. The T trace option, which generates very large amounts of data, would significantly slow down processing.

The following table shoes each formula execution logging parameter value.

Parameter Value	Meaning
c	Change contexts
d	Database item cache access
D	Database item cache dump
f	Formula cache access
F	Formula cache dump
I	Formula input/output values
m	Miscellaneous
n	Nested calls
s	SQL execution (database item and PL/SQL formula function calls)
T	Trace (very large level that provides the inputs and outputs of every call made when executing a formula)
w	Working storage area access
W	Working storage area dump
1	Level 1 (combination of c. f, i, and m)
2	Level 2 (combination of 1, c, d, n, and w)
3	Level 3 (combination of 2, D, s, and W)
4	Level 4 (combination of 3 and F)
5	Level 5 (combination of 4 and T)

13 **Payroll Interface Inbound Records Setup**

Overview

You can import processed payroll data and payslips from third-party payroll providers using the HCM Data Loader. Each import record is associated with a master record that specifies a payroll name and payroll period. Imported payroll information is stored in the Inbound table, while payslips are stored in the document record.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI). Use the following subject area and fact data to create reports:

- Subject area: Payroll Interface Inbound Record - Real Time
- Fact Data: Payroll Interface Inbound Records and Payroll Interface Inbound Record Information

A typical data import includes:

- Absence entries of employees
- Employee specific messages
- Details of earnings and elements processed for employees
- Final payments made to employees
- Details of bank accounts to which payments are made

Extensible Flexfields

Oracle provides an extensible flexfield called Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF) to capture inbound payroll data from your third-party payroll processor.

Here are the delivered contexts.

- Absence Information
- Message Information
- Payment Information
- Payroll Information

There are predefined segments associated with these contexts. In addition to this extensible flexfield, you can use extensible and user-defined lookups to configure your inbound payroll interface with your third-party payroll provider.

You can use the Manage Payroll Interface Extensible Flexfields page in the Setup and Maintenance work area to edit the Payroll Interface Inbound Record EFF flexfield. Contexts with predefined segments capture specific processed payroll values.

Payroll Interface Inbound Record

After a payroll is processed by your third-party payroll provider, the results of the payroll run are extracted and configured into a data file. You must then convert this file to the format required by the HCM Data Loader.

This table lists the files that you need to import your payroll data.

File Name	Content
PayrollInterfaceInboundRecord. dat You must use this file name. The HCM Data Loader will not recognize any other file name.	Includes processed payroll information for employees included in the payroll run
PayrollInterfaceInboundRecord. zip After you create the data file, you then need to compress the file with the .zip file extension. You don't have to use this file name. You can create your own.	Compressed file that contains the data file

Payslip Files

You can import payslips as PDF files into your Oracle Fusion HCM application using the HCM Data Loader.

This table lists the files that you need to import payslips.

File Name	Content
DocumentsOfRecord. dat You must use this file name. The HCM Data Loader utility will not recognize any other file name.	Data file listing employees for whom payslips are being provided PDF file names
BlobFiles You must use this folder name. The HCM Data Loader utility will not recognize any other file name.	Folder that contains all the PDF payslip files
DocumentsOfRecord. zip You don't have to use this file name. You can create your own.	Compressed file that contains both the data file and PDF payslip files

The import process looks for the PDF files based on the information contained in the data file. After you complete the import process, employees can view their payslips from the My Portrait work area.

Related Topics

- Importing Payroll Data From Third-Party Payroll Providers: Procedure

- Enabling Descriptive Flexfields for Oracle Business Intelligence: Procedure

Configuring Extensible Flexfields and Lookups for Inbound Payroll Interface: Procedure

You can configure extensible flexfields and lookups for your inbound payroll interface to your third-party payroll processor.

Configuring Payroll Interface Extensible Flexfields

Oracle provides a predefined extensible flexfield named Payroll Interface Inbound Record EFF to import processed payroll data from your third-party payroll provider. Contexts with predefined segments are available to capture specific payroll values.

Follow these steps:

1. In the Setup and Maintenance work area, search for and select the **Manage Payroll Interface Extensible Flexfields** task.
   The Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF) displays.
2. Select **Edit** from the Actions menu.
3. Select the **Inbound Record** category.
4. Click **Manage Contexts** to search for any contexts you want to review in more detail.
   Oracle delivers these contexts and context sensitive segments with the Payroll Interface Inbound Record EFF flexfield.

Context	Context Sensitive Segments
Absence Information	Absence Name
	Absence Balance
	Absence Unit
	Absence Unit of Measure
	Absence Message
Message Information	Message Type
	Message ID
	Message Text
	Outbound File Received Date
	Outbound File Name
Payment Information	Bank Name
	Branch Name
	Branch Number
	IBAN
	Payment Type

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Context	Context Sensitive Segments
	Account Name
	Account Number
	Check Number
	Amount
	Currency
	Payment Date
Payroll Information	Payroll Run Type
	Payroll Run Sequence
	Element Classification
	Element Name
	Cost Center
	Current Amount
	Quarter-To-Date Amount
	Year-To-Date Amount
	Currency
	General Ledger Credit Account
	General Ledger Debit Account
Payslip Information	Net Payment
	Payslip View Date

5. Enter the name of the context in the Display Name field and click **Search**.
6. To edit Context Sensitive Segments select **Edit** from the Actions menu.
7. To create a new context select **Create** from the Actions menu.
8. Click **Save and Close**.
9. Click **Done**.

> ✎ **Note:** If you add any new segments or contexts, save and deploy the flexfield on the main page.

Configuring Payroll Interface Lookups

Oracle provides the Payroll Interface Inbound Setup task that you can configure for your organizational requirements.

Follow these steps:

1. In the Setup and Maintenance work area, search for and select the **Manage Payroll Interface Lookups** task.

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This table lists the lookup types, meanings, descriptions, and uses included in the Payroll Interface Inbound Setup module.

Lookup Type and Meaning	Description	Uses
ORA_ HRY_ INBD_ FUNCTIONAL_ CATG Inbound Record Functional Category	Name of the functional category supported by the third-party payroll provider.	Define broad functional categories to segregate different types of imported data.
ORA_ HRY_ INBD_ REC_ RECORD_TYPE Inbound Record Type	Type of the inbound record data, such as payslip or processed payroll data.	For this extensible lookup type Oracle has provided two values: Payroll Information and Payslip Information. This lookup type enables you to set up your own record types for different types of inbound records. It also enables you to build reports based on the record type in OTBI.
ORA_ HRY_ INBD_REC_VEND Third-Party Payroll Provider	Name of the inbound record third-party payroll provider.	Use this lookup type to set up a vendor list and then provide the lookup value in the dat file. When an inbound record is imported into Oracle Fusion, you can indicate which vendor has provided the data.

2. To add a new lookup code, select **Action** and then **New**.

3. Enter the information you want to add in these fields:

   o Lookup Code

   o Display Sequence

   o Enabled (check box)

   o Start Date

   o End Date

   o Meaning

   o Description

   o Tag

> ✏ **Note:** In most cases, tags are used for localizing lookup codes. For example, for Marital Status you could have a situation where all countries and territories use M for Married and S for Single. The Dutch uses R for Registered Partner (add +NL in the Tag field) and all other countries except France and Australia use DP for Domestic Partner (add -FR, AU in the Tag field).

4. Click the **Save and Close** button.

Related Topics

- Extensible Flexfields: Explained

- Flexfield Deployment: Explained

14 **Payroll Interface for US ADP Solutions**

Payroll Interface Configuration for US ADP Solutions: Critical Choices

The setup steps required for the Oracle Fusion Global Payroll Interface for the United States may vary depending on the Oracle Fusion products and features that are already configured in your enterprise and the data you want to make available to ADP PayForce and ADP Connection for PayForce.

In addition to the setup points described for the Global Payroll Interface, the following assumptions and configuration requirements exist for your ADP solutions in the following areas:

- Organizations and Locations
- US Geographies
- Person Information
- Element Management
- Payroll Definitions
- ADP Configuration

Organizations and Locations

When setting up your organizations and locations, consider the following:

- A one-to-one mapping must exist between a legal employer and a payroll statutory unit (PSU).
- When defining locations, you must use the United States tax address format.

US Geographies

You must consider the following requirements:

- To properly populate the system with geographies information, you must run the Load Geographies for US task from the Functional Setup Manager.
- A valid Vertex Geocode license is required for employees to receive their default tax card.

Person Information

When managing employee information, consider the following:

- Each employee in the payroll must have a default tax card associated with a tax reporting unit (TRU).
- You cannot use commas in any part of any address, as ADP Connection for PayForce does not support their usage.
- You must use the United States tax address format for employee addresses.
- ADP PayForce users must use the Manage Common Lookups task to update the PER_NATIONAL_IDENTIFIER_TYPE lookup type with the following new lookup code:

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Lookup Code	Meaning	Tag
PAYINT_ EMPLOYEEID	Employee ID for ADP PayForce	+US

- For each employee you want to report, use the National IDs region in the Manage Person page to add their ADP PayForce file number.

Element Management

When defining the elements for your earnings and deductions, consider the following:

- Employee Work Relationships
- Payment Methods
- Element Termination Rules
- Piece-Rate Elements
- Recurring Elements
- Nonrecurring Deduction Elements
- Nonrecurring Earnings Elements

Employee Work Relationships

ADP Connection for PayForce does not support multiple terms, so employees should not have multiple terms in a single work relationship. Any earnings you define at the terms level, including salary, is passed on to the primary assignment. If an employee has multiple terms with earnings at the terms level, ADP Connection for PayForce may not correctly interpret the values passed to the primary assignment.

Payment Methods

When defining payment methods, consider the following:

- Employees cannot have both check and direct deposit payment methods.
- Personal payment methods for direct deposit payments must be either set to 100% or use fixed dollar amounts.
- When defining Personal Payment Methods, do not select a run type. Leave this field blank.

Element Termination Rules

ADP PayForce does not support earnings proration. Therefore, all earnings elements other than salary earnings must use a Last Standard Process Date or Final Close termination rule. Do not use Last Standard Earning Date.

Piece-Rate Elements

ADP Connection for PayForce does not support piece-rate earnings. Do not pass any elements of this type through the Payroll Interface.

Recurring Elements

When defining recurring elements, consider the following:

- Employees cannot have more than one of same recurring element (deductions or earnings). When defining your recurring elements, you must prohibit multiple entries.

- When creating a recurring deduction element, and you want the deductions to stop after a set goal amount, you must create an input value for that element and provide the amount. This input value must be named "Goal Amount".

- When defining deduction elements with a different periodicity than your payroll period, you must assign the elements an input value with the special purpose of "Periodicity" and then set their periodicity. For example, to take a deduction monthly with a weekly payroll, you set the element's periodicity to monthly.

    Any earnings elements have the Periodicity input value created automatically.

    Note: This information is included in the extract, but it is not used by ADP Connection for PayForce.

Nonrecurring Deduction Elements

The US ADP PayForce third-party periodic extract pulls only nonrecurring voluntary deductions. Nonrecurring pretax deductions are not included.

When defining nonrecurring deductions, you must create and set the following input values for each deduction element:

Input Value	Special Instructions
Deduction Value	You must identify whether this element is deducting either as a flat amount or a percentage. Use this input value to track the amount of the deduction.
	For this input value, set the Special Purpose field to "Primary Input Value".
Third-Party Deductions Type	Set the only valid value as "Adjust Ded Code", and select this value during element entry.
Third-Party Deductions Code	Define values for each of the valid 3-character ADP PayForce deduction codes.
	During element entry, select the appropriate code for the deduction code.

Nonrecurring Earnings Elements

The US ADP PayForce third-party periodic extract pulls the following nonrecurring earnings types only:

- Supplemental earnings (such as bonuses and commissions)

    Nonrecurring regular and imputed earnings are not included.

- Flat amount earnings

    Hours * rate earnings elements are not included.

When defining nonrecurring earnings, you must create and set the following input values for each earnings element:

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Input Value	Special Instructions
Third-Party Earnings Type	Create the following values, based on the ADP earnings codes: • Earnings 3 Code • Earnings 4 Code • Earnings 5 Code During element entry, select the appropriate code for the earnings type.
Third-Party Earnings Code	Define values for each of the valid 3-character ADP PayForce earnings codes. During element entry, select the appropriate code for the earnings code.

Payroll Definitions

When creating payroll definitions, consider the following:

- Do not use the bimonthly, lunar monthly, or semiannual payroll frequencies.

- Specify your ADP PayForce Company Code as the first three characters of the payroll reporting name.

ADP Configuration

Prior to running your first extract, consider the following:

- You must perform a mapping exercise with ADP Connection for PayForce. This establishes the baseline between the data in ADP and Oracle Fusion Human Capital Management for the United States. Refer to your ADP documentation for more information.

- Existing ADP Connection for PayForce users will already have identification numbers for their employees recorded in ADP's system. However, all persons reported through the Payroll Interface must have their own Oracle employee IDs. You must use ADP's conversion utilities to convert your employees' legacy IDs into the new ones generated by the payroll interface.

  Alternatively, the user can modify the extract to pass the legacy ADP employee ID dependent upon where customer stores the value in Fusion.

Related Topics

- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

- Creating Payroll Elements for Payroll Interface: Worked Example

- Implementing Payroll Interface: Procedure

- Manage Payroll Interface: Overview

US ADP PayForce Third-Party Periodic Extract Definition

This topic describes the various component data groups of the US ADP PayForce third-party periodic extract definition for the Oracle Fusion Global Payroll Interface for the United States.

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This extract has been provided for ADP PayForce and ADP Connection for PayForce users. You must modify this extract through the Manage HCM Extract Definitions task if:

- Your payroll installation requires additional information be sent to ADP Connection for PayForce
- You are using a different third-party provider

Use the provided tree structure to customize the data groups, extract records, and data elements as needed. You define what you want to extract, how it is extracted, and how you want to deliver the extracted data.

The US ADP PayForce third-party periodic extract definition consists of the following data groups:

Main Block

This data group contains the four primary groups of the extract definition. To view its specific parameters, you must select the appropriate subordinate data groups in the tree.

Direct Deposit Data

Contains parameters related to personal payment methods.

Earnings and Deductions Data

Contains parameters related to earnings and deductions.

HR Records Data

Contains parameters related to HR data.

Job Data

Contains parameters related to jobs.

Earnings Records

Contains parameters related to earnings records.

Name	Tag Name	Type	Data Type
PAYROLL_ REL_ACTION_ID	PAYROLL_ REL_ACTION_ID	Procedure element	Number
PAYROLL_ ASSIGNMENT_ID	PAYROLL_ ASSIGNMENT_ID	Procedure element	Number
CALC_ BREAKDOWN_ID	CALC_ BREAKDOWN_ID	Procedure element	Number
BALANCE_ TYPE_ID	BALANCE_ TYPE_ID	Procedure element	Number
BASE_ BALANCE_NAME	BASE_ BALANCE_NAME	Procedure element	Text
RUN	RUN	Procedure element	Text
REPORTING_NAME	REPORTING_NAME	Procedure element	Text

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Name	Tag Name	Type	Data Type
BASE_ CATEGORY_NAME	BASE_ CATEGORY_NAME	Procedure element	Text
PRIME_ ELEMENT_ID	PRIME_ ELEMENT_ID	Procedure element	Number
PRIME_ BASE_ ELEMENT_NAME	PRIME_ BASE_ ELEMENT_NAME	Procedure element	Text
PRIME_ ELEMENT_NAME	PRIME_ ELEMENT_NAME	Procedure element	Text
PRIME_ ELEMENT_ REL_LEVEL	PRIME_ ELEMENT_ REL_LEVEL	Procedure element	Text
PRIME_ ELEMENT_ TERM_LEVEL	PRIME_ ELEMENT_ TERM_LEVEL	Procedure element	Text
PRIME_ ELEMENT_ ASG_LEVEL	PRIME_ ELEMENT_ ASG_LEVEL	Rule	Text
RULE_ PROCESSING_ TYPE	RULE_ PROCESSING_ TYPE	Rule	Text
Third-Party Earnings Code	RULE_ EARNING_CODE	Rule	Text
Third-Party Earnings Type	RULE_ EARNING_TYPE	Rule	Text
RULE_ EARNING_ END_DATE	RULE_ EARNING_ END_DATE	Rule	Date
RULE_ HOURLY_RATE	RULE_ HOURLY_RATE	Rule	Number
RULE_ PERIODICITY	RULE_ PERIODICITY	Rule	Text

BALANCE_TYPE_ID

Internal balance identification number. Not passed on the extract.

BASE_BALANCE_NAME

User-defined name of the balance.

BASE_CATEGORY_NAME

Name of the balance category. Not passed on the output file to third party.

CALC_BREAKDOWN_ID

Internal identification number. Not passed to the third-party provider.

PAYROLL_ASSIGNMENT_ID

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Internal identification number. Not passed to the third-party provider.

PAYROLL_REL_ACTION_ID

Internal ID generated from the Calculate Gross Earnings process. Used for the calculation of earnings only and not passed on the extract

PRIME_BASE_ELEMENT_NAME

Base element name, as defined on the Manage Elements page.

PRIME_ELEMENT_ID

Internal identification number. Not passed to the third-party provider.

PRIME_ELEMENT_ASG_LEVEL

Indicates if this element was created at the assignment level.

PRIME_ELEMENT_NAME

User-defined element name, as defined on the Manage Elements page.

PRIME_ELEMENT_REL_LEVEL

Indicates if this element was created at the payroll relationship level.

PRIME_ELEMENT_TERM_LEVEL

Indicates if this element was created at the terms level.

REPORTING_NAME

Balance's reporting name, as defined in the **Reporting Name** field in the Manage Balance Definitions task.

RULE_EARNING_END_DATE

End date of the earnings element.

RULE_HOURLY_RATE

Salary amount.

RULE_PERIODICTY

Element frequency.

RULE_PROCESSING_TYPE

Identifies the element as recurring or nonrecurring.

RUN

Value of the balance.

Third-Party Earnings Code

Three-character code used by ADP PayForce for the nonrecurring earning. Defined in an input value on the deduction element.

Third-Party Earnings Type

ADP PayForce earning code type assigned to this earning. Defined in an input value on the earnings element.

Earnings and Deductions Balances

This node contains four subordinate data nodes for earnings and deductions. To view its specific parameters, you must select the appropriate subordinate nodes elsewhere in the tree.

Earnings Data

Contains internal identifiers related to earnings records.

Taxable Benefits Data

Contains internal identifiers related to taxable benefits.

Pre-Statutory Deductions Data

Contains internal identifiers related to prestatutory deduction records.

Voluntary Deductions Data

Contains internal identifiers related to voluntary deduction records.

Earnings and Deductions Records

Earnings and deductions information derived from user-defined deduction element entries and earnings balances.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
Company	Company	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
Record Number	Record_Number	Database item group	Number
Employee ID	Employee_ID	Database item group	Text
Assignment ID	Assignment_Id	Database item group	Number

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Name	Tag Name	Type	Data Type
Third-Party ID	National_ Identifier_ Number	Database item group	Text

Assignment ID

Internal ID for the employee's assignment. Not passed on the extract and is not used by ADP.

Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Payroll

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Payroll Frequency

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

Record Number

Record number derived and passed to ADP on the job, deductions, and direct deposit records. Automatically generated, based on the employee's assignments.

> ✎ **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

Record Type

Identifies this record as delivering earnings and deductions-specific information about the extract. For use by the third-party provider only.

Third-Party ID

ADP PayForce 6-digit file number. Defined as a different lookup under the national identifier.

Pre-Statutory Deductions Records

The values for these parameters are derived from the input values for prestatutory deduction elements.

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Name	Tag Name	Type	Data Type
Reserve Value	Reserve_Value	Database item group	Text
Entry Value	Entry_Value	Database item group	Text
Deduction End Date	Deduction_ End_Date	Database item group	Date
Effective Date	Effective_Date	String	Text
Deduction Code	Deduction_Code	Database item group	Text
Indirect Only	Indirect_Only	Database item group	Text
Processing Type	Processing_ Type	Database item group	Text
Usage Level	Usage_Level	Database item group	Text
Element Assignment ID	Element_ Assignment_Id	Database item group	Number
Element Entry ID	Element_ Entry_Id	Database item group	Number
Element Frequency	Element_ Frequency	Rule	Text

Deduction Code

Name of the element.

Deduction End Date

End data of the element entry.

Effective Date

Not used and not passed to the third-party provider.

Element Assignment ID

Internal identification number. Not passed to the third-party provider.

Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose.

Entry Value

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Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose.

Indirect Only

Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

Reserve Value

Input value specified during element entry.

Usage Level

Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Taxable Benefits Records

This data group contains information derived from Imputed Earnings elements. Some of these parameter values are derived from the element definition, and some are from the employees' element entry.

Name	Tag Name	Type	Data Type
Reserve Value	Reserve_Value	Database item group	Text
Entry Value	Entry_Value	Database item group	Text
Deduction End Date	Deduction_ End_Date	Database item group	Date
Effective Date	Effective_Date	String	Text
Deduction Code	Deduction_Code	Database item group	Text
Indirect Only	Indirect_Only	Database item group	Text
Processing Type	Processing_ Type	Database item group	Text
Usage Level	Usage_Level	Database item group	Text
Element Assignment ID	Element_ Assignment_Id	Database item group	Number
Element Entry ID	Element_ Entry_Id	Database item group	Number
Element Frequency	Element_ Frequency	Rule	Text

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Deduction Code

Name of the element.

Deduction End Date

End date of the element entry.

Effective Date

Not used and not passed to the third-party provider.

Element Assignment ID

Internal identification number. Not passed to the third-party provider.

Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose.

Entry Value

Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose.

Indirect Only

Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

Reserve Value

Input value specified during element entry.

Usage Level

Identifies the level at which the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Voluntary Deductions Goal Amount Records

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

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HR Records

This data group contains HR-specific information about the employer and employees.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
Company	Company	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
First Name	First_Name	Database item group	Text
Middle Name	Middle_Name	Database item group	Text
Last Name	Last_Name	Database item group	Text
Name Suffix	Name_Suffix	Database item group	Text
Name Prefix	Name_Prefix	Database item group	Text
Preferred Name	Preferred_Name	Database item group	Text
Street 1	Street1	Database item group	Text
Street 2	Street2	Database item group	Text
Street 3	Street3	Database item group	Text
City	City	Database item group	Text
State	State	Database item group	Text
Postal Code	Zip	Database item group	Text
Country	Country	Database item group	Text
Street 1 Other	Street1_Other	Database item group	Text
Street 2 Other	Street2_Other	Database item group	Text
Street 3 Other	Street3_Other	Database item group	Text

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Name	Tag Name	Type	Data Type
City Other	City_Other	Database item group	Text
State Other	State_Other	Database item group	Text
Postal Code Other	Zip_Other	Database item group	Text
Country Other	Country_Other	Database item group	Text
SSN	SSN	Database item group	Text
Original Hire Date	Original_ Hire_Date	Database item group	Date
Gender	Sex	Database item group	Text
Marital Status	Marital_Status	Database item group	Text
Birth Date	Birth_Date	Database item group	Date
Date of Death	Date_of_Death	Database item group	Date
Visa Number	Visa_Number	Database item group	Text
Visa Expiry Date	Visa_ Expiry_Date	Database item group	Date
Visa Type	Visa_Type	Database item group	Text
E-Mail Address	Email_Address	Database item group	Text
Ethnicity	Race_Ethnicity	Database item group	Text
Home Phone	Home_Phone	Database item group	Text
Work Phone	Work_Phone	Database item group	Text
Employee ID	Employee_ID	Database item group	Text
Citizenship Status	Citizenship_ Status	Database item group	Text
Citizenship	Citizenship	Database item group	Text
Home Phone Area Code	Home_ Phone_ Area_Code	Database item group	Text
Work Phone Area Code	Home_ Phone_ Area_Code	Database item group	Text

Name	Tag Name	Type	Data Type

Birth Date

Employee's date of birth, as defined in the Person Information page.

Citizenship

Employee's national citizenship, as defined in the Documents tab of the Person Information page.

Citizenship Status

Employee's national citizenship status, as defined in the Documents tab of the Person Information page.

City

City of the employee's home address, as defined in the Person Information page.

City Other

City of the employee's mailing address, as defined in the Person Information page.

Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Country

Country of the employee's home address, as defined in the Person Information page.

Country Other

Country of the employee's mailing address, as defined in the Person Information page.

Date of Death

Employee's date of death, as defined in the Person Information page.

E-Mail Address

Employee's e-mail address, as defined in the Person Information page.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

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Ethnicity

Employee's ethnicity, as defined in the Person Information page.

First Name

Employee's first name, as defined in the Person Information page.

Gender

Employee's gender, as defined in the Person Information page.

Home Phone

Employee's home phone number, as defined in the Person Information page.

Home Phone Area Code

Area code of employee's home phone number, as defined in the Person Information page.

Last Name

Employee's last name, as defined in the Person Information page.

Marital Status

Employee's marital status, as defined in the Person Information page.

Middle Name

Employee's middle name, as defined in the Person Information page.

Name Prefix

Employee's name prefix, as defined in the Person Information page.

Name Suffix

Employee's name suffix, as defined in the Person Information page.

Original Hire Date

Employee's original date of hire, as defined in the Enterprise section of the Service Dates region of the Manage Work Relationship page.

Payroll

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Postal Code

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Postal code of the employee's home address, as defined in the Person Information page.

Postal Code Other

Postal code of the employee's mailing address, as defined in the Person Information page.

Preferred Name

Employee's preferred name, as defined in the Person Information page.

Record Type

Identifies this record as delivering HR-specific information about the extract. For use by the third-party provider only.

SSN

Employee's social security number, as defined in the Person Information page.

State

Two-letter postal abbreviation of the employee's state, based on their home address, as defined in the Person Information page.

State Other

Two-letter postal abbreviation of the employee's state, based on their mailing address, as defined in the Person Information page.

Street 1

Street 1 field of the employee's home address, as defined in the Person Information page.

Street 1 Other

Street 1 field of the employee's mailing address, as defined in the Person Information page.

Street 2

Street 2 field of the employee's home address, as defined in the Person Information page.

Street 2 Other

Street 2 field of the employee's mailing address, as defined in the Person Information page.

Street 3

Street 3 field of the employee's home address, as defined in the Person Information page.

Street 3 Other

Street 3 field of the employee's mailing address, as defined in the Person Information page.

Work Phone

Employee's work phone number, as defined in the Person Information page.

Work Phone Area Code

Area code for employee's work phone number, as defined in the Person Information page.

Visa Number

Employee's visa number, as defined in the Documents tab of the Person Information page.

Visa Expiry Date

Expiration date of the employee's visa, as defined in the Documents tab of the Person Information page.

Visa Type

Type of employee's visa, as defined in the Documents tab of the Person Information page.

Job Records

This data group contains job-specific information for the employer and employees.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
Hire Date	Hire_Date	Database item group	Date
Company Seniority Date	Company_ Seniority_ Date	Database item group	Date
Termination Date	Termination_ Date	Database item group	Date
Home Department	Home_ Department	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
Record Number	Record_Number	Database item group	Number
Retirement Date	Retirement_ Date	Database item group	Date
Job Title	Job_Title	Database item group	Text
Job Code	Job_Code	Database item group	Text
Employment Status	Employment_ Status	Database item group	Text

Name	Tag Name	Type	Data Type
Location Name	Location_Name	Database item group	Text
Location Code	Location_Code	Database item group	Text
Employment Category	Employment_ Category	Database item group	Text
Employee Type	Employee_Type	Database item group	Text
Standard Hours	Standard_Hours	Database item group	Text
Company	Company	Database item group	Text
Standard Hours Frequency	Standard_ Hours_ Frequency	Database item group	Text
First Name	FIRST_NAME_J	Database item group	Text
Last Name	LAST_NAME_J	Database item group	Text
SSN	SSN_J	Database item group	Text
Employee ID	Employee_ID	Database item group	Text
Supervisor ID	Supervisor_ID	Database item group	Text
Salary Basis Amount	Salary_ Basis_Amount	Database item group	Number
Salary Basis Frequency	Salary_ Basis_ Frequency	Database item group	Text

Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Company Seniority Date

Employee's seniority date, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

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For example: "John Smith 123-45-6789" could become "JOSM5398647".

Employee Type

Employee exemption status, as defined in the **Hourly Paid** or **Salaried** fields of the Job Details section of the Assignment Details region of the Manage Employment page.

Employment Category

Employee employment category, as defined in the **Assignment Category** field of the Job Details section of the Assignment Details region of the Manage Employment page.

Employment Status

Employee's employment status (full time, part time, regular or temporary, and so on). Defined in the **Assignment Category** field of the Job Details section of the Assignment Details region of the Manage Employment page.

First Name

Employee's first name, as defined in the Person Information page.

Hire Date

Employee's hire date, as defined in the Work Relationship section of the Manage Employment task.

Home Department

Employee's home department, as defined on the employee's assignment or term.

Job Code

Job code assigned to the employee's job, as defined in the Manage Jobs page.

Job Title

Employee's job title, as defined in the **Job** field of the Job Details section of the Assignment Details region of the Manage Employment page.

Last Name

Employee's last name, as defined in the Person Information page.

Location Code

Code assigned to the employee's work location, as defined in the Manage Locations page.

Location Name

Name of the employee's work location, as defined in the Manage Locations page.

Payroll

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Record Number

Identifies the employee's assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> ✏ **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

Record Type

Identifies this record as delivering job-specific information about the extract. For use by the third-party provider only.

Retirement Date

Employee's date of retirement, as defined in the Retirement section of the Assignment Details region of the Person Information page.

Salary Basis Amount

Employee's salary amount, as defined in the Salary Details section of the Manage Salary page.

Salary Basis Frequency

Employee's salary basis, as defined in the Salary Details section of the Manage Salary page.

SSN

Employee's social security number, as defined in the Person Information page.

Standard Hours

Employee's standard number of work hours per period, as defined in the **Working Hours** field of the Job Details section of the Assignment Details region of the Manage Employment page.

Standard Hours Frequency

Period set for the employee's working hours, as defined in the **Frequency** field of the Assignment Details region of the Manage Employment page.

Supervisor ID

Employee's supervisor, as defined in the **Name** field of the Manager Details subsection of the Job Details section of the Assignment Details region of the Manage Employment page.

This 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.

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- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Termination Date

Employee's termination date, as defined through the Terminate Work Relationship task.

Job Extra Block

This data group contains FLSA information related to the employees.

FLSA Status

Employee's overtime exemption status, as defined in the **FLSA Status** field of the United States Job Information section of the Manage Jobs task.

Pre-Statutory Deductions Goal Amount Records

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

Taxable Benefits Goal Amount Records

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

Direct Deposit Records

This data group contains information about personal payment methods.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
Employee ID	Employee_ID	Database item group	Text
Company	Company	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text

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Name	Tag Name	Type	Data Type
Payment Priority	Payment_ Priority	Database item group	Number
Transit Number	Transit_Number	Database item group	Text
Account Number	Account_Number	Database item group	Text
Deposit Amount	Deposit_Amount	Database item group	Text
Payment Method End Date	Deduction_ End_Date	Database item group	Date
Account Type	Account_Type	Database item group	Text
Effective Date	Effective_Date	String	Text
Maximum Payment Priority	Maximum_ Payment_ Priority	Database item group	Number

Account Number

Employee's bank account number for direct deposit, as defined in the Bank Accounts table of the Manage Personal Payment Methods task.

Account Type

Identifies the account as either checking or savings. Defined in the Manage Personal Payment Methods task.

Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Deposit Amount

Amount of each direct deposit, as defined in the personal payment method.

Effective Date

Not used and not passed to the third-party provider.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Maximum Payment Priority

While not passed on the extract, this parameter is used to derive the Full Deposit value on the extract.

Payment Method End Date

Effective end date of the direct deposit.

Payment Priority

Processing order of the personal payment method. While this parameter is not passed on the extract, it is used to derive the Full Deposit value on the extract.

Payroll

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Payroll Frequency

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

Record Type

Identifies this record as delivering information specific to direct deposits on the extract. For use by the third-party provider only.

Transit Number

Employee's personal bank transit number.

Voluntary Deductions Records

The values for these parameters are derived from the input values for voluntary deduction elements.

Name	Tag Name	Type	Data Type
Reserve Value	Reserve_Value	Database item group	Text
Entry Value	Entry_Value	Database item group	Text
Deduction End Date	Deduction_ End_Date	Database item group	Date
Effective Date	Effective_Date	String	Text
Deduction Code	Deduction_Code	Database item group	Text
Indirect Only	Indirect_Only	Database item group	Text

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Name	Tag Name	Type	Data Type
Processing Type	Processing_ Type	Database item group	Text
Usage Level	Usage_Level	Database item group	Text
Element Assignment ID	Element_ Assignment_Id	Database item group	Number
Input Value Name	Input_ Value_Name	Database item group	Text
Element Type ID	Element_ Type_ID	Database item group	Number
Third-Party Deduction Type	Third_ Party_ Deduction_ Type	Rule	Text
Third-Party Deduction Code	Third_ Party_ Deduction_ Rule	Rule	Text
Element Entry ID	Element_ Entry_Id	Database item group	Number
Element Frequency	Element_ Frequency	Rule	Text

Deduction Code

Name of the element.

Deduction End Date

End date of the element entry.

Effective Date

Start date of the element entry.

Element Assignment ID

Internal identification number. Not passed to the third-party provider.

Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose.

Element Type ID

Internal ID used to identify the element definition.

Entry Value

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Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose.

Indirect Only

Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Input Value Name

Name of the input value.

Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

Reserve Value

Input value specified during element entry.

Third-Party Deduction Code

Three-character code used by ADP PayForce for the nonrecurring deduction. Defined in an input value on the deduction element.

Third-Party Deduction Type

Used as a column header in the output file. Value must be "Adjust Ded Code" and is defined in an input value on the deduction element.

Usage Level

Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Extract Delivery Options

Defines the extract output, such as PDF, XML file, CSV, Excel, and so on. ADP Connection for PayForce requires text format.

US ADP Connection for PayForce Recurring

Name of the ADP Connection for PayForce output file containing recurring element data.

US ADP PayForce Nonrecurring

Name of the ADP Connection for PayForce output file containing nonrecurring element data.

US ADP PayForce XML

Name of the XML file. For use in cases where you want to use a third-party provider other than ADP.

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US ADP PayForce Third-Party Ad-Hoc Extract Definition

This topic describes the various component data groups of the US ADP PayForce third-party ad hoc extract definition for the Oracle Fusion Global Payroll Interface for the United States.

This extract has been provided for ADP PayForce and ADP Connection for PayForce users. You must modify this extract through the Manage HCM Extract Definitions task if:

- Your payroll installation requires additional information be sent to ADP Connection for PayForce
- You are using a different third-party provider

Use the provided tree structure to customize the data groups, extract records, and data elements as needed. You define what you want to extract, how it is extracted, and how you want to deliver the extracted data.

The US ADP PayForce third-party ad hoc extract definition consists of the following data groups:

Main Block

This data group contains the four primary groups of the extract definition. To view its specific parameters, you must select the appropriate subordinate data groups in the tree.

Direct Deposit Data

Contains parameters related to personal payment methods.

Earnings and Deductions Data

Contains parameters related to earnings and deductions.

HR Records Data

Contains parameters related to HR data.

Job Data

Contains parameters related to jobs.

Direct Deposit Records

This data group contains information about personal payment methods.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
Employee ID	Employee_ID	Database item group	Text
TRU	TRU	Database item group	Text

Name	Tag Name	Type	Data Type
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
Payment Priority	Payment_ Priority	Database item group	Number
Routing Transit Number	Routing_ Transit_ Number	Database item group	Text
Account Number	Account_Number	Database item group	Text
Deposit Amount	Deposit_Amount	Database item group	Text
Payment Method End Date	Deduction_ End_Date	Database item group	Date
Account Type	Account_Type	Database item group	Text
Effective Date	Effective_Date	String	Text
Maximum Payment Priority	Maximum_ Payment_ Priority	Database item group	Number
Previous Payment Method End Date	Previous_ Payment_ Method_ End_Date	Rule	Date

Account Number

Employee's bank account number for direct deposit, as defined in the Bank Accounts table of the Manage Personal Payment Methods task.

Account Type

Identifies the account as either checking or savings. Defined in the Manage Personal Payment Methods task.

Deposit Amount

Amount of each direct deposit, as defined in the personal payment method.

Effective Date

Not used and not passed to the third-party provider.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.

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- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Maximum Payment Priority

While not passed on the extract, this parameter is used to derive the Full Deposit value on the extract.

Payment Method End Date

Effective end date of the direct deposit.

Payment Priority

Processing order of the personal payment method. While this parameter is not passed on the extract, it is used to derive the Full Deposit value on the extract.

Payroll

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Payroll Frequency

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

Previous Payment Method End Date

Date when a payment method's bank account is changed, as defined through the Manage Personal Payment Methods task.

Record Type

Identifies this record as delivering information specific to direct deposits on the extract. For use by the third-party provider only.

Routing Transit Number

Employee's personal bank transit number.

TRU

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Earnings Records

Contains parameters related to earnings records.

Name	Tag Name	Type	Data Type
Element Entry End Date	Element_ Entry_ End_Date	Database item group	Date
Entry Value	Entry_Value	Database item group	Text
Element Name	Element_Name	Database item group	Text

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Name	Tag Name	Type	Data Type
Element ID	Element_ID	Database item group	Number
Element Entry ID	Element_ Entry_ID	Database item group	Number
Third-Party Earnings Code	Third_ Party_ Earnings_Code	Rule	Number
Third-Party Earnings Type	Third_ Party_ Earnings_Type	Rule	Number
Salary Conversion Rule	Hourly_Rate	Rule	Text
Periodicity	Periodicity	Rule	Text
Element Processing Type	Element_ Processing_ Type	Database item group	Text
Converted Value	Converted_ Value	Rule	Text
Element Assignment ID	Element_ Assignment_ID	Database item group	Number
Usage Level	Usage_Level	Database item group	Text

Converted Value

Calculates element entries based on the element's periodicity.

Element Assignment ID

Internal assignment ID of the employee attached to the element entry. Not passed to the third-party provider.

Element Entry End Date

End date of the element entry, as defined through the Manage Element Entries task.

Element Entry ID

Internal ID of the element entry.

Element ID

Internal identification number. Not passed to the third-party provider.

Element Name

User-defined element name, as defined on the Manage Elements page.

Element Processing Type

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Identifies the element as recurring or nonrecurring.

Entry Value

Value passed on the element entry.

Periodicity

Element frequency.

Salary Conversion Rule

Salary amount.

Third-Party Earnings Code

Three-character code used by ADP PayForce for the nonrecurring earning. Defined in an input value on the deduction element.

Third-Party Earnings Type

ADP PayForce earning code type assigned to this earning. Defined in an input value on the earnings element.

Usage Level

Identifies the level at which the element was entered: payroll relationship, employment terms, and assignment.

Earnings and Deductions Element Entries

This node contains four subordinate data nodes for earnings and deductions element entries. To view its specific parameters, you must select the appropriate subordinate nodes elsewhere in the tree.

Earnings Data

Contains internal identifiers related to earnings records.

Taxable Benefits Data

Contains internal identifiers related to taxable benefits.

Pre-Statutory Deductions Data

Contains internal identifiers related to prestatutory deduction records.

Voluntary Deductions Data

Contains internal identifiers related to voluntary deduction records.

Earnings and Deductions Records

Contains parameters related to earnings and deductions record details.

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Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
TRU	Company	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
Record Number	Record_Number	Database item group	Number
Employee ID	Employee_ID	Database item group	Text
Assignment ID	Assignment_ID	Database item group	Number
Third-Party ID	Third_Party_ID	Database item group	Number
Payroll Reporting Name	Payroll_ Reporting_ Name	Database item group	Text

Assignment ID

Internal ID for the employee's assignment. Not passed on the extract and is not used by ADP.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Payroll

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Payroll Frequency

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

Payroll Reporting Name

Reporting name of the payroll definition, as defined in the Manage Payroll Definitions task.

Record Number

Record number derived and passed to ADP on the job, deductions, and direct deposit records. Automatically generated, based on the employee's assignments.

> ✏️ **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

Record Type

Identifies this record as delivering earnings and deductions-specific information about the extract. For use by the third-party provider only.

Third-Party ID

ADP PayForce 6-digit file number. Defined as a different lookup under the national identifier.

TRU

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

HR Records

This data group contains HR-specific information about the employer and employees.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
TRU	TRU	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
First Name	First_Name	Database item group	Text
Middle Name	Middle_Name	Database item group	Text
Last Name	Last_Name	Database item group	Text
Name Suffix	Name_Suffix	Database item group	Text
Name Prefix	Name_Prefix	Database item group	Text
Preferred Name	Preferred_Name	Database item group	Text
Address Line 1	Address_Line1	Database item group	Text
Address Line 2	Address_Line2	Database item group	Text

Name	Tag Name	Type	Data Type
Address Line 3	Address_Line3	Database item group	Text
City	City	Database item group	Text
State	State	Database item group	Text
Postal Code	Postal_Code	Database item group	Text
Country	Country	Database item group	Text
Address Line 1 Other	Address_ Lin1_Other	Database item group	Text
Address Line 2 Other	Address_ Lin2_Other	Database item group	Text
Address Line 3 Other	Address_ Lin3_Other	Database item group	Text
City Other	City_Other	Database item group	Text
State Other	State_Other	Database item group	Text
Postal Code Other	Postal_ Code_Other	Database item group	Text
Country Other	Country_Other	Database item group	Text
SSN	SSN	Database item group	Text
Original Hire Date	Original_ Hire_Date	Database item group	Date
Gender	Sex	Database item group	Text
Marital Status	Marital_Status	Database item group	Text
Birth Date	Birth_Date	Database item group	Date
Date of Death	Date_of_Death	Database item group	Date
Visa Number	Visa_Number	Database item group	Text
Visa Expiration Date	Visa_ Expiration_ Date	Database item group	Date
Visa Type	Visa_Type	Database item group	Text
E-Mail Address	Email_Address	Database item group	Text

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Name	Tag Name	Type	Data Type
Ethnicity	Race_Ethnicity	Database item group	Text
Home Phone	Home_Phone	Database item group	Text
Work Phone	Work_Phone	Database item group	Text
Employee ID	Employee_ID	Database item group	Text
Citizenship Status	Citizenship_ Status	Database item group	Text
Citizenship	Citizenship	Database item group	Text
Home Phone Area Code	Home_ Phone_ Area_Code	Database item group	Text
Work Phone Area Code	Home_ Phone_ Area_Code	Database item group	Text

Address Line 1

Street 1 field of the employee's home address, as defined in the Person Information page.

Address Line 1 Other

Street 1 field of the employee's mailing address, as defined in the Person Information page.

Address Line 2

Street 2 field of the employee's home address, as defined in the Person Information page.

Address Line 2 Other

Street 2 field of the employee's mailing address, as defined in the Person Information page.

Address Line 3

Street 3 field of the employee's home address, as defined in the Person Information page.

Address Line 3 Other

Street 3 field of the employee's mailing address, as defined in the Person Information page.

Birth Date

Employee's date of birth, as defined in the Person Information page.

Citizenship

Employee's national citizenship, as defined in the Documents tab of the Person Information page.

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Citizenship Status

Employee's national citizenship status, as defined in the Documents tab of the Person Information page.

City

City of the employee's home address, as defined in the Person Information page.

City Other

City of the employee's mailing address, as defined in the Person Information page.

Country

Country of the employee's home address, as defined in the Person Information page.

Country Other

Country of the employee's mailing address, as defined in the Person Information page.

Date of Death

Employee's date of death, as defined in the Person Information page.

E-Mail Address

Employee's e-mail address, as defined in the Person Information page.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Ethnicity

Employee's ethnicity, as defined in the Person Information page.

First Name

Employee's first name, as defined in the Person Information page.

Gender

Employee's gender, as defined in the Person Information page.

Home Phone

Employee's home phone number, as defined in the Person Information page.

Home Phone Area Code

Area code of employee's home phone number, as defined in the Person Information page.

Last Name

Employee's last name, as defined in the Person Information page.

Marital Status

Employee's marital status, as defined in the Person Information page.

Middle Name

Employee's middle name, as defined in the Person Information page.

Name Prefix

Employee's name prefix, as defined in the Person Information page.

Name Suffix

Employee's name suffix, as defined in the Person Information page.

Original Hire Date

Employee's original date of hire, as defined in the Enterprise section of the Service Dates region of the Manage Work Relationship page.

Payroll

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Postal Code

Postal code of the employee's home address, as defined in the Person Information page.

Postal Code Other

Postal code of the employee's mailing address, as defined in the Person Information page.

Preferred Name

Employee's preferred name, as defined in the Person Information page.

Record Type

Identifies this record as delivering HR-specific information about the extract. For use by the third-party provider only.

SSN

Employee's social security number, as defined in the Person Information page.

State

Two-letter postal abbreviation of the employee's state, based on their home address, as defined in the Person Information page.

State Other

Two-letter postal abbreviation of the employee's state, based on their mailing address, as defined in the Person Information page.

TRU

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Work Phone

Employee's work phone number, as defined in the Person Information page.

Work Phone Area Code

Area code for employee's work phone number, as defined in the Person Information page.

Visa Number

Employee's visa number, as defined in the Documents tab of the Person Information page.

Visa Expiration Date

Expiration date of the employee's visa, as defined in the Documents tab of the Person Information page.

Visa Type

Type of employee's visa, as defined in the Documents tab of the Person Information page.

Voluntary Deductions Records

The values for these parameters are derived from the input values for voluntary deduction elements.

Name	Tag Name	Type	Data Type
Reserve Value	Reserve_Value	Database item group	Text
Entry Value	Entry_Value	Database item group	Text
Deduction End Date	Deduction_ End_Date	Database item group	Date
Effective Date	Effective_Date	String	Date

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Name	Tag Name	Type	Data Type
Reporting Name	Reporting_Name	Database item group	Text
Autoindirect Only	Autoindirect_ Only	Database item group	Text
Element Processing Type	Element_ Processing_ Type	Database item group	Text
Usage Level	Usage_Level	Database item group	Text
Element Assignment ID	Element_ Assignment_Id	Database item group	Number
Element Entry ID	Element_ Entry_ID	Database item group	Number
Element Frequency	Element_ Frequency	Rule	Text
Third-Party Deduction Type	Third_ Party_ Deduction_ Type	Rule	Text
Third-Party Deduction Code	Third_ Party_ Deduction_ Rule	Rule	Text

Autoindirect Only

***Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Deduction End Date

End date of the element entry.

Effective Date

Not used and not passed to the third-party provider.

Element Assignment ID

Internal identification number. Not passed to the third-party provider.

Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose.

Element Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

Entry Value

Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose.

Reporting Name

Element's reporting name, as defined on the Manage Elements task.

Reserve Value

Input value specified during element entry.

Third-Party Deduction Code

Three-character code used by ADP PayForce for the nonrecurring deduction. Defined in an input value on the deduction element.

Third-Party Deduction Type

Used as a column header in the output file. Value must be "Adjust Ded Code" and is defined in an input value on the deduction element.

Usage Level

Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Pre-Statutory Deductions Goal Amount Records

This data group contains information in the Goal Amount special input value. Use this parameter when the deduction element has a maximum threshold.

Goal Amount

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

Pre-Statutory Deductions Records

The values for these parameters are derived from the input values for prestatutory deduction elements.

Name	Tag Name	Type	Data Type
Reserve Value	Reserve_Value	Database item group	Text
Entry Value	Entry_Value	Database item group	Text
Deduction End Date	Deduction_ End_Date	Database item group	Date
Effective Date	Effective_Date	String	Text
Reporting Name	Reporting_Name	Database item group	Text

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Name	Tag Name	Type	Data Type
Autoindirect Only	Autoindirect_ Only	Database item group	Text
Element Processing Type	Element_ Processing_ Type	Database item group	Text
Usage Level	Usage_Level	Database item group	Text
Element Assignment ID	Element_ Assignment_Id	Database item group	Number
Element Entry ID	Element_ Entry_Id	Database item group	Number
Element Frequency	Element_ Frequency	Rule	Text

Autoindirect Only

***Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Deduction End Date

End data of the element entry.

Effective Date

Not used and not passed to the third-party provider.

Element Assignment ID

Internal identification number. Not passed to the third-party provider.

Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose.

Element Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

Entry Value

Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose.

Reporting Name

Element's reporting name, as defined on the Manage Elements task.

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Reserve Value

Input value specified during element entry.

Usage Level

Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Taxable Benefits Goal Amount Records

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

Taxable Benefits Records

This data group contains information derived from Imputed Earnings elements. Some of these parameter values are derived from the element definition, and some are from the employees' element entry.

Name	Tag Name	Type	Data Type
Reserve Value	Reserve_Value	Database item	Text
Entry Value	Entry_Value	Database item	Text
Deduction End Date	Deduction_ End_Date	Database item	Date
Effective Date	Effective_Date	String	Text
Reporting Name	Reporting_Name	Database item	Text
Autoindirect Only	Autoindirect_ Only	Database item	Text
Element Processing Type	Processing_ Type	Database item	Text
Usage Level	Usage_Level	Database item	Text
Element Assignment ID	Element_ Assignment_Id	Database item	Number
Element Entry ID	Element_ Entry_Id	Database item	Number
Element Frequency	Element_ Frequency	Rule	Text

Autoindirect Only

ORACLE

Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Deduction End Date

End date of the element entry.

Effective Date

Not used and not passed to the third-party provider.

Element Assignment ID

Internal identification number. Not passed to the third-party provider.

Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose.

Element Processing Type

***Identifies the element as recurring or nonrecurring, as defined during element definition.

Entry Value

Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose.

Reporting Name

Element's reporting name, as defined on the Manage Elements task.

Reserve Value

Input value specified during element entry.

Usage Level

Identifies the level at which the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Voluntary Deductions Goal Amount Details

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

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Job Extra Block

This data group contains FLSA information related to the employees.

FLSA Status

Employee's overtime exemption status, as defined in the **FLSA Status** field of the United States Job Information section of the Manage Jobs task.

Job Records

This data group contains job-specific information for the employer and employees.

Name	Tag Name	Type	Data Type
Record Type	Record_Type	String	Text
Hire Date	Hire_Date	Database item group	Date
Company Seniority Date	Company_ Seniority_ Date	Database item group	Date
Termination Date	Termination_ Date	Database item group	Date
Home Department	Home_ Department	Database item group	Text
Payroll	Payroll	Database item group	Text
Payroll Frequency	Payroll_ Frequency	Database item group	Text
Record Number	Record_Number	Database item group	Number
Retirement Date	Retirement_ Date	Database item group	Date
Job Title	Job_Title	Database item group	Text
Job Code	Job_Code	Database item group	Text
Employment Status	Employment_ Status	Database item group	Text
Location Name	Location_Name	Database item group	Text
Location Code	Location_Code	Database item group	Text
Employment Category	Employment_ Category	Database item group	Text
Employee Type	Employee_Type	Database item group	Text

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Name	Tag Name	Type	Data Type
Standard Hours	Standard_Hours	Database item group	Text
TRU	TRU	Database item group	Text
Standard Hours Frequency	Standard_ Hours_ Frequency	Database item group	Text
First Name	FIRST_NAME_J	Database item group	Text
Last Name	LAST_NAME_J	Database item group	Text
SSN	SSN_J	Database item group	Text
Employee ID	Employee_ID	Database item group	Text
Supervisor ID	Supervisor_ID	Database item group	Text
Salary Basis Amount	Salary_ Basis_Amount	Database item group	Number
Salary Basis Frequency	Salary_ Basis_ Frequency	Database item group	Text

Company Seniority Date

Employee's seniority date, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Employee Type

Employee exemption status, as defined in the **Hourly Paid** or **Salaried** fields of the Job Details section of the Assignment Details region of the Manage Employment page.

Employment Category

Employee employment category, as defined in the **Assignment Category** field of the Job Details section of the Assignment Details region of the Manage Employment page.

Employment Status

Employee's employment status (full time, part time, regular or temporary, and so on). Defined in the **Assignment Category** field of the Job Details section of the Assignment Details region of the Manage Employment page.

First Name

Employee's first name, as defined in the Person Information page.

Hire Date

Employee's hire date, as defined in the Work Relationship section of the Manage Employment task.

Home Department

Employee's home department, as defined on the employee's assignment or term.

Job Code

Job code assigned to the employee's job, as defined in the Manage Jobs page.

Job Title

Employee's job title, as defined in the **Job** field of the Job Details section of the Assignment Details region of the Manage Employment page.

Last Name

Employee's last name, as defined in the Person Information page.

Location Code

Code assigned to the employee's work location, as defined in the Manage Locations page.

Location Name

Name of the employee's work location, as defined in the Manage Locations page.

Payroll

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Record Number

Identifies the employee's assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> ✎ **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

Record Type

Identifies this record as delivering job-specific information about the extract. For use by the third-party provider only.

Retirement Date

Employee's date of retirement, as defined in the Retirement section of the Assignment Details region of the Person Information page.

Salary Basis Amount

Employee's salary amount, as defined in the Salary Details section of the Manage Salary page.

Salary Basis Frequency

Employee's salary basis, as defined in the Salary Details section of the Manage Salary page.

SSN

Employee's social security number, as defined in the Person Information page.

Standard Hours

Employee's standard number of work hours per period, as defined in the **Working Hours** field of the Job Details section of the Assignment Details region of the Manage Employment page.

Standard Hours Frequency

Period set for the employee's working hours, as defined in the **Frequency** field of the Assignment Details region of the Manage Employment page.

Supervisor ID

Employee's supervisor, as defined in the **Name** field of the Manager Details subsection of the Job Details section of the Assignment Details region of the Manage Employment page.

This 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

Termination Date

Employee's termination date, as defined through the Terminate Work Relationship task.

TRU

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

Extract Delivery Options

Defines the extract output, such as PDF, XML file, CSV, Excel, and so on. ADP Connection for PayForce requires TXT format.

US ADP Connection for PayForce Ad-Hoc Recurring

Name of the ADP Connection for PayForce output file containing recurring ad hoc element data.

US ADP PayForce Ad-Hoc Nonrecurring

Name of the ADP Connection for PayForce output file containing nonrecurring ad hoc element data.

US ADP PayForce XML

Name of the XML file. For use in cases where you want to use a third-party provider other than ADP.

US ADP Connection for PayForce Recurring Periodic Output File

This topic describes the format of the recurring periodic output file for the US ADP Connection for PayForce third-party periodic extract.

The output file consists of the following sections:

HR Records

Contains HR-specific information about the employer and employees.

Field Name	Extract Node Name	Extract Tag Name
Record Type	Record Type	Record_Type
EMPLID	Employee ID	Employee_ID
Company	Company	Company
PAYROLL	Payroll	Payroll
PAY FREQUENCY	Payroll Frequency	Payroll_ Frequency
FIRST_NAME	First Name	First_Name
MIDDLE_NAME	Middle Name	Middle_Name
LAST_NAME	Last Name	Last_Name

Field Name	Extract Node Name	Extract Tag Name
NAME_SUFFIX	Name Suffix	Name_Suffix
NAME_PREFIX	Name Prefix	Name_Prefix
PREFERRED_NAME	Preferred Name	Preferred_Name
STREET1	Street 1	Street1
STREET2	Street 2	Street2
STREET3	Street 3	Street3
CITY	City	City
STATE	State	State
ZIP	Postal Code	Zip
COUNTRY	Country	Country
STREET1_OTHER	Street 1 Other	Street1_Other
STREET2_OTHER	Street 2 Other	Street2_Other
STREET3_OTHER	Street 3 Other	Street3_Other
CITY_OTHER	City Other	City_Other
STATE_OTHER	State Other	State_Other
ZIP_OTHER	Postal Code Other	Zip_Other
COUNTRY_OTHER	Country Other	Country_Other
SSN	SSN	SSN
ORIG_HIRE_DT	Original Hire Date	Original_ Hire_Date
SEX	Gender	Sex
MAR_STATUS	Marital Status	Marital_Status
BIRTHDATE	Birth Date	Birth_Date

Field Name	Extract Node Name	Extract Tag Name
DT_OF_DEATH	Date of Death	Date_of_Death
CITIZENSHIP	Citizenship	Citizenship
CITIZENSHIP_ STATUS	Citizenship Status	Citizenship_ Status
VISA_NBR	Visa Number	Visa_Number
VISA_EXPIRE_DT	Visa Expiry Date	Visa_ Expiry_Date
VISA_TYPE	Visa Type	Visa_Type
EMAIL_ADDRESS	E-Mail Address	Email_Address
RACE_ETHNICITY	Ethnicity	Race_Ethnicity
HOME_PHONE	Home Phone	Home_Phone
WORK_PHONE	Work Phone	Work_Phone

BIRTHDATE

Employee's date of birth, as defined in the Person Information page.

CITIZENSHIP

Employee's national citizenship, as defined in the Documents tab of the Person Information page.

CITIZENSHIP_STATUS

Employee's national citizenship status, as defined in the Documents tab of the Person Information page.

CITY

City of the employee's home address, as defined in the Person Information page.

CITY_OTHER

City of the employee's mailing address, as defined in the Person Information page.

Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

COUNTRY

Country of the employee's home address, as defined in the Person Information page.

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COUNTRY_OTHER

Country of the employee's mailing address, as defined in the Person Information page.

DT_OF_DEATH

Employee's date of death, as defined in the Person Information page.

EMAIL_ADDRESS

Employee's work e-mail address, as defined in the Person Information page.

EMPLID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

FIRST_NAME

Employee's first name, as defined in the Person Information page.

HOME_PHONE

Employee's home phone number, as defined in the Person Information page.

LAST_NAME

Employee's last name, as defined in the Person Information page.

MAR_STATUS

Employee's marital status, as defined in the Person Information page.

MIDDLE_NAME

Employee's middle name, as defined in the Person Information page.

NAME_PREFIX

Employee's name prefix, as defined in the Person Information page.

NAME_SUFFIX

Employee's name suffix, as defined in the Person Information page.

ORIG_HIRE_DT

Employee's original date of hire, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

PAY FREQUENCY

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

PAYROLL

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

PREFERRED_NAME

Employee's preferred name, as defined in the Person Information page.

RACE_ETHNICITY

Employee's ethnicity, as defined in the Person Information page.

Record Type

Identifies this record as delivering HR-specific information about the extract. For use by the third-party provider only.

SEX

Employee's gender, as defined in the Person Information page.

SSN

Employee's social security number, as defined in the Person Information page.

STATE

Two-letter postal abbreviation of the employee's state, based on their home address, as defined in the Person Information page.

STATE_OTHER

Two-letter postal abbreviation of the employee's state, based on their mailing address, as defined in the Person Information page.

STREET1

Street 1 field of the employee's home address, as defined in the Person Information page.

STREET1_OTHER

Street 1 field of the employee's mailing address, as defined in the Person Information page.

STREET2

Street 2 field of the employee's home address, as defined in the Person Information page.

STREET2_OTHER

Street 2 field of the employee's mailing address, as defined in the Person Information page.

STREET3

Street 3 field of the employee's home address, as defined in the Person Information page.

STREET3_OTHER

Street 3 field of the employee's mailing address, as defined in the Person Information page.

VISA_EXPIRE_DT

Expiration date of the employee's visa, as defined in the Documents tab of the Person Information page.

VISA_NBR

Employee's visa number, as defined in the Documents tab of the Person Information page.

VISA_TYPE

Type of employee's visa, as defined in the Documents tab of the Person Information page.

WORK_PHONE

Employee's work phone number, as defined in the Person Information page.

ZIP

Postal code of the employee's home address, as defined in the Person Information page.

ZIP_OTHER

Postal code of the employee's mailing address, as defined in the Person Information page.

Job Records

Contains job-specific information for the employer and employees.

Field Name	Extract Node Name	Extract Tag Name
Record Type	Record Type	Record_Type
EMPLID	Employee ID	Employee_ID
Company	Company	Company
PAYROLL	Payroll	Payroll
PAY FREQUENCY	Payroll Frequency	Payroll_ Frequency
EMPL_RCD_NBR	Record Number	Record_Number

Field Name	Extract Node Name	Extract Tag Name
HIRE_DT	Hire Date	Hire_Date
CMPNY_ SENIORITY_DT	Company Seniority Date	Company_ Seniority_ Date
TERMINATION_DT	Termination Date	Termination_ Date
SUPERVISOR_ID	Supervisor ID	Supervisor_ID
RETIRE_DT	Retirement Date	Retirement_ Date
JOBTITLE	Job Title	Job_Title
JOBCODE	Job Code	Job_Code
EMPL_STATUS	Employment Status	Employment_ Status
LOCATION_NAME	Location Name	Location_Name
LOCATION	Location Code	Location_Code
ASSIGN_CATG	Employment Category	Employment_ Category
FLSA_STATUS	FLSA Status	FLSA Status
EMPL_TYPE	Employee Type	Employee_Type
STD_HOURS	Standard Hours	Standard_Hours
STD_ HOURS_ FREQUENCY	Standard Hours Frequency	Standard_ Hours_ Frequency
Salary Basis Frequency	Salary Basis Frequency	Salary_ Basis_Amount
Salary Basis Amount	Salary Basis Amount	Salary_ Basis_ Frequency
HOME_ DEPARTMENT	Home Department	Home_ Department
WORKERS_ COMP_CD	intentionally left blank	intentionally left blank

ASSIGN_CATG

Designates the employee's employment status (full time, part time, regular or temporary, and so on). Defined in the
Assignment Category field of the Job Details section of the Assignment Details region of the Manage Employment page.

CMPNY_SENIORITY_DT

Employee's seniority date, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

EMPL_RCD_NBR

Identifies the employee's assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

EMPL_STATUS

Employee's status, as defined in the **Assignment Status** field of the Assignment Details region of the Manage Employment page.

EMPL_TYPE

Employee exemption status, as defined in the **Hourly Paid** or **Salaried** fields of the Job Details section of the Assignment Details region of the Manage Employment page.

EMPLID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

FLSA_STATUS

Employee's overtime exemption status, as defined in the **FLSA Status** field of the United States Job Information section of the Manage Jobs task.

HIRE_DT

Employee's hire date, as defined in the Work Relationship section of the Manage Employment task.

HOME_DEPARTMENT

Employee's home department, as defined on the employee's assignment or term.

JOBCODE

Job code assigned to the employee's job, as defined in the Manage Jobs page.

JOBTITLE

Employee's job title, as defined in the **Job** field of the Job Details section of the Assignment Details region of the Manage Employment page.

LOCATION

Code assigned to the employee's work location, as defined in the Manage Locations page.

LOCATION_NAME

Name of the employee's work location, as defined in the Manage Locations page.

PAY FREQUENCY

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

PAYROLL

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Record Type

Identifies this record as delivering jobs-specific information about the extract. For use by the third-party provider only.

RETIRE_DT

Employee's date of retirement, as defined in the Retirement section of the Assignment Details region of the Person Information page.

Salary Basis Amount

Employee's salary amount, as defined in the Salary Details section of the Manage Salary page.

Salary Basis Frequency

Employee's salary basis, as defined in the Salary Details section of the Manage Salary page.

STD_HOURS

Employee's standard number of work hours per period, as defined in the **Working Hours** field of the Job Details section of the Assignment Details region of the Manage Employment page.

STD_HOURS_FREQUENCY

Period set for the employee's working hours, as defined in the **Frequency** field of the Assignment Details region of the Manage Employment page.

SUPERVISOR_ID

Employee's supervisor, as defined in the **Name** field of the Manager Details subsection of the Job Details section of the Assignment Details region of the Manage Employment page.

This 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

TERMINATION_DT

Employee's termination date, as defined through the Terminate Work Relationship task.

WORKERS_COMP_CD

Placeholder for future functionality. Intentionally left blank.

Earnings and Deductions Records

Contains earnings and deductions-specific information for the employer and employees. This includes recurring earnings.

Field Name	Extract Node Name	Extract Tag Name
Record Type	Record Type	Record_Type
EMPLID	Employee ID	Employee_ID
Company	Company	Company
PAYROLL	Payroll	Payroll
PAY FREQUENCY	Payroll Frequency	Payroll_ Frequency
EMPL_RCD_NBR	Record Number	Record_Number
Element Name	Deduction Code	Deduction_Code
Element Amount	Entry Value	Entry_Value
Element Percentage	Entry Value	Entry_Value
GOAL_AMT	Goal Amount	Goal Amount
Element End Date	Deduction End Date	Deduction_ End_Date
ELEMENT FREQUENCY	Element Frequency	Element_ Frequency

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Company

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined in the Manage Legal Reporting Unit task.

Element Amount

Represents the earning or deduction amount, as defined by the element's input value identified with the Primary Input Value special purpose. Either this value or the Element Percentage value is populated in the file, but not both.

Element End Date

End date of the element entry.

Element Name

Name of the element.

Element Percentage

Represents the earning or deduction percentage, as defined by the element's input value identified with the Primary Input Value special purpose. Either this value or the Element Amount value is populated in the file, but not both.

ELEMENT FREQUENCY

Periodicity of the earning or deduction, as defined by the element's input value identified with the Periodicity special purpose. ADP does not use this value.

EMPL_RCD_NBR

Identifies the employee's assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> ✏ **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

EMPLID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

GOAL_AMT

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

PAY FREQUENCY

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Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

PAYROLL

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Record Type

Identifies this record as delivering earnings and deductions-specific information about the extract. For use by the third-party provider only.

Direct Deposit Records

Contains direct deposit-specific information for the employer and employees.

Field Name	Extract Node Name	Extract Tag Name
Record Type	Record Type	Record_Type
EMPLID	Employee ID	Employee_ID
TRU	Company	Company
PAYROLL	Payroll	Payroll
PAY FREQUENCY	Payroll Frequency	Payroll_ Frequency
EMPL_RCD_NBR	Record Number	Record_Number
FULL_DEPOSIT	derived	derived
TRANSIT_NBR	Routing Transit Number	Transit_Number
ACCOUNT_NBR	Account Number	Account_Number
DEPOSIT_AMT	Deposit Amount	Deposit_Amount
Payment Method End Date	Deduction End Date	Deduction_ End_Date
ACCOUNT_TYPE	Account Type	Account_Type

ACCOUNT_NBR

Employee's bank account number for direct deposit, as defined in the Bank Accounts table of the Manage Personal Payment Methods task.

ACCOUNT_TYPE

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Identifies the account as either checking or savings. Defined in the Manage Personal Payment Methods task.

DEPOSIT_AMT

Amount of each direct deposit, as defined in the personal payment method.

> **Note:** If this attribute is set to any value greater than zero, the FULL_DEPOSIT attribute cannot be set to Yes. For example, the employee wants 100 USD to be deposited into a savings account and the rest into a checking account. Therefore, for their first direct deposit record, set DEPOSIT_AMT to "100" and FULL_DEPOSIT to "N". For the second record, set FULL_DEPOSIT to "Y" and pass nothing in DEPOSIT_AMT.

EMPL_RCD_NBR

Identifies the employee's assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

EMPLID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

FULL_DEPOSIT

Identifies which direct deposit record is the last one that receives all remaining money.

> **Note:** If this attribute is set to Yes, the DEPOSIT_AMT attribute cannot be greater than zero. For example, the employee wants 100 USD to be deposited into a savings account and the rest into a checking account. Therefore, for their first direct deposit record, set DEPOSIT_AMT to "100" and FULL_DEPOSIT to "N". For the second record, set FULL_DEPOSIT to "Y" and pass nothing in DEPOSIT_AMT.

This value is derived and not set on the extract.

Payment Method End Date

Effective end date of the direct deposit.

PAY FREQUENCY

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

PAYROLL

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Record Type

Identifies this record as delivering information specific to direct deposits on the extract. For use by the third-party provider only.

TRANSIT_NBR

Employee's personal bank transit number.

TRU

Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

US ADP PayForce Nonrecurring Periodic Output File

This topic describes the format of the nonrecurring periodic output file for the US ADP PayForce third-party periodic extract.

The output file consists of the following section:

Nonrecurring Records

Contains information for the employees' nonrecurring earnings and deductions.

> ✏ **Note:** The US ADP PayForce third-party periodic extract pulls the following nonrecurring earnings and deductions types only:
> - Voluntary deductions Nonrecurring pretax deductions are not included.
> - Supplemental earnings Nonrecurring regular and imputed earnings are not included.
> - Flat amount earnings Hours * rate earnings elements are not included.

Field Name	Extract Node Name	Extract Tag Name
CoCode	Payroll Reporting Name	Payroll_ Reporting_ Name
Batch Id	intentionally left blank	intentionally left blank
File #	Third-Party ID	Third_Party_ID
Earnings 3 Code	Third-Party Earnings Code	RULE_ EARNING_CODE
Earnings 3 Amount	RUN	RUN
Earnings 4 Code	Third-Party Earnings Code	RULE_ EARNING_CODE
Earnings 4 Amount	RUN	RUN

Field Name	Extract Node Name	Extract Tag Name
Earnings 5 Code	Third-Party Earnings Code	RULE_ EARNING_CODE
Earnings 5 Amount	RUN	RUN
Adjust Ded Code	Third-Party Deduction Code	Third_ Party_ Deduction_ Code
Adjust Ded Amount	Entry Value	Entry_Value

Adjust Ded Code

ADP PayForce deductions code for the employee's deduction, as set through the element's Third-Party Deductions Code input value.

Adjust Ded Amount

Amount of the deduction.

Batch Id

This field is intentionally left blank and is automatically populated by the ADP for PayForce External Paydata Interface Program process upon receipt.

CoCode

First three characters of the payroll reporting name as defined in the Manage Payroll Definitions task.

Earnings 3 Code

ADP PayForce earnings code for the employee's earning, as set through the element's Earnings 3 Code input value.

Earnings 3 Amount

Amount of this Earnings 3 type earning. The Third-Party Earnings Type determines whether this value is populated.

Earnings 4 Code

ADP PayForce earnings code for the employee's earning, as set through the element's Earnings 4 Code input value.

Earnings 4 Amount

Amount of this Earnings 4 type earning. The Third-Party Earnings Type determines whether this value is populated.

Earnings 5 Code

ADP PayForce earnings code for the employee's earning, as set through the element's Earnings 5 Code input value.

Earnings 5 Amount

Amount of this Earnings 5 type earning. The Third-Party Earnings Type determines whether this value is populated.

File #

ADP PayForce 6-digit file number. Defined as a different lookup under the national identifier.

FAQs for Payroll Interface for US ADP Solutions

How do I define an employee's ADP PayForce file number?

Use the Manage Common Lookups task to update the PER_NATIONAL_IDENTIFIER_TYPE lookup type with the following new lookup code: PAYINT_EMPLOYEEID. Set the Meaning as "Employee ID for ADP PayForce" and the Tag as "+US".

Once the lookup type has been configured, for each employee you want to report, use the National IDs region in their Manage Person page to specify their ADP PayForce file number.

Glossary

assignment

A set of information, including job, position, pay, compensation, managers, working hours, and work location, that defines a worker's or nonworker's role in a legal employer.

assignment level

See sourcing assignment level.

balance dimension

The scope of a balance value, such as the period of time over which it accumulates, and whether it relates to an assignment, terms, or a payroll relationship.

balance feed

Input value from an element, or all elements in a classification, that adds to, or subtracts from, a balance.

calculation card

Captures values required for payroll calculations for some earnings and deductions, such as absence payments and involuntary deductions. For some countries, you can also create various types of cards to hold default values for tax reporting units or payroll statutory units.

consolidation group

A grouping of payroll runs within the same period for the same payroll, for which you can run reporting, costing, and post-run processing. You can specify a default consolidation group for each payroll definition.

database item

An item of information that has special programming attached, which formulas and HCM extracts use to locate and retrieve the data.

deduction card group

A grouping of calculation cards for year-end processing.

descriptive flexfield

Customizable expansion space, such as fields used to capture additional descriptive information or attributes about an entity, such as a customer case. You may configure information collection and storage based on the context.

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distribution

Amount paid to a participant from a plan such as a savings plan or a flexible spending account.

element

Component in the calculation of a person's pay. An element may represent a compensation or benefit type, such as salary, wages, stock purchase plans, pension contributions, and medical insurance.

element eligibility

The association of an element to one or more components of a person's employment record. It establishes a person's eligibility for that element. Persons are eligible for the element if their assignment components match the components of the element eligibility.

element entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

element group

Group of one or more elements, which you define for running various payroll processes, reports, or for cost distribution purposes. Use element groups to limit the elements processed by a payroll batch process.

eligibility profile

A user-defined set of criteria used to determine whether a person qualifies for a benefits offering, variable rate or coverage, compensation plan, checklist task, or other object for which eligibility must be established.

employment terms

A set of information about a nonworker's or employee's job, position, pay, compensation, working hours, and work location that all assignments associated with the employment terms inherit.

eText

An RTF report layout template that's used to generate text output for Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI).

extensible flexfield

Customizable expansion space used to capture multiple sets of information within a context or multiple contexts. Some extensible flexfields let you group contexts into categories.

fast formula

A simple way to write formulas using English words and basic mathematical functions. Formulas are generic expressions of calculations or comparisons that repeat with different input values.

flexfield

A flexible data field that you can customize to contain one or more segments or store additional information. Each segment has a value and a meaning.

flexfield segment

An extensible data field that represents an attribute and captures a value corresponding to a predefined, single extension column in the database. A segment appears globally or based on a context of other captured information.

flow

An occurrence of a flow pattern that you manage from a payroll work area or from the Data Exchange work area using the View Extracts task. The data security for your role determines which flows you can submit and access.

flow checklist

A sequence of automatic and manual flow tasks grouped into activities, such as extract reports and processes, or tasks related to payroll processing. Submitting a flow generates a checklist that you use to monitor the flow and manage its tasks.

flow pattern

A series of tasks performed in a predefined order, which are grouped into activities, such as extract reports and processes, or tasks that cover a phase of the payroll process. The flow pattern is used to generate a flow, which you can manage from its checklist.

flow task

A process or report, or manual task such as verifying results. A flow pattern can include more than one flow task.

formula

Combination of operators, functions, dimension and member names, and numeric constants used to calculate database members.

HCM data role

A job role, such as benefits administrator, associated with instances of HCM data, such as all employees in a department.

input value

Field defined for an element that holds information about an element entry that's needed for calculation. For example, hours worked, an alternate payment rate, or the amount of a bonus or deduction.

job role

A role, such as an accounts payable manager or application implementation consultant, that usually identifies and aggregates the duties or responsibilities that make up the job.

key flexfield

Configurable flexfield comprising multiple parts or segments, each of which has a meaning either individually or in combination with other segments. Examples of key flexfields are part numbers, asset category, and accounts in the chart of accounts.

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legal employer

A legal entity that employs people.

legislation

The base definition that governs certain rules so that Oracle Global Human Resources can perform differently for different countries and territories in order to meet statutory requirements. Can be predefined by Oracle or defined during implementation using the Manage Legislations for Human Resources task.

lookup code

An option available within a lookup type, such as the lookup code BLUE within the lookup type COLORS.

lookup type

The label for a static list that has lookup codes as its values.

object group

User-defined set of elements or people that restrict the items you want to include in various processes and reports.

payment method

Indicates the method of payment, such as check, cash, or credit.

payroll batch loader

An integrated Microsoft Excel workbook loader that helps you enter data more easily into HCM tables. Used for entering balances, balance groups, elements, element entries, payroll definitions, assigned payrolls, bank information for personal payment methods, formula global values, and user-defined tables.

payroll employment group

Group of people that payroll runs use for processing, data entry, and reporting.

payroll interface report

A process to extract and generate a report of payroll-related data sent to a third-party payroll provider.

payroll processing parameters

System-level information that controls settings for flow processes, such as logging, chunk size, and other options that affect process performance.

payroll relationship

Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

payroll relationship type

A predefined value that controls and groups person records into payroll relationships. If a person has more than one payroll relationship type in the same PSU, such as employee and contingent worker, multiple payroll relationships exist for that person.

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payroll statutory unit

A legal entity registered to report payroll tax and social insurance. A legal employer can also be a payroll statutory unit, but a payroll statutory unit can represent multiple legal employers.

personal payment method

Method of payment to a person for a particular payroll. When an administrator assigns a person to a new payroll, payments are made using the default organization payment method for the new payroll until a personal payment method exists.

profile option level

The category or layer that defines a profile option. Site, Product, and User are the predefined levels.

recurring element entry

An entry that processes regularly at a predefined frequency. The entry exists from the time you create it until you delete it or the employee's element eligibility ceases.

retroactive process

A process that recalculates the amount to pay a person in the current period to account for retrospective changes that occurred in previous payroll periods.

salary basis

Characterizes worker's base pay. Identifies payroll details used to pay base earnings, period of time pay is quoted, factor used to annualize base pay, components used to itemize adjustments into different reasons, and grade rate used for salary validation.

system person type

A fixed name that the application uses to identify a group of people.

system person type

The type used to classify the person at the system level in human resources. For example, the system person type can be either employee or contingent worker. In human resources, user-defined person types are associated with system person types.

unit of measure

A division of quantity that is adopted as a standard of measurement.

user-defined table

Structure of rows and columns that maintains date effective lists of values. Tables store values as cells for specific row and column combinations.

work relationship

An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship.

work relationship group

Group of people that you can define for reporting, for example in HCM extracts.

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