Oracle

Global Human Resources Cloud Using Global Payroll

Release 12

ORACLE®

Oracle® Global Human Resources Cloud Using Global Payroll

Part Number E74168-05

Contents

ORACLE

Preface

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

Oracle Applications Help

Use the help icon ❓ to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon ❓ in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

Using Applications Help

▶ **Watch:** This video tutorial shows you how to find help and use help features.

Additional Resources

- **Community:** Use **Oracle Applications Customer Connect** to get information from experts at Oracle, the partner community, and other users.

- **Guides and Videos:** Go to the **Oracle Help Center** to find guides and videos.

- **Training:** Take courses on Oracle Cloud from **Oracle University** .

Documentation Accessibility

For information about Oracle's commitment to accessibility, see the **Oracle Accessibility Program** .

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send e-mail to:
oracle_fusion_applications_help_ww_grp@oracle.com.

ORACLE®

1 **Overview**

Using Global Payroll: Overview

This overview outlines the activities you need to complete throughout the payroll cycle, from maintaining personal payroll information for your employees to running payroll processes and reports.

The following guides cover these activities:

- The Using Global Payroll guide covers most of the activities, with one chapter for each activity, as summarized below.

- The Using Global Payroll Interface guide covers the Manage Payroll Outbound Interface activity.

ORACLE®

The following figure summarizes the activities in the Manage Payroll business process.
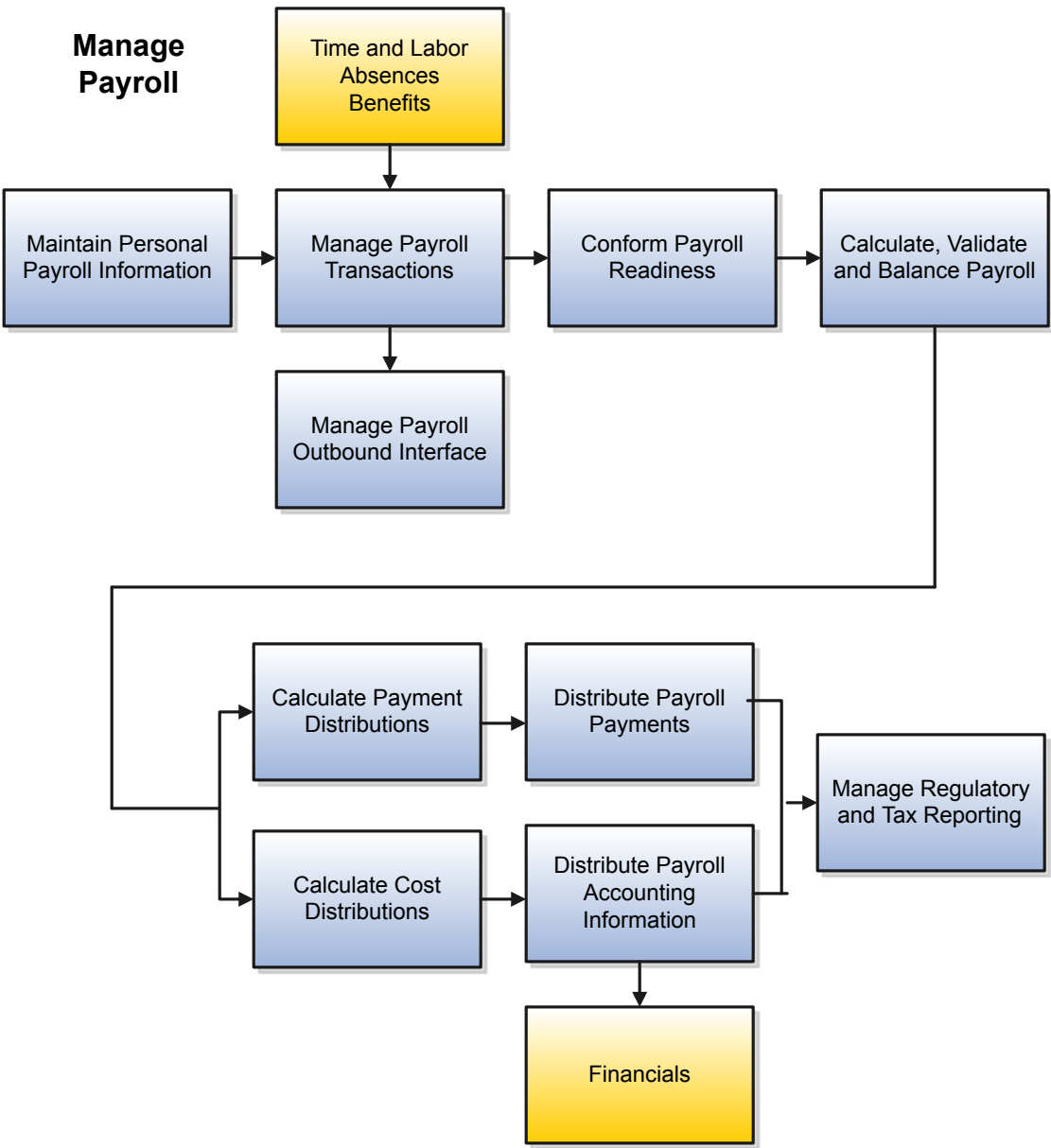
The following table provides the main work areas to use for these activities. In addition, you use the Payroll Checklist work area throughout the payroll cycle to monitor and update the status of your flows.

Activity	Work Areas
Maintain Personal Payroll Information	Payroll Calculation
	Payroll Administration
	Payment Distribution

ORACLE®

Activity	Work Areas
Manage Payroll Transactions	Payroll Administration
Confirm Payroll Readiness	Payroll Dashboard
Calculate, Validate, and Balance Payroll	Payroll Calculation
Calculate Payment Distributions	Payment Distribution
Distribute Payroll Payments	Payment Distribution
Calculate Cost Distributions	Accounting Distribution
Distribute Payroll Accounting Information	Accounting Distribution
Manage Regulatory and Tax Reporting	Regulatory and Tax Reporting

Maintain Personal Payroll Information

Update personal payroll information, including:

- Payment methods
- Element entries
- Information required for statutory deductions, and other data held on personal calculation cards

You can also transfer employees to a different payroll, enter final processing dates for terminations, and update person-level costing details.

Manage Payroll Transactions

Throughout the payroll cycle:

- You submit payroll flows, for example to load data, calculate the payroll and payments, run reports, and calculate and distribute cost results.
- You can manage all the tasks in a flow and monitor their status in the Payroll Checklist work area. You can also monitor task status in the related work area where additional tasks are also available.

To prepare for payroll processing, submit processes to load batches of data if these processes aren't automated at your site. For example, you might load time cards and absence entries from other applications

ORACLE

Confirm Payroll Readiness

Before you start a payroll run:

- Confirm conversion rates if you're using multiple currencies.

- Review the Payroll Dashboard for notifications of any actions requiring your attention.

- Confirm completion of all payroll preprocessing.

- Run the Payroll Data Validation Report to identify any noncompliant or missing statutory information for people in a payroll statutory unit.

Calculate, Validate, and Balance Payroll

First, you check retroactive notifications and handle retroactive changes. Then you are ready to run the Calculate Payroll process. As you check results, you can make corrections and retry results. If necessary, you can remove employees from the main payroll flow, and handle them separately using QuickPay. You can merge their records with the main payroll flow in time for calculating payments.

Use the payroll calculation reports to view balances and run results before proceeding to the next activity.

Calculate Payment Distributions

In a typical payroll cycle flow, the Calculate Prepayments process runs automatically when you mark the Verify Reports task as complete for the Calculate and Validate Payroll activity.

Check the prepayment results to review the distribution of payments across employees' personal payment methods. If you find issues, you can do one of the following:

- Fix the data and use the Retry action.

- Roll back the person's record to remove them from the run, fix the data, then run the prepayments process.

Run the payroll register to verify payment amounts by payment category, type, and method.

Distribute Payroll Payments

When the payment distributions are correct, you can:

1. Generate the payments to your employees and third parties.
2. Archive the payroll results.
3. Run the payroll register.
4. Generate check payments (if required).
5. Generate payslips.
6. Run the payment register.

ORACLE®

Calculate Cost Distributions

The Calculate Payroll process automatically calculates the costs for the payroll run. Submit separate processes to calculate and verify the cost distributions for:

- Retroactive costs

- Payments

- Cost adjustments

- Balance adjustments

- Partial period accruals

Distribute Payroll Accounting Information

In a typical payroll cycle flow, you:

1. Submit the Transfer to Subledger Accounting process, which creates journal entries for posting to the general ledger.
2. Submit the Create Accounting process from the Scheduled Processes work area in draft mode to create journal entries for review, and in final mode to create, transfer, and post journal entries.

Manage Regulatory and Tax Reporting

This activity involves running and validating the country-specific periodic reports required to meet regulatory requirements.

Related Topics

- Maintain Personal Payroll Information: Overview

- Calculate Payment Distribution: Overview

- Distribute Payroll Payments: Overview

- Calculate Cost Distributions: Overview

- Calculate, Validate, and Balance Payroll: Overview

ORACLE

2 Maintain Personal Payroll Information

Overview

You can update payroll information for your employees in the Payroll Administration or Payroll Calculation work areas. For payment methods, use the Payment Distribution work area. Employees can update their own payment method and bank account details by selecting the Personal Information icon on their home page.

The following table summarizes the tasks for maintaining personal payroll information. The Payroll Only column indicates whether the task is applicable only for Oracle Fusion Global Payroll.

Task	Instructions	Payroll Only
Manage Element Entries	• Review the earnings and deduction entries to be processed in the payroll run. • You can update some entries, such as voluntary deductions. • You manage other entries, such as salary, through other pages or in a source application. They are view-only on this page.	No
Manage Calculation Cards	• Review rates and values for statutory deductions, involuntary deductions, and other entries held on calculation cards. • Depending on the type of entry, you can update values on the card, or in a source application, such as a time card.	No
Manage Personal Payment Methods	• Create personal payment methods, and specify the percentage or fixed amount to be paid by each method. • Enter bank account details for electronic funds transfers.	No
Manage Third Parties	Create third-party payees to process payments to organizations and people who aren't on the payroll. Find this task in the Payment Distribution work area.	Yes
Manage Payroll Relationships	• Transfer a person to another payroll • Enter final processing dates for terminations.	No
Manage Costing for Persons	• If you need to track costs at the person level, you can cost all the elements the person is eligible to receive, or just individual elements. • You can split the cost across accounts.	Yes

Task	Instructions	Payroll Only
Adjust Individual Balances	Adjust balances in exceptional circumstances when you can't correct the source data by submitting the appropriate recalculation process.	No
Manage Batch Uploads	Use a spreadsheet to batch load the following person-level information: • Element entries • Bank details for personal payment methods • Assigned payrolls	No

Manage Element Entries

Element Entry Methods: Explained

Create element entries for compensation or basic benefits for an employee assignment. For example, you can create element entries for an employee's overtime hours or medical premium deduction amount.

Create an element entry using the following methods:

- Manual entry on the Manage Element Entries page
- Batch entry using the batch loader in the Payroll Administration, Data Exchange, or Checklist work area
- Automatic entry for all eligible workers
- Automatic entry by other processes

In addition, web services are available for managing element entries.

Manual Entry

On the Manage Element Entries page, you can:

- Create manual entries for some elements, such as voluntary deductions.
- View all of the element entries for a person on the summary page, including entries created automatically by other processes.
- Specify costing overrides, if the element is costed at the element entry level.
- Sort the list of entries by element name.

Batch Entry

You can use the Create Element Entry task action with the batch loader workbooks to enter batches of element entries.

For example you can enter batches for:

- Time card data, such as hours worked, overtime, and absences for hourly employees
- Nonrecurring earnings or deductions, such as an annual bonus amount

- A one-time change to recurring earnings or deductions

  For example, if the parking garage is closed due to repaving for half the month, you can reduce the monthly parking deduction by half for one month only.

If the element is costed at the element entry level, you can specify costing overrides, such as the account number for the cost center to charge a bonus.

Automatic Entry for All Eligible Workers

Selecting the Automatic Entry option for an element eligibility record initiates a process to create element entries for all eligible workers. It also ensures that hiring eligible workers in the future automatically creates an element entry for them.

Automatic Entry by Other Processes

There are certain processes and actions within salary administration, compensation, benefits, and payroll that can generate new element entries. You maintain these entries through the original processes that generated them. You don't maintain them on the Manage Element Entries page.

For example:

- If you associate a salary element with a salary basis, assigning workers to that salary basis automatically creates element entries.

- Allocating other compensation and benefits, or adding a payroll component to a personal calculation card, automatically creates element entries.

Related Topics

- Cost Hierarchy: Explained

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

An element's input values define the entry values available on each entry of this element. For each element input value set to display, you see an entry value on the Manage Element Entries page. You use some entry values to provide inputs to element calculations, such as hours worked.

Other entry values store results from payroll calculations, for example of elements processed earlier in the payroll run. Some entry values are required and some have defaults or lists of values, depending on the element setup.
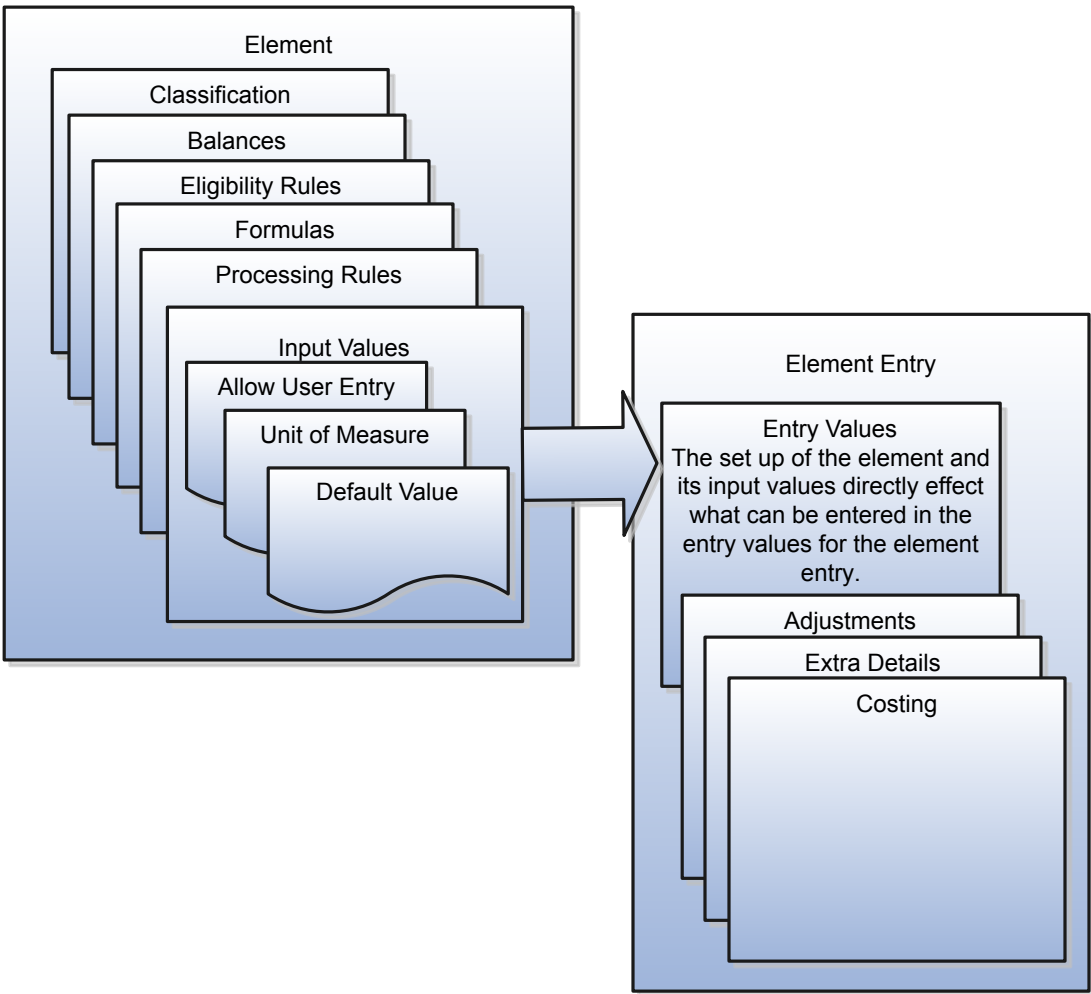
Element Setup That Affects Element Entries

The following table summarizes element setup options that affect element entries.

Element Setup	Example and Effect on Element Entries
Calculation rule	The calculation rule determines which input values you must provide on the element entry. For example, for a flat amount earnings element, you typically specify an amount, periodicity, and whether the amount is a full-time equivalent value. For an earnings element with a factor calculation rule, you simply enter a factor, such as 0.5 for 50 percent.
Duration for entries	You can specify an element as recurring or nonrecurring. Entries of recurring elements, such as salary, remain until the element end date and are normally processed at least once in each pay period. Nonrecurring element entries, such as overtime pay, are only processed once. You must create a new element entry each time that you want the element to be included in the payroll calculation for an employee.

Element Setup	Example and Effect on Element Entries
Automatic entry	For example, you select the Automatic Entry option for element eligibility records for the predefined US tax element.

Submitting the eligibility record starts the process that automatically creates entries for all eligible workers. This setup ensures that all eligible workers have an entry to initiate the tax calculation process.

This check box is selected if you answer **Yes** to the question on the template: Should every person eligible for the element automatically receive it?

> ✏ **Note:** This option isn't frequently selected and you shouldn't select it after the element template creates the element. Taxes are the only elements that this rule applies to on a consistent basis. |
| Allowing multiple entries | For example, you might allow multiple entries for regular and overtime hour entries. With this setup, you can report an hourly employee's time separately to distinguish between projects or cost centers for which the employee worked.

You can use this option for hourly workers that you pay biweekly but whose overtime you enter on a weekly basis.

You might limit other elements, such as benefits and bonuses, to one entry per pay 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. |
| Validation, calculation, or defaulting formulas | You can use formulas to:

• Provide a default value for one or more entry values when you create an element entry.
• Calculate the appropriate values for one or more entry values and apply the new values when you save an element entry. The formula can use the entries in this or other entry values to calculate the values.
• Validate one or more entry values when you save an element entry. |

Input Value Setup That Affects Entry Values

The following table summarizes how the setup of element input values affects entry values on element entries.

Input Value Setup	Example and Effect on Element Entries
Default value	For example, you could enter a default tool allowance of 5.00 USD per week, but you could increase or decrease the value on individual element entries, as required.

A regular default value provides an initial value when you create the element entry. Changing the default value on the element or eligibility record has no effect on existing entries.

Alternatively, you can 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. |

ORACLE

Input Value Setup	Example and Effect on Element Entries
Lookup type	For an employee stock purchase plan, you can specify that your organization only allows employees to purchase stock based on 1, 2, 3, 4, or 5 percent of their earnings. Or, for an automobile allowance, you can specify rate codes of A, B, C, or D. When entering the entry values, you can only select values from the list provided.
Minimum and maximum values	In the same example as above, you can set a minimum or maximum value, or both, for the percentage of earnings an employee can contribute to the employee stock purchase plan. You receive a warning or error message if your entry value exceeds these limits, depending on the input value setup.
Required	You could make the entry of hours required for an overtime element, or units for piecework, or type for a car allowance element.
Special Purpose	The element entries summary on the Manage Person Details page displays one input value. It displays the input value with the Primary Input Value special purpose, if there is one. Otherwise it displays the Percentage or Factor input value.
Validation through a formula	For an annual bonus, you can specify a formula to validate the maximum entry value based on the employee's length of service and current salary. You receive a warning or error message if your entry value fails the validation, depending on the input value setup.

Related Topics

- Determining an Element's Latest Entry Date: Critical Choices

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

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.

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.

ORACLE®

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 Input Validation Formula Type

- Determining an Element's Latest Entry Date: Critical Choices

FAQs for Manage Element Entries

What happens if I manually enter a value in an element entry value that has a runtime default value?

Any subsequent changes to the default value on the element or element eligibility record won't affect the element entry. However, you can clear your entry if you want to restore the default value.

How can I override an element entry for a limited period?

If the element is set up to support additional entries;

1. Create the additional entry on the Manage Element Entries page, selecting **Override** as the entry type.
2. Complete the element entry and then click **Submit**.
3. Set your effective date to the day the entry should end.
4. Click **Edit** and then select **End Date**.
5. Click **Continue** in the warning message dialog box.

Manage Calculation Cards

Personal Calculation Cards: How Their Entries Fit Together

Personal payroll calculation cards capture information specific to a particular payroll relationship. Payroll runs use this information to calculate earnings and deductions. Actions such as hiring a person or loading data may create some cards automatically. Otherwise, you can create the card manually. You can also add components to cards and enter calculation values, which may override default values. Additionally, you can associate the card with a tax reporting unit.

ORACLE

To view and manage calculation cards use the Manage Calculation Cards task in the Payroll Administration or Payroll Calculation work area.

Card Types

The types of calculation cards you can create and the type of information captured on a card vary by country or territory. Examples include cards for:

- Statutory deductions

- Involuntary deductions

- Time card entries

- Absences

- Benefits and pensions

Additional cards may be available to capture information for reporting purposes.

Card Creation

In countries where all employees are subject to the same set of statutory deductions, the application automatically creates one or more statutory deduction calculation cards when you hire a new employee. In other countries, you must create calculation cards manually.

For other card types, you create calculation cards as needed for each employee. If you load absence, time card, or pension data from another application, the application automatically creates the calculation cards.

Calculation Components and Component Groups

The Calculation Card Overview pane shows a hierarchy of calculation components within component groups. For example, child support, education loan, and alimony are calculation components in the US involuntary deduction component group.

Each component relates to an element, such as an income tax deduction. Adding a calculation component to the card creates an entry for the related element.

A calculation component may have one or more references that define its context, such as the employee's place of residence or tax filing status.

Click a row in the Calculation Components table to see component details. Use the Component Details section to enter additional values used to calculate the component.

> ✏ **Note:** For some countries, the Manage Calculation Cards page doesn't include the Calculation Components and Component Details sections. Instead, the layout of the page is specific to the data items required for the country.

Enterable Calculation Values

When you select a calculation component, you may see the Enterable Calculation Values on the Calculation Card tab. Here you can enter specific rates or other values for the person, which may override default values held on a calculation value definition. For example, if an employee qualifies for a special reduced tax rate, you enter the rate as an enterable value on their personal calculation card.

You can't override values loaded from another application, but you may be able to add values, such as adding additional contributions to a pension deduction.

ORACLE

Tax Reporting Unit Associations

Click the Associations node in the Calculation Card Overview pane to associate a tax reporting unit with the card. Associations determine:

- Which rates and rules held at tax reporting unit level apply to the calculation of the components
- How the calculations are aggregated for tax reporting

Rules about what you can enter here vary by country:

- Typically, all components on a calculation card are associated with the same tax reporting unit by default.
- You may be able to associate individual components with different tax reporting units.
- If a person has multiple terms or assignments, you may be able to associate specific terms or assignments with calculation components.

Creating a Personal Calculation Card: Worked Example

This example demonstrates how to create a calculation card at the payroll relationship level. The calculation card captures information for an income tax deduction that varies depending on a person's tax filing status.

Prerequisite

1. Make sure your legislation supports an income tax deduction.

   If it does, the necessary calculation card definition and calculation components are predefined.

Create the Calculation Card

1. In the Payroll Administration or Payroll Calculation work area, select **Manage Calculation Cards**.
2. Enter the person's name and legislative data group in the Search section.
3. Click **Search**.
4. Click the person's name in the Search Results to open the Manage Person Details page. Any available calculation cards appear in the Search Results.
5. Click **Create** to open the Create Calculation Card window.
6. In the Name field, select **Statutory Deductions** as the calculation card type.
7. Click **Continue** to display the Manage Calculation Cards page.

   🖉 **Note:** Use the Calculation Card Overview pane to view the component groups associated with this calculation card. In this example, you should see a Taxes component group. A calculation card may contain multiple component groups.

Create Calculation Components

1. In the Calculation Card Overview pane, click the **Taxes** node.
2. In the Calculation Component section, click **Add Row** to open the Create Calculation Component window.

   🖉 **Note:** You may see a country-specific template instead of the Calculation Component and Component Details sections.

3. In the Calculation Component field, select **Income Tax**.
4. Click **OK**.

ORACLE®

Create Calculation Component Details

1. In the Calculation Component Details section, click **Create**.
2. In the Calculation Component Details field, select **Income Tax Details**.
3. Click **OK.**
4. Complete the fields displayed in the Component Details section. For this example, select the person's tax filing status in the Tax Code field.

   > ✏ **Note:** Component details vary for each calculation component. For some components, you may also be able to enter amounts, rates, or other values. If you can enter values, the Enterable Values on Calculation Cards tab appears. For this example, no values can be entered.

Creating an Association

Associations link a calculation card or component with a tax reporting unit.

1. In the Calculation Card Overview pane, click the **Associations** node.
2. Click **Create**.
3. Select your legislative data group and click **OK**.
   Since you didn't select a calculation component, the tax reporting unit is associated with all components on the card.
4. Select the new association in the Associations section, and then click **Create** in the Association Details section.
5. Select the employment terms and the calculation component you just created, and then click **OK**.
6. Click **Save and Close**.

Related Topics

- Creating Calculation Cards for Deductions at Different Levels: Examples

Enterable Values on Calculation Cards: Explained

Some values entered on a calculation card override values defined in a calculation value definition. For example, you might set a default tax rate for the legislative data group, and allow the rate to be overridden by a flat amount entered on a personal calculation card.

The following table explains where you can enter override values on calculation cards. It also provides the order in which the Calculate Payroll process checks for values entered on calculation cards. When the process finds an entered value, it stops checking and uses the values defined at that level.

Order	Type of Values	Task	Work Area
1	Values for a payroll relationship on any type of calculation card	Manage Calculation Cards	Payroll Calculation or Payroll Administration
2	Values for a tax reporting unit for certain deductions, which vary by country or territory	Manage Legal Reporting Unit Calculation Cards	Setup and Maintenance
3	Values for a payroll statutory unit for certain deductions, which vary by country or territory	Manage Legal Entity Calculation Cards	Setup and Maintenance

Allowing Enterable Values on Calculation Cards

The ability to enter values on calculation cards is controlled by the Enterable Calculation Values on Calculation Cards section of the calculation value definition:

- For custom calculation value definitions, you can specify an enterable calculation value in this section. You provide:

    o The display name to appear on the calculation card.

    o The value type, such as total amount or additional amount.

- Enterable values for statutory and involuntary deductions are predefined. You can't allow new enterable values for predefined calculation value definitions.

Enterable Value Types

The list of value types available for entry depends on the calculation type. For example, you can allow users to enter the percentage value for a flat rate calculation or the monetary value for a flat amount calculation.

The following value types are available for all calculation types except text:

Value Type	Description
Calculation value definition	Uses the calculation value definition entered on a calculation card to calculate the amount.
Total amount	Uses the amount entered on the calculation card as the total amount.
Additional amount	Adds the amount entered on the calculation card to the calculated amount.

Related Topics

- Calculation Value Definitions: Examples

- Creating Calculation Cards for Deductions at Different Levels: Examples

Adding Involuntary Deductions to a Calculation Card: Procedure

You use element templates to create the involuntary deduction elements supported for your legislation, such as bankruptcy orders, garnishments, child support payments, tax levies, and educational loans. The templates also create calculation components, which you can add to a personal calculation card, so the deductions are processed during a payroll run.

ORACLE

This figure shows the steps involved in creating an involuntary deduction and adding it to a personal calculation card:
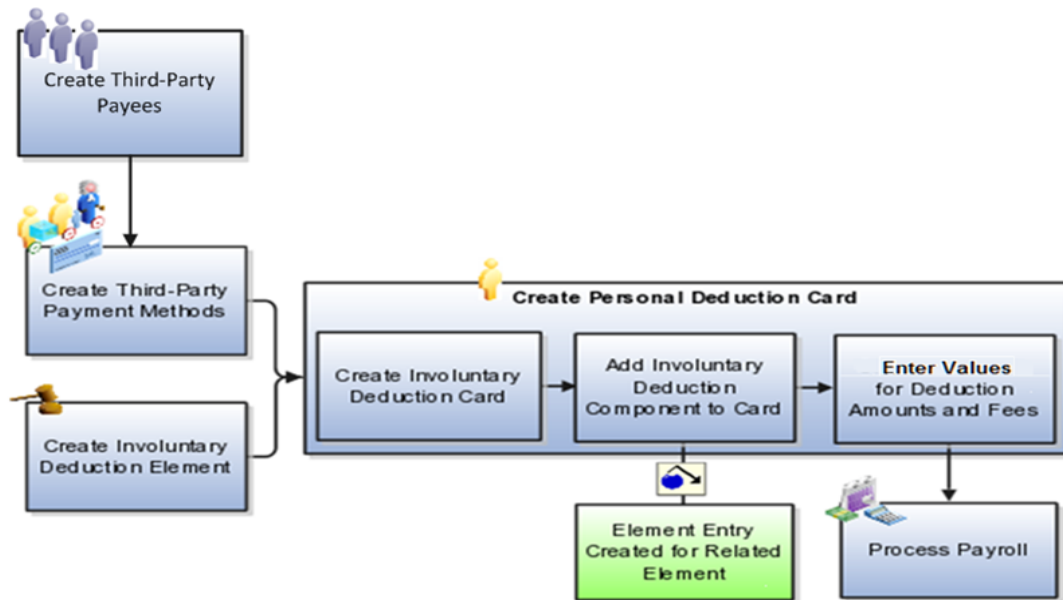
Prerequisites

Before you can add an involuntary deduction to a personal calculation card, you must first:

- Create a third party to receive the payment.
- Create a third-party payment method.
- Create an involuntary deduction element.

  You can create multiple elements for the same involuntary deduction type if processing information or other details vary. For example, each jurisdiction you deal with may have different processing rules for court orders.

Creating an Involuntary Deduction Calculation Card

Follow these steps:

1. In the Payroll Administration or Payroll Calculation work area, click the **Manage Calculation Cards** task.
2. Search for and select the payroll relationship.
3. If the person doesn't already have an involuntary deduction calculation card, click **Create**.
4. Enter a start date for the card and select the involuntary deduction card type.
5. Click **Continue**.

Adding the Calculation Component to the Calculation Card

You can add multiple calculation components for the same or different involuntary deduction types. For example, you could add two child support components and one garnishment component to the same calculation card.

On the Manage Calculation Cards page:

1. In the Calculation Components section, click **Add Row**.
2. Select the calculation component with the same name as the involuntary deduction element.

3. Optionally, enter a number in the Subprocessing Order field if the calculation card will include more than one calculation component.

   By default, the payroll run processes these element entries in order by date received, starting with the oldest entry.

4. Enter a reference code to uniquely identify this deduction, such as a court order number, case number, or other identifier provided by the issuing authority.

5. Complete the fields on the Calculation Component Details tab.

   o In the Involuntary Deduction Payment Details section, select all payees for the deduction.

   The payee fields display all third-party person payees associated with this payroll relationship and all external payees defined for your legislative data group.

   o In the Involuntary Deduction Rules section, specify the information you require, including:

   • The date the involuntary deduction order was received
   • The issuing authority (such as a court)
   • The frequency of the deduction such as monthly or weekly, regardless of the payroll frequency. If you leave the Frequency field blank, the application uses the payroll frequency.

Entering Values for the Deduction Amounts

You enter the order amount, fee, or other amounts used in the calculation on the calculation card. The values you enter replace any default values defined in calculation value definitions. The default order amount for an involuntary deduction is typically zero.

To create overrides on the Enterable Calculation Values on the Calculation Cards tab, complete the fields as shown in the following table. The values you can enter may vary by country or territory, but typically include the items described in the table below.

> ✏ **Note:** For most values, you can enter either an amount or a rate. Enter a rate if you want the application to calculate the amount as a percentage of available pay. For example, to define a rate of 20 percent for the order amount, create an Order Amount (Rate) value and enter 20 in the Rate field.

Calculation Value	Description
Order Amount	Rate or amount paid to the Order Amount Payee based on the frequency you specified.
	For example, if you specified a frequency of monthly in the component details, enter the amount to deduct each month, regardless of the payroll period. The application automatically calculates the correct amount to deduct in each payroll period.
	If you leave the Frequency field blank, this amount is deducted at the payroll frequency defined at the terms or assignment level.
Organization Fee	Rate or amount paid to the Organization Fee Payee each time the deduction is processed.
Person Fee	Rate or amount paid to the Person Fee Payee each time the deduction is processed.
Processing Fee	Rate or amount paid to the Processing Fee Payee each time the deduction is processed.
Initial Fee	Rate or amount paid to Processing Fee Payee the first time this deduction is processed.

ORACLE®

Calculation Value	Description
Maximum Withholding Amount and Minimum Withholding Amount	Maximum and minimum rates or amounts that can be withheld in one payroll period for this deduction.
Maximum Withholding Duration	The number of days after the Date Received that the order is valid. For example, a court order might only be valid for 90 days after the date issued.
Protected Pay Amount	Amount of the employee's pay that is exempt from this deduction. Only pay exceeding this amount will be included in the deductible amount (available for the deduction).
Exemption Percentage	Percentage of the employee's pay that is exempt from this deduction.

Fee and Proration Rules for Involuntary Deductions: Explained

Creating an involuntary deduction creates calculation value definitions that include predefined fee and proration rules. These rules vary by country and territory.

The following table describes the global rules:

Rule	Processing
Fee	Deduct the fee first, before calculating and paying the deduction amount.
Proration	Use the first come, first serve method. If a person has multiple orders and there's insufficient money to pay them all, pay the deductions in the order in which they were received, starting with the oldest.

Involuntary Deduction Processing: Examples

Processing rules may vary by the legislation or the legal authority issuing the order for an involuntary deduction. These examples illustrate the processing of fees, protected pay amounts, and when employees have multiple assignments and payrolls.

Use these examples to understand how involuntary deductions are processed in different scenarios:

- Involuntary deduction has initial fee and processing fee
- Deduction amount exceeds protected pay amount
- Employee has multiple assignments and payrolls
- Multiple orders exist with different protected pay amounts

ORACLE®

Involuntary Deduction Has Initial Fee and Processing Fee

Scenario: A US employee is issued a court order for a monthly garnishment of 500 USD. The order is subject to two fees. Both fees are paid to the agency responsible for administering the account. The agency then forwards the payments to the recipients:

- A 10 USD one-time initial fee
- A 10 USD monthly processing fee

On the involuntary deduction calculation card:

1. Add a calculation component for a garnishment.
2. In the Calculation Component Details tab:

   o Select the **Order Amount Payee** and the **Processing Fee Payee**. The processing fee payee is also the initial fee payee.
   o Select **Monthly** in the Frequency field.

3. In the Enterable Calculation Values tab, enter the following values:

Field	Value
Order Amount	500
Processing Fee	10
Initial Fee	10

Payroll Run Results:

- The amount of the employee's pay subject to deduction is 1000 USD.
- During the first monthly payroll after the court order is received, both the initial fee amount and the processing fee are deducted. The total deduction amount is 520 USD.
- In subsequent payroll runs, the order amount and the processing fee are deducted. The total deduction amount is 510 USD.

Deduction Amount Exceeds Protected Pay Amount

Scenario: A UK employee is issued a court order for the amount of 100 GBP per month. However, protected pay rules defined for the deduction require that the employee take home at least 700 GBP, after all deductions.

On the involuntary deduction calculation card:

1. Add a calculation component for a court order.
2. In the Calculation Component Details tab:

   o Select the **Order Amount Payee** and the **Processing Fee Payee**.
   o Select **Monthly** in the Frequency field.

3. In the Enterable Calculation Values tab, enter the following values:

ORACLE®

Field	Value
Order Amount	100
Protected Pay	700

Payroll Run Results:

- The amount of the employee's pay subject to the deduction is 750 GBP.
- A 100 GBP deduction amount would leave only 650 GBP for the final pay amount. Therefore, only 50 GBP is deducted for the month.
- The remaining balance of 50 GBP isn't placed in arrears, based on processing rules defined for this deduction.

Employee Has Multiple Assignments and Payrolls

Scenario: An employee has one payroll relationship with two assignments. They receive paychecks from two different payrolls. One payroll is run on a weekly basis. The other is run on a monthly basis.

The employer receives a court order to deduct 200 USD per month from the employee's wages. The court order amount must be deducted from all available money, regardless of the payroll. If the total order amount can't be deducted from the first payroll run, then the remaining balance must be deducted from one or more subsequent runs during the month, until the full amount is paid.

On the involuntary deduction calculation card:

1. Add a calculation component for a court order.
2. In the Calculation Component Details tab:
   - ◦ Select the **Order Amount Payee**.
   - ◦ Select **Monthly** in the Frequency field.
3. In the Enterable Calculation Values tab, enter the following value:

Field	Value
Order Amount	200

Payroll Run Results:

- During the first weekly payroll run, only 50 USD can be deducted, leaving an amount owed of 150 USD for the month.
- When the next weekly payroll is run, the deduction can't be taken due to insufficient pay; the balance for the month remains 150 USD.
- The monthly payroll runs before the next weekly payroll is run. The remaining 150 USD owed for the deduction is taken during the monthly payroll run.
- No money is deducted during the subsequent weekly payroll runs for this month.

✏ **Note:** If a person has two assignments for different payroll relationships, they would typically be issued two different court orders, one for each employment. In this case, you would add each court order to a different calculation card.

Multiple Orders Exist with Different Protected Pay Amounts

Scenario: A UK employee has three court orders. Each court order has a different protected pay amount.

1. On the involuntary deduction calculation card add three calculation components for child support.
2. For each calculation component, select **Monthly** in the Frequency field.
3. Define the protected pay and order amount values for each deduction as shown in the following table:

Involuntary Deduction	Protected Pay Amount	Order Amount	Date Received
Child Support 1	500	1000	23 January 2012
Child Support 2	600	1100	2 February 2012
Child Support 3	1000	1200	2 February 2012

Payroll Run Results:

The net amount available for involuntary deductions in the payroll run is 2000 GBP. Based on the processing priority defined for child support payments, the payroll run processes the involuntary deductions in order by date received.

Here's the result:

- Child Support 1 is paid in full, leaving 1000 GBP available for other deductions.

- Child Support 2 is paid an amount of 400 GBP (1000 less protected pay of 600).

- Child Support 3 is not paid. The total amount is placed in arrears, based on processing rules defined for the deduction.

Creating Voluntary and Pre-statutory Deductions: Procedure

Use the Manage Elements task to create voluntary and pre-statutory deductions, such as pensions. You manage pension deductions through calculation cards or element entries, depending on country-specific rules. You manage other voluntary deductions, such as gym membership, union membership, and charity donations, through element entries.

Use these steps to set up deductions:

1. Create the elements.
2. Create the third-party payees.
3. Create a third-party payment method for each third-party payee.
4. Enter the deduction details for each person, which can be done in the following ways, depending on the deduction type and your setup:

   o Create a Benefits and Pensions calculation card.

   o Create an element entry.

   o Load benefit batches.

Creating Elements

When you create a pension plan deduction, if you select the **Benefit** category, or it's selected for you, the element template creates a calculation component. You add this component to Benefits and Pensions calculation cards to assign it to your workers.

To create other voluntary deductions:

- Select the **Standard** category.

  This selection means that you manage these deductions using the Manage Element Entries page.

- After creating the element, you must add a Payee input value and select **Third-Party Payee** as the special purpose for this input value.

  If appropriate, you can enter a default value on the element or element eligibility record to populate the third-party payee details.

Creating Third-Party Payees

To create third-party payees use the Manage Third Parties page in the Payment Distribution work area. For pensions, select the **Organization** payee type and select the **Pension Provider** party usage code.

Creating Third-Party Payment Methods

To create payment methods for all external payees, use the Manage Third-Party Payment Methods task in the Payment Distribution work area.

Entering Deduction Details for Each Person

For pensions created with the Benefit category, create a Benefits and Pensions calculation card for the worker, add your new pension calculation component to the card, and enter the payee and other details.

If you load your pension information using the Load Benefit Batches process, the payroll application creates the calculation card automatically. Before running this process, you must create an XML file that contains the data you want to transfer to payroll.

For other voluntary deductions, create element entries. If the payee is not defaulted from the element or eligibility record, enter the payee on the element entry.

Related Topics

- Creating Elements for Pension Deductions: Worked Example

- File Format for Importing Pension Deductions to Payroll

Entering Calculation Values for Pensions: Points to Consider

Create a Benefits and Pensions calculation card for each worker who pays a pension deduction. On the card, select the calculation component that was created automatically for your pension element, and enter the required contribution amounts and limits, as described in this topic. If you use the Load Benefit Batches process to transfer values from a benefits application, this process creates the calculation cards for you and enters the contribution amounts and limits.

Default Contribution Amounts and Limits

You enter some default contribution amounts and limits when you create the pension element. These default values are stored as calculation value definitions. You can edit the default values using the Manage Calculation Value Definitions page. You can also add a default payee or a separate payee for each employee by entering the payee ID in the Enterable Calculation Values area on the Calculation Cards tab.

Enterable Calculation Values for Pensions

To enter or override a calculation value for one worker, follow these steps:

1. Open the worker's Benefits and Pension calculation card on the Manage Calculation Cards page.
2. Add the calculation component for the pension, if it isn't already on the card.
3. With this calculation component selected, click the **Enterable Calculation Values on Calculation Cards** tab.
4. Click **Create**.
5. Select the value you want to enter. Typically, you will enter a payee, reference number, and any additional contributions. You can also override any default contribution amounts or limits.

The following table lists the calculation values you can enter.

> ✏ **Note:** If the calculation component was created by running the Load Benefit Batches process, you can only enter or override the following values: Payee, Reference Number, and Employee Additional Contribution.

Field	Required	Default Provided at Element Setup	Values
Payee	Y	N	Enter the ID of an organization with the usage of Pension Provider.
Reference Number	Y or N	N	Free text Depending on the localization rules this field may or may not be required.
Employee Contributions	Y	Y	Percent or flat amount as per element setup. Enter percentages as decimal values.
Additional Employee Contributions	N	N	Percentage or flat amount as per element setup, if additional contributions are allowed.
Minimum Age	N	Y	Numerical age
Maximum Age	N	Y	Numerical age
Maximum Contribution Amount	N	Y	Numerical amount
Minimum Pensionable Earnings	N	Y	Numerical amount
Maximum Pensionable Earnings	N	Y	Numerical amount

ORACLE

Field	Required	Default Provided at Element Setup	Values
Partial Deduction Allowed	Y	Y	Values = Y or N

If the element was set up to allow an employer contribution, you will also see these enterable values:

Calculation Value	Required	Default Provided at Element Setup	Values
Employer Contribution	Y	Y	Percentage or flat amount as per element setup
Minimum Age Limit for Employer Contribution	N	Y	Numerical entry
Maximum Age Limit for Employer Contribution	N	Y	Numerical entry
Maximum Contribution Amount for Employer Contribution	N	Y	Numerical amount
Minimum Pensionable Earnings Limit for Employer Contribution	N	Y	Numerical amount
Maximum Pensionable Earnings Limit for Employer Contribution	N	Y	Numerical amount

FAQs for Manage Calculation Cards

How do I associate calculation components with tax reporting units and terms or assignments on a personal calculation card?

From the Manage Calculation Cards page in the Payroll Administration or Payroll Calculation work area, click **Associations** in the Calculation Card Overview pane. Click **Create** in the Associations section, and then select a tax reporting unit. To associate all calculation components on the card with this tax reporting unit, leave the Calculation Component field blank. Otherwise, select the calculation component you want to associate. Note that you must add calculation components before you can create associations for those components.

For persons with multiple terms or assignments, you can identify the terms or assignments that pertain to each calculation component (if supported by your localization and card type). To do this select an association in the Associations section, and then click **Create** in the Association Details section. Select the terms or assignment and the associated calculation component. Note that you must create and save an association before you can create association details.

> **Note:** Not all localizations or card types use associations. Some use associations but do not support association details.

Why can't I create calculation components or component details for a personal calculation card?

The calculation card definition determines which components and component details you can create. For some card types, you can only create one calculation component of any particular type. If you're trying to create a calculation component that varies based on one or more references (such as a tax that varies based on a person's place of residence), you must select the reference in the Calculation Card Overview pane before you can add the component. You can't create component details until you create a calculation component.

What should I do when an involuntary deduction is fully paid?

Update the end date of the calculation component on the involuntary deduction calculation card.

Why can't I end or delete a calculation card, component, or component details?

You cannot delete a calculation card or component until you have deleted all its child components and details. Starting from the bottom of the hierarchy, delete the child components in the following order: association details, associations, component details, components, and calculation card. Additional rules and restrictions, specific to your localization, may apply.

How do I set the end date for a calculation component?

Select the date in the Effective As-of Date field on the Manage Calculation Cards page before you select the **End Date** action for a calculation component or component detail. Make sure that the end date you enter for any parent component is not earlier than the end date of any child component.

How do I suspend a calculation component?

First, end all component details. Then set the end date for the calculation component on the personal calculation card. To suspend all calculation components on a calculation card, end all the calculation components. Then set the end date for the calculation card. If you want to resume payments at a later date, adjust the end dates accordingly. This is useful, for example, if you need to temporarily suspend a contribution to a charitable organization or retirement fund.

Related Topics

- What happens when I end date an object?

Manage Third Parties and Their Payment Methods

Creating Third Parties: Points to Consider

You create third parties to process payments to external organizations and people who aren't on the payroll. Third-party types are Person and Organization. You can create third-party organizations for payments, such as pension providers or professional bodies, or third-party organizations that don't receive payments, such as disability organizations. Use the Manage Third Parties task in the Payment Distribution work area or the Batch Loader task from the Payroll Administration, Data Exchange, or Checklist work area.

The following figure illustrates the steps to create third parties.
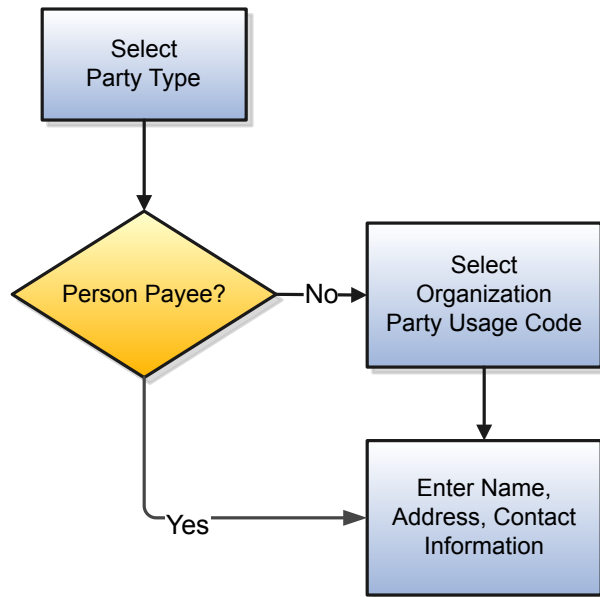
Party Usage Codes

Creating third parties on the Manage Third Parties page creates corresponding records for them as trading community members. For third-party persons, the application automatically assigns a party usage code of External Payee. For third-party organizations, you assign a party usage code.

The following table describes the party usage codes for third-party organizations.

Party Usage Code	Use For	Examples
External Payee	Organizations that can be associated with employee calculation cards or element entries. Use this party usage code for organizations when the others don't apply.	County Sheriff for involuntary deductions
Payment Issuing Authority	Organizations responsible for issuing instructions for involuntary deductions, such as a tax levy or bankruptcy payment order. Payment issuing authorities don't receive payments.	Court, agency, or government official
Pension Provider	Organizations that provide pension administration for employee pension deductions.	Stock broker, investment company, benefit administrator, labor union
Professional Body	Organizations entrusted with maintaining oversight of the legitimate practice of a professional occupation.	The American Society for Mechanical Engineers in the US

ORACLE®

Party Usage Code	Use For	Examples
Bargaining Association	Organizations that represent employees in negotiations. Bargaining associations associated with trade unions may receive payments for union fees deducted from an employee's pay.	The Air Line Pilots Association International (ALPA) in Canada and the US
Disability Organization	Organizations that are authorized to make disability assessments. Disability organizations don't receive payments.	The Royal National Institute of Blind People in the UK

Related Topics

- Payroll Batch Loader Workbook for Third-Party Organizations

Creating Third-Party Payment Methods: Procedure

A third-party payee is either a person or an organization. From the Payment Distribution work area, use the Manage Third-Party Personal Payment Methods task to create payment methods for payments to people who aren't on the payroll. Use the Manage Third-Party Organization Payment Methods task to create payment methods for payments to external organizations.

Typical payments to third parties include:

- Involuntary deductions, such as court-ordered garnishment.
- Voluntary deductions, such as pension plan or union membership payments.

Before you create a third-party payment method:

1. Create the third party using the Manage Third Parties task in the Payment Distribution work area.
2. Ensure that the organization payment method that determines the payment source to use for payments exists.

Tip: Use the Manage Organization Payment Methods task in the Payment Distribution work area to define the payment source for third-party payments.

The following figure shows how you can pay third parties using payment methods and calculation cards.

Create Third-Party Payment Method Page
Payment Distribution Work Area

Manage Calculation Cards Page
Payment Distribution Work Area

```
Select
Payee Type
    |
    v
Select
Employee LDG
    |
    v
Person Payee?  --- No ---> Select Organization Payee
    |
   Yes
    |
    v
Select Employee
Payroll
Relationship
    |
    v
Select Person Payee
```

```
Add Calculation
Component
    |
    v
Involuntary
Deduction
Order?  --- No ---> Select Third Party as Processing Fee Payee
    |
   Yes
    |
    v
Select Third Party
as Order Amount
Payee
```

Third-Party Payments: Examples

The following scenarios illustrate how you can pay third-party people and organizations.

Child Support to a Former Spouse

John Smith is an employee at your organization. Mary Smith receives a child-support payment each payroll period that is deducted from John's salary. To set up payments for Mary:

1. Create Mary as a third-party person.
2. Create Mary's third-party payment method and select the payroll relationship for John.

3. Add the child support order to John's involuntary deduction calculation card and select Mary's name in the Order Amount Payee field.

Processing Fee to a County Sheriff's Office

The County Sheriff's office receives a processing fee on garnishment payments. When you create the third-party organization, you designate it as an External Payee before you create its third-party payment method. When you add the garnishment order to the employee's involuntary deduction calculation card, you select the County Sheriff in the Organization Fee Payee field.

Third-Party Rollup Payments: Explained

A third-party payment is a payment you make to organizations. The organization could be a court, labor union, or a pension provider, or persons not on the payroll.

Before you run the Third-Party Payments Register process to view third-party payment details, ensure that you have completed the following tasks:

1. Calculate and verify prepayments
2. Run the Third-Party Payments Rollup process
3. Generate the payments

The Run Third-Party Payments Rollup process is optional. Use this process to consolidate multiple payments made to a third party and generate a single payment.

Submit the Run Third-Party Payment Register task from the Payroll Checklist or Payroll Distribution work areas.

Understanding Third-Party Rollup Payments

A union can have several of its members belonging to the same employer. An employee can have multiple deductions made to the same third-party payee, such as multiple child support orders.

Rather than make individual payments for each individual employee deduction, you can roll up the multiple payments into a single payment. You can use the Rollup Payments process to combine the individual employee deductions and pay the Union through a single payment instrument. Additionally, you can generate the third-party payments register and provide the third-party payee employee and deduction details.

Reporting Third-Party Rollup Payments

The third-party payments register includes details of individual payments, rollup payments, and multiple deduction payments, as well as voluntary deductions.

Run the Third-Party Payments Register process to generate and view the following:

- List of individual third-party payments and the corresponding employee deduction information
- List of all rollup payments and deduction information of employees who share the same rollup payments
- Consolidated total of each rollup payment
- Payments made to each individual payee
- Consolidated total of multiple deduction payments of each employee
- Component name and component reference of involuntary deductions stored on the calculation cards
- Element name of voluntary deductions

Related Topics

- Calculate Payment Distribution: Overview

- Payment Distribution Reports: Overview

Manage Personal 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.

ORACLE®

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

ORACLE®

- Payment Methods and Payroll Definitions: How They Work Together

- Configuring Payment Method Preferences: Procedure

Splitting Up Payroll Payments: Examples

You can allocate payroll payments to different personal payment methods using percentages, fixed amounts, or a combination. You can create personal payment methods either from your portrait or on the Manage Personal Payment Methods page. The following scenarios illustrate how you can split up payments.

Using Fixed Amount Payments

Barbara wants 100 USD each payroll period deposited in her savings account and the remainder paid by check. Barbara first creates a check payment method so it is processed last. Then she creates an electronic funds transfer (EFT) payment method for her savings account and sets the amount to 100. When Barbara decides to stop the transfers to her savings account, she deletes that payment method.

Using Percentage Payments

Oscar wants to contribute to the college fund he set up for his children. Because Oscar frequently receives bonuses and sales commissions and his net payment amount always changes, he adds a payment method that allocates four percent of his pay to the fund. By using a percentage rather than a fixed amount, Oscar can contribute to the fund at the same rate he earns.

Using a Combination of Payments

Jim works in Arizona, but his wife and children reside in Texas. Each payroll period, Jim wants the following disbursements:

- 900 USD transferred to his checking account for his wife's household expenses in Texas

- A percentage transferred to his children's college fund

- The remainder paid to him by check for his expenses in Arizona

Jim creates three payment methods: a check payment method for remaining pay, an EFT payment method with his checking account bank details, and an EFT payment method with the college fund bank account details.

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

ORACLE®

Approach	Purpose
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

- Configuring Payment Method Preferences: Procedure

- Payroll User Interface Configuration Formula Type

ORACLE®

FAQs for Manage Personal Payment Methods

Why can't I delete, end date, or change the processing order of a personal payment method?

You can't make date-effective changes that cause effective records for the default payment method to overlap. Ensure that your change results in a valid default payment method with dates that don't overlap with other records.

Payment methods defined for a person contain date-effective records that allow changes to occur at different points in time. For example, you can define a payment method in advance to start on the date that you specify.

A person's payroll relationship must have only one default payment method in effect at any point in time. If a person has multiple payroll relationships, you must specify a default payment method for each payroll relationship.

Related Topics

- What's the difference between updating and correcting a date-effective object?

Why can't I add or edit banks and branches for personal payment methods?

You can't edit bank and branch information on the Manage Personal Payment Methods page. Contact your help desk for assistance. You may be able to create banks and branches, if you have the appropriate security privileges.

Why can't I find my organization payment method when creating other objects?

You can only select organization payment methods that are effective starting on the date the object you are creating or updating. When updating an object's organization payment method, the effective start date of the organization payment method must be on or before the effective date of the change. For example, to create a payroll definition effective on 4/1/2012 with a default organization payment method, the organization payment method must have an effective start date on or before 4/1/2012.

What is the International Transfer payment type?

This payment type supports payment methods for electronic funds transfer (EFT) payments in a different country from the originating payment source. Payroll managers can create EFT payment methods for employees to transfer funds to foreign banks if an International Transfer organization payment method exists for their legislative data group.

Manage Payroll Relationships

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
- Payroll Employment Model: Explained

Transferring Payrolls: Example

The following scenario illustrates the most common time when you would transfer a person's payroll:

Transferring a Person's Payroll from Weekly to Semimonthly

You manage Carrie Smith, a part-time temporary employee, assigned to a weekly payroll. Carrie accepted an offer to become a full-time permanent employee in the same position, starting one month from now. You can update Carrie's terms or assignment record on the Manage Payroll Relationships page. You transfer her to a payroll appropriate for a full-time permanent employee, such as monthly or semimonthly, and set the effective date to the start date of the transfer.

Element Duration Dates in Payroll Relationships: Explained

Element duration dates control when element entries for an employee start or end. View and manage these dates on the Manage Payroll Relationships page in the Payroll Calculation work area when you hire, terminate, add, or transfer an employee's payroll. This topic explains the predefined dates, how and when they're populated, and how they affect payroll processing.

In addition to the following predefined element duration dates, you may have additional dates that were created as time definitions at your site. Predefined element duration dates include:

- First standard earnings date
- Last standard earnings date
- Last standard process date
- Final close date

ORACLE

Element entries end on one of the last standard dates or the final close date, depending on the element setup.

Element Duration Dates on the Manage Payroll Relationships Page

You may see multiple sections displaying element duration dates on the Manage Payroll Relationships page. Each section is for a different level of the employment hierarchy: payroll relationship, employment terms, and assignment. In the Assignment section, the first Element Duration Dates section shows the dates associated with the assigned payroll. The second section shows dates associated with the assignment itself. Information in this section overrides information in the section for the assigned payroll.

> ✎ **Note:** You can change element duration dates at the assignment, terms, or assigned payroll levels, not at the payroll relationship level.

Initial Date Values

The following table provides information about what actions set the date values and which dates they're based on.

Date	Description	Actions Setting Dates	Date Used
First Standard Earnings Date	Date when standard earnings start accumulating	Hire, add payroll, or transfer payroll	Hire date or the effective date of the change
Last Standard Earnings Date	Date when standard earnings stop accumulating	End employee assignment or terms, or transfer payroll	Termination date. For transfer, last day of the payroll period or one day before transfer date.
Last Standard Process Date	Last date that at regular payroll process can include elements for normal processing	End employee assignment or terms, or transfer payroll	Last day of the payroll period
Final Close Date	Last date that a supplemental payroll process can include element entries	None, but you can manually set to limit the length of time that element entries are open for processing, such as the date on which processes skip terminated assignments	End of time unless manually set The End Payroll action does not set a final close date. You must set the final close date to end a payroll record.

Changing Date Values

The following table shows the dates you can change.

Date Field	Set Automatically	Editable
First Standard Earnings Date	x	
Last Standard Earnings Date	x	
Last Standard Process Date	x	x
Final Close Date		x

ORACLE®

Date Field	Set Automatically	Editable
User-defined Time Definition		x

Related Topics

- Determining an Element's Latest Entry Date: Critical Choices

Payroll Relationship Rules: Explained

The payroll relationship rule determines what happens when you terminate the last active employment terms or assignment record for a payroll relationship. The rule also determines whether the application creates a payroll relationship when you add a new terms or assignment record for an employee. This topic describes the predefined rules and shows which countries use each rule.

Each localization uses one of the following payroll relationship rules:

- Lifetime rule
- Continuous period of service rule
- Independent rule

How Rules Affect Payroll Relationships

The following table shows how these rules affect the status and creation of payroll relationships.

Rule	On Terminating Last Terms or Assignment	On Creating Subsequent Terms or Assignment	Countries
Lifetime	Status remains Active	Use existing payroll relationship for the same payroll relationship type and PSU	Canada Germany Netherlands Singapore United States
Continuous Period of Service	Status becomes Inactive one day after termination	Depending on date validation, use existing payroll relationship for the same type and PSU, or create payroll relationship	Australia China Hong Kong India Kuwait Mexico Saudi Arabia Switzerland

Rule	On Terminating Last Terms or Assignment	On Creating Subsequent Terms or Assignment	Countries
			United Arab Emirates
			Unite Kingdom
Independent	Status becomes Inactive and payroll relationship ends one day after termination	Create a payroll relationship and enforce only one record per payroll relationship	None

Date Validation for the Continuous Period of Service Rule

Under the Continuous Period of Service Rule, when a payroll relationship exists, date validation occurs to determine whether to use the existing payroll relationship or to create one. The application compares the start date of the new terms or assignment to the last standard earnings date of the existing payroll relationship. If the start date is before the last standard earnings date, the application uses the existing payroll relationship, otherwise, it creates a new one.

Setting End Dates for Terminations: Examples

These scenarios illustrate how to set the last standard process date and final close date for element entries at the assignment and terms levels. (You cannot change the last standard earnings date.) You set element duration dates in the Payroll Details section of the Manage Payroll Relationships page of the Payroll Calculation work area.

Excluding Terminated Employees from Process Consideration

You terminated Heidi's assignment on 3 June 2014. The termination process automatically set the last standard earnings date to the termination date (3 June 2014) and the last standard process date to the end date of her weekly payroll (6 June 2014). The termination process does not set a final close date.

To ensure that payroll processes don't consider Heidi for processing for one full year after termination, you set the final close date to 3 June 2015.

> ✎ **Note:** The latest entry date defined for any severance payment elements determines the last date you can enter element entry details for the terminated employee's severance payment. You can view the latest entry date setting on the Element Summary section of the Manage Elements page.

Extending the Last Standard Process Date for Compensation

Anthony has two terms, one on a weekly payroll and one on a monthly payroll. On 10 June 2014, an HR manager terminated Anthony's employment terms record on the weekly payroll. The termination process automatically set the last standard process date to the end date of the payroll period. Anthony's termination package specifies that he should receive compensation payments through the month of June. To ensure he is paid on both the weekly and monthly payroll through June, you change the last standard process date on the weekly payroll to 30 June 2014.

Related Topics

- Determining an Element's Latest Entry Date: Critical Choices

Using Time Definitions for Severance Pay: Example

The following example illustrates how to set up a user-defined time definition and associate it with elements so that payroll administrators can extend the latest entry date for severance payments to employees.

Scenario

The InFusion Corporation makes severance payments, including regular salary, car allowance, and alimony. For most terminated employees, these payments should end on the termination date. However, payroll administrators must be able to extend payments for employees who receive severance pay.

Element Duration Dates

When you create an element, you select the latest entry date. The options are predefined time definitions: last standard earnings date, last standard process date, or final close date. Typically, standard earnings elements use the last standard earnings date. However, this option doesn't support severance payments because you can't extend it beyond the termination date.

Analysis

To support severance payments, InFusion creates a user-defined time definition based on last standard earnings date and selects it as the latest entry date for payments after termination. On the payroll relationship record of terminated employees, the value of the user-defined time definition is the termination date by default, but payroll administrators can edit it to extend payments for certain employees.

Resulting Setup

To implement a user-defined time definition for this scenario, InFusion must complete the following setup during implementation:

1. Using the Manage Time Definitions task, create a time definition with the following values:

Field	Value
Type	User-defined date
Name	Last Earnings or Severance Date
Short Name	LastEarnSevDate
User-Defined Date	Last Standard Earnings Date
User-Defined Date Usages	Assigned payroll end date
	Element entry end date
	Payroll assignment end date
	Payroll relationship end date
	Payroll term end date

ORACLE®

This creates a time definition based on the last standard earnings date.

2. Using the Manage Elements task, create the Regular Salary, Car Allowance, and Alimony elements.

3. In the Durations area, select **Last Earnings or Severance Date** as the latest entry date for the element.

To extend the payment date for a terminated employee, the payroll administrator then performs the following steps:

1. Using the Manage Payroll Relationship task, search for and select the terminated employee.

2. In the Payroll Details area, select the assignment.

3. In the Element Duration Dates area, in the row for the Last Earnings or Severance Date time definition, change the End Date value to the desired final entry date for payments.

   For example, add 6 months of severance pay for an employee who was terminated effective 20 November 2012. Change the End Date value of the Last Earnings or Severance Date time definition to 21 May 2013.

   The employee's element entries for the Regular Salary, Car Allowance, and Alimony elements end on this date.

Related Topics

- Creating Earnings Elements for Payroll: Worked Example

- Creating Payroll Elements for Payroll Interface: Worked Example

Terminations: How They Affect Payroll Processing

Initiating a termination automatically sets dates that control when the person's element entries end. The effect of a termination on payroll relationships, employment term, and assignments depends on the type of termination and country-specific payroll relationship rules.

Entry Dates That Affect Processing

Element setup determines which element duration date is significant for a specific element. The termination process sets the end dates automatically, except the final close date, which the payroll administrator enters.

> ✏ **Note:** If a person has multiple assigned payrolls, the termination process sets the last standard process date for all active payroll records at each employment level to the latest date.

How Terminations Are Processed

When you terminate an assignment, employment terms, or entire work relationship, the application terminates the appropriate payroll records. The type of termination and the payroll relationship rule for the country or territory determine which payroll objects the process terminates.

When you receive notification of a termination, you might perform the following tasks in the Payroll Calculation work area, either manually or as part of a payroll termination flow:

- Update element entries, for example, enter severance payment details on the Manage Element Entries page.

- Verify termination dates and element duration dates on the Manage Payroll Relationships page.

- Update personal calculation cards to provide information required for tax reporting on the Manage Calculation Cards page.

If you use Oracle Fusion Global Payroll for payroll processing, your termination flow might include one or more automatic or manual tasks such as the ones listed above. You can use the following work area to manage these flows:

- Payroll Dashboard to view the details of payroll termination flow tasks and navigate to any items requiring attention

- Payroll Checklist to view the status and results of tasks in an active flow

Related Topics

- Determining an Element's Latest Entry Date: Critical Choices

FAQs for Manage Payroll Relationships

How can I add or transfer a person's payroll?

You assign a worker to a payroll or transfer a worker to another payroll in the Payroll Details section on the person's Manage Payroll Relationships page. Select a terms or assignment record in the Payroll Employment Tree to display the appropriate Payroll Details region.

How can I set the final close date or last standard process date for a terminated employee?

You set element duration dates in the Payroll Details section of the Manage Payroll Relationship page from the Payroll Calculation work area. Select the assignment record in the Payroll Employment Tree to display the appropriate Payroll Details section and element duration dates. You can change element duration dates at the assignment, terms, or assigned payroll levels, not at the payroll relationship level.

Why is the same person listed multiple times in search results?

The person search results for some tasks, such as Manage Element Entries and Manage Payroll Relationships, can include multiple rows for a person when that person has more than one assignment. You can click any of the rows for that person to perform the task on the payroll relationship record for the person.

Manage Costing for a Person

Setting Up Costing for a Person: Critical Choices

Manage costing at the person level to track costs for people in your enterprise. Cost all the elements the person is eligible to receive or cost individual elements. You can also split the cost across accounts, for example, to divide the cost of a person's salary between two departments. Use the Manage Costing for Persons task in the Accounting Distribution work area.

Before setting up costing at the person level, review the following considerations:

- Monitoring and tracking costs at the person level

- Costing elements

- Allocating costs to single or multiple accounts

Monitoring and Tracking Costs at the Person Level

Costing at the person level requires maintenance, but it gives you greater control in monitoring costs. For example, suppose you start a new project and want to track the costs incurred by the employees reassigned temporarily to the project. To monitor these costs, you can set up costing at the person level for these employees.

Costing Elements

When the application builds the cost account number, it uses the account number you specify for the person on the Manage Costing for a Person page, unless you specify costing for the:

- Element entry for the person

- Element using a priority account

You can control which elements to cost for a person as shown in the following table.

Goal	Action
Cost all the elements a person is eligible to receive	1. Select the payroll relationship folder from the Costing for Person Overview section. 2. Select Create Costing from the Actions menu.
Cost all the elements defined at the terms or assignment level	1. Select the terms or assignment folder from the Costing for Person Overview section. 2. Select Create Costing from the Actions menu.
Cost specific elements at an employment level	1. Select the appropriate employment level folder from the Costing for Person Overview section. 2. Select Create Costing of Element from the Actions menu. 3. Select an element from the dialog that displays.

Allocating Costs to Single or Multiple Accounts

You can divide costs among accounts by adding accounts in the Cost Account section. When you allocate costs, you have the following choices:

- Allocate the entire cost to a single account.

- Divide the cost over several accounts, specifying the percentage each account receives. If you don't allocate 100 percent, the application costs the remainder to a default account.

Related Topics

- Costing of Elements: Critical Choices

- Payroll Cost Results: How They're Calculated

- Cost Hierarchy: Explained

Setting Up Costing for a Person: Worked Example

This example demonstrates how to allocate costing at the assignment level for a person who divides the time worked between two managers at different cost centers, and how to override costing for a specific element at the assignment level.

ORACLE®

In this example, Joe creates presentations for the marketing division. You learn that for the next 6 months Joe will spend 40 percent of his time creating presentations for the sales division. With the exception of the parking allowance, which you continue to cost to the marketing division, you must split his costs between the two divisions.

Creating Costing for the Assignment

1. In the Accounting Distribution work area, click the Manage Costing for Persons task.
2. On the Manage Costing for Persons page, search for Joe's record. Click Joe's name.
3. On the Manage Costing for a Person page, in the Costing for a Person Overview section, select Joe's assignment.
4. From the Actions menu, select **Create Costing**.
5. In the Create Costing dialog, enter January 1, 2013 for date the costing takes effect.
6. In the Create Cost Accounts: Assignment section, click **Create**.
7. Click **Create** again to add a second row.
8. In the Create Cost Accounts table, complete the fields as shown in this table.

Percent	Cost Center
40	41533
60	41577

9. Click **Save**.

Creating Costing for an Element

1. In the Costing for a Person Overview section, select Joe's assignment.
2. From the Actions menu, select **Create Costing of Element**.
3. In the Create Costing window, enter January 1, 2013 as the date the costing takes effect.
4. In the Create Cost Accounts: Assignment section, select the Parking Allowance element and click **Create**.
5. In the Create Cost Accounts table, complete the fields as shown in this table.

Percent	Cost Center
100	41577

6. Click **Save**.
7. Click **Submit**.

The costing remains in effect until you end the record with the date the allocation no longer applies.

Related Topics

- Payroll Cost Results: How They're Calculated

Adjust Individual Balances

Adjusting Balances: Critical Choices

Use balance adjustment in exceptional circumstances when you can't correct the source data by submitting the appropriate recalculation process. For example you might process an adjustment to correct an initialized balance or correct a balance included in statutory reports at the end of a quarter or year. You can also use the balance adjustment process in situations where, an employee moves at the end of the year and you don't receive a notification in time. You might adjust the employee's tax balance and refund the amount collected by mistake.

You can adjust the balance of an existing element for one person or for multiple persons in a single batch.

Before performing a balance adjustment, review the following factors:

- Regulated limits and related balances
- Balance adjustment for a single person
- Balance adjustment for multiple persons
- Element and input values to adjust
- When to cost adjustments

If you are processing a payroll, also consider:

- When to pay refunds
- Reporting an adjustment

Regulated Limits and Related Balances

Balance adjustments update the selected balance but not related balances, because you aren't recalculating the element and its balances. Balance adjustments also bypass system validation, which means that limits aren't verified. Before performing an adjustment, consider whether related balances require adjustment, and whether your adjustment exceeds statutory regulated limits. For example, raising the upper limit of one balance might require correcting the lower limit of a related balance and ensuring that they both meet statutory limits.

Balance Adjustments for a Single Person

Adjust the balance for a person, for example, when you load the person's balances initially, and discover the balance is incorrect for a tax balance dimensions. Two factors determine where you adjust the balance: whether you processed the element in the payroll run for the person, and whether you need to adjust the context of the balance dimension.

You initiate a balance adjustment from the Payroll Calculation work area. From here, you can:

- Use the Adjust Individual Balances task
- Select Adjust Balances from the Action menu on the View Person Process Results page, Balance Results section.

The following table contrasts the two tasks.

Adjustment Tasks	Can Adjust Elements Processed in the Run	Can Update Context
Adjust Individual Balances	Yes You can also create new balance results for element not processed in a payroll run.	Yes
Adjust Balances	Yes	No, the context is the one used for the payroll run.

ORACLE®

Balance Adjustments for Multiple Persons

Upload multiple balance adjustments for an element using the Batch Loader task in the Payroll Administration work area. You enter data into integrated Microsoft Excel workbooks, save the data to staging tables, and transfer the data to the balance adjustment interface tables. You use the Adjust Multiple Balances task in the Payroll Calculation work area to take data from the interface tables and create the balance adjustment element entries for each line within the batch.

When you create the batch using the payroll batch loader, consider the following points:

- Data to load

  The data you load into the batch, such as element and input values, determines which balances to adjust and which values are used to adjust the balances.

- Data columns

  The data columns display the same attributes available for the element when you process the adjustment using the Adjust Individual Balances task.

- Batch size

  As best practice, use smaller batches to manage the process. For example, divide the balance adjustments into separate batches by legislative data group and limit the size of each batch to 5000 lines.

- Batch processing

  Batches are single-threaded. Streamline processing by entering multiple batches and processing in parallel

Element and Input Values to Adjust

The best practice is to adjust the balance of an existing element, instead of creating a new element for balance adjustment purposes. Creating a new element isn't recommended because you must create the balance feeds and input values, and ensure that you adjust all the related balances.

When you create an element using the Manage Elements task, you complete a template to create the element definition. For some element classifications, submitting the template automatically creates related elements, such as results elements.

You adjust the appropriate input values required to adjust the balance. For example, you might enter a different start date for a pension plan element, or geography values for an earnings element. If you adjust an element processed in a payroll period, input values that you skip use the values from the original entry.

Refer to the following table to determine which element and input value to use for a balance adjustment.

Primary Classification	Secondary Classifications	Template Category	Element to Use for Adjustments	Element Input Values to Use for Adjustments
Standard Earnings	All	Standard	Base element	Pay Value
Supplemental Earnings	All	Standard	Base element	Pay Value
Direct Payments	All	Standard	Base element	Pay Value
Employee Tax Credits	All	Standard	Results	Pay Value, Accrued, Arrears, Not Taken
Employer Charges	All	Standard	Results	Pay Value, Accrued, Arrears, Not Taken

ORACLE®

Primary Classification	Secondary Classifications	Template Category	Element to Use for Adjustments	Element Input Values to Use for Adjustments
Employer Taxes	All	Standard	Results	Pay Value, Accrued, Arrears, Not Taken
Involuntary Deductions	All	Involuntary Deduction	Results	Deductions Calculated
Involuntary Deductions	All	Involuntary Deduction	Maintenance	Amount Accrued, Not Taken Amount, Arrears Amount
Involuntary Deductions	All	Involuntary Deduction	Processing Fee Results	Fee Calculated, Initial Fee Calculated
Involuntary Deductions	All	Involuntary Deduction	Organization Fee Results	Fee Calculated
Involuntary Deductions	All	Involuntary Deduction	Person Fee Results	Fee Calculated
Pre-Statutory Deductions	All	Standard	Results	Pay Value, Accrued, Arrears, Not Taken
Pre-Statutory Deductions	Pre-Statutory Deductions Pension Plan Pre-Statutory	Benefit	Employee Contributions Employer Contributions Additional Contributions	Contribution Amount
Taxable Benefits	All	Standard	Base element	Pay Value
Voluntary Deductions	All	Standard	Results	Pay Value, Accrued, Not Taken
Voluntary Deductions	Voluntary Deductions Pension Plan After Tax	Benefit	Employee Contributions Employer Contributions Additional Contributions	Contribution Amount

The display options for the element and balance depend on the date you specify and the employment level associated to the element. For example, the balances available on the Manage Balance Adjustment page display only balances processed in the payroll run for the selected level of the employment hierarchy.

When to Cost Adjustments

Consider costing adjustments if you calculate payroll. As a guideline, if you cost the original balance and the adjustment changes the amount or account number, you cost the adjustment. To cost the adjustment, select the option to include the adjustment in the costing process on the Costing and Payment details section on the Adjust Individual Balances page.

The following table shows two examples.

Adjustment	Cost the Adjustment	Explanation
An earnings element or pretax deduction	Yes	You cost the original balance and the adjusted balance affects quarterly wage and tax reporting requirements.
An incorrect value of an initialized balance	No	Typically the cost of the balance was entered correctly in the previous application.

If you process a balance adjustment for an earnings element included in a distribution group, such as an overtime element, you can specify an override cost account for the amount.

If you process a balance adjustment for an element that uses distributed costing, such as an employer tax, the adjusted amount is costed to a suspense account. This situation occurs because the costing process doesn't associate the adjusted balance of the distributed element with the earnings elements included in the distribution group. To correct the amount and costing for the balances of the earnings elements, process a cost adjustment for each earnings element.

For example, if the distribution group for an employer tax includes regular, overtime, and shift earnings elements, you would process a cost adjustment for the amount and costing of the regular, overtime, and shift earnings elements.

When to Pay Refunds

Some balance adjustments result in refunds that you process when calculating payroll. For example, when you adjust a balance, such as a tax that increases or decreases the amount owed, the balance is adjusted in the next payroll calculation for the person. If you adjust an input value that results in a refund, a payment is due to the person.

To pay the adjustment:

1. Select the option to include the adjustment in the payment balance on the Costing and Payment details section on the Adjust Individual Balances page.
2. Pay the refund by one of these methods:

   o Process the payment in the next payroll run.

   o Submit the Calculate Prepayments process to pick up the adjustment amount, and pay it as an external payment.

Reporting Balance Adjustments

Reports that you submit after you calculate the payroll include balance adjustments if the effective date of the balance adjustment falls in the date range you specify for the report submission parameters. For example, you might submit the Gross-to-Net report to view the results in the current payroll run. Or, you can submit the Payroll Activity to view balance adjustments before archiving year-end run results.

✏ **Note:** If you submit year-end reports, perform your balance adjustments before archiving the year-end payroll run results.

If you are using distributed costing, and you adjust the balance of an element included in a distribution group, such as an overtime earnings element, you can override the usual costing process by specifying a cost account for the amount.

If you adjust the balance of an element that uses distributed costing, such as an employer tax, the balance adjustment costing processes the amount to the suspense account. This situation occurs because no values for the earnings group are associated with the balance adjustment results. To correct the amount and costing of the distributed elements, process a cost adjustment for the results of each adjustment entry.

ORACLE®

Related Topics

- Payroll Batch Loader Workbook for Balance Adjustments

Adjusting Multiple Balances: Procedure

Manage balance adjustments that impact multiple employees by processing adjustments in a single batch using the payroll batch loader. To import multiple balance adjustments at the same time in a single batch for an element, complete the following sequence of steps.

1. Use the Batch Loader task in the Payroll Administration work area.

   Note: Alternatively, you can use the Batch Loader task in the Data Exchange, or Checklist work area.

2. Enter data into integrated Microsoft Excel workbooks using the Adjust Balance task action. Data columns in the workbook vary depending on the legislative data group and the selected element.

   Note: The batch loader doesn't support balance adjustments to different payrolls or different inclusion rules within the same batch. Each of the following columns must have the same value: Effective Date, Payroll, Include in Costing Process, Include in Payment Balance. If you have different values for these columns, you must create a separate batch for each combination.

3. Save the data to staging tables.
4. Use the Transfer Batch task in the Payroll Administration work area to move data to the balance adjustment interface tables.
5. Use the Adjust Multiple Balances task in the Payroll Calculation work area to take the data from the interface tables and create balance adjustment element entries for each line within the batch.

   The Adjust Multiple Balances process updates the element entry record for each person included in the batch.
6. Verify the balance results of the adjustments using the View Person Process Results task in the Payroll Calculation or Payroll Checklist work areas.

Related Topics

- Payroll Batch Loader Workbook for Balance Adjustments

- Importing Data Using the Payroll Batch Loader: Explained

Adjusting Balances: Worked Example

This example demonstrates how to adjust an individual balance for an employee whose initial balance was loaded incorrectly.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In This Example
What effective date should I use for the adjustment?	June 30, 2013
	This is the date the initial balance was loaded.

ORACLE

Decisions to Consider	In This Example
Do I adjust the base or results element?	Results element
Do I owe the person a refund?	No
Does the balance adjustment require costing?	No

Your enterprise initialized balances during a mid-year implementation on June 30. The initial balance included a life insurance deduction for Marie Kleim for 200 USD, instead of 300 USD. In the monthly payroll on July 31, Marie's payroll run results included a 50 USD deduction for her life insurance, which brings the year-to-date total to 250 USD. Marie received her July 31 payment, so it's not practical to roll back the run result to correct the underlying entry. Also, the balance adjustment to her life insurance deduction doesn't affect her taxable wages. You correct the balance by submitting an adjustment of 100 USD for Marie's life insurance deduction.

Adjusting an Individual Balance

1. From the Payroll Calculations work area, select **Adjust Individual Balances**
2. Search for and display Marie Kleim's record.
3. On the Manage Person Details page in the Adjust Individual Balances Element Details section, complete the fields as shown in this table. Use the default values except as indicated in this table.

Field	Value
Effective Date	June 30, 2013
Element Name	Life Insurance Results
Assignment Number	E33312345

4. In the Adjustment Values section, enter 100 USD for the Pay Value.

   In this example, the results element for the pretax deduction uses the pay value as the calculated value.
5. In the Costing and Payment Details section, enter **No** for both questions.

   You don't owe a refund, because the person's net pay doesn't change. You don't cost the adjustment, because the costing for the deduction was processed in the previous application before the mid-year implementation occurred.

Reviewing the Balance Adjustment

After completing the balance adjustment, you can review Marie's balance adjustment.

1. From the Payroll Calculation work area, select **View Person Process Results**.
2. On the View Person Process Results page, search for Marie Kleim's balance adjustment, processed July 31, 2013.
3. Click the link for Marie's record in the Search Results section.
4. On the View Person Process Results page, click the arrow to display the Balance Results section.
5. In the Search Balances section, complete the search criteria as shown in the table.

Field	Value
Search Criteria	Balance Group

Field	Value
Balance Group	Pretax Deductions for Statement of Earnings

The Search Results display the run result for the balance adjustment of 100 USD. When you later submit the August 31 monthly payroll run, the run results for Marie's new balance for the life insurance deduction display 400 USD, which includes the balance adjustment of 100 USD and the August 31 payroll deduction of 50 USD.

Related Topics

- Initial Balances: How They're Loaded

- Viewing and Verifying Payroll Run Results: Points to Consider

- When do I cost a payroll balance adjustment?

FAQs for Adjust Individual Balances

How can I backdate a balance adjustment?

When adjusting a balance on the Adjust Individual Balances page, you can specify the effective date. For example, you might enter the process date of the payroll run or enter, or the end date of the last period, such as the month, quarter, or year. When performing an adjustment from the View Person Process Results page, you can't change the date, because you are adjusting the balance result of the current payroll run.

Can I update a balance adjustment?

No, but you can roll back a balance adjustment or process a new balance adjustment.

ORACLE

3 **Manage Batch Uploads**

Overview

You can use the payroll batch loader to load personal payroll information, and to add or maintain some setup information.

This chapter focuses on using spreadsheets to load the following data:

- Element entries
- Bank details for personal payment methods
- Assigned payrolls
- Payroll definitions
- Globals to reference in formulas

Refer to the Integrating with Oracle HCM Cloud guide for information about using the payroll batch loader to:

- Load other setup data, such as balance groups, object groups, and user-defined tables
- Migrate elements and formulas between environments
- Load batches from files
- Load initial balance values

Payroll Batch Loader Tasks: Explained

Payroll managers and administrators use the batch loader for a variety of purposes when migrating and loading data during implementation and on an ongoing basis. This topic compares the different tasks to help you determine which approach to take when loading data.

You can use the batch loader tasks and processes to perform the following actions:

- Create, update, and delete data for supported objects
- Create elements and formulas using template questions
- Create batches from files
- Migrate objects between environments

The following table describes the tasks and processes that you might use when working with the batch loader. You can access these tasks and processes in the Payroll Administration work area or using the Enter Batch task in a payroll flow.

Task or Process	Description	Comments
Batch Loader	Launches a workbook where you can create a batch or search for an existing batch.	Access this task in the Tasks pane.
Create Batch	Creates a batch to load element entries or balances by object group. Populates a workbook with all the elements or people in	Access this process from the Submit a Payroll Flow task.

Task or Process	Description	Comments
	the object group you select when submitting the process.	
Create Batch for an Object	Downloads some or all records and history for a specified object, such as an element or formula, into a batch for data migration.	Copy the batch lines to a new batch in another environment and submit the Transfer Batch flow to create the data. Access this process from the Submit a Process or Report task.
Enter Batch	For user-defined flows, launches a workbook for a single batch.	Sequence tasks in the flow pattern so that the Transfer Batch task follows the Enter Batch task. Access this process from the checklist of a user-defined flow pattern.
Load Batch from File	Uploads a file and transforms its data using the specified formula into a batch that you can transfer.	Access this process from the Submit a Payroll Flow task.
Purge Batch	Removes the specified batch.	You can purge a batch at any time. You can't transfer or view purged batches. Access this process from the Submit a Process or Report task.
Transfer Batch	Creates entries in the applicable HCM tables for the specified batch.	Access this process from the Submit a Process or Report task.

ORACLE

Creating, Updating, and Deleting Data

The batch loader workbooks provide a fast way to upload batches of data. You create batches based on predefined templates, enter your data, load data into staging tables, and then transfer the batch into the HCM tables. The following figure illustrates the basic process and the tasks you use.
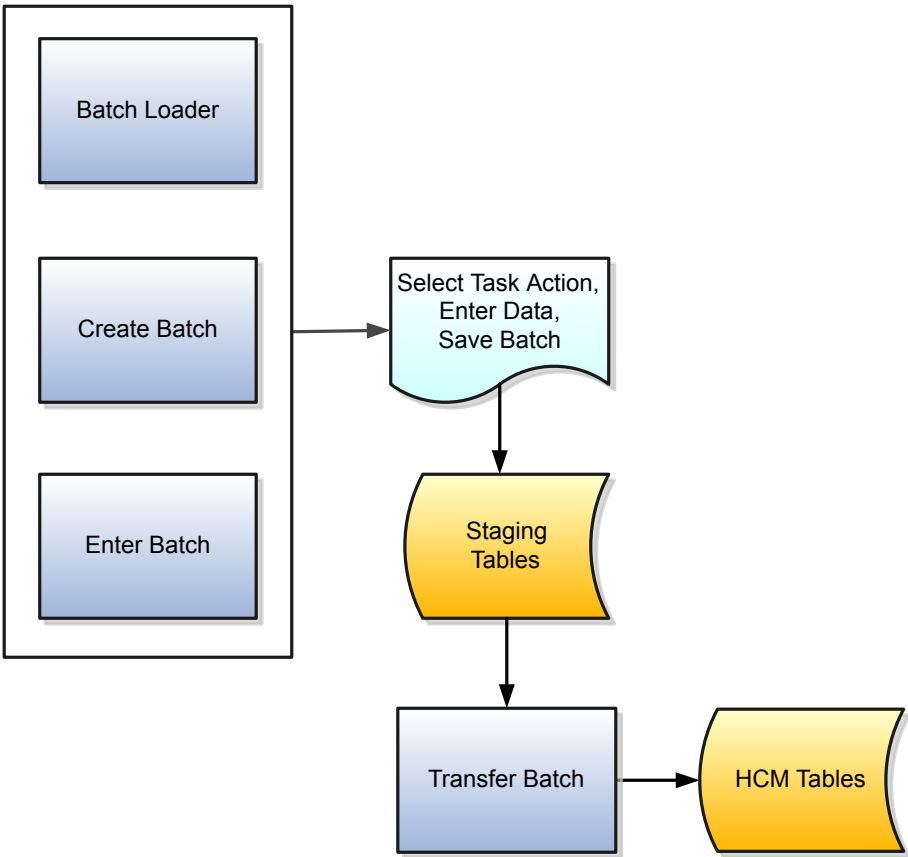
The task names in the workbook represent the type of object the batch loader supports. The task actions available depend on the task name you select, shown in the following table.

Task Name	Task Action
Balance	Adjust Balance
Balance Group	Add Balance Definition
	Remove Balance Definition
Bank and Branch	Create Bank
	Inactivate Bank
	Create Bank Branch

Task Name	Task Action
	Inactivate Bank Branch
Costing Setups	Create Cost Allocation
	Delete Cost Allocation
Element	Create Element Eligibility
	Delete Element Eligibility
	Create Input Value
	Delete Input Value
	Update Input Value
	Update Element
	Delete Element
	Create People Group Key Flexfield Segment Combination
	Delete People Group Key Flexfield Segment Combination
Element Entry	Create Element Entry
	Update Element Entry
	Delete Element Entry
External Bank Account	Add Person to Existing Account
	Create External Bank Account
	Inactivate External Bank Account
Fast Formula	Create
	Update
	Delete
Fast Formula Global	Create
HCM User-Defined Table	Create User-Defined Table
	Update User-Defined Table
	Delete User-Defined Table
	Create User-Defined Column
	Update User-Defined Column
	Delete User-Defined Column
	Create User-Defined Row

ORACLE®

Task Name	Task Action
	Update User-Defined Row
	Delete User-Defined Row
	Create User-Defined Column Instance
	Update User-Defined Column Instance
	Delete User-Defined Column Instance
Payment Method	Create Personal Payment Method
	End-Date Personal Payment Method
	Delete Personal Payment Method
	Create Third-Party Personal Payment Method
	Delete Third-Party Personal Payment Method
	Update Third-Party Personal Payment Method
	Create Third-Party Organization Payment Method
	Delete Third-Party Organization Payment Method
	Update Third-Party Organization Payment Method
Payroll Definition	Create Payroll Definition
	Update Payroll Definition
	Delete Payroll Definition
Payroll Relationship	Add Payroll
	Delete Payroll
	End Payroll
	Update Assigned Payroll Details
	Update Assignment Details
	Update Payroll Element Duration Date
Person	Person Delivery Method
	Person EFF
	Person Legislative Data
Third-Party Organization	Create Third-Party Organization
	Update Third-Party Organization
	Merge Address

> 🖉 **Note:** You can have only one task action per workbook. If you require multiple task actions for a large set of data to load, use the Load Batch from File process.

Related Topics

- Loading a Payroll Batch From a File: Procedure

- Migrating Objects Using the Payroll Batch Loader: Procedure

Setting Up the Desktop Integration for Excel: Procedure

Desktop integrated Excel workbooks let you create or edit records that you can upload to the application. To use these workbooks, you must install a desktop client and set up Microsoft Excel.

Prerequisites

Perform these prerequisites before you install the client.

- Make sure that you have:

   - Microsoft Excel 2007, 2010, 2013, or 2016 (32-bit recommended)
   - Microsoft Windows 7, 8.1, or 10

- If you're reinstalling the client and currently have a version older than 11.1.1.7.3 (4.0.0), then uninstall that Oracle ADF Desktop Integration Add-In for Excel client the same way you uninstall any program on your computer.

   > 💡 **Tip:** You can find the version in the control panel where you uninstall programs, or in the About dialog box in Excel.

- Optionally install the following from the Microsoft web site.

   - Microsoft .NET Framework 4.5.2
   - Microsoft Visual Studio 2010 Tools for Office Runtime (VSTO Runtime)

   The desktop client installer does check if you have these already, and would download and install them if needed. But, you can manually install them first, especially if you run into issues installing them as part of installing the desktop client.

Installing the Desktop Client

Install the Oracle ADF 11g Desktop Integration Add-In for Excel, which is a desktop client that lets you use the integrated workbooks that you download from the application.

1. Make sure you are signed in to your computer with your account. For example, you can't have someone else sign in as an administrator and make the installation available for everyone using your computer.
2. In the application, look for the client installer under **Navigator - Tools**. If it's not there, then ask your help desk where you can find the installer.
3. Run the installer (`adfdi-excel-addin-installer.exe`) as you would any program that you install on your computer.

ORACLE®

Setting Up Microsoft Excel

Integrated workbooks can have buttons within the worksheet, which you click to perform an action, for example to upload the worksheet. If you use any workbook with such buttons, then perform the following steps in Microsoft Excel only once, even if you reinstall the desktop client.

1. Click the **Microsoft Office** button, and click the **Excel Options** button.
2. In the Excel Options dialog box, select the Trust Center tab, and click **Trust Center Settings**.
3. In the Trust Center dialog box, select the Macro Settings tab, and select the **Trust access to the VBA project object model** check box.

✎ **Note:** The exact steps can vary depending on your version of Microsoft Excel.

Related Topics

- Troubleshooting the Desktop Integration for Excel: Procedure

Using Desktop Integrated Excel Workbooks: Points to Consider

Where available, you can download a desktop-integrated Microsoft Excel workbook and use it to create or edit records. Your edits in the workbook don't affect the application until you upload the records back into the application. As you work, keep in mind the following points.

What You Must Not Do

To ensure that you successfully upload to the application, don't:

- Rename text from the integrated workbook, for example the worksheet or tab names.

- Add columns.

- Delete any part of the template, for example columns.

- Hide required columns and status columns or headers.

⚠ **Caution:** Avoid using the Windows Task Manager and clicking **End Task** to close Excel. Doing so might disable the add-in.

Conventions

Some column headers in the integrated workbook might include **[..]**. This means that you can double-click or right-click within any cell in the column to open a dialog box, which lets you select a value to insert into that cell.

Statuses

Depending on the workbook you're using, you can find statuses within the worksheets or in the Status Viewer. Within the worksheets, you might find statuses for:

- **Worksheet:** The status in the header area applies to the entire worksheet, or tab, within the integrated workbook.

ORACLE

- **Table:** The status applies to only the corresponding table.
- **Row:** The status applies to the state of the row within the workbook, not to the record itself. For example, if an expense item row has an error status, that error applies to the upload or validation of the data in that row. It's not a status for where the expense item is at in its life cycle..

You can usually double-click on all three types of statuses to see details on any errors.

To use the Status Viewer:

1. Open the tab for your task in the Ribbon, if available. For example, if you downloaded a workbook to create expense items, the tab is called Create Expense Items.
2. Click **Status Viewer**.
3. In the worksheet, click any table row to see the status of the row, including messages for any errors. The Status Viewer always shows the status of the entire worksheet.

Searches

Some integrated workbooks have searches. To search within the workbook, sign in to the application first if you haven't already. In the Ribbon tab for your task, if available, click **Login**.

Refreshes After Upload

If your changes aren't reflected after an upload, refresh the table in the application by:

- Using the refresh option for the table
- Applying a filter or search on the table

Related Topics

- Troubleshooting the Desktop Integration for Excel: Procedure

- Using Tables: Explained

Importing Data Using the Payroll Batch Loader: Explained

Use the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area to import data from integrated Microsoft Excel workbook templates into the staging tables and transfers data into the application.

The upload tasks available vary depending on the data type that you want to load. Each workbook template includes required and optional columns for loading data.

> 💡 **Tip:** You perform tasks with interdependencies sequentially, creating separate workbooks for each task. For example, a bank must exist before you associate its branches, so you first create banks in one workbook, and then create the branches in the next workbook.

ORACLE®

The following figure illustrates the basic process for importing data using the batch loader.

Populate the Batch Loader Workbook	→	Save Data to Staging Tables	→	Transfer Data to HCM Tables	→	Verify Import Results
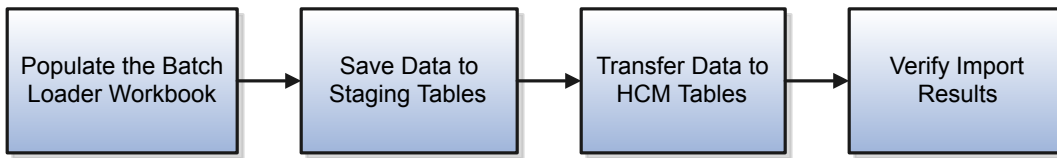
Data Exchange Work Area, Payroll Administration, and Checklist Work Areas

In the Data Exchange, Payroll Administration, and Checklist work areas, you can:

- Create, update, and delete data for supported objects.

- Create elements and formulas using template questions.

- Create batches from files.

- Transfer the batches into the HCM tables.

- Verify the imported results.

Additionally, in the Data Exchange work area, you can run archives and extracts and view the results.

For Payroll Batch Loader, the Data Exchange work area offers user friendly options to:

- View the batches by status, such as Completed and Requires Attention.

- Download the log file, correct the erroneous processes, and resubmit them.

For Extracts, the Data Exchange work area offers options to:

- Submit an Extract Process to run immediately or at a later time.

- Monitor the process runs, including the number of records archived and extracted, and errors at each stage.

- View the process results by status.

- Download the log file, correct the erroneous processes, and resubmit them.

Use the Payroll Administration and Checklist work areas provide access to detailed checklists for tasks that have child tasks. For example, a custom process that has several batch loader tasks with in a flow.

Payroll Batch Statuses: Explained

The payroll batch loader workbooks display a status on the Batch Header Sheet. The status reflects the status of the batch header, all the batch lines, and any control totals specified for the batch. Use the Batch Loader task from the Payroll Administration, Data Exchange, or Checklist work area to download the workbooks.

On the Batch Header Sheet, you can see the following status values.

Status	Meaning
Valid	All of the lines, totals, and header are valid

ORACLE®

Status	Meaning
Transferred	All of the lines, totals, and header are transferred from the staging tables to the applicable HCM tables
Transfer incomplete	The header and totals are transferred along with only some of the lines
Unprocessed	At least one line, total, or the header is unprocessed, and no lines transferred
Error	The header wasn't transferred and at least one line, total, or the header is in error

Creating Element Entries Using the Batch Loader: Worked Example

This example demonstrates how to create element entries for bonus earnings for two workers in the US Sun Power legislative data group using the payroll batch loader. You select the annual bonus element and create element entries in the workbook entering the monetary amount for each bonus payment.

> ✏️ **Note:** In this example, you create batch header and batch content and transfer the batch from the Data Exchange work area. You can also create and transfer batch from the Payroll Administration or Checklist work area.

Prerequisites

This worked example assumes that you completed the following prerequisites:

1. Install Oracle ADF Desktop Integration Runtime Add-in for Excel
2. Create a bonus element at the assignment level for element entries
3. Identify the assignment numbers of the workers who receive the bonus element entries

Creating a Batch Header

1. From the Data Exchange work area, select the Batch Loader task.
2. On the Manage Batch Loader Processes page, click **Download Spreadsheet**.
3. After the DesktopGenericBatchLoader.xlsx file downloads, open the file.
4. When prompted to connect, click **Yes**.
5. In the Login dialog box, enter your user ID and password, and then click **Sign In**.
6. In the Batch Name column of the Search Results section, enter US Sun Power Bonus.
7. In the Legislative Data Group list, select **US Sun Power**.
8. Click **Save**.
9. In the Upload Options dialog box, accept the default selection and click **OK**.

Once your selections are saved, the batch is created and the status for that row displays that the row inserted successfully.

Creating Batch Content

1. On the Batch Header Sheet, double-click the batch name **US Sun Power Bonus** to prepare for data entry.
2. Navigate to the Batch Content Sheet.
3. Under Batch Contents Action, click **Add**.
4. Search for and select the task and task action as follows:
    a. In the Task Name field, enter **Element Entry**.
    b. In the Task Action Name field, enter **Create**.
    c. In the Reference field, enter the element name for the bonus. For example, US Annual Bonus.
    d. Click **Search**.
    e. Select the row with your bonus element in the Reference column, and then click **OK**.
5. Double-click the **Create Element Entry** task action name.

The workbook refreshes to display the columns for the selected element, ready for data entry.

6. In the Batch Content Line Details section, enter the values for Nancy as shown in this table.

Field	Value
Line Sequence	1
Effective Start Date	2014-12-15
Assignment Number	E1000842
Pay Value	500

> **Note:** One number to identify the person is required. Use one of the number columns depending on the person's employment level. For example, if a person has more than one assignment for a single payroll relationship, enter both the payroll relationship number and the assignment number.

7. Right-click the next row number and insert a row for Joseph's details.
8. Enter the values for Joseph as shown in this table.

Field	Value
Line Sequence	2
Effective Start Date	2014-12-15
Assignment Number	E1003564
Pay Value	400

9. Click **Save**.
10. In the Upload Options dialog box accept the default selection and click **OK**.

   Keep the workbook open. You verify the transfer of the element entries in the final step of this example.

Transferring the Batch

1. On the Batch Loader Processes page, click **Submit a Process**.
2. In the Legislative Data Group field, select **US Sun Power**.
3. In the Batch Process field, search for and select **Transfer Batch**.
4. On the Submit a Batch Process: Transfer Batch page, in the Batch Run Name field, enter a name for the batch, such as US Sun Power Bonus Batch.
5. In the Batch field, search for and select US Sun Power Bonus.
6. Click **Submit**.
7. Click **Refresh** until the Transfer Batch process status displays as complete.

Monitoring and Verifying the Transfer

On the Manage Batch Loader Processes page, you can click:

- **Recently Completed** to view the list of recently completed batch processes.

- **Attention Required** to view the list of errored processes.

1. Click **Recently Completed**.
2. In the Search field, search for and select the US Sun Power Bonus batch name to view the progress of the batch process.
   On this page, you can monitor the progress of existing batch processes, view the volume of batch records processed, and troubleshoot any errored processes.
3. You should see the status of the batch process as Complete.

Verifying the Transfer in the Workbook

1. Navigate to the Batch Header Sheet and double-click your batch name.
2. Navigate to the Batch Content Sheet.

   Notice that the status displays as transferred.

3. Double-click the Create Element Entry task action name.

   Notice that the two rows show that they are transferred.

4. Scroll to the right to show the Message column.

   You should see no error messages. Nancy and Joseph should now have the bonus element entries. You can use the Manage Element Entries task to find the workers and view the element entries.

Related Topics

- Payroll Batch Loader Workbook for Element Entries

Creating Globals Using the Batch Loader: Worked Example

This example demonstrates how to enter globals for two types of bonuses in the InFusion US legislative data group using the payroll batch loader workbook. You set the bonus values for executives at ten percent of their salary and instructors at a fixed value of 500. You can change these values later in the global to apply the same value in any formulas that use them.

✎ **Note:** In this example, you create batch header and batch content and transfer the batch from the Payroll Administration work area. You can also create and transfer batch from the Data Exchange or Checklist work area.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Load what type of data?	Fast Formula Global
Create which globals?	Executive Bonus for a percentage and Instructor Bonus for a fixed amount.

Prerequisite

This worked example assumes that you installed Oracle ADF Desktop Integration Runtime Add-in for Excel.

Creating a Batch Header

1. From the Payroll Administration work area, select the Batch Loader task.
2. On the Batch Loader page, click **Download**.
3. After the DesktopGenericBatch.xlsx file downloads, open the file.
4. When prompted to connect, click **Yes**.
5. In the Login dialog box, enter your user ID and password, and then click **Sign In**.
6. Navigate to the Batch Header Sheet at the bottom of the workbook.
7. In the Batch Name column of the Search Results section, enter InFusion Globals.
8. In the Legislative Data Group list, select **InFusion US**.
9. Click **Save**.
10. In the Upload Options dialog box, accept the default selection and click **OK**.

    After you save your selections, the Batch Status text for that row displays that the row inserted successfully.

Creating Batch Content

1. On the Batch Header Sheet, double-click the batch name **InFusion Globals** to prepare for data entry.

ORACLE®

2. Navigate to the Batch Content Sheet.
3. Under Batch Contents Action, click **Add**.
4. In the Task Name field, enter Fast Formula Global.
5. Click **Search**.
6. Select **Fast Formula Global**, and then click **OK**.

The workbook should update to display the columns for the selected task, ready for data entry.

7. In the Batch Line Content Details section enter the values for each global as shown in this table.

Field	First Global Value	Second Global Value
Line Sequence	1	2
Effective Start Date	2011-01-01	2011-01-01
Effective End Date	2020-12-31	2020-12-31
Value	.10	500
Data Type	N	N
Name	Executive Bonus	Instructor Bonus

> **Tip:** To insert more lines for additional global values, right-click on the row number where you want to add a row, and then select **Insert**.

8. Click **Save**.
9. In the Upload Options dialog box accept the default selection and click **OK**.

Keep the workbook open. You verify the transferred globals in the final step of this example.

Transferring the Batch

1. From the Payroll Administration work area, click **Submit a Process or Report**.
2. In the Legislative Data Group field, select **InFusion US**.
3. In the Flow Pattern column, select **Transfer Batch**, and then click **Next**.
4. In the Payroll Flow field, enter a name for the process, such as InFusion Globals Batch.
5. In the Batch field, search for and select **InFusion Globals**, and then click **Next**.
6. On the Enter Flow Interaction page, click **Next**.
7. On the Review page, click **Submit**.
8. Click **Refresh** until the Transfer Batch process status displays as complete.

Verifying the Transfer

1. In the workbook, navigate to the Batch Content Sheet.

ORACLE

You should see the status displayed as transferred.

2. Navigate back to the Batch Message Sheet.

You should see no error messages. You can use the new globals in your formulas.

Related Topics

- Loading a Payroll Batch From a File: Procedure

Payroll Batch Loader Workbooks

Payroll Batch Loader Workbooks for Bank Data

Import bank data using the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area. You enter the data in integrated Microsoft Excel workbooks, save it to the staging tables, then transfer the data into the application. This topic explains the task actions you can add to the workbook for the Bank and Branch task and External Bank Account task.

This table explains the task actions that you can add to the workbook that load bank information.

Task Name	Task Action	Purpose
Bank and Branch	Create Bank	Create a bank name and optional bank code, making it available when creating bank branches.
Bank and Branch	Inactivate Bank	Inactivate a bank in a specified country, including its branches and internal and external accounts.
Bank and Branch	Create Bank Branch	Create a branch of an existing bank. Branch data includes name, number, and identifiers for electronic funds transfer (EFT) payments.
Bank and Branch	Inactivate Bank Branch	Inactivate a bank branch, including any internal and external accounts.
External Bank Account	Create External Bank Account	Create a bank account, based on an existing bank and branch, to use in personal payment methods. You can't create internal bank account numbers of source accounts for payments to workers using this task.
External Bank Account	Inactivate External Bank Account	Inactivate an external bank account used to receive EFT payments for workers.
External Bank Account	Add Person to Existing Account	Associate workers or third-party people to existing bank accounts to enable more than

ORACLE

Task Name	Task Action	Purpose
		one person to receive EFT payments into the same bank account.

These tasks have interdependencies. Create separate workbooks for each task, for each legislative data group where you add bank information, to preserve the data dependency. For example, you can first create multiple banks in one workbook, and then create all of the branches in the next workbook, and so on.

Create Bank

The Create Bank task action uses the following columns to create a bank name and optional bank code identifier.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Country Code	Yes	VARCHAR2(60) Existing code for the country or territory of the bank to create.
Bank Name	Yes	VARCHAR2(1440) Name of the bank to create. Ensure that no bank with the same name exists in your database and that you follow all naming conventions.
Bank Number	No	VARCHAR2(400) Bank number of bank to create. Bank number validation varies depending on country-specific rules.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Bank and Branch|Create Bank||*Country Code|*Bank Name|Bank Number
```

Inactivate Bank

The Inactivate Bank task action uses the following columns to inactivate an existing bank with the specified country code.

Column	Required	Comments
Line Sequence	Yes	NUMBER

ORACLE®

Column	Required	Comments
		Enter **1** for the first row and continue sequentially for subsequent rows.
Country Code	Yes	VARCHAR2(60)
		Existing code for the country or territory of the bank to inactivate.
Bank Name	Yes	VARCHAR2(1440)
		Name of the existing bank to inactivate. Ensure that the name is an exact match with the name that exists in your database.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Bank and Branch|Inactivate Bank||*Country Code|*Bank Name
```

Create Bank Branch

The Create Bank Branch task action uses the following columns to create branch information for a specified bank name.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Country Code	Yes	VARCHAR2(60)
		Existing code for the country or territory of the branch to create.
Bank	Yes	VARCHAR2(1440)
		Name of the existing bank for the branch to create.
		Bank names are case-sensitive. Enter the name exactly.
Branch Name	Yes	VARCHAR2(1440)
		Name of branch to create. Must be unique for the bank name and legislative data group that you select in the batch header.
Branch Number	Yes	VARCHAR2(120)
		Branch number of branch to create. Must be unique for the bank name and legislative data group that you select in the batch header.

ORACLE®

Column	Required	Comments
		Branch number validation varies depending on country-specific rules. For example, in Australia, the combined value of bank number and branch number must not exceed six numbers.
BIC/SWIFT Code	No	VARCHAR2(120)
		Bank identifier code or SWIFT code that identifies bank and branch information for payments between two financial institutions.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Bank and Branch|Create Bank Branch||*Country Code|*Bank|*Branch Name|Branch Number|BIC/Swift Code
```

Inactivate Bank Branch

The Inactivate Bank Branch task action uses the following columns to inactivate an existing bank and branch with the specified country code.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Country Code	Yes	VARCHAR2(60)
		Existing code for the country or territory of the bank to inactivate.
Bank Name	Yes	VARCHAR2(1440)
		Name of the existing bank whose branch to inactivate. Ensure that the name is an exact match with the name that exists in your database.
Branch Name	Yes	VARCHAR2(1440)
		Name of the branch to inactivate. Must be unique for the bank name and legislative data group that you select in the batch header. Ensure that the name is an exact match with the name that exists in your database.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Bank and Branch|Inactivate Bank Branch||*Country Code|*Bank Name|*Branch Name
```

ORACLE

Create External Bank Account

The Create External Bank Account task action uses the following columns to create bank accounts, based on existing banks and branches. After you create external bank accounts, you can use them in personal payment methods for workers and third-party payees.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Bank Name	Yes	VARCHAR2(1440) Name of existing bank. Bank names are case-sensitive. Enter the name exactly.
Bank Branch Name	Yes	VARCHAR2(1440) Name of existing branch. Bank branch names are case-sensitive. Enter the name exactly.
Account Number	Yes	NUMBER(18) The bank account number to receive EFT payments.
IBAN	No	VARCHAR2(200) International bank account number conforming to the ISO standard for uniquely identifying a bank account for payments between banks. Applies only for certain countries or territories.
Account Type	No	CHAR(32) Based on values in the `AR_IREC_BANK_ACCOUNT_TYPES` lookup table. Valid values are: • CHECKING • MONEYMRKT • SAVINGS • UNKNOWN
Secondary Account Reference	No	VARCHAR2(120) Usage varies by country or territory, for example, Building Society Number in the UK.

ORACLE®

Column	Required	Comments
Account Name	No	VARCHAR2(1440) Label used to identify bank account when there are multiple accounts, for example, Checking or Savings.
Person Number	Yes	NUMBER(18) Payroll relationship ID or third-party payee ID of an existing person with a corresponding TCA party.
Country	No	VARCHAR2(60) Existing code for the country or territory of the bank whose external account to create.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
External Bank Account|Create External Bank Account||*Bank Name|*Bank Branch Name|*Account Number|IBAN|
Account Type|Secondary Account Reference|Account Name|*Person Number|Country
```

Inactivate External Bank Account

The Inactivate External Bank Account task action uses the following columns to inactivate an existing external bank account with the specified country, bank, and branch.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Country Code	Yes	VARCHAR2(60) Existing code for the country or territory of the bank whose external account to inactivate.
Bank Name	Yes	VARCHAR2(1440) Name of an existing bank whose external account to inactivate. Bank names are case-sensitive. Enter the name exactly.
Bank Branch Name	Yes	VARCHAR2(1440) Name of the existing branch whose bank account to inactivate. Branch names are case-sensitive. Enter the name exactly.

ORACLE

Column	Required	Comments
Account Number	Yes	NUMBER(18)
		Bank account number to inactivate.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
External Bank Account|Inactivate External Bank Account||*Country Code|*Bank Name|*Bank Branch Name|*Account Number
```

Add Person to Existing Account

The Add Person to Existing Account task action uses the following columns to enable multiple people to receive EFT payments into the same bank account.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Country Code	Yes	VARCHAR2(60)
		Existing code for the country or territory of the external account.
Bank Name	Yes	VARCHAR2(1440)
		Name of existing bank. Bank names are case-sensitive. Enter the name exactly.
Account Number	Yes	NUMBER(18)
		The existing bank account number to receive EFT payments.
		💡 **Tip:** Create bank account numbers using the Create External Bank Accounts task action.
Person Number	Yes	NUMBER(18)
		Payroll relationship ID or third-party payee ID of an existing person.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
External Bank Account|Add Person to Existing Account||*Country Code|*Bank Name|*Account Number|*Person Number
```

ORACLE®

Payroll Batch Loader Workbook for Globals

Import globals using the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area. You enter the data in an integrated Microsoft Excel workbook, save it to the staging tables, and then transfer the data into the application. This topic explains the columns in the workbook for the Create task action for the Fast Formula Global task.

Globals are used to store values that are constant over a period of time and may be referenced in formulas, such as the name of a rate, a specific date, or a company terms.

Create Fast Formula Global

The Create task uses the following columns to create global values.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Start Date	Yes	DATE Effective start date of the global value definition. Must be in the YYYY-MM-DD format.
Effective End Date	Yes	DATE Effective end date of the global value definition. Must be in the YYYY-MM-DD format.
Value	Yes	VARCHAR2(240) Value corresponding to the global that is defined by the customer.
Data Type	Yes	VARCHAR2(1) Type of data used to create the fast formula definition. Data types include date, number and string. Accepts values like N for Number and so on.
Name	Yes	VARCHAR2 Name of the global value definition. Definition names are case-sensitive. Ensure that you enter the name exactly.
Legislative Data Group	No	VARCHAR2(240)

ORACLE®

Column	Required	Comments
		Name of the existing legislative data group used to create a global value definition. Legislative group names are case-sensitive. Make sure that you enter the name exactly.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Fast Formula Global|Create||*Effective Start Date|*Effective End Date|*Value|*Data Type|*Name|Legislative
  Data Group
```

Payroll Batch Loader Workbook for Payment Methods

Import personal payment methods and payment methods for third-party organizations using the Batch Loader task in the Payroll Administration work area. You enter the data in integrated Microsoft Excel workbooks, save it to the staging tables, and then transfer the data into the application. This topic explains the task actions you can add to the workbook for the Payment Method task and the columns for each task action.

This table explains the tasks that you can add to the workbook that load payment method information.

Task Name	Purpose
Create Personal Payment Method	Create personal payment methods details, such as allocation of EFT payments to a worker.
End-Date Personal Payment Method	End-date the payment method for the associated worker as of a specified date.
Delete Personal Payment Method	Permanently delete payment method details for the associated worker, including external bank accounts.
Create Third-Party Personal Payment Method	Associate a third-party person to a worker's assignment number, and optionally, an external bank account to receive EFT payments.
Delete Third-Party Personal Payment Method	Delete the association between the specified third-party person and a worker's assignment number including external bank account.
Update Third-Party Personal Payment Method	Update payment method details, such as the assignment number of the worker whose pay is subject to deduction and external bank account for EFT payments.
Create Third-Party Organization Payment Method	Associate a third-party organization payee to an organization payment method and optionally, an external bank account to receive EFT payments.
Delete Third-Party Organization Payment Method	Delete the association between a third-party organization and an external bank account.
Update Third-Party Organization Payment Method	Update payment method details, such as the organization payment method and the external bank account to receive EFT payments.

ORACLE

Create Personal Payment Method

The Create Personal Payment Methods task action uses the following columns to set up payment details for individual workers, such as allocations of EFT payments.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Start Date	Yes	DATE The first date the payment method is available for use. Must be in the format YYYY-MM-DD.
Name	Yes	VARCHAR2(250) Name of the payment method to create.
Assignment Number	No A value for either this field or Payroll Relationship Number is required.	NUMBER(18) Existing assignment number of the person whose payment information you want to create. Use this column when a person has multiple assignments for the same payroll relationship.
Payroll Relationship Number	No A value for either this field or Assignment Number is required.	NUMBER(18) Existing payroll relationship ID that identifies the person whose payment information you want to create.
Amount	No	NUMBER If you select Amount as the payment amount type, the amount value.
Priority	Yes	NUMBER(18) When multiple payment methods exist for a person, priority identifies which payment method to process first.
Organization Payment Method	Yes	VARCHAR2(80) Name of an existing organization payment method to use for payments to the specified third-party person. If you also provide bank account information, this value must be the name of an EFT method. The upload fails if

ORACLE®

Column	Required	Comments
		you use the name of another method, such as check or cash.
Percentage	No	NUMBER(22)
		If you select Percentage as the payment amount type, the percentage value.
Payment Amount Type	Yes	VARCHAR2(30)
		Determines whether to use the Amount or Percentage columns to specify how much is paid. Valid values are Amount or Percentage.
Bank Account Number	No	NUMBER(18)
		The existing bank account number to receive EFT payments.
		💡 **Tip:** Create bank account numbers using the Create External Bank Account task action.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Create Personal Payment Method||*Effective Start Date|*Name|Assignment Number|Payroll
    Relationship Number|Amount|*Priority|*Organization Payment Method|Percentage|*Payment Amount Type|Bank
    Account Number
```

End-Date Personal Payment Method

The End-Date Personal Payment Methods task action uses the following columns to end personal payment methods for the specified assignment.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Assignment Number	Yes	NUMBER(18)
		Existing assignment number of the person whose payment method to end-date.
Name	Yes	VARCHAR2(250)
		Name of the payment method to end-date.
Effective As-of Date	Yes	DATE

ORACLE

Column	Required	Comments
		Date as of when to end the payment method. Must be in the format YYYY-MM-DD.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|End-Date Personal Payment Method||*Assignment Number|*Name|*Effective As-of Date
```

Delete Personal Payment Method

The Delete Personal Payment Methods task action uses the following columns to delete personal payment methods for individual workers.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Assignment Number	Yes	NUMBER(18) Existing assignment number of the person whose payment method to delete.
Name	Yes	VARCHAR2(250) Name of the payment method to delete.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Delete Personal Payment Method||*Assignment Number|*Name
```

Create Third-Party Personal Payment Method

The Create Third-Party Personal Payment Methods task action uses the following columns to associate an existing third-party person to a worker's assignment number. You can optionally enter an existing external bank account to receive EFT payments.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Date	Yes	DATE The first date the payment method is available for use. Must be in the format YYYY-MM-DD.

ORACLE

Column	Required	Comments
Party Name	Yes	VARCHAR2(250)
		Name of the existing third-party person for this payment method. Must be a valid name as stored in the HZ_PARTIES table.
Organization Payment Method	Yes	VARCHAR2(80)
		Name of an existing organization payment method to use for payments to the specified third-party person. If you also provide bank account information, this value must be the name of an EFT method. The upload fails if you use the name of another method, such as check or cash.
Assignment Number	Yes	NUMBER(18)
		Existing terms or assignment number of the worker whose pay is subject to deduction to pay the third-party person using this payment method.
Bank Account Number	No	NUMBER(18)
		The existing external bank account number to receive EFT payments.
		Tip: Create bank account numbers using the Create External Bank Account task action.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Create Third-Party Personal Payment Method||*Effective Date|*Party Name|*Organization Payment
   Method|*Assignment Number|Bank Account Number
```

Delete Third-Party Personal Payment Method

The Delete Third-Party Personal Payment Methods task action uses the following columns to delete the payment method for a third-party person associated with a worker. This task action does not perform any validation and is intended for purging records as part of implementation or data migration.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.

ORACLE®

Column	Required	Comments
Party Name	Yes	VARCHAR2(250)
		Name of the existing third-party person for this payment method. Must be a valid name as stored in the HZ_PARTIES table.
Assignment Number	Yes	NUMBER(18)
		Existing terms or assignment number of the worker whose pay is subject to deduction to pay the third-party person using this payment method.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Delete Third-Party Personal Payment Method||*Party Name|*Assignment Number
```

Update Third-Party Personal Payment Method

The Update Third-Party Personal Payment Methods task action uses the following columns to update payment method details. For example, to update the assignment number of the associated worker whose pay is subject to deduction and external bank account to receive EFT payments.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Party Name	Yes	VARCHAR2(250)
		Name of the existing third-party person for this payment method. Must be a valid name as stored in the HZ_PARTIES table.
Organization Payment Method	Yes	VARCHAR2(80)
		Name of an existing organization payment method to use for payments to the specified third-party person. If you also provide bank account information, this value must be the name of an EFT method. The upload fails if you use the name of another method, such as check or cash.
Assignment Number	Yes	NUMBER(18)
		Existing terms or assignment number of the worker whose pay is subject to deduction using this payment method.
Bank Account Number	No	NUMBER(18)

ORACLE®

Column	Required	Comments
		The existing bank account number to receive EFT payments.
		💡 **Tip:** Create bank account numbers using the Create External Bank Account task action.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Update Third-Party Personal Payment Method||*Party Name|Organization Payment Method|
*Assignment Number|Bank Account Number
```

Create Third-Party Organization Payment Method

The Create Third-Party Organization Payment Methods task action uses the following columns to associate the third party to an organization payment method. You can optionally enter an existing external bank account for EFT payments.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Date	Yes	DATE The first date the payment method is available for use. Must be in the format YYYY-MM-DD.
Party Name	Yes	VARCHAR2(250) Name of the existing third-party organization for this payment method. Must be a valid name as stored in the HZ_ PARTIES table.
Organization Payment Method	Yes	VARCHAR2(80) Name of an existing organization payment method to use for payments to the specified third-party person. If you also provide bank account information, this value must be the name of an EFT method. The upload fails if you use the name of another method, such as check or cash.
Bank Account Number	No	NUMBER(18) The existing bank account number to receive EFT payments.

ORACLE

Column	Required	Comments
		Tip: Create bank account numbers using the Create External Bank Account task action.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Create Third-Party Organization Payment Method||*Effective Date|*Party Name|*Organization
   Payment Method|Bank Account Number
```

Delete Third-Party Organization Payment Method

The Delete Third-Party Organization Payment Methods task action uses the following columns to delete third-party organization payment methods. This task action does not perform any validation and is intended for purging records as part of implementation or data migration.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Party Name	Yes	VARCHAR2(250) Name of the existing third-party organization for the payment method. Must be a valid name as stored in the HZ_ PARTIES table.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Delete Third-Party Organization Payment Method||*Party Name
```

Update Third-Party Organization Payment Method

The Update Third-Party Organization Payment Methods task action uses the following columns to update the bank account for EFT payments paid to the third-party organization.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Party Name	Yes	VARCHAR2(250) Name of the existing third-party organization for this payment method. Must be a valid name as stored in the HZ_ PARTIES table.

ORACLE

Column	Required	Comments
Organization Payment Method	No	VARCHAR2(80) Name of an existing organization payment method to use for payments to the specified third-party person. If you also provide bank account information, this value must be the name of an EFT method. The upload fails if you use the name of another method, such as check or cash.
Bank Account Number	No	NUMBER(18) The existing bank account number to receive EFT payments. 💡 **Tip:** Create bank account numbers using the Create External Bank Account task action.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payment Method|Update Third-Party Organization Payment Method||*Party Name|Organization Payment Method|Bank
    Account Number
```

Payroll Batch Loader Workbook for Payroll Definitions

Import payroll definitions using the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area. You enter the data in integrated Microsoft Excel workbooks, save it to the staging tables, and then transfer the data into the application. This topic explains the task actions you can add to the workbook for the Payroll Definition task and the columns you complete for each task action.

Using the payroll batch loader, you can create, update, or delete multiple payroll definitions for multiple legislative data groups at the same time. This table describes the batch upload tasks that manage payroll definitions.

Task Action	Purpose
Create Payroll Definition	Create a payroll definition and generate a schedule of payroll periods based on the specified dates, period type, and number of years.
Update Payroll Definition	Update an existing payroll definition, for example, to extend the number of years or change the associated ledger.
Delete Payroll Definition	Delete an unused payroll definition.

Create Payroll Definitions

Creating payroll definitions using the batch loader supports only dynamic date generation for payroll periods based on the calculation rules you specify in the workbook.

To specify calculation rules for dates:

1. Load rules for calculating the dates for payroll cycle events, such as date earned and payslip availability date.
2. For each date, you define the rules by specifying number of days (calendar or work days) before or after a base date.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Legislative Data Group	Yes	VARCHAR2(240) Name of the existing legislative data group in which to create the payroll definition. Legislative group names are case-sensitive. Enter the name exactly.
Effective As-of Date	Yes	DATE The first date that processes can use the payroll definition for employee data. Use a date on or before the earliest date of any historical data you load. Must be in the format YYYY-MM-DD.
Name	Yes	VARCHAR2(80) Name of the payroll definition to create. Payroll definition names are case-sensitive. Enter the name exactly.
Consolidation Group	Yes	VARCHAR2(60) Name of the existing consolidation group in the specified legislative data group to use for the payroll definition. Consolidation group names are case-sensitive. Enter the name exactly.
Period Type	Yes	VARCHAR2(30) Frequency of the payroll cycle for the payroll definition. Valid values are Annually, Bimonthly, Biweekly, Monthly Calendar, Monthly Lunar, Quarterly, Semiannually, Semimonthly, and Weekly.

Column	Required	Comments
		Use the Manage Common Lookups task to see the lookup meanings for the PAY_ PROC_ PERIOD_TYPE lookup type.
		Period types are case-sensitive. Enter the period type exactly.
First Period End Date	Yes	DATE
		Last date in the first payroll period during which the payroll is available for processing. Must be in the format YYYY-MM-DD.
		💡 **Tip:** For semimonthly payroll definitions, the first period end date is typically the 15th of the month.
Number of Years	Yes	INTEGER(5)
		Number of years of time periods to generate starting from the beginning of the first period.
		Valid values are 1 through 10.
Fixed Date	Yes	VARCHAR2(80)
		Whether to generate the payroll calendar using fixed or dynamic offsets.
		Valid values are case-sensitive, either Yes or No. Use the Manage Common Lookups task to see the lookup meanings for the YES_NO lookup type.
Payroll Run Days	Yes	NUMBER(2)
		Number of days that the payroll run falls before or after the base date. Valid values are 0 through 99.
Date Earned Days	Yes	NUMBER(2)
		Number of days that date earned falls before or after the base date. Valid values are 0 through 99.
		The date earned must be within the effective dates of the payroll period.
Date Paid Days	Yes	NUMBER(2)
		Number of days that date paid falls before or after the base date. Valid values are 0 through 99.
Payslip Availability Days	Yes	NUMBER(2)

Column	Required	Comments
		Number of days that payslip availability falls before or after the base date. Valid values are 0 through 99.
Cutoff Days	Yes	NUMBER(2)
		Number of days that the cutoff date falls before or after the base date. Valid values are 0 through 99.
Payslip Available Before or After Base Date	Yes	VARCHAR2(1)
		Indicates whether the payslip availability date should fall on, after, or before the base date for the payroll cycle event.
		Valid values are case-sensitive, either A (after), B (before), or O (on). Use the Manage Common Lookups task to see the lookup codes for the PAY_ DATE_OFFSET lookup type.
Date Earned Before or After Base Date	Yes	VARCHAR2(1)
		Indicates whether date earned should fall on, after, or before the base date for the payroll cycle event.
		Valid values are case-sensitive, either A (after), B (before), or O (on). Use the Manage Common Lookups task to see the lookup codes for the PAY_ DATE_OFFSET lookup type.
Payroll Run Before or After Base Date	Yes	VARCHAR2(1)
		Indicates whether the payroll run should fall on, after, or before the base date for the payroll cycle event.
		Valid values are case-sensitive, either A (after), B (before), or O (on). Use the Manage Common Lookups task to see the lookup codes for the PAY_ DATE_OFFSET lookup type.
Cutoff Before or After Base Date	Yes	VARCHAR2(1)
		Indicates whether the cutoff date should fall on, after, or before the base date for the payroll cycle event.
		Valid values are case-sensitive, either A (after), B (before), or O (on). Use the Manage Common Lookups task to see the lookup codes for the PAY_ DATE_OFFSET lookup type.

ORACLE®

Column	Required	Comments
Date Paid Before or After Base Date	Yes	VARCHAR2(1) Indicates whether date paid should fall on, after, or before the base date for the payroll cycle event. Valid values are case-sensitive, either A (after), B (before), or O (on). Use the Manage Common Lookups task to see the lookup codes for the PAY_ DATE_OFFSET lookup type.
Date Paid Day Type	Yes	VARCHAR2(1) Type of days used to calculate payroll cycle event dates, such as calendar days or work days. Valid values are case-sensitive, either C (calendar days) or W (work days). Use the Manage Common Lookups task to see the lookup codes for the PAY_ BASE_OFFSET lookup type.
Payslip Availability Day Type	Yes	VARCHAR2(1) Type of days used to calculate payroll cycle event dates, such as calendar days or work days. Valid values are case-sensitive, either C (calendar days) or W (work days). Use the Manage Common Lookups task to see the lookup codes for the PAY_ BASE_OFFSET lookup type.
Cutoff Day Type	Yes	VARCHAR2(1) Type of days used to calculate payroll cycle event dates, such as calendar days or work days. Valid values are case-sensitive, either C (calendar days) or W (work days). Use the Manage Common Lookups task to see the lookup codes for the PAY_ BASE_OFFSET lookup type.
Payroll Run Date Day type	Yes	VARCHAR2(1) Type of days used to calculate payroll cycle event dates, such as calendar days or work days. Valid values are case-sensitive, either C (calendar days) or W (work days). Use the Manage Common Lookups task to see the lookup codes for the PAY_ BASE_OFFSET lookup type.

ORACLE®

Column	Required	Comments
Date Earned Day Type	Yes	VARCHAR2(1) Type of days used to calculate payroll cycle event dates, such as calendar days or work days. Valid values are case-sensitive, either C (calendar days) or W (work days). Use the Manage Common Lookups task to see the lookup codes for the PAY_ BASE_OFFSET lookup type.
Payslip Availability Base Date	Yes	VARCHAR2(1) Date used as the basis for scheduling when workers can view their payslips. Valid values are case-sensitive, either E (period end date) or S (period start date). Use the Manage Common Lookups task to see the lookup codes for the PAY_BASE_DATE lookup type.
Cutoff Base Date	Yes	VARCHAR2(1) Date used as the basis for scheduling the final date for entering payroll information in the payroll period. Valid values are case-sensitive, either E (period end date) or S (period start date). Use the Manage Common Lookups task to see the lookup codes for the PAY_BASE_DATE lookup type.
Payroll Run Date Base Date	Yes	VARCHAR2(1) Date used as the basis for scheduling the date used by payroll calculation processes to retrieve effective values, such as employee details. Valid values are case-sensitive, either E (period end date) or S (period start date). Use the Manage Common Lookups task to see the lookup codes for the PAY_BASE_DATE lookup type.
Date Earned Base Date	Yes	VARCHAR2(1) Date used as the basis for scheduling the date on which the application processes element entries for the payroll run. Valid values are case-sensitive, either E (period end date) or S (period start date). Use the Manage Common Lookups task to see

ORACLE®

Column	Required	Comments
		the lookup codes for the PAY_BASE_DATE lookup type.
Date Paid Base Date	No	VARCHAR2(1)
		Date used as a basis for scheduling the date the application marks employee records as paid.
		Valid values are case-sensitive, either E (period end date) or S (period start date). Use the Manage Common Lookups task to see the lookup codes for the PAY_BASE_DATE lookup type.
Allow Negative Payments	Yes	VARCHAR2(80)
		Whether the prepayments process can include negative payments.
		Valid values are case-sensitive, either Yes or No. Use the Manage Common Lookups task to see the lookup meanings for the YES_NO lookup type.
Ledger	No	VARCHAR2(30)
		Name of general ledger used to cost entries for the payroll run results in the legislative data group.
		Ledger names are case-sensitive. Enter the ledger name exactly to ensure the association with the ledger is correct. The batch upload and transfer processes don't perform validation on this value.
Default Payment Method	No	VARCHAR2(80)
		Name of a payment method already defined in the organization payment method to use for workers with no personal payment methods defined.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Definition|Create Payroll Definition||*Legislative Data Group|*Effective As-of Date|*Name|
*Consolidation Group|*Period Type|*First Period End Date|*Number Of Years|*Fixed Date|*Payroll Run Days|
*Date Earned Days|*Date Paid Days|*Payslip Availability Days|*Cutoff Days|*Payslip Available Before or After
 Base Date|*Date Earned Before or After Base Date|*Payroll Run Before or After Base Date|*Cutoff Before or
 After Base Date |*Date Paid Before or After Base Date|*Date Paid Day Type|*Payslip Availability Day Type|
*Cutoff Day Type|*Payroll Run Date Day Type|*Date Earned Day Type|*Payslip Availability Base Date|*Cutoff
 Base Date|*Payroll Run Date Base Date|*Date Earned Base Date|*Date Paid Base Date|*Allow Negative Payments|
Ledger|Default Payment Method
```

ORACLE®

Update Payroll Definitions

The Update Payroll Definitions task workbook uses the following columns to update existing payroll definitions.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Legislative Data Group	Yes	VARCHAR2(80) Name of the existing legislative data group for the payroll definition to update.
Effective Start Date	Yes	DATE Effective start date of the payroll definition to update. Must be in the format YYYY-MM-DD.
Effective End Date	Yes	DATE The end date of the payroll definition to update. Must be in the format YYYY-MM-DD.
Name	Yes	VARCHAR2(30) Name of the payroll definition to update for the specified legislative data group. Payroll definition names are case-sensitive. Enter the name exactly.
Default Payment Method	No	VARCHAR2(80) Name of an existing organization payment method to use for workers with no personal payment methods defined.
Ledger	No	VARCHAR2(30) Name of the general ledger used to cost entries for the payroll run results in the specified legislative data group. Ledger names are case-sensitive. Enter the ledger name exactly.
Number of Years	No	INTEGER(5) Incremental number of years of time periods to generate starting from the beginning of the first payroll period.

ORACLE

Column	Required	Comments
		Valid values are 1 through 10.
Allow Negative Payments	Yes	VARCHAR2(80)
		Whether the prepayments process can include negative payments.
		Valid values are case-sensitive, either Yes or No. Use the Manage Common Lookups task to see the lookup meanings for the YES_NO lookup type.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Definition|Update Payroll Definition||*Legislative Data Group|*Effective Start Date|*Effective End
Date|*Name|Default Payment Method|Ledger|Number Of Years|*Allow Negative Payments
```

Delete Payroll Definitions

The Delete Payroll Definition task workbook uses the following columns.

✎ **Note:** You can't delete a payroll definition that is you associated with a person or that you used in a payroll run.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Legislative Data Group	Yes	VARCHAR2(80)
		Name of the existing legislative data group for the payroll definition to delete.
Effective Start Date	Yes	DATE
		Effective start date of the payroll definition to delete. Must be in the format YYYY-MM-DD.
Effective End Date	Yes	DATE
		End date of the payroll definition to delete. Must be in the format YYYY-MM-DD.
Name	Yes	VARCHAR2(80)
		Name of the existing payroll definition to delete for the specified legislative data group.
		Payroll definition names are case-sensitive. Enter the name exactly.

ORACLE®

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Definition|Delete Payroll Definition||*Legislative Data Group|*Effective Start Date|*Effective End
   Date|*Name
```

Related Topics
- Payroll Definitions: Explained

Payroll Batch Loader Workbook for Payroll Relationships

Import payroll assignment information using the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area. You enter the data in integrated Microsoft Excel workbooks, save it to the staging tables, then transfer the data into the application. This topic explains the task actions you can add to the workbook for the Payroll Relationship task and the columns you complete for each task action.

This table explains the tasks that you can add to the workbook to manage the assigned payrolls for workers.

Task Action	Purpose
Add Payroll	Assign existing payrolls to employees
Delete Payroll	Remove assigned payrolls from employees
End Payroll	End-date assigned payrolls and update the element duration dates
Update Assigned Payroll Details	Update payroll relationship details at the assigned payroll level, such as whether a time card is required and overtime period
Update Assignment Details	Update payroll relationship details at the assignment level, such as whether a time card is required and overtime period
Update Payroll Element Duration Date	Overwrite values for specific time definitions for element duration dates of a payroll assignment

Add Payroll

The Add Payroll task action uses the following columns to assign existing payrolls to employees.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Assignment Number	Yes	NUMBER(18) The terms or assignment number of the employee.

Column	Required	Comments
Payroll	Yes	VARCHAR2(80)
		Name of the payroll to assign to the employee. Must be a valid payroll for the specified legislative data group or the legislative data group used to create the batch.
		Payroll definition names are case-sensitive. Enter the name exactly.
Effective As-of Date	Yes	DATE
		The first date the payroll is available for the employee. Must be on or before the earliest date of any historical data you load for the employee.
Legislative Data Group	No	VARCHAR2(240)
		The legislative data group of the payroll to assign. If not specified, the default value is legislative data group selected for the batch.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Relationship|Add Payroll||*Assignment Number|*Payroll|*Effective As Of Date|Legislative Data Group
```

Delete Payroll

The Delete Payroll task action uses the following columns to remove assigned payrolls from a person's payroll relationship. This task action has no validation and is intended for use during integration testing or data migration to purge multiple assigned payrolls.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Assignment Number	Yes	NUMBER(18)
		The terms or assignment number of the employee.
Payroll	Yes	VARCHAR2(80)
		Name of the payroll to remove from the employee's payroll relationship. Must be a valid payroll for the specified legislative data group or the legislative data group used to create the batch.

ORACLE

Column	Required	Comments
		Payroll definition names are case-sensitive. Enter the name exactly.
Effective As-of Date	Yes	DATE
		The date as of when to remove the payroll assignment. Must be on or after the start date of the payroll assignment to remove and in the format YYYY-MM-DD.
Legislative Data Group	No	VARCHAR2(240)
		The legislative data group of the payroll to remove. If not specified, the default value is legislative data group selected for the batch.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Relationship|Delete Payroll||*Assignment Number|*Payroll|*Effective As Of Date|Legislative Data
Group
```

End Payroll

The End Payroll task workbook uses the following columns to end-date the assignment of payrolls to employees and enter element duration dates for ended assigned payroll records.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Assignment Number	Yes	NUMBER(18)
		The existing terms or assignment number of the employee.
Payroll	Yes	VARCHAR2(80)
		Name of the existing payroll in the payroll relationship to end-date. Must be a valid payroll for the specified legislative data group or the legislative data group used to create the batch.
		Payroll definition names are case-sensitive. Enter the name exactly.
Effective As-of Date	Yes	DATE
		The date as of when to end the assigned payroll.

ORACLE®

Column	Required	Comments
Legislative Data Group	No	VARCHAR2(240)
		Name of the legislative data group of the payroll relationship to end-date. If not specified, the default value is legislative data group selected for the batch.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Relationship|End Payroll||*Assignment Number|*Payroll|*Effective As Of Date|Legislative Data Group
```

Update Assigned Payroll Details

The Update Assigned Payroll Details task workbook uses the following columns to update payroll relationship details at the payroll level, such as whether a time card is required or the overtime premium for rate calculation.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Date	Yes	DATE
		The date as of when this update is effective. Must be later than the effective date of the payroll definition and must be in the format YYYY-MM-DD.
Assignment Number	Yes	NUMBER(18)
		The existing terms or assignment number of the employee to update.
Payroll	Yes	VARCHAR2(80)
		Name of the existing payroll definition for the payroll relationship to update. Must be a valid payroll for the legislative data group used to create the batch.
		Payroll definition names are case-sensitive. Enter the name exactly.
Time Card Required	No	VARCHAR2(20)
		Whether time card entries are required before payment can occur. Value values are Yes or No. The default value is No.
Overtime Period	No	VARCHAR2(80)

ORACLE®

Column	Required	Comments
		The name of the time definition to use for overtime premium rate calculation. The overtime premium rate applies to elements which have a secondary classification of Premium. If no value is provided, the payroll period will be used to calculate the premium rate.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Relationship|Update Assigned Payroll Details||*Effective Date|*Assignment Number|*Payroll|Time Card
Required|Overtime Period
```

Update Assignment Details

The Update Assignment Details task workbook uses the following columns to update payroll relationship details at the assignment level, such as whether a time card is required or the overtime premium for rate calculation.

Column	Required	Comments
Line Sequence	Yes	NUMBER Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Date	Yes	DATE The date as of when this update is effective. Must be later than the effective date of the payroll definition and must be in the format YYYY-MM-DD.
Assignment Number	Yes	NUMBER(18) The existing terms or assignment number of the employee to update.
Payroll	Yes	VARCHAR2(80) Name of the existing payroll definition for the payroll relationship to update. Must be a valid payroll for the legislative data group used to create the batch. Payroll definition names are case-sensitive. Enter the name exactly.
Time Card Required	No	VARCHAR2(20) Whether time card entries are required before payment can occur. Value values are Yes or No. The default value is No.

ORACLE

Column	Required	Comments
Overtime Period	No	VARCHAR2(80)
		The name of the time definition to use for overtime premium rate calculation. The overtime premium rate applies to elements which have a secondary classification of Premium. If no value is provided, the payroll period will be used to calculate the premium rate.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Relationship|Update Assignment Details||*Effective Date|*Assignment Number|Time Card Required|
Overtime Period
```

Update Payroll Element Duration Date

The Update Payroll Element Duration Date Columns task workbook uses the following columns to overwrite values for specific time definitions of element duration dates for an assigned payroll.

Column	Required	Comments
Line Sequence	Yes	NUMBER
		Enter **1** for the first row and continue sequentially for subsequent rows.
Effective Date	Yes	DATE
		The date as of when this update is effective. Must be on or after the start date of the payroll relationship and must be in the format YYYY-MM-DD.
Assignment Number	Yes	NUMBER(18)
		The existing terms or assignment number of the employee to update.
Payroll	Yes	VARCHAR2(80)
		Name of the existing payroll definition for the payroll relationship to update. Must be a valid payroll for the legislative data group used to create the batch.
		Payroll definition names are case-sensitive. Enter the name exactly.
Time Definition	Yes	VARCHAR2(80)
		The name of the time definition for the element duration value to update.

ORACLE®

Column	Required	Comments
Date	Yes	DATE
		New date value to use for the specified time definition. Must be in the format YYYY-MM-DD.

If you are uploading a file for this task instead of entering data directly into the workbook, you must use the following format:

```
Payroll Relationship|Update Payroll Element Duration Date||*Effective Date|*Assignment Number|*Payroll|*Time
    Definition|*Date
```

FAQs for Manage Batch Uploads

How can I access the payroll batch loader?

For payroll managers and administrators, select the **Batch Loader** task in the Payroll Administration, Data Exchange, or Checklist work area. If a flow includes the batch loader, you can also access it from the Payroll Checklist work area using the Enter Batch task on the Payroll Flow page.

Can I use the batch loader to upload a spreadsheet I create?

No, you can't if you didn't download the payroll batch loader workbook. The batch loader workbook automatically inserts macros essential to successful processing. You can download the batch upload workbook to your desktop and edit the data before loading it.

Can I copy rows from another spreadsheet into a batch loader workbook?

Yes, but you must ensure that you save the workbook without errors before you transfer the batch. It's best practice to insert blank rows and then add content. If you have multiple rows to insert, copy rows from your offline spreadsheet, and then right-click a row in the content area and select **Insert Copied Cells**. Once you verify that all the inserted data is in the correct columns, click **Save**. Then check that the status for each row shows that it was inserted successfully.

How do I modify an Excel workbook template for the payroll batch loader?

You can't modify the structure of integrated Microsoft Excel workbooks because they're based on predefined templates. This restriction ensures the fields entered correspond exactly to the HCM tables that receive the uploaded data.

ORACLE®

How do I cancel a batch loader task?

You can use the Roll Back Batch Transfer process to roll back a batch transfer process only if it used the Create Element Entry task name in the payroll batch loader workbook. You can cancel the CreateBatchFromFile process and the Transfer HCM Upload Entry Batch process on the Scheduled Processes work area.

Why can't I load bank account numbers for personal payment methods?

The Transfer Batch process for bank account numbers will fail if any masking types are enabled in the environment. Ensure that the masking type for bank account numbers on the Manage System Security Options page is set to display all digits and retry the Transfer Batch process.

4 Load Time Card, Absence, and Benefit Batches

Processing Time Entries in Payroll: Explained

Most time card applications and providers apply validation rules when workers submit their time cards. Typically, you import time entries to payroll by submitting the Load Time Card Batches process. The process validates that the persons in the batch are eligible for the time card elements, and rejects records for terminated workers..

Aspects of working with time card entries include:

- Validating time card entries
- Importing time for terminated workers
- Resolving transfer errors
- Viewing time card entries
- Viewing costing overrides
- Correcting time card entries

Validating Time Card Entries

You use the Load Time Card Batches task to transfer time card entries to payroll from Oracle Fusion Time and Labor or a third-party time provider. The payroll application validates the time card entries to confirm that the worker isn't terminated and is eligible for the element.

Importing Time for Terminated Workers

To avoid release of information on planned terminations, time providers usually hide and ignore the future termination date until it's formally announced. Workers reporting time in Time and Labor can report time entries beyond their termination date, without any indication that they are ineligible for the time entered. Line managers can view and approve these entries, but the Load Time Card Batches process will reject time card entries beyond the termination date.

Resolving Import Errors

Resolve the underlying problem for the error in your time and labor application, and then import the corrected entry. Don't manually correct errors in payroll.

For example, if you use Oracle Fusion Time and Labor, you can take the following steps:

1. The payroll manager rolls back individual records or the entire transfer process in payroll.
2. The Time and Labor administrator corrects the cause of the error, and resets the status of the corrected time cards to Submitted. The administrator routes the time card for approval.
3. The next time the payroll manager imports the time cards using the Load Time Card Batches process, the process retrieves the corrected time card entries.

If you use a third-party time provider, you can roll back the Load Time Card Batches process. After resolving the transfer error with the time provider, you resubmit the Load Time Card Batches process.

You can continue to import corrected time card entries until the payroll calculation starts for the payroll period that includes the entries. Corrections submitted after that time are processed as a retroactive change in the next payroll period.

Viewing Time Card Entries

Submitting the Load Time Card Batches process creates or updates a time calculation card for each person included in the batch. Use the Manage Calculation Cards task in the Payroll Calculation work area to view time card entries. There is only one time calculation card for each payroll relationship. The card includes time entries for multiple assignments for the same payroll relationship. It displays the employee's time entries for the effective-as-of-date specified on the search.

Viewing Costing Overrides

Some time attributes associated with element entries, such as costing overrides, aren't stored on the calculation card. You can view these entries using the Manage Element Entries task in the Payroll Calculation work area. The Costing tab on Manage Person Details page displays the costing overrides for the effective date used for your search. Costing entered on the time card is at the element entry level, which overrides costing at the every level except the priority account.

The following table shows how the element that displays the costing override depends on the element category and the elements generated by the template.

Category Selected When Creating the Element	Related Elements Generated by Template	Element with Costing Override
Time Card category	Yes	Related calculation element Costing is defined on the element eligibility record of the results element. Submitting the Load Time Card Batches process displays costing for imported time entries on the calculation element.
Time Card category or Standard category	No	Base element
Standard category and you submit the Calculate Time Card Components process	Yes	Related element with the suffix CIR

For example, the employee might select a cost center on the time card to reflect where the employee worked overtime. When the payroll calculation process derives the account number for the overtime element, it uses the cost center from the time card. You can view the costing override on the person's calculation card. After you submit the payroll run, you can view the costing results on the Person Process Results page.

Correcting Time Card Entries

Any updates and corrections must occur in the application used to report time. You can continue to import new and updated time entries to payroll until you calculate the payroll for the period that includes the time entries.

If you import a late time card after the payroll is run for that payroll period, you can still process that time entry. Use one of the methods shown in the following table.

Method	Action
Pay the time card entries in the next payroll period as retroactive pay	Submit the Recalculate Payroll for Retroactive Changes process in the Payroll Calculation work area. The process creates retroactive element entries for each element that has a retroactive change. If the imported time card entry includes a rate change, the element's formula recalculates the amount.
Process QuickPay	1. Roll back the records processed for the workers from the payroll run. 2. Submit the Calculate QuickPay process from the Payroll Calculation work area.
Process workers in a separate payroll run	1. Roll back the records processed for the workers from the payroll run. 2. Create a payroll relationship group that includes these workers and process a payroll run for the time card entries.

Related Topics

- File Format for Importing Time Entries to Payroll

- Payroll Batch Loader Tasks: Explained

- Importing Time Card Entries to Payroll: Procedure

- Creating Elements for Time Card Entries: Procedure

Rates Used to Calculate Absences in Payroll: Explained

You can specify a rate for use in calculating an absence in an absence plan or an absence element. When processing absence entries in a payroll run, the formula associated to the absence element uses the global formula Rate Converter to convert rates. The formula checks for a rate in the following sequence:

- Absence plan

- Absence element

- Compensation salary element

This topic covers the different locations where you define rates for processing absences in payroll.

Absence Plan

In Oracle Fusion Absence Management, you can select a rate rule on the Entries and Balances tab of the Create Absence Plan page. The rate rule calculates the units passed to payroll when you record an absence. You can select rate rules for the absence payment, final disbursement, discretionary disbursement, and liability balance calculation.

For third-party absence providers, the rate information and override rates are transferred to payroll from the Payroll Administration work area in the XML file attached to the Load Absence Batch process.

Absence Element

If you don't specify rates in the absence plan, you can specify a rate when you create the absence elements. The type of absence information determines the rates you can select. For example, for plans where you transfer accrual balances and absences, you can select different rates to calculate the absence payment, discretionary disbursement, final disbursement, and liability balance. rate.

As best practice, specify a rate in either the plan or the element. If you specify a rate for the element, such as the rate for the final disbursement, ensure it is the same rate as the one you selected in the corresponding plan. .

Compensation Salary Element

If the formula doesn't find a rate specified in the plan or the element, it uses the compensation salary element.

When you associate a payroll element to a salary basis, you specify an input value that holds base pay on a worker's element entry. The monetary amount or rate recorded in the element entry is the salary value in the worker's salary information held on the assignment or employment terms. If you specify a rate, the formula uses this rate if it doesn't find one defined in the absence plan or absence element.

Related Topics

- Creating Payroll Elements for Processing Absences: Procedure

FAQs for Load Time Card, Absence, and Benefit Batches

Can I correct a time entry in payroll?

You can't correct time card entries displayed within the calculation cards. You correct reported time in the time card application and then transfer the time cards to payroll by submitting the Load Time Card Batches process from the Payroll Checklist or Payroll Administration work areas. You can continue correcting and transferring entries until the time entries are processed in the payroll run. If you transfer corrected time entries after the payroll run begins, the Load Time Card Batches process creates retroactive entries that are processed in the next payroll when you run the Recalculate Payroll for Retroactive Changes process.

What happens if a time card is transferred after the payroll run starts?

The payroll run doesn't process the time card entries. You can process these entries by performing one of the following actions:

- For the current payroll period, process the entries as an additional payroll run, or submit QuickPay calculations to calculate and pay the time worked.

- For the next payroll period, process the entries as retroactive pay.

  The application creates element entries for the adjusted entries, which are included as retroactive pay in the next payroll run.

What happens if time is reported beyond a termination date?

Workers can enter time beyond their termination in many time applications, but the Load Time Card Batches process rejects time card entries for:

- Entries for elements beyond the termination date

- Entries for elements that are end-dated

- Entries where the element eligibility criteria no longer applies

To avoid release of information on planned terminations, several applications, such as Oracle Fusion Time and Labor, hide and ignore the future termination date until it's formally announced. Workers reporting time in Time and Labor can report time entries beyond their termination date, without any indication that they are ineligible for the time entered. Line managers can view and approve these entries. The Load Time Card Batches process will reject the entries beyond the termination date.

Related Topics

- Terminations: How They Affect Payroll Processing

5 **Manage Payroll Flows**

Submit Payroll Flows

Submitting a Payroll Flow

(▶) **Watch:** This tutorial shows you how to submit a payroll flow from the Checklist work area for a semimonthly payroll run, and how to navigate directly to the checklist to begin working on the tasks included in the flow.

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.

Connecting Flows: Points to Consider

When you submit a flow from the Data Exchange or payroll work areas, you can connect it to another flow. You can't combine flows that are in progress, but you can submit a flow and connect it to an active or completed flow. Your data security access controls which flows you can view and submit, and therefore, which flows you can connect.

When you submit a flow, you connect it to one or more flows on the Flow Interaction page. If you connect the flow to active flows, the Linked Flows section of the active flows lists the newly submitted flow.

The following table describes the options for flow interaction.

Flow Interaction	Example
Connect a flow at the beginning or end of another flow	Submit the costing of payments flow and connect it to the end of a completed QuickPay and payments distribution flow to cost the payments for both flows.
Connect a flow within an active flow	Submit an extract and insert it in a payroll run flow, so that it runs after the last payroll calculation report ends and before the manual verification task begins.

Tip: If you frequently connect a flow to another flow, such as an extract to a weekly payroll run flow, add that flow to the payroll flow pattern for your weekly payroll run. The next time you submit the flow, the checklist includes the task.

Connecting a Flow at the Beginning or End of Another Flow

You can submit a flow and connect it to the beginning of a flow that you haven't started or to the end of a completed flow or a flow that is in progress.

This figure illustrates submitting a report flow and connecting it to the end of the prepayments flow to view the prepayments results in the report.
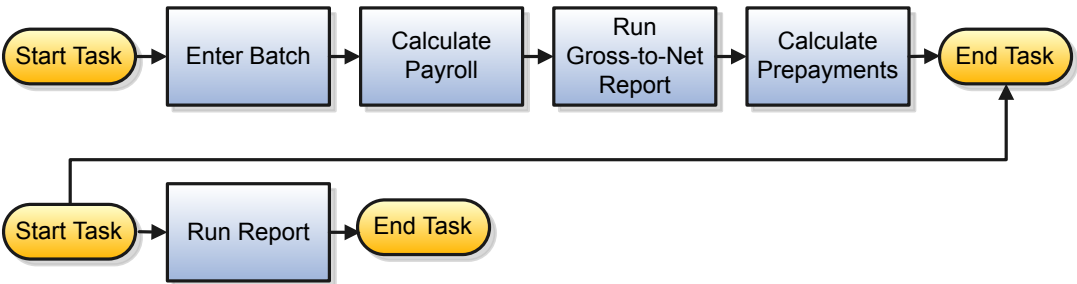
This figure illustrates submitting a flow to cost payments and connecting it to a monthly and weekly payroll flow to process the combined results.
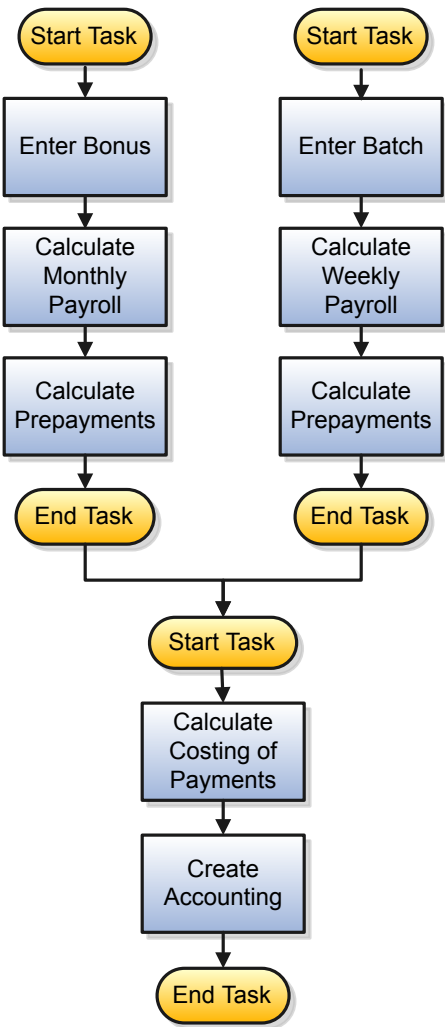
Connecting a Flow Within an Active Flow

You cannot combine two flows that are in progress, but you can insert a new flow into an active flow. You might do this to perform tasks in an activity, such as the payments or accounting activity. You might connect flows to process two sets of records in a single prepayments process. For example, if you remove records for correction from the regular payroll run flow, and then process them with several QuickPay flows, you can merge them to calculate the QuickPay payments.

When you connect flows, consider whether the submitted flow includes the same tasks as the active flow after the insertion point.

Tasks After Insertion Point	Action
Same tasks	Select the Use to Calculation Results option to process the results of both flows in the remaining tasks
Different tasks	Specify where to stop the active flow and complete tasks in the submitted flow before returning to the active flow

ORACLE

This figure shows the sequence of tasks processed if you submit a QuickPay flow and connect it to the payroll run flow for the same payroll and payroll period to process the payments tasks together.

1. After the payroll calculation in the payroll run flow completes, the QuickPay calculation starts.
2. The application waits to run the Gross-to-Net task until the task to verify the QuickPay results complete.
3. The application skips the remaining tasks of the QuickPay flow, which are the same as the payroll run flow, and uses the results of the QuickPay flow in the payroll run flow.
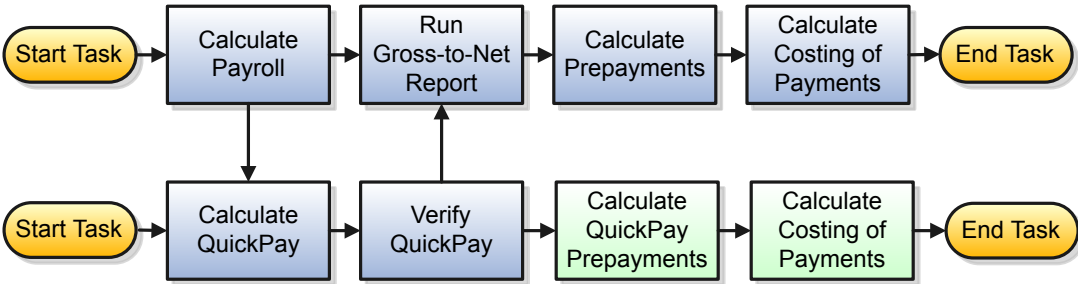
This figure shows the sequence of tasks processed if you submit a QuickPay flow and select the option to use the results of the QuickPay calculation in the reports generated for the payroll run flow. In this example, the flows don't include the same tasks

1. After the payroll calculation in the regular run completes, the QuickPay calculation starts.
2. After the QuickPay verification task completes, the application processes the two reports that include the results of the QuickPay flow.
3. The application returns to the QuickPay flow to process the external payment.
4. After the QuickPay payment verification task completes, the application processes the payments for the regular run.
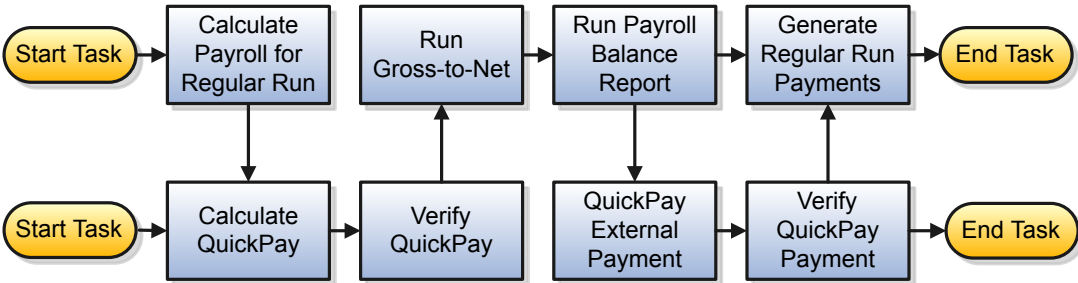
Flow Interaction: Worked Example

This example demonstrates how to connect the Element Results Register to the biweekly payroll cycle to review the results for the current and previous payroll cycles.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In this Example
Which start and end dates include the two payroll cycles?	May 1 - May 31

Decisions to Consider	In this Example
Do you want to filter the type of results reported?	Earnings balance category
Do you want to exclude any QuickPay flows processed during that period from the report?	No
Where will you insert the Run Element Results Register task?	Before the Verify Reports task in the May 31 Biweekly Flow

In this example, the payroll manager submits an Element Results Register report to view the elements included in Earnings balance category for the current and previous payroll runs. The manager inserts the monthly report in the current payroll flow after the task that verifies the payroll calculation reports for the biweekly period.

Prerequisites

1. Create a payroll flow pattern to process a biweekly payroll
2. Create a balance category for earnings, which includes elements that generate earnings balances.
3. Complete the biweekly payroll flow for the payroll period that ends 15 May.
4. Submit the biweekly payroll flow for the payroll period that ends 31 May.

Submit the Element Results Register

1. From the Payroll Calculation work area, click the Submit a Process or Report task.
2. On the Select Flow Pattern page, select the legislative data group.
3. From the Process or Report section, select the Run Element Results Register. Click **Next**.
4. On the Enter Parameters page, complete the fields, as shown in this table.

Field	Value
Payroll Flow	Element Results Register for May Earnings
Process Start Date	May 1
Process End Date	May 31
Payroll	Biweekly Payroll
Balance Category	Earnings

5. Click **Next**.
6. On the Enter Flow Interaction page, in the Flow Interaction section, click **Add**.
7. Enter the values in the row, as shown in the table.

Field	Value
From Payroll Flow	Current
From Task	Start Flow
To Payroll Flow	May 31 Biweekly Flow

ORACLE®

Field	Value
To Task	Verify Reports

8. Click **Next**.

9. On the Review page, review the information you entered previously, then click **Submit**.

   The Element Results Register for May Earnings flow runs after the verification task in the May 31 biweekly Flow. Compare the results of both reports after they complete.

Scheduling Flows: Explained

Schedule a flow to start and to automatically resubmit the flow at a date, frequency, and time span that suits your business practices. Schedule a flow to run once or on a recurring basis using predefined frequencies or formulas you create, such as scheduling a process to run on weekdays but not on weekends, or scheduling a flow to submit an extract that reports new starter details on a daily basis. You schedule a flow when you submit it from the Data Exchange or payroll work areas.

Scheduling flows includes the following aspects:

- Creating a schedule

- Submitting the next occurrence of the flow

- Connecting active flows

- Monitoring the status of scheduled flows

- Troubleshooting

- Canceling scheduled flows

Creating Schedules for Flows

When you submit a flow, you have a choice of scheduling options.

Scheduling Options	Parameters to Set	Examples
Submit the current flow only	- Date - Optionally, time	Schedule a process that transfers time card entries for a weekly payroll.
Submit the current flow and future occurrences	- Frequency details or formula - Start date and time	Optimize processing by scheduling an archiving process to start after normal working hours but end before the start of the nightly process to back up the enterprise's servers.
Restrict the period during which the flow recurs	End Date	Specify an end date for a scheduled statutory report that the government no longer requires you to submit.

ORACLE®

Submitting the Next Flow Occurrence

When the application submits the next occurrence of a flow at the scheduled time, it performs the following tasks:

- Uses the parameters specified in the original flow

- Resets the dates appropriately, using the system date for the submission date

- For predefined flows, increments parameters derived from the date parameter

For example, if you schedule a gross-to-net report to run monthly for a monthly payroll, the application uses the same parameters you entered for the payroll name, payroll statutory unit, and consolidation group, but increments the process end date. The submitted report covers the payroll period that corresponds to the incremented end date.

For user-defined flows, to automatically increment the date field, specify the following parameters for the effective date parameter in the flow pattern for the process, extract, or report:

Parameter	Value
Basis	Context Binding
Basis Value	System Date

For example, you define a flow pattern to extract weekly payroll data that requires the user to enter a process date parameter. Use the Refine Extracts task from the Data Exchange work area, or the Manage Flow Patterns task from the Checklist work area. 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 for the parameter basis.
3. Select System Date for the basis value.

Setting these parameters ensures that the dates the application derives from the defaulted date parameter increment appropriately.

Connecting Active Flows

When you submit a scheduled flow, you can connect it to other active flows. The scheduled flow interacts with the active flow, but only for the first occurrence, not future occurrences.

Monitoring the Status of Scheduled Flows

A scheduling icon identifies the status of scheduled flows that have not yet started. As soon as the current flow starts, the application lists the next occurrence on the Overview page of the appropriate work areas. For example, if you schedule a report to verify payroll calculations, the scheduled flow displays in the Checklist and Payroll Calculation work areas.

Troubleshooting

If the application server fails when a flow is due to start, the flow instance ends. When the server begins running again, resubmit the flow. You don't have to reschedule the recurring flows scheduled to run at a later date.

Canceling Scheduled Flows

The options to cancel a scheduled flow depend on the frequency and status of the flow, as shown in the following table.

Frequency	Status	Available Actions
Once	Started	Skip
Once	Not Started	Cancel flow
Recurring	Not Started	Cancel the current flow, cancel the recurring flow, or cancel the current and recurring flows

Related Topics

- Flow Schedule Formula Type

Completing, Skipping, and Correcting Flows: Explained

When you submit an extract report or process or a flow, the resulting checklist lists tasks sequentially that you perform to complete a flow. You can skip tasks, if you don't require the results when processing later tasks. If you submit a flow in error, you can skip the entire flow. If you discover you need to correct an earlier task, you can undo the intervening tasks, correct the data and then resubmit the tasks.

This topic covers the following aspects of working with flows:

- Completing flows
- Deleting and skipping flows
- Correcting tasks in a flow

Completing Flows

The Tasks Details tab of the checklist lists the manual and automatic tasks required to complete the flow. Review status icons to monitor the progress of tasks.

An automatic task is complete when the application finishes it successfully and marks it complete. A manual task is complete when you mark it complete or update its progress to 100 percent. With the exception of skipped tasks, you must complete a task before you can update the status as complete.

Deleting and Skipping Flows

You can delete a flow you copied or created if you haven't yet submitted it. Delete it using the Manage Payroll Flow Patterns task in the Payroll Checklist work area. You can always skip a flow or a task in a flow if you submitted it, as shown in the following table.

Object	Who Can Skip It	Condition
Task in a flow	Flow or task owner	The task isn't in progress.
An entire flow	Flow owner	None of the tasks are in progress.
		Skip the flow from the Payroll Checklist work area Overview page

Correcting Tasks in a Flow

To correct records for a task, such as records in error or missing information, the actions you take in the checklist depend on whether the correction involves the current task in the checklist or a previous one.

For a current task:

1. Mark the records for retry.
2. Correct the records.
3. Resubmit the task.

> 💡 **Tip:** If records require more investigation, you can avoid delaying the start of the next task by rolling back the records and processing them separately. Resubmit the task to change its status to Complete.

For a previous task:

1. Start with the last manual task in progress, even if it occurs in the next activity or task group.
2. Set the status of the manual task to incomplete:

   o Roll back to roll back all the records processed by the task

   o Retry to change the status to Paused to correct and retry records processed by the task

3. Repeat this process for each intervening task.
4. Correct the records for the task in error.
5. Resubmit the task.

If you submit separate flows, you must roll back or mark for retry the flows that lock the records in the current flow before you can process the correction.

As an example, you process a flow to calculate the payroll for a regular run, and then process a flow later that day to calculate the payroll for a bonus supplemental run for the same payroll and payroll period. To correct a record from the earlier run, you do the following steps.

1. Roll back the record in the bonus run.
2. Correct and retry the record in the regular run.
3. Resubmit the bonus run.

> ✏️ **Note:** The status of the payroll flow tasks determines which actions you can perform. Refer to the table in the topic about monitoring a flow's status for guidelines.

Related Topics

- Marking for Retry, Retrying, and Rolling Back Payroll Results: Critical Choices

Creating a Daily Schedule for a Flow that Skips Weekends: Worked Example

This example demonstrates how to create a formula that returns the next schedule date for a flow that is submitted daily on weekdays but not at the weekend.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Will you restrict the use of the formula to a specific legislative data group?	No, this is a global formula for use by any legislative data group.
Which formula type does the formula use?	Flow Schedule
Does the formula use contexts?	No
Does the formula use default values for database items?	No
Does the formula use default values for input values?	SUBMISSION_ DATE SCHEDULED_ DATE
What return values does the formula include?	NEXT_ SCHEDULED_ DATE

Creating a Fast Formula to Submit a Flow Only on Weekdays

1. Use the Manage Fast Formulas task in the Payroll Calculation work area.
2. Create a new formula on the Manage Fast Formulas page, completing the fields as shown in this table.

Field	Value
Formula Name	Daily Weekday Schedule
Formula Type	Flow Schedule
Description	Submits Flow Daily Except Weekends
Effective Start Date	1-Jan-2010

3. Click **Continue**.
4. Enter the following formula details in the Formula Text section:

```
/*****************************************************************
FORMULA NAME: Daily Weekday Schedule
FORMULA TYPE: Flow Schedule
DESCRIPTION: Formula to return a date time.
 Returns NEXT_SCHEDULED_DATE;
FORMULA RESULTS:
 NEXT_SCHEDULED_DATE This is a date time value with yyyy-MM-dd HH:mm:ss format.
*****************************************************************/
/* Inputs */
INPUTS ARE SCHEDULED_DATE(DATE)

/* Calculations */
add = 1
day = to_char(SCHEDULED_DATE, 'DAY')
if (day = 'FRIDAY') then add = 3
NEXT_SCHEDULED_DATE =ADD_DAYS(SCHEDULED_DATE, add)

/* Returns */
RETURN NEXT_SCHEDULED_DATE
```

ORACLE

```
        /* End Formula Text */
```

5. Click **Compile**.
6. Click **Save**.

Submitting the Flow Using the Skip Weekends Formula

The formula is available for use when you submit a flow. For example, if you close your company on weekends, you might schedule the process that loads time entries for your hourly workers so that it runs daily during the week

1. Submit the Load Time Card Batches flow from the Payroll Checklist work area.
2. Enter the parameters for the flow.
3. Skip the Flow Interaction page.
4. On the Scheduling page, select the formula from the Frequency field, and enter the dates the schedule starts and ends.
5. Review and submit the flow.

Related Topics

- Formula Operators: Explained

- Using Formula Components: Explained

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.

ORACLE®

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.
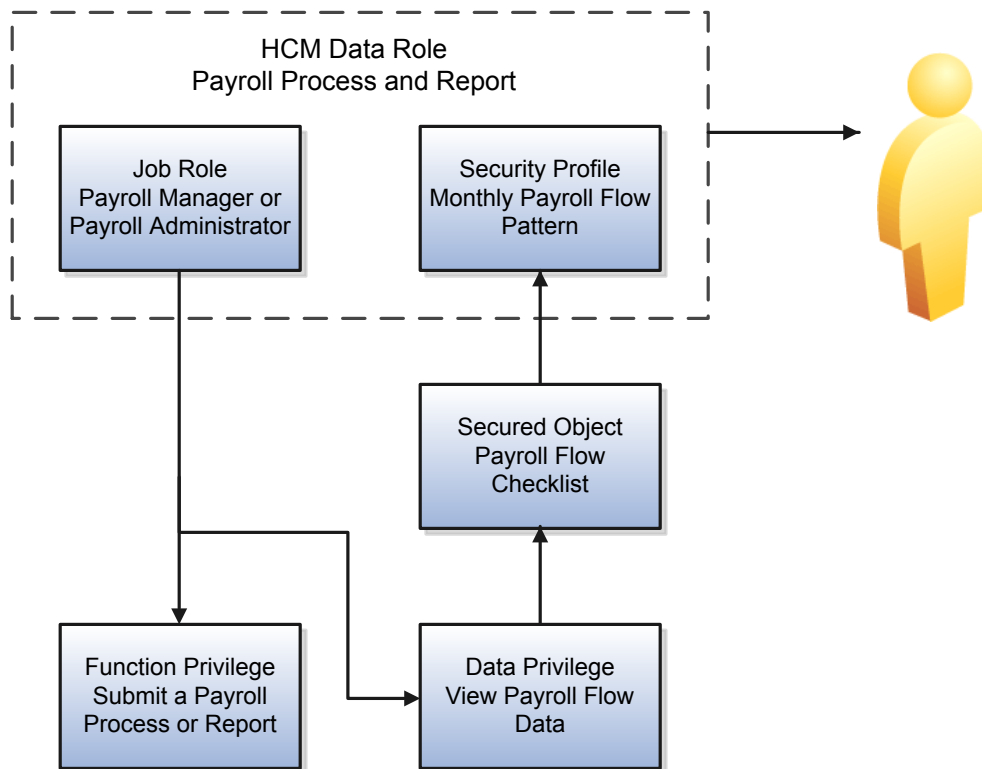
The following figure illustrates how only the payroll manager can calculate the payroll. The payroll manager can't reassign this task to a payroll administrator, because the administrator doesn't have the necessary functional privileges.
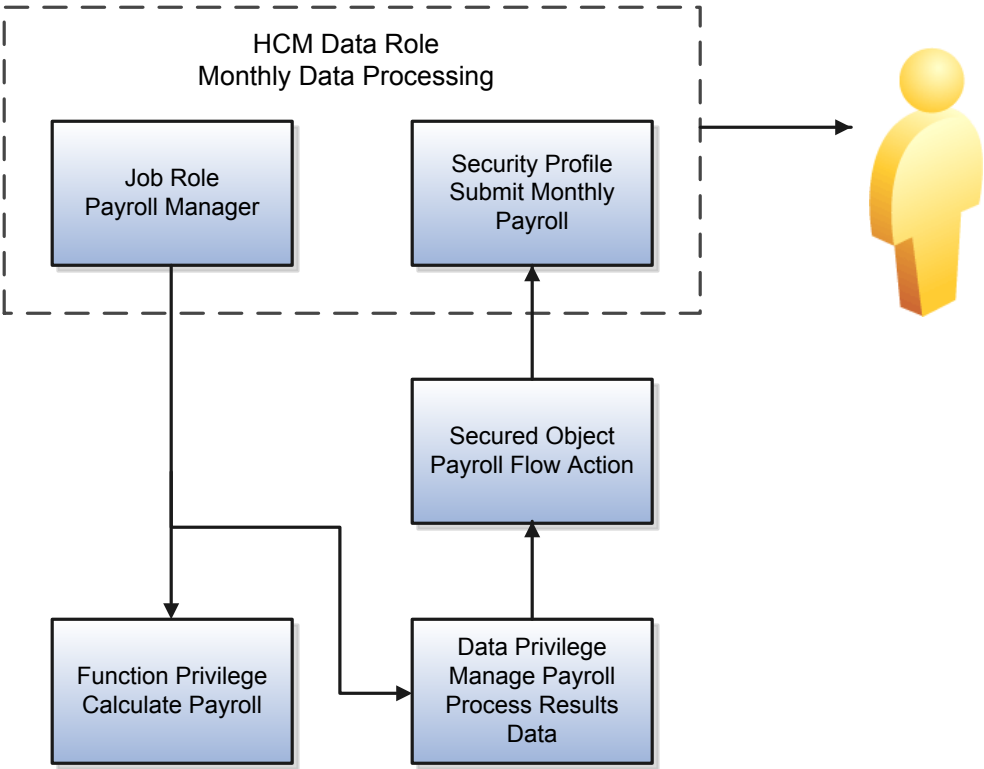
Troubleshooting

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.

Related Topics

- Flow Pattern Parameters: Explained

Sequencing Rules for Flows and Locked Tasks: Explained

The tasks in a flow use and build upon the results of previous tasks. To maintain data integrity and prevent deletions, the application determines whether a task should lock the results of previous payroll relationship actions. You cannot process locked results until you roll back or mark for retry the task that locked the results.

Locking the results of payroll relationship actions prevents processing corrective actions, such as retrying a process, until you roll back or mark for retry the process that locks the results. For example, the Calculate Prepayment process locks the results

ORACLE

of the payroll relationship actions calculated in the payroll run. Before you can retry the payroll calculation process, you must roll back or mark for retry the prepayment process.

This topic covers:

- Rules for sequenced and non-sequenced flows
- Reports that create locks
- How to avoid locking issues

Rules for Sequenced and Non-sequenced Flows

Locking rules identify tasks as sequenced or non-sequenced. This identification determines the conditions for inserting and processing a task in a flow.

Task	Rule
Sequenced	No locks created Exceptions: • Calculate Retroactive Costing • Reverse Payroll Calculation
Non-sequenced	Locks created

The following table lists sequenced tasks in the order they are usually processed. All other tasks are non-sequenced and lock the results of previous processes.

Sequenced Tasks	Locks Other Tasks
Load Initial Balances	No
Recalculate Payroll for Retroactive Changes	No
Calculate Retroactive Costing	Yes
Calculate Payroll	No
Calculate Gross Earnings	No
Calculate QuickPay	No
Reverse Payroll Calculation	Yes
Adjust Individual Balances	No

ORACLE®

> ✏️ **Note:** If several flows share the same process date, the sequence number in the database determines the order for processing the tasks.

Reports that Create Locks

Typically, reports temporarily lock results of previous calculations while they run. Some reports do lock results. For example, the payslip report locks archived payment results. You might also create reports for a particular legislative data group that lock the results of periodic and year-end archive tasks.

To correct data for reports that lock results:

1. Roll back the report.
2. Roll back the archive task.
3. Correct the data.
4. Resubmit the report.

Common Locking Scenarios

You receive alerts when you submit a task and cannot process payroll relationship records because another process has locked the records. For example, if you submit the weekly payroll run, and then submit a flow to calculate QuickPay for a payroll relationship for the same payroll and payroll period as the regular payroll run, you receive an alert that the payroll relationship record is locked. You can't start the task to calculate QuickPay until the tasks in the weekly payroll run that use the locked results of the calculations for the payroll run complete.

Related Topics

- Creating Flow Patterns: Procedure

- Correcting Costing for Payroll Run Results: Points to Consider

FAQs for Submit Payroll Flows

What's the difference between the process date and submission date for a flow?

The process date is the date the flow uses to retrieve records to process. As an example, the Calculate Payroll flow uses the payroll run date as the default process date to retrieve employee details and taxation information.

The submission date is the date when the process, report, or flow starts. For automatic tasks in a checklist, the task starts when the previous task completes. The application uses the system date for the submission date. If you schedule a flow, the submission date is the scheduled start date for the flow and applies to the first task in the flow.

Related Topics

- Payroll Run Results: How They're Calculated

What's the difference between submitting a flow and a process or report?

The Submit a Payroll Flow task starts a flow that consists of more than one task. The flow can include manual tasks such as verification tasks, and automatic tasks such as reports and processes. Examples of predefined flows include QuickPay and the payroll cycle flow.

The Submit a Process or Report task starts a flow that consists of a single automatic task, such as a report or extract process.

How can I fix system errors for flow tasks?

For potential system errors or system errors, perform one or more of the following tasks.

Refresh the checklist page to display the current status. If the status doesn't display In Progress, resubmit the task.

Determine if the flow task includes a record that a previous process locked. Wait for the process to complete or roll back the record that produced the lock.

Consult the help desk and review the log files. After resolving the issue, if the task status doesn't display In Progress, select the Resubmit task from the Actions menu, and if that doesn't work, the Force Resubmit task.

Skip this task if other tasks do not depend on its results.

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 can't I find the flow I want to submit?

Confirm that your role grants you security access to the flow pattern, for example to an extract report or process. For payroll, confirm your role grants you security access to the payroll definition. Finally, determine whether the task or flow owner specified in the flow pattern is for your role or username.

Why can't I act on a task on a checklist?

Confirm whether your data role is based on a job role or abstract role that includes the functional privileges required to perform the task. Before reassigning this task to another person, ensure the data role for the new task owner also includes these privileges.

How can I delete a flow?

You can delete a flow that you copied or created if you haven't submitted it. Delete it using the Manage Payroll Flow Patterns task in the Payroll Checklist work area. If you submitted a flow, you can skip the entire flow or tasks in the flow.

You can skip manual and automatic tasks that are in error, marked for retry, or rolled back. Before skipping tasks, confirm that later tasks do not depend on the results of the skipped task.

Payroll flow owners can also mark an entire flow as skipped from the Payroll Flow Checklist page on the Overview tab. Marking the entire flow as skipped marks any remaining uncompleted tasks as complete.

How can I cancel a scheduled flow?

Cancel current and recurring scheduled flows that you own from the flow's checklist. Select the appropriate menu command from the Actions menu to cancel the current flow and the recurring schedule, or the recurring schedule only.

If you can't cancel the scheduled flow from the checklist, your system administrator can stop the job. If you based the schedule on a formula, review the formula to ensure that it contains no negative numbers. Negative numbers will produce a continuous recurring schedule.

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.

ORACLE®

View Payroll Flow-Based Analytics

Monitoring Payroll Flow Status

▶ **Watch:** This tutorial shows how to use the Flows in Progress region of the Payroll dashboard. It also shows how to navigate to the checklist and payroll flow page to view further details about the status and the actions that you can take.

Monitoring the Status of Flow Tasks: Explained

Monitor the status of an entire flow and the tasks within it from the checklist generated when you submit a flow. Review the status of a flow by checking the status icons and notifications. The task status determines what actions you can perform, such as rolling back the task.

This topic covers:

- Task status and available actions
- Notifications

Task Status and Available Actions
The status icons indicate the state, such as in progress or in error. The application updates the status of automatic tasks. Flow or task owners update the status of manual tasks, and the application automatically updates the status of automatic tasks. You can further monitor the progress of a task by reviewing the percentage of the task completed. The actions available to you when working with a task depend on its status and the status of the tasks that precede or follow it.

The Action menu displays the actions available for a task based on its status, as shown on the following table.

Status on Payroll Checklist Task Details Tab	Status on Payroll Flow Process and Reports Tab	Skip	Roll Back	Mark for Retry	Retry	Submit	Resubmit and Force Resubmit
Not Started	Not Started	x					
Not Started with Potential Errors	Not Started	x					x
Not Stared with Errors	Not Started	x					x
In Progress (automatic task)	In Progress						
In Progress (manual task)		x	x	x			

ORACLE®

Status on Payroll Checklist Task Details Tab	Status on Payroll Flow Process and Reports Tab	Skip	Roll Back	Mark for Retry	Retry	Submit	Resubmit and Force Resubmit
In Progress with Potential Errors	In Progress						
In Progress with Errors	Error	x	x		x		
Completed	Completed		x	x	x		
On Hold	Mark for Retry	x			x	x	
Rolled Back	Rolled Back	x				x	

The actions to roll back or retry a task depend on:

- Whether the task supports that task action

- The status of tasks that precede or follow the task in the checklist

The following table shows how the actions you can perform on the current task.

Action to Perform on Current Task	Status of Current Task	Status of Previous or Subsequent Tasks
Roll back or retry	Completed	All subsequent task must have a status of Rolled Back or Completed
Submit	One of the following: - Roll Back - On Hold - Mark for Retry	All previous tasks must have a status of Completed

Notifications

To remind you of upcoming tasks or to warn you of tasks that are overdue, you can update the flow pattern to have notifications sent to you. Completing a task removes its notifications.

The setup of notifications includes:

- Specifying the type of notifications and when to send them on the flow pattern

- Specifying the number of days before the application automatically deletes a notification for the Notification Expiration Offset parameter on the Manage Payroll Process Configurations page.

✎ **Note:** You receive notifications when you resubmit a task but not when you select **Force Resubmit** from the Actions menu.

ORACLE

Related Topics

- Marking for Retry, Retrying, and Rolling Back Payroll Results: Critical Choices

FAQs for View Payroll Flow-Based Analytics

How can I receive payroll notifications in the payroll dashboard?

Confirm that you are the flow owner or the task owner named on the payroll flow checklist.

Confirm that the settings on the Manage Flow Pattern page for the flow pattern enable notifications for the task.

Confirm the status of the task. Completing the task removes its notification from the list of notifications.

6 **Calculate, Validate, and Balance Payroll**

Overview

To support the calculation phase of the payroll cycle, you use a range of reporting and analysis tools to verify the results. You can iteratively process, make corrections, and retry or roll back the process until you have successfully processed all employees. You can handle subgroups or individuals separately as required.

Prepare to Calculate Payroll

The following figure summarizes the preparation tasks, which you perform in the Payroll Calculation work area. They typically include:

- Reviewing retroactive event notifications and, exceptionally, creating a retroactive event manually

- Submitting the Recalculate Payroll for Retroactive Changes process immediately before the payroll run

- Creating an object group if you want to process a subset of employees or elements that you haven't previously defined as a group

- Submitting the Calculate QuickPay process for one employee, or the Calculate Payroll process for a group of employees

```
        ( 1 )    Payroll
                 Readiness
                 confirmed
          |
          v
  +------------------+
  | Review Event     |
  | Notifications    |
  +------------------+
          |
          v
     /------------\                  +------------------+
    / Edit Employee \                | Create a Retroactive|
   (  Retroactive     )---Yes------->| Event            |
    \ Records?       /                +------------------+
     \------------/                          |
          |                                  |
          No                                 |
          v                                  |
  +------------------+                       |
  | Recalculate Payroll|                     |
  | for Retroactive   |<---------------------+
  | Changes          |
  +------------------+
          |
          v
     /------------\          /------------\          +------------------+
    / Pay Multiple \        /  Pay a       \         | Manage Object    |
   (  Employees?    )-Yes->(  Subgroup?    )--Yes-->| Groups           |
    \            /          \            /           +------------------+
     \----------/            \----------/                   |
          |                       |                         |
          No                      No                        |
          v                       v                         |
  +------------------+    +------------------+              |
  | Calculate QuickPay|   | Calculate Payroll |<------------+
  +------------------+    +------------------+
```
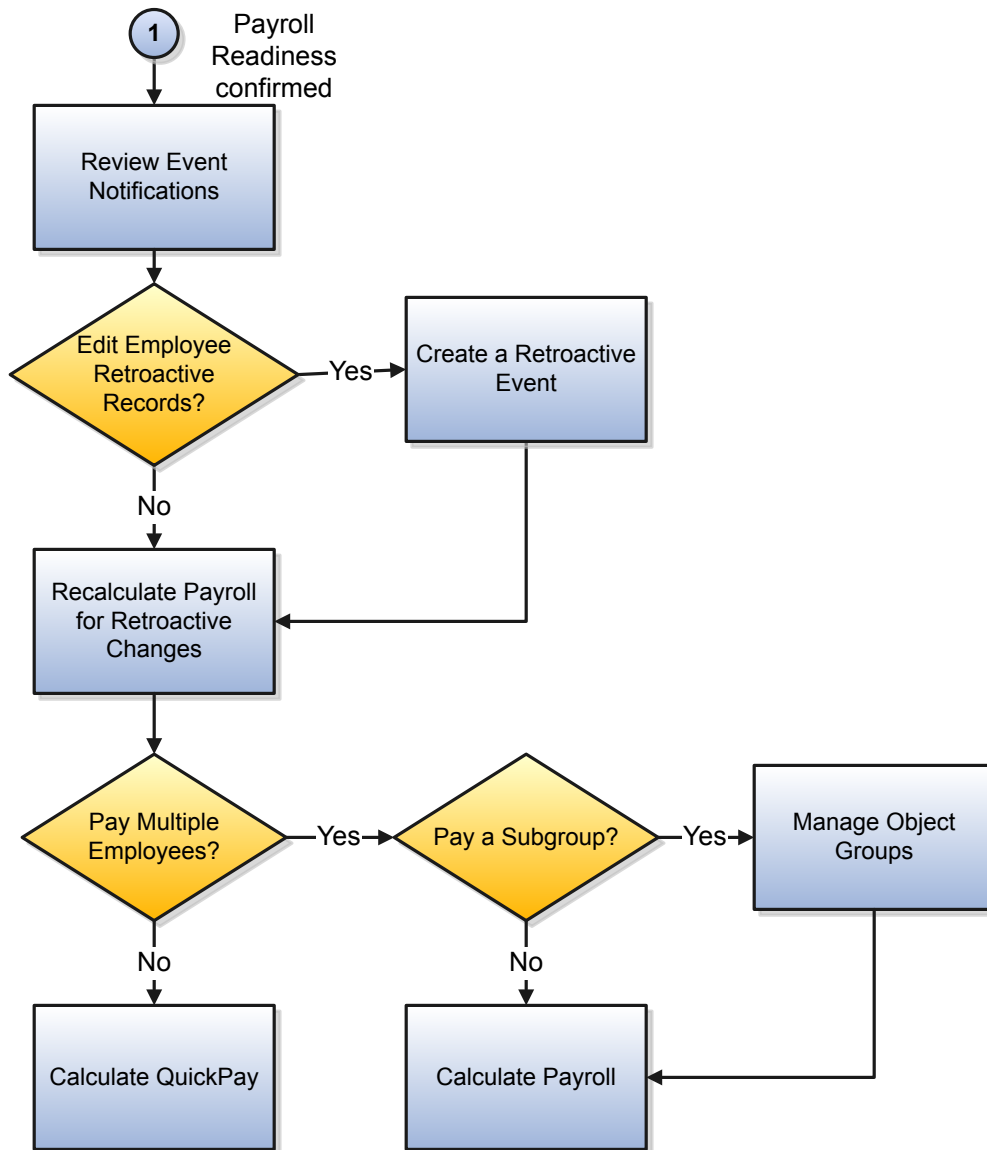
Validate and Balance Payroll

The following figure summarizes the tasks to validate and balance payroll, which you perform in the Payroll Calculation work area:

- If the payroll calculation completes successfully, you can view results and balances. If these are correct, you can run reports and verify the results on the reports.

- If the payroll calculation doesn't complete successfully, you can view messages to identify which records you must correct.

ORACLE

- At each validation stage you can make corrections to employee data. Then choose whether to retry the process, or roll it back for certain employees so you can handle them separately.
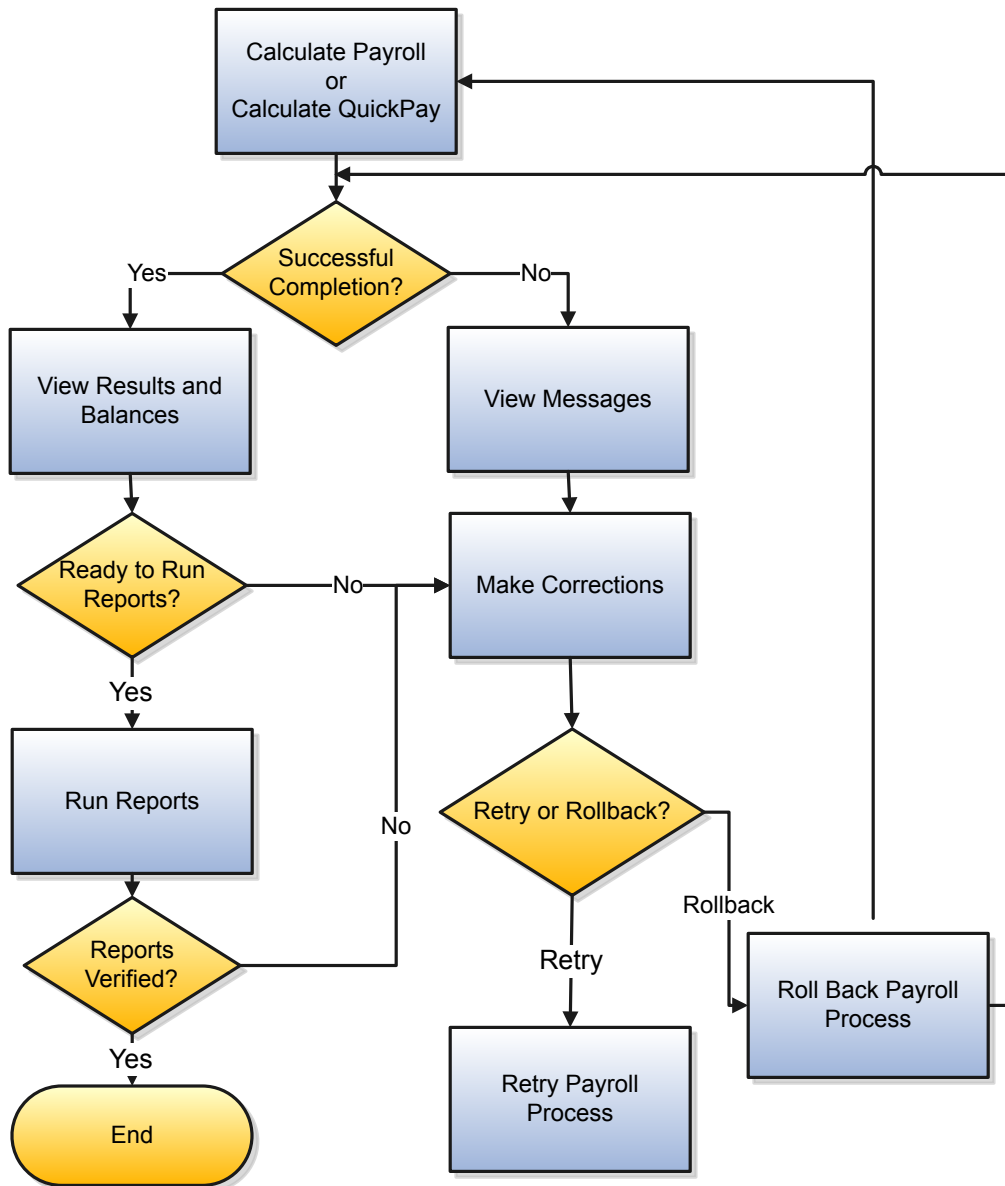
Manage Event Notifications and Recalculate Payroll for Retroactive Changes

ORACLE

Retroactive Pay: How It Is Calculated

Retroactive pay is the recalculation of prior payroll results due to changes that occur after the original calculation was run. To process retroactive pay, run the Recalculate Payroll for Retroactive Changes process. This process creates retroactive element entries based on retroactive events. You can view automatically-created retroactive events or create them manually. Only elements that are set up to include a retroactive event group can have retroactive element entries.

Examples of prior period adjustments that could trigger a retroactive event are:

- An employee receives a pay award that is backdated to a previous pay period.

- The payroll department makes a backdated correction for an error that occurred in a previous pay period.

Settings That Affect Retroactive Pay

To enable retroactive processing of an element:

1. On the Manage Event Groups page, review the types of changes that automatically trigger a retroactive notification for the predefined event group, which is called Entry Changes for Retro. You can edit this group or create a new event group for the element, if required.
2. On the Create Element: Additional Details page, select **Yes** for the following questions:

    o Is this element subject to proration?

    o Is this element subject to retroactive changes?

3. Select the predefined event group or a new group that you have created.

ORACLE®

This figure illustrates retroactive setup.

Retroactive Setup

Payroll Event Group

Proration Event Group

Retroactive Event Group

Element

Is this element subject to proration? - Yes

Is this element subject to retroactive changes? – Yes

Retro Group - Entry Changes for Retro

Retroactive Processing

Retroactive Event Group

Proration

Proration Group
Proration Formula
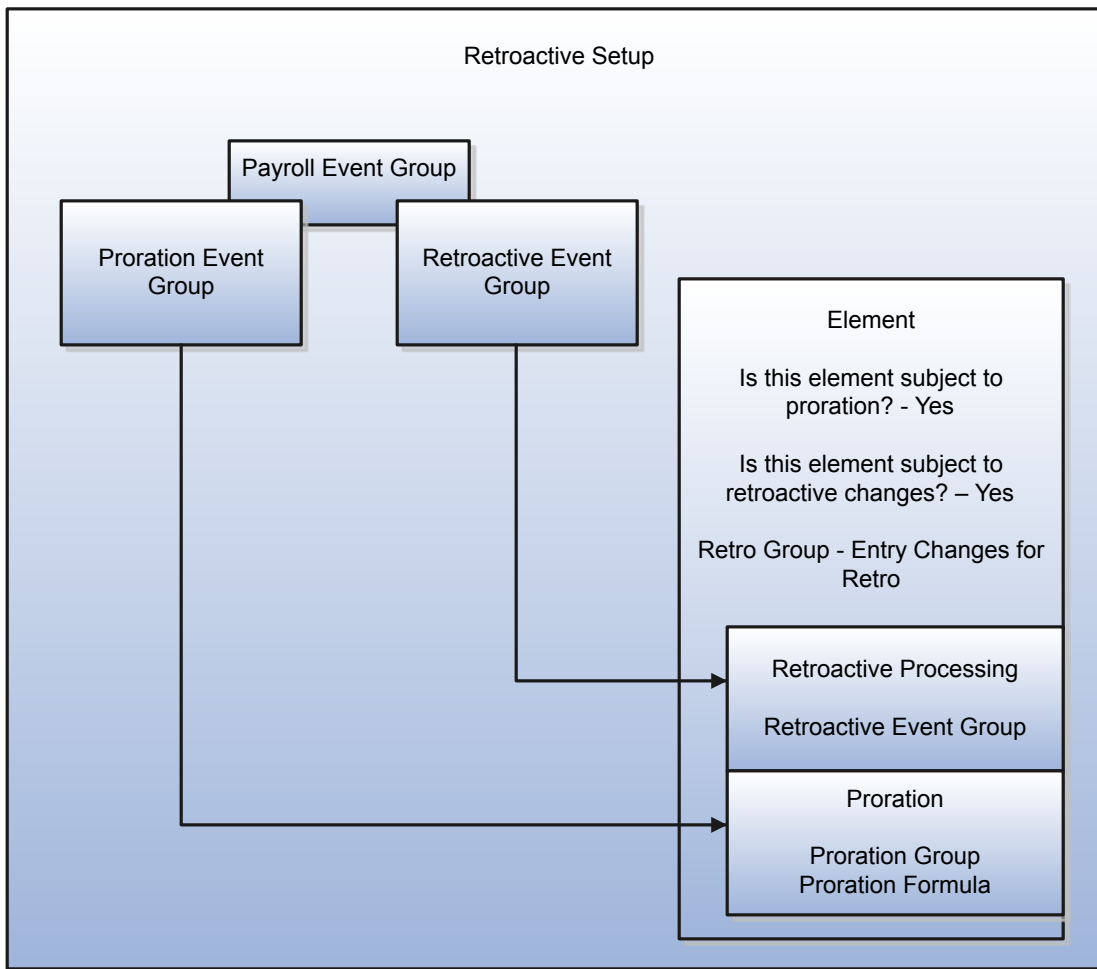
How Retroactive Pay Is Calculated

To process retroactive pay:

1. In the Payroll Calculation work area, review or create retroactive events on the Manage Event Notifications page. You can download results to Excel to view retroactive events in a report format.
2. Submit the Recalculate Payroll for Retroactive Changes process. You can use the Submit a Process or Report task, or the process may run automatically as part of your payroll flow. This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.
3. Run the Calculate Payroll process.

✏ **Note:** Always run the Recalculate Payroll for Retroactive Changes process immediately before you run a payroll. If you run it after the Calculate Payroll process, retroactive adjustments are held over until the next payroll period.

If you do not get a retroactive notification that you expect to get, review:

- The originating transaction causing the event
- Element setup

- Element eligibility for the person

- The retroactive event group entities and attributes that are set up to trigger retroactive events

- The proration event group entities and attributes setup that triggers proration

This figure illustrates retroactive processing for a person getting a pay increase retroactively.
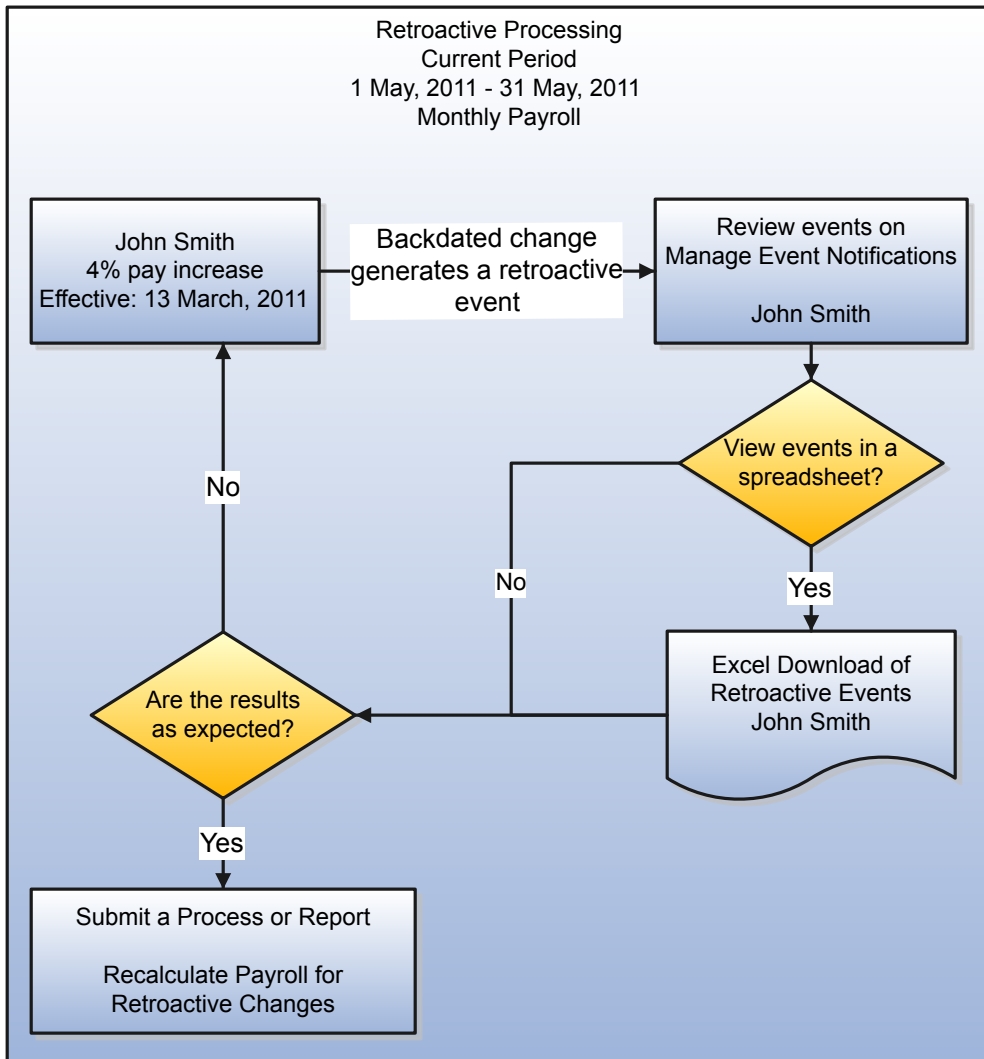
Related Topics

- Customizing Conversion Formulas for Proration: Procedure

- Payroll Event Groups: Explained

Adding a Retroactive Event Manually: Worked Example

Normally you create retroactive adjustments, such as backdated salary changes, which automatically create retroactive events. This example shows how to create a retroactive event manually. In this example an employee, whose pay rate was supposed to change last pay period, is being terminated. Payroll hasn't made the change yet, so we need to add the retroactive event manually to generate the correct payslip

Creating a Payroll Relationship Event

1. Select the Manage Event Notifications task in the Payroll Calculation work area. On the Manage Event Notifications page.
2. Click **Create**.
3. In the Create Payroll Relationship Event window, complete these fields.

Field	Value
Approval Status	Awaiting Processing
Payroll Relationship	The person to process
Process Date	Date when the retroactive change process is run.

> ✎ **Note:** This date indicates when the element change was triggered.

4. Click **Save and Close**.

Creating a Retroactive Event

1. On the Manage Event Notifications page, click the name of the person associated with the event you created.
2. On the Manage Retroactive Events page, click **Create** in the Entry Details section.
3. Select the element you want to reprocess, the date from which to recalculate payroll runs, and a retroactive component.

   The retroactive component is the element from which the change in pay will be paid to the person.
4. Repeat the previous step if you want to recalculate multiple elements for this payroll relationship.
5. Click **Submit**.

Manage Object Groups

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.

ORACLE

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.

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

Calculate Payroll

Payroll Run Results: How They're Calculated

The calculation of payroll run results begins with identifying the payroll relationships and element entries to process. A series of gross-to-net calculations based on legislative requirements create run results and balances. You can verify these results by viewing the statement of earnings and payroll reports. If you implement costing, the process also calculates the cost distributions.

Parameters That Affect Processing

The following table lists flow submission parameters determine, which determine the records that the Calculate Payroll task processes.

Parameters	Required	Result
Payroll Flow Name, Payroll Name, Payroll Period, Run Type	Yes	Determine which payroll relationships and element entries to process, and the time period dates to use for the calculations
Element Group, Payroll Relationship Group	No	Restrict the people and elements processed by the flow
Process Configuration Group	No	Determine performance parameters, such as logging and chunk size

ORACLE®

How Results Are Calculated

Before submitting the Calculate Payroll flow, you submit the Recalculate Payroll for Retroactive Changes flow to process separately elements enabled for retroactive pay. Payroll calculation and recalculation occurs at the payroll relationship level and involves the actions shown in the following figure and explained in the steps below.
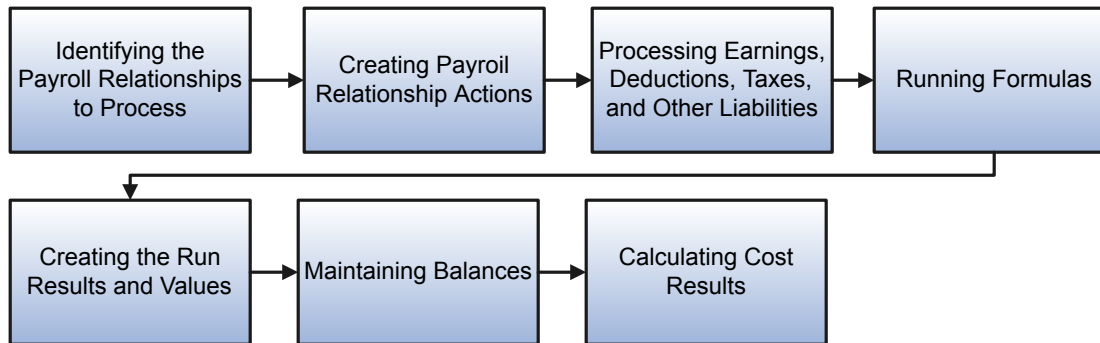
The main steps of the payroll run processing are as follows:

1. The calculation process:

   - Identifies the payroll relationships to process

   - Evaluates the assignment status of each identified payroll relationship to determine whether to include the assignment.

2. The process creates the following actions:

   - Payroll action representing the payroll run

   - Payroll relationship action for each relationship processed, with child actions for each run type used in the run.

3. The calculation process loads the element entries for a payroll relationship action into memory, taking account of: the following information:

   - Processing priority of the element and the subpriority of the element entry, if specified, to determine the processing sequence.
   - Processing type and rules. The process calculates:

     - Any unprocessed nonrecurring entries
     - Recurring entries, in accordance with frequency rules and skip rule formulas associated with the element.

4. If the element is associated with a calculation component, the process references information held on the calculation card, including:

   - Calculation factors that indicate the correct values

   - Calculation type to use in the calculation based on formula contexts

   - Calculation value definition to use and any overriding values

5. The process uses a proration formula to calculate elements enabled for proration if the value of the element entry changed within the payroll period.

6. The process identifies the payroll formula to run and how to handle the results:

   o The status processing rule associated with the element determines which formula the process uses to calculate the element entry, based on the assignment status.

   o Formula result rules determine how to use the results generated by the formula, for example as a message or as a direct or indirect result. Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

   The formula for some payroll calculations involves multiple steps, calling other formulas. For example, the iterative formulas for calculating gross-up earnings include multiple steps, and the formula for calculating a deduction might have a prerequisite step to calculate the exemption amount.

7. The calculation process ends with one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current exchange rate and rounds the monetary result based on the formula rules.

8. For each run result, the process determines which balances the result to feed with the run result values. The process then writes and updates the balances to the database.

9. If you implemented costing, the process calculates the cost and offset entries for your run results.

Example

The following figure shows the results for a regular run. It shows calculation at the payroll relationship level of entries at the assignment, terms, and payroll relationship level, including:

- Pension, tax, and court order entries processed at the payroll relationship level for the regular run

- The salary element processed and paid with other earnings

- The bonus element processed separately, and paid with other earnings

Person Data

Payroll Relationship

| Term: Manufacturing | Term: Installation |

Assignment: Project Manager

Assignment: Trainer

Assignment: Project Manager

Earnings, Deductions, Taxes, and Other Liabilities

| Salary Earning Term Level | Bonus Earning Assignment Level | Pension Deduction Term Level | Tax Deductions Payroll Relationship Level | Court Order Deduction Payroll Relationship Level |

Regular Run

| Regular Normal Run Type | Regular Process Separately Run Type |

Payroll Run Calculation Results

Salary	$1,000 Manufacturing
Salary	$1,500 Installation
Pension	$ 200 Manufacturing
Tax	$ 300 Payroll Relationship
Court Order	$ 30 Payroll Relationship

Bonus	$500 Manufacturing Trainer
Pension	$ 5 Manufacturing
Tax	$ 50 Payroll Relationship
Court Order	$ 5 Payroll Relationship

Payslip Results   **$2,410**

+ Earnings   Salary $1,000 + Salary $1,500 + Bonus $500

- Deductions   Pension $205 + Tax $350 + Court Order $35

Related Topics

- Payroll Cost Results: How They're Calculated

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

- Using Formulas: Explained

ORACLE

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.

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.

Related Topics

- Element Classification Components: How They Work Together

Net-to-Gross Earnings: How They're Calculated

When you create an earnings element, you can indicate that it pays a specified net amount. Use this feature, if you need to pay a person a guaranteed take-home pay (net) per payroll period, or a bonus of a specified net amount. To create an earnings element, use the Manage Elements task in the Payroll Calculation work area.

You can create a net-to-gross (gross-up) element for any recurring or nonrecurring earnings element using these primary classifications:

- Standard Earnings
- Supplemental Earnings
- Taxable Benefits (Imputed Earnings)

Settings That Affect Net-to-Gross Processing

You define which deductions are used to calculate the gross amount from the specified net amount.

You must create the element as a gross-up element by answering Yes to the question "Use this element to calculate a gross amount from a specified net amount?"

In each element entry, you specify the limits of the gross-up processing as follows:

- In the Net value, enter the value you want the employee to receive.
- In the To Within value, enter the allowed difference between the desired amount and the actual amount. This can't be zero.

> ✎ **Note:** If these values are the same across most entries, you can enter a default value on the element eligibility record.

How Formulas Calculate the Gross Amount

The formulas for net-to-gross processing do the following:

1. The predefined iterative formula, GLB_EARN_GROSSUP, takes as input the desired net amount (Net input value) and the amount by which net can differ from the desired amount (To Within input value).

2. In the first run, the formula sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount. Then it runs a function to provide the first guess of the gross. The formula returns three values to the element's input values: low gross, high gross, and additional amount.

3. The element's payroll formula runs. It adds the additional amount to the desired amount to create the gross amount and returns this value to the element's pay value for the payroll run to process.

4. In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for gross-up for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in the To Within field.

   o If the additional amount equals the balance total, then the iterative processing ends.

   o If the additional amount is above or below the balance total by an acceptable margin, then the processing ends and the formula returns the remainder (additional amount minus balance) to the element's Remainder input value.

   o Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

Related Topics

- Element Eligibility: Explained

- Using Formula Components: Explained

- Element Input Values: Explained

- Creating a Net-to-Gross Earnings Element: Worked Example

Restricting Payroll Processing: Critical Choices

You can control which payroll relationships and which elements to process in a payroll run by selecting rules such as a skip rule or frequency rule. You can also restrict the payroll relationships and further restrict the elements that the run will process in a run by specifying flow parameters when you submit the calculation process such as Calculate Payroll or Calculate Gross Earnings.

Restrict the Elements to Process Based on Rules

When you create an element, you specify eligibility rules that control who is eligible to receive an element. You can also create skip and frequency rules that control which recurring elements the payroll run processes, as shown in the following table.

Rules	Descriptions	Examples
Skip	Determines whether to include or exclude the element entry for the person using rules in a formula	A once-each-period rule stops recurring element entries from processing more than once in a payroll period.
Frequency	Specifies which payroll periods to process the entries	Frequency rule might specify that the formula process an element only on the first and third weeks of a month.

Rules	Descriptions	Examples

Restrict the Records to Process Based on Flow Parameters

Restrict the number of records for the calculation process by specifying flow submission parameters as shown in the following table.

Parameter	Description
Payroll Relationship Group	Restricts processing to the payroll relationships within the group, which you can define using static or dynamic rules, based on payroll relationship, term, or assignment information.
Element Group	Restricts processing to the elements in the group, which you can define by selecting element classifications and including or excluding specific elements.
Run Types	Determines which payroll calculations to perform and how to pay the results. The application processes an element in all the run types, unless you set up the element: • To process separately • As a trigger for a run type, in which case it is automatically excluded from the other run types

The flow submission parameters for the calculation process include dates that control which records to process as shown in the following table.

Date	Required?	Comments
Process Date	No	Usually the payroll run date of your payroll definition.
Payroll Period	Yes	Used to derive other dates for processing.
Date Earned	Yes	Identifies the element entries • To include in the payroll run • That belong to a proration group and ended within the payroll period

Related Topics

• Determining an Element's Latest Entry Date: Critical Choices

Marking for Retry, Retrying, and Rolling Back Payroll Results: Critical Choices

You correct payroll results when they contain errors due to missing or inaccurate information, or when you must reprocess them due to receiving late information. Available corrective actions depend on the type of task, its status, if subsequent tasks locked the results of the task, and the cause of any errors.

Before processing the correction in the Payroll Checklist or from the payroll flow page in a payroll work area:

- Determine the status of the task

- Decide which corrective action to use

- Decide which corrective method to use

Determining the Status of the Task

Status icons in the checklist or payroll flow, and the View Person Process Results page show the status of tasks and records. The status determines the actions you can take. For example, suppose the last task in a flow is complete, but you receive information that requires updating a person's element entry, you would update the status to incomplete, and then select Retry or Roll Back from the Actions menu.

Deciding Which Corrective Action to Use

Some tasks that involve the transfer of information to other applications don't support roll back or retry, such as the Create Final Accounting task, but most task do support these actions.

The following table describes when to use the corrective actions.

Action	When to Use	Examples
Roll Back	Delete all the records processed by the task	While reviewing run results, you discover an error in a person's record that requires additional research. You do the following steps: 1. Roll back the person's record to remove it from the payroll run. 2. Correct the error. 3. Submit a QuickPay flow to calculate the payroll for the person.
Mark for Retry	Indicate which records require reprocessing	While reviewing run results, you receive late information that requires updating a person's element entry. You do the following steps: 1. Mark the record for retry. 2. Update the element entry data. 3. Retry the task to reprocess the record.

Action	When to Use	Examples
Retry	Resubmit records marked for retry or in error	You didn't update a formula for an earnings element before calculating the payroll. You do the following steps: 1. Correct the formula and recompile it. 2. Retry the Calculate Payroll task. The application calculates any records that include an entry for that earning.

Deciding Which Corrective Method to Use

You can process the entire task or individual records by using one of the methods described on the following table.

Method	Location	Scope	Comments
Actions menu	Payroll Checklist or Processes and Reports tab of the payroll flow	Entire task or individual records	The action retains the context of the original process so that you don't need to enter any parameters to run it.
Submit a Report or Process task	Payroll Checklist or Payroll Calculation work areas	Entire task or only the records included in the payroll relationship group	You must enter submission parameters to identify the payroll process and its records.

Other Corrective Actions

Some corrections require specific processes or flows to address different problems. For example, you might submit:

- Reverse Payroll Calculation task to maintain an audit trail by creating negative calculation results that offset the original results

- QuickPay flow to pay a new hire not included in time for processing in the payroll run

Related Topics

- Monitoring the Status of Flow Tasks: Explained

- Completing, Skipping, and Correcting Flows: Explained

- Corrective Actions for Payments: Critical Choices

- What's the difference between rolling back and reversing a payment action?

Troubleshooting Missing Elements in Payroll Run Results: Procedure

If you review the Payroll Activity report and determine that the payroll run results don't include run results for an element a person should receive, you can take several steps to investigate the reason for the missing element entry.

Troubleshooting Tips

Confirm from the Statement of Earnings section of the Person Process Results page or the Element Results Register whether the payroll calculation included the element. If you don't find it, you can take the following actions.

1. Review the submission parameter on the Payroll Flow page to check whether they include a payroll relationship group or element group.

   If so, query these groups on the Manage Object Groups page to confirm that the payroll relationship group includes the person, and that the element group includes the element.

2. Review the element entries on the Manage Element Entries

   If the element isn't listed there, review the element eligibility on the Manage Elements page to ensure the person is entitled to receive the element. For involuntary and statutory deductions, you might review the calculation card to ensure the details are up-to-date.

3. If you recently hired, terminated, or transferred the person to a new payroll, query the person on the Manage Payroll Relationships page.

   Review the person's assigned payrolls and element duration dates to ensure that the element entry falls within the duration dates.

4. Confirm that the run type on the Manage Run Types page for the payroll run includes the element

Calculate QuickPay

QuickPay: How It's Processed

Use the Calculate QuickPay task to submit a flow that calculates the run results for a person without waiting for the standard payroll run. For example, use it to process new-hire or termination payments, or to pay people whose records you removed from the standard run for further processing.

Selecting the Calculate QuickPay task displays the Person page. Based on the person selected and effective date used for the search, the QuickPay process displays a single page and checklist. It populates parameters, such as the person's payroll, date earned, and flow name. You can override these parameters.

The checklist is based on the predefined QuickPay flow pattern that includes tasks for calculating payroll run results and prepayments, and processing an external payment. You can replace the default QuickPay pattern with a customized QuickPay flow pattern by adding your flow pattern to a user-defined table.

Process a QuickPay action using one of the methods listed on the following table.

Method to Use	Work Area	When to Use
Calculate QuickPay task	Payroll Calculation	• Process all QuickPay actions from one page using a checklist • Automatically populate parameters based on the effective date. • Process one or more QuickPay flows
Calculate QuickPay task on the Actions menu of the Manage Person Details search page	Payroll Calculation	Start a QuickPay process immediately after updating a person's element entries

Method to Use	Work Area	When to Use
Submit a Payroll Flow task for the QuickPay flow pattern	Payroll Checklist	Schedule a QuickPay flow

Settings That Affect Processing

The parameters and settings you specify for the tasks in the QuickPay flow determine which records to retrieve and process. The QuickPay process calculates the element entries for all terms and assignments associated with the payroll relationship, based on the run type and settings specified.

The following table lists typical examples of settings that you might change to address different processing requirements.

Settings	Task	Examples
Calculation parameters	Calculate QuickPay	You submit an off-cycle QuickPay process. You override the Date Paid parameter, specifying the same date as the Process Date.
Calculation settings	Calculate QuickPay	You exclude the element entry for a voluntary deduction for a QuickPay flow that issues a bonus payment.
Payment settings	Calculate QuickPay Prepayments	You override the default payment setting to issue a check instead of an electronic funds transfer.

ORACLE®

How QuickPay Is Processed

This figure shows the sequence of tasks in a QuickPay flow:
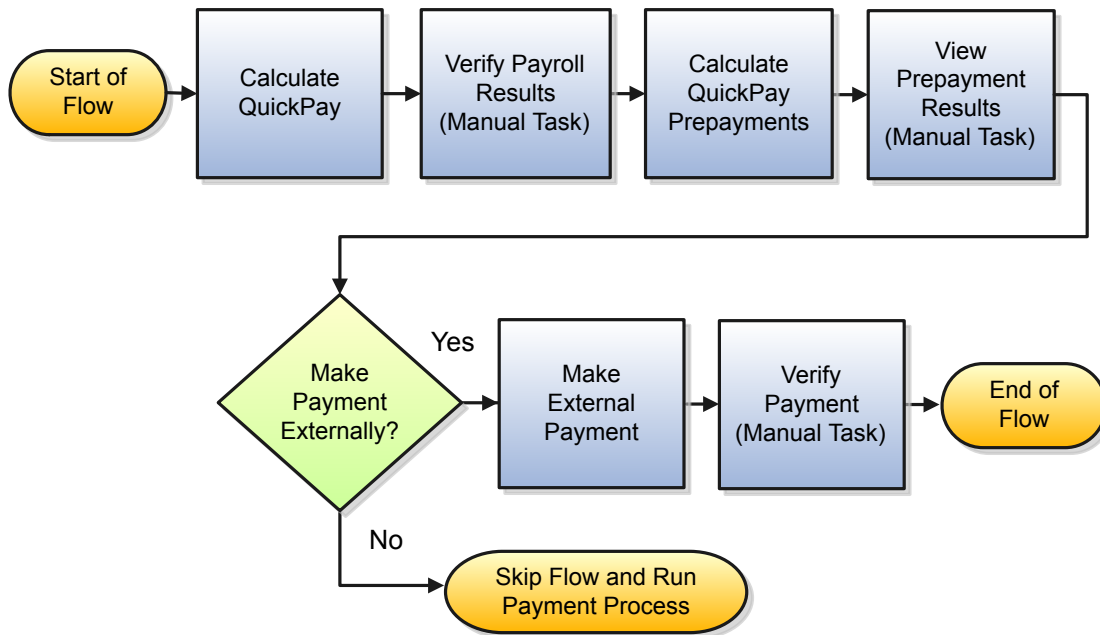
The QuickPay flow follows this sequence of tasks:

1. You submit the Calculate QuickPay task, which calculates payroll run results for the person, based on the settings provided.
2. You verify run results on the View Person Process Results page, and mark the process completed.
3. The Calculate QuickPay Prepayments task calculates the payment distribution.

   The calculation uses the default payment method and payment source, unless you select to override these settings in the Prepayments section
4. You verify prepayment results in the Prepayment Results section of the View Person Process Results page, and mark the process completed.
5. You issue an external or internal payment:

   o You issue an external payment by selecting **Make Payment** from the Action menu. You verify the payment results and mark the task completed.

      The Make External Payment task marks the record as paid so that it isn't included in the normal payment process.
   o You skip the Make External Payments task and issue an internal payment. For example, you might archive the payroll run and prepayment results, and then Make EFT Payments from the Payroll Checklist or Payment Distribution work areas.

Related Topics

- Customizing the QuickPay Flow Pattern: Procedure

Working with QuickPay Flows: Explained

Depending on the method you use to start a QuickPay process, you process your QuickPay from the payroll flow or the Calculate QuickPay page. The only difference is that the Calculate QuickPay page streamlines access to some tasks, such as interacting with another flow.

This topic explains how to work with the flow from the Calculate QuickPay page and includes the following topics:

- Processing multiple QuickPay flows and interacting with other flows
- Processing tips

Processing Multiple QuickPay Flows and Interacting with Other Flows

Refer to the following table for how to go to process a QuickPay for a different payroll period and how to connect a QuickPay process to another flow.

Task	Action to Do
Run QuickPay flows for consecutive payroll periods	1. Use the Calculate QuickPay task in the Payroll Calculation work area to start a QuickPay flow. 2. Select **Next** from the Action menu to go to the next payroll period. 3. Complete the QuickPay flow. 4. Select **Next** from the Action menu to go to the next payroll period. 5. Complete the QuickPay flow.
Interact with another flow	1. While working with a QuickPay flow, select **Flow Interaction** from the Action menu. 2. In the Flow Interactions dialog box, add a row. 3. Select the last task you will complete. 4. Select the destination flow. 5. Select the task in the destination flow that will continue processing the QuickPay results. 6. Select the **Use to Calculate Results** check box. 7. Click Ok.

Processing Tips

Refer to the follow table for how to perform common tasks when working with your QuickPay flow.

Task	Action to Do
Quit the QuickPay flow and save it	Click the **Done** or **Close** button.
Resume work on a QuickPay flow using the checklist	You can't resume work on the QuickPay flow using the Calculate QuickPay task. Follow these steps: 1. Go to the Payroll Checklist work area. 2. On the Overview page, search for and open the QuickPay flow. 3. Continue working with the QuickPay flow from the Task Details page.
Roll back tasks	Roll back each task in the checklist until you reach the task you want to roll back. 1. Select the last incomplete manual task.

ORACLE®

Task	Action to Do
	2. Select **Roll Back** from the Action menu.
Skip a flow	1. On the Overview page of the Payroll Checklist work area, search for and select the flow.
	2. Select **Skip Flow** from the Action menu.
Skip the remaining tasks, including ones in error, rolled back, or not started	Select **Skip Flow** from the Actions menu.

Submitting a QuickPay Flow to Correct a Payroll Calculation Error: Worked Example

This example demonstrates how to submit a QuickPay flow for an employee to correct a calculation error that occurs in the main payroll run.

In this scenario, you complete the payroll calculation but not the prepayments calculation for the weekly payroll run. HR informs you that an employee took unpaid leave earlier in the month. You roll back the employee's payroll calculation to remove the person from the payroll run, and continue processing the weekly payroll and issue the payments. When you receive details about the leave from HR, you update the employee's records. You submit a QuickPay process to calculate the payroll run and prepayments for the employee, and to process an external payment.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In this Example
Is this a regular or supplemental run?	Regular
Should you exclude any elements from the payroll calculation?	No
Will you process the QuickPay results in the main payroll run?	No

In this worked example, you will:

- Roll back the employee's payroll run results.
- Submit a QuickPay process.
- Calculate and verify payroll run results.
- Calculate and verify prepayments.
- Make an external payment and verify the payment results.

Roll Back and Correct Data

1. Before calculating payments for the main payroll run, roll back the employee's run results.
2. Complete the weekly payroll run.
3. Make the necessary corrections in the person's payroll or HR data.

ORACLE

Submit the QuickPay Flow

1. Select the **Calculate QuickPay** task in the Payroll Calculation work area.
2. On the Person page, search for and select the employee.
3. On the Calculate QuickPay page, optionally, override the payroll flow name with a more meaningful one. Verify the remaining information in the Details section.

   The Element Entries section refreshes to display all element entries that the QuickPay flow processes. Ensure that the process includes all element entries.
4. Click **Submit Process.**
5. Click **Refresh** until the Calculate QuickPay task is complete.
6. Click the Verify Payroll Results task in the checklist.
7. On the View Person Process Results page, click the person's name in the Search Results.
8. In the Statement of Earnings section, verify the information in each of the Quick Reference Summary tabs.
9. Click **Done** to return to the QuickPay process.
10. Click **Mark as Complete**.

Calculate and Verify Prepayments

1. Click the Calculate QuickPay Prepayments task in the checklist.
2. In the Prepayments section, optionally, select an organization payment method and payment source.
3. Click **Submit Process**.
4. Click **Refresh** until the Calculate QuickPay Prepayments task completes.
5. Click the View Prepayments Results task in the checklist.
6. On the View Person Process Results page, click the person's name in the Search Results.
7. Verify the prepayment results, including the payee, payment method, payment source, and payment amount.
8. Click **Done** to return to the QuickPay process.
9. Click **Mark as Complete**.

Make External Payment and Verify Payment Results

1. Click the Make External Payment task from the checklist.
2. In the External Payments section, select the payment and then select **Make Payment** from the Action menu.
3. Enter a check number and the reason you are generating the check externally. Click **OK**.

   The application marks the payment as Paid. This status prevents a payment process that would normally pick up this payment from processing it again.
4. Click **Mark as Complete**.
5. Click the Verify Payment task in the checklist.
6. On the View Person Process Results page, click the person's name in the Search Results.
7. Verify the payment results. Click **Done** to return to the checklist.

   The payment results shown here should match the prepayment results you verified earlier.
8. Click **Mark as Complete**.

Related Topics

- Connecting Flows: Points to Consider

- Verifying and Troubleshooting Payments: Explained

When to Run QuickPay: Examples

These examples illustrate scenarios where you might want to run a QuickPay flow using the Calculate QuickPay task in the Payroll Calculation work area.

Pay Separate Check for Employee Bonus

An employee receives a special incentive bonus, which you pay separately from the regular pay. The employee doesn't want any voluntary deductions taken from the bonus pay, such as charitable donations or retirement fund contributions. Using the Manage Element Entries task, you add the bonus to the employee's element entries. You select Calculate QuickPay from the Actions menu, and specify the following settings:

- In the Details section, select **Supplemental** as the Run Type.

- In the Element Entries section, deselect element entries for all voluntary deductions.

Pay New Hire After Payroll Cutoff Date

A new hire joins the company on the 25th of the month, but the new hire process doesn't complete until the 28th. By that time, you have processed the monthly payroll and issued payments. To avoid delaying the person's pay until the next month, you use the Calculate QuickPay task to submit a QuickPay calculation, and make an external payment. Normal processing of the employee's pay resumes with the next payroll cycle.

Pay Terminated Employee

HR terminates an employee in the middle of a payroll period. HR requests that you process and pay the person immediately. You update the employee's payroll information. You use the Calculate QuickPay task to submit a QuickPay calculation, and make an external payment for the employee's final pay.

Verify Bonus Payment Amounts Before Running the Main Payroll

Before processing bonus payments in the next payroll run, you want to verify the run results. You might submit a QuickPay process for a few employees and review the results, then roll back the QuickPay calculation.

1. Use the Calculate QuickPay task in the Payroll Calculation work area to submit the QuickPay process.
2. When the QuickPay calculation completes, verify the results to confirm that the bonus amount and deductions are calculated correctly. Don't click **Mark as Complete**.
3. Select the verification task in the checklist. Select **Roll Back** from the Action menu.
4. Select the Calculate QuickPay task in the checklist. Select **Roll Back** from the Action menu.
5. Submit the regular payroll to recalculate this person's run results and to generate payments.

This scenario also applies if you change an employee's payroll information, such as adding a new deduction or updating the tax code, and want to validate the change before the next payroll run.

Related Topics

- Corrective Actions for Payments: Critical Choices

- Correcting Payments: Examples

ORACLE®

Using Flow Interaction for QuickPay Flows: Examples

These examples illustrate how to specify flow interaction when you process a QuickPay after calculating QuickPay run results or prepayments.

Merge Flows after Calculating QuickPay

Scenario: While verifying payroll run results in your weekly payroll flow, you discover an error in the pay amount for an employee. You remove the person's record from the payroll run, so that you can continue processing the payroll. You investigate the problem and update the person's element entries on the Manage Person Details page. You select the Calculate QuickPay task from the Actions menu. You want to calculate the QuickPay and verify the results, and then process the combined QuickPay and payroll run for the Calculate Prepayments task.

On the Calculate QuickPay page, you do the following steps:

1. Select Flow Interaction from the Action menu, and specify the information shown in the following table.

From Flow	From Task	To Flow	To Task
Current QuickPay flow	View Payroll Results	Weekly Payroll Flow	Calculate Prepayments

2. You select the **Use to Calculate Results** option so that the weekly payroll flow includes the results of the QuickPay process.

The QuickPay flow ends and merges with the Calculate Prepayments task in the weekly payroll flow.

Merge Flows after Calculating Prepayments

Scenario: You verify the results of your prepayments task for your biweekly payroll flow when you receive notification to process the pay for a new hire. You want to generate an EFT payment for the new hire rather than issue an external payment. In your enterprise, you archive payroll results before generating payments. You use the Calculate QuickPay task to start the QuickPay process, and interact with the biweekly payroll flow, as shown in the following table. You select the **Use to Calculate Results** option so that the biweekly payroll flow includes the results of the QuickPay process.

From Flow	From Task	To Flow	To Task
Current QuickPay flow	View Prepayment Results	Biweekly payroll flow	Archive Periodic Payroll Results

After marking the Verify QuickPay Results task in the QuickPay process complete, the QuickPay flow ends. When the Archive Period Payroll Results task starts it includes the results of the QuickPay process.

Related Topics

- Correcting Costing for Payroll Run Results: Points to Consider

FAQ for Calculate Quick Pay

Can I automate a QuickPay flow using a service?

No, because QuickPay tasks require user input. The Flow Actions service is only for flows that don't require user action.

View Results

Viewing and Verifying Payroll Run Results: Points to Consider

View and verify the results of payroll calculations for the payroll run or a QuickPay flow to ensure the accuracy of your results. An error in run results typically means an error in your payments as well. Checking results now minimizes the effort involved in correcting problems you would find later. Review run results for the entire process or one person using these options:

- View the list of payroll relationships processed for the payroll run or QuickPay
- Run reports to verify results based on different criteria
- Review the log file

Viewing the Payroll Run or QuickPay Results

In the Payroll Calculation work area, use the View Payroll Process Results page to view all the results processed for the payroll. Drill down to view a person's payroll run results on the View Person Process Results page. You have a choice of starting points as shown in the following table.

Access Run Results	Purpose
Click the Calculate Payroll or Calculate QuickPay task on the Processes and Reports page of the flow	View the payroll relationship records processed by the flow and view details for individual records.
Use the View Payroll Process Results task	View a list of payrolls processed for a person. Use to research results for a person over several payroll periods. For example, you might respond to a query from an employee regarding the outstanding balance on a loan deduction and the payments made over a series of payroll periods.
Use the Person Process Results task	Query the person and view the run results.

Running Reports to Verify Payroll Run Results

Use the payroll run reports to view results before calculating prepayments. Reports offer different ways of showing the run results, such as by aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.

Reviewing the Log file

Review the log file for a process, report, or extract flow you submitted. The log includes detailed information about the output, such as information about an error encountered while processing a task.

ORACLE

Viewing a Statement of Earnings

▶ **Watch:** This tutorial shows you how to locate the statement of earnings record from the Payroll Calculations work area to confirm that the earnings for an employee included a backdated salary increase. It shows how to view gross-to-net results and run results.

Viewing the Statement of Earnings: Explained

After you calculate your payroll, you can view a quick reference summary to confirm that your statement of earnings is correct, or access detailed information to identify the source of any discrepancies.

Using the Statement of Earnings

The View Person Process Results page shows the statement of earnings, which includes a summary and detailed sections, as shown in the following table. The tabs and sections available to view depend on your country's implementation.

Sections	Details
Statement of Earning Quick Reference Summary	Tabs display the following information: • Gross-to-net: Displays balances used to calculate gross-to-net, such as threshold and ceiling balances. • Information: Displays balances that belong to the Information balance category. • Paid Time Off: Displays accrual balances. • Calculation Card: Displays details captured on the employee's calculation cards.
Statement of Earnings sections for balance categories	Each section displays balances that belong to the balance category. There are two exceptions: • Rate Details: Displays elements used in calculating the rate for earnings that you calculate using units multiplied by rate. • Messages: Displays any warnings or errors that result from the payroll calculation.

You can use a menu to select other results to review on the View Person Process Results page. The following table lists the sections you can view in place of the statement of earnings.

Sections	Details
Costing Results	Costing details for elements processed in the payroll run that have costing information defined for them.
Balance Results	Balance results that confirm the payroll run has completed successfully. Use to: • Verify that a worker has the correct pay and amount of tax deducted • Review a balance before and after adjusting it
Messages	Messages generated by payroll processes when they raise warnings or errors.

Sections	Details
Run Results	Run results for all elements processed.

Controlling the Details to View in the Statement of Earnings

The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. Use one of the following methods to control which details display in the detailed and summary sections of the statement of earnings.

Action	Result
Click **Show More** at the top of the page, then click **Control Details** on the Process Hierarchy menu bar.	Displays the child processes included in the master process, such as the processes included in a QuickPay or the run types if the payroll run included more than one run type.
Select a terms or assignment in the Employment Hierarchy section.	Restricts the details displayed in the statement of earnings to the element entries that the payroll run processed at the selected level for each run type.
Click **Control Details** in the Statement of Earnings Summary section	Displays the different subsections of the statement of earnings to personalize your view.

For example, you can use these features to:

- Filter results to view the results at each level of the employment hierarchy for each run type.
- View the taxes deducted for each run type at the payroll relationship level.
- View the pension amounts calculated at the terms level.
- Confirm the appropriate earnings at the assignment level.

FAQs for View Results

How can I identify the payroll flow that includes a specific element for an employee?

Submit the Element Results Register report, which displays the name of the payroll flow. The report shows details for the element and the value paid to the employee. If you don't know the person's assigned payroll, query the person's payroll details on the Manage Payroll Relationships page.

How can I remove someone from the payroll run?

Roll back the person's record from the View Person Process Result page. Subsequent tasks, such as the Calculate Prepayments task, may have locked the person's record. If so, you must roll back these tasks before you can roll back the payroll calculation record.

ORACLE®

Remove a person from the run to correct a problem when you can't delay the main payroll run while you complete the correction. You can roll back the record, make the corrections, and then submit a QuickPay flow to calculate the person's run results.

What's the difference between retrying a payroll process and retrying a payroll calculation?

Use the Retry Payroll Process flow to reprocess the results of any payroll process, with two exceptions: the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

Use the Retry Payroll or Retroactive Calculation flow to reprocess the results of the Calculate Payroll and Recalculate Payroll for Retroactive Changes processes.

When does a balance display on the Statement of Earnings?

After you calculate the payroll, a QuickPay, or gross earnings, you can view balances on the Statement of Earnings section of the Person Process Results page. If you have configured your own legislative data for a country that doesn't have a predefined country extension, some balances may be empty. You must load balances for the Information balance group and the Gross-to-Net balance group before you can view their results in the Statement of Earnings.

How can I access a log file for a payroll flow, extract, or report?

Locate and open the flow you submitted that includes the process, report, or extract. On the flow's Process and Reports tab, click the Process link, which is listed below the task. On the Oracle Enterprise Scheduler Output page, click the View Log button for the process. In the log window, select an option to view or save the log.

Related Topics

- Monitoring the Status of Flow Tasks: Explained

View Reports

Payroll Calculation Reports: Overview

Payroll managers can use a number of reports to identify any missing statutory data and to verify payroll calculations and payroll run results, and payroll costing results. Run these reports from the Payroll Checklist or Payroll Calculation work areas.

Report	Purpose	When to Run	Example of Usage
Balance Exception Report	Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.	Run after calculating the payroll run or QuickPay run, or before running statutory reports, such as quarterly or annual reports	View to identify potentially incorrect payments or amounts withheld.

Report	Purpose	When to Run	Example of Usage
Deduction Report	View details of payroll deductions processed for the specified period.	Run every pay period	Validate the deduction amounts processed.
Element Results Register	View a list of elements and their primary output values for processes that generated run results.	Usually run every pay period after running the Payroll Activity Report	Review run results for payroll processes. Create a pivot table to obtain totals. During implementation, reconcile run results with the results produced by your legacy payroll.
Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run. Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The report displays the balances for the payroll period in which the process date occurs.	Run after each payroll run or, at a minimum, on a quarterly basis	Review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.
Payroll Activity Report	View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.	Run the report before processing prepayments	Verify, validate, and audit run results before processing payments.
Payroll Balance Report	View balance results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance information for a specific employee over a defined period of time.	Run as needed for diagnostic purposes.	Verify the values of other reports. You can use this report to pinpoint a problem discovered by another report.
Payroll Costing Report	View details of the costing results from payroll calculations. View details after submitting corrective actions, such as cost adjustments and retroactive costing, or costing balance adjustments.	Run the report before transferring costing results to subledger accounting or to general ledger.	Verify results after you submit a process that generates costing results.
Payroll Data Validation Report	View a listing of noncompliant or missing statutory information for a person by payroll statutory unit.	Run before calculating payroll as needed.	Identify any missing attributes based on statutory rules of the legislative data group, such as tax reporting unit.

ORACLE®

You can filter reports by location when reconciling payroll calculation and costing results in reports that include the Location parameter. The report output lists the payroll relationship records based on a person's assignment location. In the report output, the location is listed along with the other parameters, but not as a column in the results.

Generating Payroll Reports in Excel Format: Procedure

You can configure the following payroll reports to generate an Excel output:

- Payroll Balance Report
- Payroll Activity Report
- Payroll Register
- Statutory Deduction Register
- Deduction Report
- Payment Register
- Gross-to-Net Report
- Third-Party Payment Register

To generate an Excel output:

1. In the Data Exchange work area, select the **Manage Extract Definitions** task.
2. Search for and select the extract definition name for the payroll report to edit, as listed in this table.

Report Name	Extract Definition Name
Payroll Balance Report	Payroll Run Result Report
Payroll Activity Report	Payroll Activity Report
Payroll Register Report	Global Payroll Register
Statutory Deduction Register	Statutory Deduction Register
Deduction Report	Deduction Report
Payment Register Report	Global Payment Register
Gross-to-Net Report	Gross-to-Net Summary Archive
Third-Party Payment Register	Global Third-Party Payment Register

3. Open the report and click the **Deliver** icon.
4. Click **Add** to create a new row to point to the new template for the Excel output.
5. Enter a **Start Date** and **End Date**.
6. Enter the **Delivery Option Name** and the **Output Name**.
7. Select **Excel 2007** in the Output Type field.
8. Enter the **Report** and **Template Name**. Ensure that the .xdo file name you enter in the Report field and template name matches the name of your template, as given in the table below.

ORACLE®

Report Name	Excel Template Name
Payroll Balance Report	Payroll Balance Report Results
Payroll Activity Report	Payroll Activity Report Results
Payroll Register Report	Payroll Register Results
Statutory Deduction Register	Statutory Deduction Register Results
Deduction Report	Deduction Report Results
Payment Register Report	Payment Register Results
Gross-to-Net Report	Gross-to-Net Report Results
Third-Party Payment Register	Third-Party Payment Register Results

9. Select the **Delivery Type**. For example, Documents of Record or Fax.
10. Optionally, to override the default layout (PDF file), select the predefined delivery option of Excel output in the Overriding Delivery Mode field. This would result in only generating the Excel file.

    Otherwise, keep the default value to generate both the Excel and PDF files.
11. Click **Save**.
12. For the Payment Register, you must perform the following additional steps to add the report category details.

    a. In the Additional Details section, click **Add**.
    b. In the Deliver Output Name field, click **Search**.
    c. In the Search field, enter **Extract Delivery Mode**, and then click **Search**.
    d. Select **Payment Register Results**, and then click **OK**.
    e. Click **Save**.
13. Click **Submit**.

Related Topics

- Payment Distribution Reports: Overview

- Payroll Reports and Analytics: Overview

Payroll Balance Report

You can run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

You can run this report from the Payroll Calculation and Checklist work areas.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> ✏️ **Note:** Use the Manage Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

Person

Use this field to verify balance results for a single person.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

Related Topics
- Payroll Reports and Analytics: Overview

Configuring Information Balances in the Payroll Balance Report: Explained

This topic demonstrates how you can configure a predefined balance group usage item to include information balances in the Payroll Balance Report.

Use the Manage Group Usages task from the Payroll Calculation work area to add matrix items to the predefined Global Information Balances for Payroll Balance Report balance group. You can add matrix items to the group and associate them with existing balance groups for use in reports.

To configure the balance group usage:

1. Select the **Manage Group Usages** task from the Payroll Calculation work area.
2. Select **Global Payroll Run Result Report** (Payroll Balance Report) in the Report Type field.
3. Select the wanted Legislative Data Group.
4. Click **Search**. The search result displays all the applicable balance group usages for the Payroll Balance Report.
5. Select the Global Information Balances for Payroll Balance Report row and click **Edit**.
6. Select **Matrix Items** on the left panel of the Global Information Balances for Payroll Balance Report page.
7. Click **Add** to create a new matrix item.
8. In the Matrix Item section, select the **Balance Dimension** matrix type.
9. Select the name of the wanted Balance Dimension and enter a position value.
10. Click **Save**.
11. Click **Submit**.

Related Topics
- Balance Groups and Usages: Explained

- Balance Group Usages: Examples

- Rules for Editing Balance Groups and Their Usages: Explained

Balance Exceptions: Examples

Balance exceptions define the criteria that you want to use in balance exception reports to identify overpayments, underpayments, and trends. This information can help detect the balance adjustments needed to correct payments and identify people in your organization who are leading in specific areas such as sales. The following examples illustrate two different types of balance exceptions that you may want to include in your balance exception reports.

You create reports using the Manage Balance Exceptions task in the Payroll Calculation work area.

Tracking Increases in Commissions

InFusion US plans to train incoming sales staff on productivity techniques. To identify exceptional sales staff in the organization, you can run a report that lists workers whose commissions increased by 25 percent compared to their averages for the previous 3 months. To find out who the sales leaders are, set up a balance exception using the values in the following table.

Field	Values
Balance Exception Name	Commission Increases Over 25 Percent
Comparison Type	Average in Months
Comparison Value	3
Balance Name	Commissions
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	25
Severity Level	3

Tracking Gross Earnings

Before InFusion US certifies its current payroll run, the payroll manager wants to know if gross payments are in line with the previous payroll run. The previous run verified the established levels of earnings that the company wants to maintain for the remainder of the quarter. The table below provides an example of the values you enter to set up a balance exception to find out if gross earnings exceed the gross earnings of the previous period by more than 10 percent:

Field	Values
Balance Exception Name	Gross Earnings
Comparison Type	Previous period
Comparison Value	1
Balance Name	Gross Earnings
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1

Field	Values

Comparison Types and Variance Operators for Balance Exceptions: Explained

Use balance exception reports to identify potential overpayments or underpayments. Comparison types define the period that is used to determine whether an exception has occurred. Variance operators enable you to specify the precise range of variance that you want to report on.

Comparison Types

When you're creating balance exceptions, you must select a comparison type. For example, if you select Average in months as the comparison type and enter 3 in the Comparison Value field, the current month is compared to the average of the previous three months.

Some comparison values are preset and you can't change them:

- Current month, Current period, Current quarter, and Current year always have a comparison value of 0.

- Previous period and Previous month have a comparison value of 1.

This table lists each comparison type that you can select and explains how it operates as a basis of comparison.

Comparison Type	How it Operates as a Basis of Comparison
Average in months	Compares the current month to date with the average of previous months to date. Only available if you have the balance dimensions ASG_MONTH or _PER_MONTH.
Current month	Compares values to the total for the current month to date. Doesn't use any previous month as a basis for comparison.
Current period	Compares values to the total for the current period to date. Doesn't use any previous period as a basis for comparison.
Current quarter	Compares values to the total for the current quarter to date. Doesn't use any previous period as a basis for comparison.
Current year	Compares values to the total for the current year to date. Doesn't use any previous period as a basis for comparison.
Previous month	Uses the previous month as a basis of comparison.
Previous period	Uses the previous period as a basis of comparison.

Variance Operators

The table that follows describes the variance operators that you can use for your balance exception reports.

The Results column indicates the effect of selecting each variance operator assuming that the following sample data is used:

- Comparison type is previous month

- Balance name is monthly car allowance

- Dimension name is relationship previous month to date

- Previous month amount is 500

- Variance value is 100

Variance Operator	Balance Exception Report Output	Results (based on sample data)
Variance, plus or minus	All relationships that either exceed or are less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value less than 400 and greater than 600.
Less than	All relationships that are less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of less than 400.
Less than or equal	All relationships with a current value either equal to or less than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of 400 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value.	Returns all relationships with a current value equal to 400 or 600.
Greater than	All relationships that are greater than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of more than 600.
Greater than or equal	All relationships with a current value either equal to or greater than the previous month amount by the amount or percentage stated in the variance value.	Returns all relationships with a value of 600 or more.

Note: You can write a fast formula using the Balance Exception formula type to return a variance value that you can use for identifying exceptions for a balance. To use this feature, select the **Formula** variance type on the Create Balance Exception page and then select the formula that you created from the Formula ID field.

Creating a Balance Exception Report: Worked Example

This example demonstrates how to create and run a balance exception report. The report compares the total payments you made to your employee population for the current payroll period with the payments you made in the previous period.

Before you create your report, you may want to determine the following:

Decisions to Consider	In This Example
Which balance holds the values to compare?	Net Payment
What period of time should the balances be compared to?	Previous period
How many periods do you want to compare the balances to?	1

Creating a balance exception report involves creating a balance exception, creating the report, and then running the report.

Creating a Balance Exception

To derive net pay amounts for the previous period:

1. Open the Payroll Calculation work area, and then click **Manage Balance Exceptions**.
2. Click **Create**.
3. Select the InFusion US legislative data group and click **OK**.
4. Complete the fields as shown in this table:

Field	Value
Balance Exception Name	Compare Net Payment Amounts to the Previous Period
Comparison Type	Previous period
Comparison Value	1
	For comparison types that begin with Previous, the application enters 1 as the default value and makes it read only.
Balance Name	Net Payment
Dimension Name	Relationship Period to Date
Variance Type	Percent
Variance Operator	Greater than
Variance Value	10
Severity Level	1

5. Click **Submit**.

Creating a Balance Exception Report

1. In the Tasks pane, click **Manage Balance Exceptions and Reports**.
2. Click **Create**.
3. Select the InFusion US legislative data group and click **OK**.
4. Complete the fields as shown in this table:

ORACLE®

Field	Value
Exception Report Name	Compare Net Payment Amounts to the Previous Period
Consolidation Group	InFusion US Weekly
Payroll	InFusion US Weekly Payroll

5. Click **Add**.
6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.
7. Click **Submit**.

Running the Balance Exception Report

1. In the Tasks pane, click **Submit a Process or Report**.
2. Select the **InFusion US** legislative data group.
3. Select the **Run Balance Exception Report** flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

Field	Value
Payroll Flow	InFusion Weekly Balance Report
Process End Date	9/7/12
Balance Exception Report	Compare Net Payment Amounts to the Previous Period
Payroll	InFusion US Weekly

5. Click **Next**.

   When you enter information on the Submit a Process or Report - Flow Interaction page, select Current Flow as the payroll flow and Run Balance Exception Report as the task to ensure the report uses the payroll balances results for the current payroll flow.
6. Click **Next**.
7. Click **Submit**.
8. Click **OK and View Checklist**.
9. In the task list click **Go to Task** for the Run Balance Exception Report.
10. Click the **View Results** link associated with the process number for the report.
11. When the View results page opens, click the report link. The output is in PDF format.

Deduction Report

Run the Deduction Report To view and validate the deduction amounts processed every pay period. The report lists payroll deduction details, such as the actual deductions and the amounts not taken or put into arrears.

You can run this report from the Payroll Calculation and Checklist work areas.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll or QuickPay runs to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll or QuickPay runs to include in the report.

Deduction Category

Use this field to include values for a specific balance category of deduction type. Leave this field blank to include deduction balances for all the balance categories.

Deductions

Use this field to run this report for a specific deduction. Leave this field blank to run the report for all the deduction balances you define.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

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

Person

Use this field to verify deduction balances for a single person.

Report Results

The report provides details of payroll deductions processed for the specified period.

Report Fields

Report results include the following key fields:

Report Field	Description
Process Date	The report includes multiple payroll processes depending on the process date range you specify when you run the report.
Actual Deduction	Amount deducted from the person's pay for this deduction element.
Deduction Not Taken	Part or entire amount of the calculated or owed deduction that is not deducted from the person's pay.

ORACLE

Report Field	Description
Current Arrears	Part or entire amount of the calculated or owed deduction that is not deducted and is stored as arrears within the current period.
Total Arrears	The aggregated total of the arrears as of the process date.
Accrued Deductions	The aggregated total of the actual deductions as of the process date.
Total Owed	The total owed deduction amount as of the process date. For involuntary deductions such as a court order or a tax levy, this amount is initially entered on the employee's involuntary deduction card. In some cases, the deductions stop once the total owed amount is reached. In other cases, it's informational and the employer must wait for another order to stop the deductions.
Remaining Amount	Balance of the total owed, less the amount accrued for the deduction.

Reporting Payment and Nonpayment Balances: Explained

When you process a reversal or balance adjustment, you decide whether to include or exclude the balances from the payment. When you submit a report that includes the Balances Reported parameter, your selection determines which balances to display. Select Nonpayment Only or Payment Only options, or leave the parameter blank to display both payment and nonpayment balances. The Payroll Activity, Payroll Register, and Statutory Deduction Register include the Balances Reported parameter.

When you submit the report, you can optionally specify the Scope and Report YTD Summary parameters. These parameters determine how the balances are reported and whether you can select a value for the Balances Reported parameter, as shown on the following table.

Report Parameter	Parameter Value	Report Results
Scope	Summary	The total is displayed for the payment and nonpayment balances
Scope	Detail	Payment and nonpayment balance details are listed in the Include in Payment report section
Report YTD Summary	No or blank value	Balances are based on the value selected for the Balances Reported parameter
Report YTD Summary	Yes	Payment and nonpayment balance information is listed Balances reported parameter values are not available for selection

ORACLE®

Viewing YTD Balances in Reports: Explained

Several payroll reports include a parameter for viewing year-to-date balance values: Payroll Activity, Payroll Register, and Statutory Deduction Register reports. When you submit the reports, you specify a value for the Report YTD Summary parameter that controls which balances are included in the total, as shown in the following table.

Parameter Value	Report Displays
Yes	Year-to-date total from the last process run for a person for a person in a specific PSU and TRU within a specified date range
No	Each separate transaction included in the report displays the current total, and the year-to-date total is displayed for all the processes run for a person within the date range

Element Results Register

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

> 💡 **Tip:** To review balances generated by the payroll processes, submit the Payroll Balance Report.

To generate the report, submit the Run Element Results Register flow from the Payroll Calculation or Payroll Checklist work areas.

Totals by Element and Person

After you run the report, you can use the pivot table feature in Microsoft Excel to obtain totals by element and person. For example, to create a pivot table that displays these totals, complete the following steps:

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **PivotTable** from the Insert menu.
4. In the Create Pivot Table dialog, select **New Worksheet**. Click **OK**.
5. Click the following fields from the Pivot Table Field List: Person Name, Payroll Statutory Unit, Tax Reporting Unit, Payroll, Run Type, Element Name, and Value.
6. Drag the fields to the following areas:

Area	Fields
Report Filter	Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll
Column Labels	Element Name
Row Labels	Person Name
Values	Sum of Value

Area	Fields

7. Refresh the page to display the populated columns and rows, and the summed totals.
8. Filter to view different results.

Related Topics

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

Gross-to-Net Report

Submit the Gross-to-Net Report to view summary or detail listings for the total results calculated in the payroll run. The report displays the balances for the payroll period in which the process date occurs. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis. Use the report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments.

You control which results to view by specifying a date range that includes the process dates of the payroll calculations. The results of the report depend on the number of payroll calculations completed for the payroll within the date range.

Submit the Gross-to-Net Report from the Payroll Checklist or Payroll Calculation work areas.

Example

The following example produces a report that combines results from two payroll periods.

1. You calculate the payroll for semimonthly payrolls. The process date of the first payroll run is offset to the second payroll period. The following table displays the balances for each payroll run.

Payroll Period	Process Date	Balance	Total
January 1 to 15	January 17	Standard Earnings	3200.00
		Employee Tax Deductions	1106.66
		Employer Liabilities	468.80
January 16 to 31	January 31	Standard Earnings	3200.00
		Employee Tax Deductions	1391.73
		Employer Liabilities	468.80

2. You submit the Gross-to-Net Report with a start date of January 16 and an end date of January 31.
3. Both process dates fall between the selected dates, so the report displays the combined results of both payrolls as shown in the following table.

Summary	Totals
Standard Earnings	6400.00

Summary	Totals
Total Gross Pay	6400.00
Employee Tax Deductions	2498.39
Total Deductions	2498.39
Total Net	3901.61
Employer Liabilities	937.60
Total Liabilities	937.60
Total Cost	7337.70

Dynamic Payroll Relationship Group support for Payroll Activity Report: Explained

You can use the dynamic payroll relationship group parameter functionality to run the Payroll Activity Report. Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. For example, use the Payroll Relationship Group formula type to restrict the payroll run to a specific employee group, based on assignment and person level attributes.

Use the Manage Fast Formulas task to first create a fast formula of the Payroll Relationship Group type. You can then create a formula with specific criteria to define this group. Use this payroll relationship group as a submission parameter when you run the Payroll Activity Report.

Related Topics

- Payroll Relationship Group Formula Type

FAQs for View Reports

Why don't I see the new delivery option when I redeliver the report?

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report. If you add a delivery option to the report's extract definition, you must submit a new report to view and select the additional delivery option.

7 Calculate Payment Distribution

Overview

Before distributing payroll payments, you use tasks to calculate the distribution of payments and verify the prepayment calculations. The following figure shows the flow of the calculate payment distribution tasks.
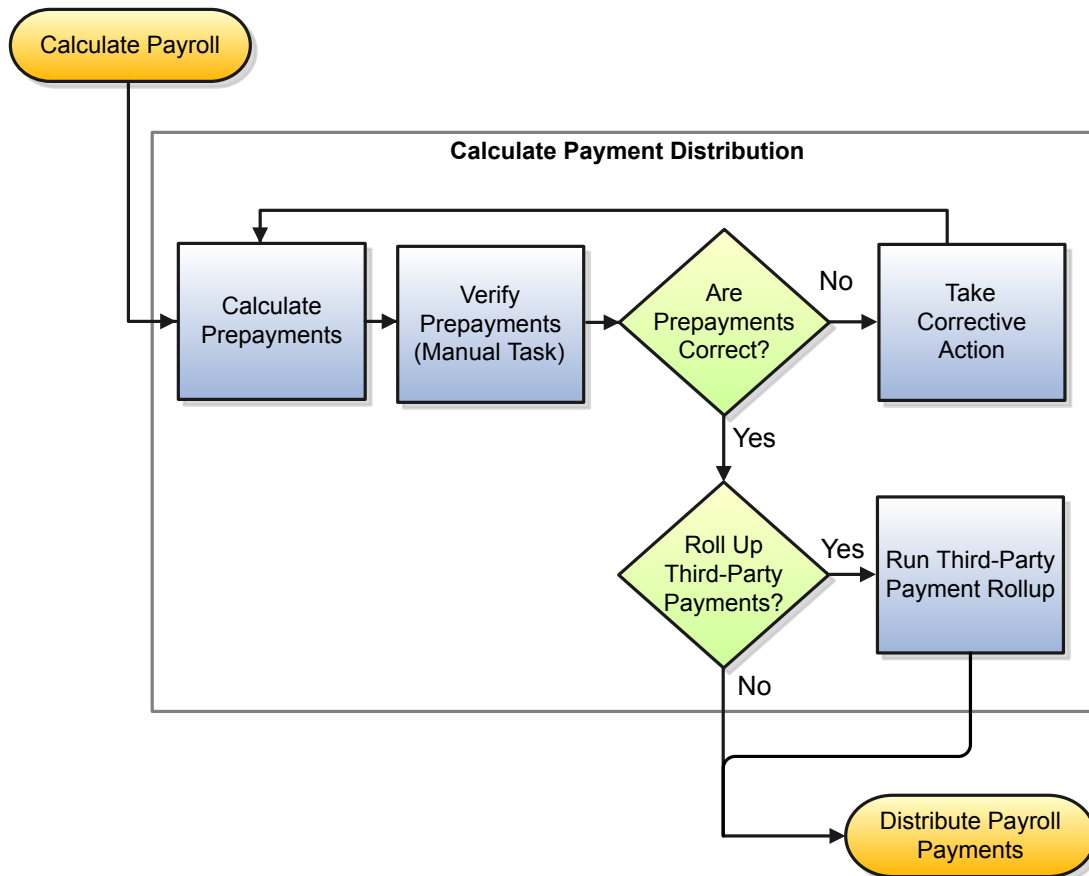
Calculating Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' payment methods. It uses the results of the payroll run to calculate the gross-to-net payment.

> 💡 **Tip:** The Calculate Prepayment process locks the payroll run results, which prevents changes and ensures data integrity. To roll back run results, first roll back the Calculate Prepayments task.

The Calculate Prepayments task is an automatic task included in the payroll cycle flow, but you can also run it as a standalone process in the Payment Distribution work area. You specify the following submission parameters:

- Payroll name that determines the payroll relationships to calculate

- Process start date and process end date for the range of records to return

- Optional consolidation group name to limit the scope of the process

- Optional payment source name to override the default payment method

- Optional process configuration group name for processing rules, such as logging

Verifying Prepayments

Use the Verify Prepayments manual task to review and verify prepayment results before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, and payment and deduction amounts are accurate.

Taking Corrective Action

If you find problems, you can correct the underlying data and then do one of the following actions:

- Retry the Calculate Prepayments process if it didn't complete successfully.

- Roll back the prepayment results to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if there were no payments.

- Void the prepayments results to void the payment and then use the Make Payment action to reissue another payment.

Roll Up Third-Party Payments

Use the Run Third-Party Payment Rollup task to consolidate payments from individual contributions into a single payment for each third-party organization payee. Run this optional process after calculating and verifying prepayments.

Related Topics

- Distribute Payroll Payments: Overview

- Monitoring the Status of Flow Tasks: Explained

Verifying and Troubleshooting Payments: Explained

Review the results of each payroll process before continuing with the next one to minimize the effort involved in correcting any problems. In particular, be sure to check payroll run results and prepayment results before generating payments.

Review payment information in this sequence:

1. Verify payroll run results and review payroll validation reports before calculating prepayments.
2. Verify prepayment results before generating payments.

3. Verify payment results and review available reports, and take corrective action as needed.

Verifying Payroll Run Results

Follow these steps:

1. Use the following payroll reports to verify run results:

- o Gross-to-Net Report
- o Balance Exception Report
- o Element Result Register
- o Payroll Balance Report
- o Payroll Activity Report
- o Any additional country-specific or custom reports

2. Use the View Person Process Results page for the Payroll Calculation process to verify the information listed in the following table:

Information to Verify	Approach
Balances, including gross pay, deductions, and net payment	Use the Gross to Net tab of the Statement of Earnings.
Accruals	Use the Paid Time Off tab of the Statement of Earnings.
Deduction details	Use the Deduction Card tab of the Statement of Earnings.
Costing results	Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.
Balance results	Review balance results to confirm that the payroll run completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.
Run results	Review run results for all elements processed.
Messages	View messages generated by payroll processes, if any.

3. If you find errors that you can correct, correct the underlying data and use the Retry and Mark for Retry task actions.

4. If you find an error in a person's record that requires additional information or research before you can correct it:

- o Roll back the record to remove the person from the payroll run.
- o Continue processing the main payroll.
- o Correct the problem and process the person's payroll in a QuickPay run.

5. If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all the necessary corrections.

Verifying Prepayments

If you run the Calculate Prepayments task as a standalone process, review the results on the View Payroll Process Results page.

If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

Verifying and Troubleshooting Payments

Use the resources in the following table.

Resource	Description
Payment Results section of the View Person Process Results page	Check that the payment results match the prepayment results that you reviewed earlier.
Payroll Register	Verify total payment amounts per balance category and compare payment values to previous periods.
Payment Register summary	Verify the total amounts paid by payment category, type, status, and method.
Payment Register detail	Validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.
Log file	Review the log file to obtain detailed information about the results of the submitted process.

If you discover an error after generating payments, you can't simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem, as shown in the following table.

Scenario	Corrective Action
The check is correct, but was lost, stolen, or destroyed.	Do one of the following: • Void the original payment and reissue using the normal payment process. • Void the original payment and make an external payment to replace it.

Related Topics

- Corrective Actions for Payments: Critical Choices

- Correcting Payments: Examples

- Payment Distribution Reports: Overview

- How can I access a log file for a payroll flow, extract, or report?

- Viewing a Statement of Earnings

ORACLE

FAQs for Calculate Payment Distribution

What's the difference between rolling back and reversing a payment action?

The Roll Back action deletes the process and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.

The Reverse action reverses the payroll calculation, generates a negative run result to offset the original run result, and leaves an audit trail. For example, you might reverse the calculation for a payment that you made in error and didn't issue.

Related Topics

- Corrective Actions for Payments: Critical Choices

**ORACLE®**

8 **Distribute Payroll Payments**

Overview

The Distribute Payroll Payments activity comprises several tasks from making payments through archiving the results and running reports. You typically make payroll payments as part of the payroll cycle flow or a QuickPay flow, or by submitting a standalone process using the Submit a Process or Report task.

Sequence of Tasks

This figure shows the sequence of payment distribution tasks for a typical payroll cycle with the exception of the Make External Payments process. You submit this process as part of the QuickPay flow or as a standalone process in the Payment Distribution work area.

You can view the results of these tasks on the View Person Process Results page.
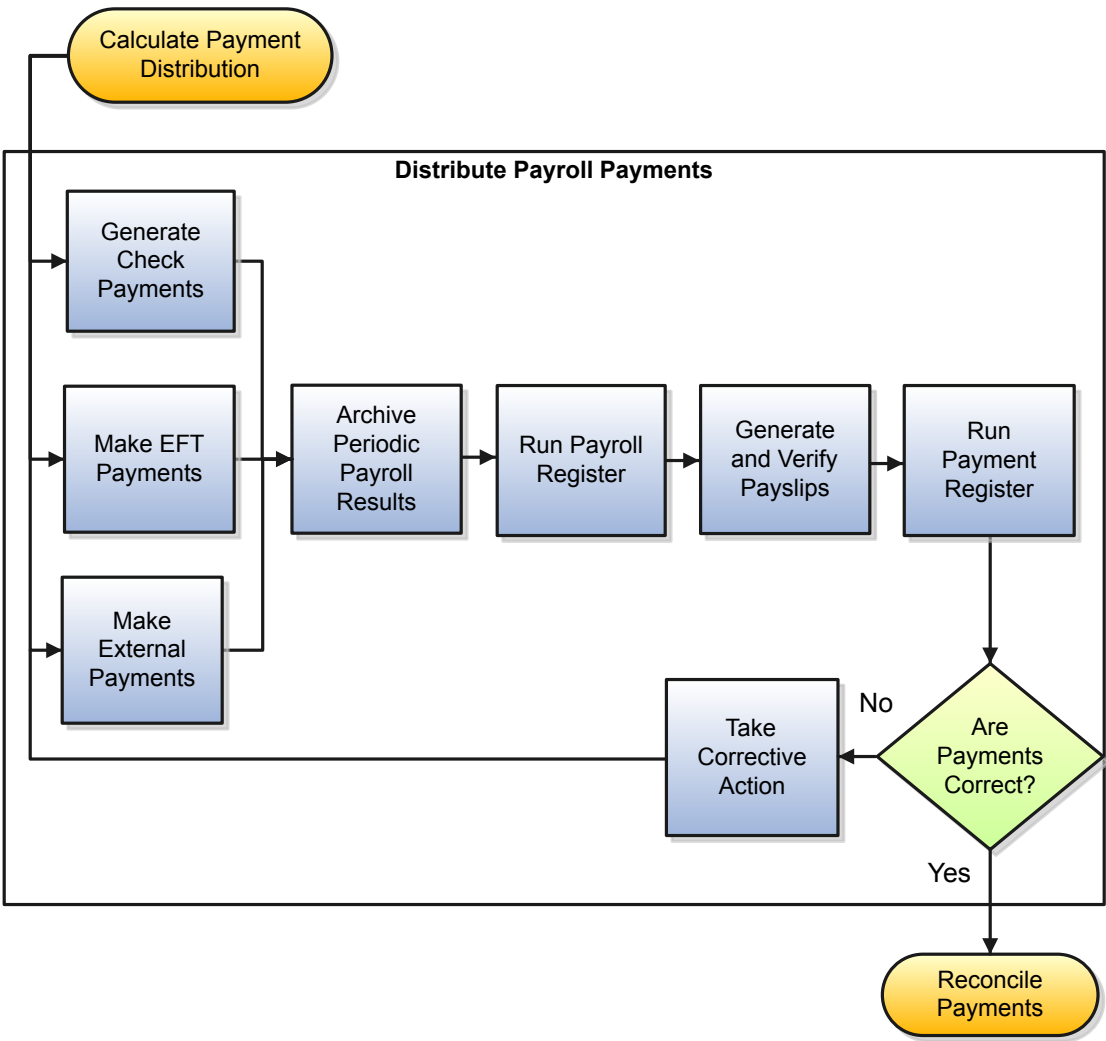
Your flow may include additional or fewer tasks, but you must archive payroll run results before running the following tasks:

- Run Payroll Register
- Generate Check Payments, unless this process in your legislative data group doesn't use archived payroll data

Overview of the Payment Distribution Tasks

The following table describes the payment distribution tasks.

Task	Description
Generate Check Payments	Generates check payments for all payees including third-party payees, using a predefined format.

ORACLE®

Task	Description
Make EFT Payments	Generates electronic funds transfer (EFT) payments for all payees with a payment method of EFT.
Make External Payments	Addresses special situations where you don't want to use the normal payment process. Examples include: • Replace a lost check that you voided • Create a final payroll check for a terminated employee • Pay using a different payment type or payment source than specified in the normal payment process
Archive Periodic Payroll Results	Makes the data available for reports, such as the payroll register and payslips.
Run Payroll Register	Verifies and provides an audit trail of a payroll run including hours, earnings, and deductions by PSU and TRU. In detail mode, shows the complete details for each employee.
Generate and Verify Payslips	Generates a payslip for all paid payments matching your criteria except: • Voided payments • Reversed payroll calculations • Data not archived • Previously generated payslips
Run Payment Register	Verifies and provides an audit trail of payments generated by all payment processes, including total amounts paid by payment category, type, status, and method. In detail mode, shows payments for each employee.

Related Topics

• Verifying and Troubleshooting Payments: Explained

• Calculate Payment Distribution: Overview

Viewing and Editing Archive Results: Explained

Because payslips and the payroll register use archived data, it is critical that the archive process completes successfully and that it includes all the information it should. You can view the results of the Archive Periodic Payroll Results process on the View Person Process Results page. You can also edit archived data, if your user privileges and the restrictions in place for your system enable it.

Viewing the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

The data archived by this process may vary depending on your legislation and your organization's reporting requirements. Archive payroll data typically comprise four types of information:

• HR data, such as employee and employer address details, accruals, and assignment details

- Element information, such as earnings and deductions
- Balance sets
- Messages

Archive results include prepayment information used to generate payslips. Prepayment information for external payments is also included in the archive. To view results:

1. Review the archive results to determine if there are any errors or if there are unprocessed assignments or records that are missing from the archive.
2. If errors exist, review the employee's HR or payroll data to determine what caused the errors or prevented the employee from being included.
3. After correcting the errors, roll back the affected processes and then rerun them.

Editing the Archive Results

By default, the extract definition for the payroll archive doesn't allow editing of the output. However, if your environment and your security privileges enable this task, you can use the Edit button in the Archive Results section of the View Person Process Results page. The application stores any changes to the archived results in the archive table, which the payroll register and payment processes then use.

✎ **Note:** Updates made to the archive results will no longer match the original generated from the original archive. For this reason, avoid manually updating the archive unless necessary.

Viewing Payments: Points to Consider

View payments to verify payee and amount information and to determine the payment status. You have a choice of different ways to locate and view payments, based on the work area and the type of payment information you want to see.

Work Area

This table contrasts the advantages of viewing payment information from the Payroll Checklist or the Payment Distribution work area.

Payroll Phase	Work Area Starting Point	Available Tasks
Working on the current payroll or QuickPay run	Payroll Checklist	On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses.
		Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back.
		For a completed process, view the output of the process or navigate to the View Person Process Results page to view individual payment results and take corrective action.
Working on tasks for different payroll periods or payroll runs	Payment Distribution	Use the Payments search in the regional area to query payments by payment method,

Payroll Phase	Work Area Starting Point	Available Tasks
		payee, or legislative data group. You can view payment details, but you can't select actions from the Payments search results.
		Use the Overview page to search for a payment process flow. Navigate to the Payroll Flow Processes and Reports tab and from there to the View Person Process Results page.
		You can also use the View Payroll Process Results and View Person Process Results tasks to navigate to the payment results and take corrective action.

Type of Payment Information

Decide which type of payment information you want to view as shown in the following table.

Method	Process Results	Person Results
User Interface	Query the payroll flow from the Overview page of the Payroll Checklist and go to the task you want to view.	Use the Payment search in the regional area of the Payment Distribution work area or select the View Person Process Results task in the Tasks pane.
Report	Use the Payroll Register to view summary-level payment information for a payroll run.	Use the Payroll Register to view detailed, person-level payment information

Generating Check Payments and Check Numbers: Points to Consider

The Generation Check Payments process generates check payments in a predefined format for all payees who have a check payment method and a net pay greater than zero. The format of printed checks and the information printed on the checks and check stubs vary based on your organization's requirements. When you submit the check payment process, you must enter the starting check number, and optionally, an ending check number. This topic explains now the check numbers work when generating check payments.

Starting Check Numbers

Before you begin printing checks, ensure that the starting check number in the system matches the printed check.

Ending Check Numbers

Enter the ending check number to put a break in the print job to ensure you synchronize the numbers entered as submission parameters with the numbers printed on the checks. When printing separate batches of consecutively numbered checks consider your ending check numbers. For example, you have one box of checks numbered 4500 through 4999 and another

box numbered 7000 through 7999. If you don't enter the last check number in the range and print more than 500 checks, the payment process will record incorrect check numbers for checks from the second box. To ensure the process stops when the printer runs out of a batch of checks, enter the ending check number when submitting the process.

Corrective Actions for Payments: Critical Choices

Several types of corrective actions are available for payroll payments, depending on the cause of the error and status of the process.

- Voiding payments
- Reversing payroll calculations
- Using the standard payroll flow task actions: Roll Back, Mark for Retry, and Retry

Voiding Payments

You can only void a payment that has a status of Paid or Reconciled. Voiding a payment doesn't reverse or delete any payment calculation information; it simply updates the status of the payment record to Void.

Examples of when to void a payment:

- A check payment that was lost, stolen, or destroyed.

  💡 **Tip:** Contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

- An electronic funds transfer (EFT) payment sent to a bank account that's now closed.

To void and reissue a payment:

1. Submit the **Void Payment** process in the Payment Distribution work area or select the **Void Payment** action from the View Person Process Results page for the payment.
2. Reissue the payment in the next payment run.
   Once you have voided a payment, the application reissues it automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment.

Reversing Payroll Calculations

You can reverse a payroll calculation after generating a payment, such as a check issued to the wrong person. This differs from the Roll Back action, which you can only perform if payment wasn't issued. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. Reversal doesn't affect the payment itself, only the payroll run results and costing results.

✏️ **Note:** Use the Roll Back action only when you didn't issue the payment.

To reverse a payment for:

- The same payroll period, generate the payment, and then reverse it.
  If you reverse the calculation after running prepayments, but before the payment process, the process will still issue payment.

- A previous payroll period, reverse the payment before or after processing the payroll for the current period.

You can reverse the payroll run results and costing results by doing one of the following:

- Select the **Reversal** action from the View Person Process Results page. Use this to reverse an individual calculation.
- Submit the **Reverse Payroll Calculation** process in the Payroll Calculation work area to reverse a set of payroll calculations based on the parameters you select.

When you submit a reversal, you can control whether the next prepayments process, which covers the date of the reversal, includes the negative net pay value, as shown in the following table.

Scenario	You Reverse	Negative Net Pay Option Selected	Result
On April 30 you incorrectly pay a temporary worker for the hours of another employee. The temporary worker agrees to have the overpayment deducted from the next pay check.	Temporary worker's payment in the May payroll run	Include in Pay	Next prepayments run that includes the reversal date reduces the temporary worker's payment
An employee terminates on April 30, but the information isn't communicated to the payroll department. The employee contacts the payroll department, informs the payroll manager of the overpayment, and returns the check.	Employee's April payroll run using the same process date for the reversal as you did for the payroll run	Exclude from Pay	Next prepayments run that includes the reversal date doesn't reduce the employee's payment.

Some reports, such as the Payroll Activity and Payroll Register reports, include a submission parameter for Balances Reported. This parameter determines whether the report lists payment and nonpayment balances for reversals and balance adjustments. For example, you might process a reversal and include the negative net payment in the next prepayments process. You submit the Payroll Register report and select the option to list payment balances only. You then use this report to review payroll results and compare balances with other reports you've run.

Using the Standard Actions: Roll Back, Mark for Retry, and Retry

If an error prevents successful completion of the payroll calculation or payment generation process, correct the underlying data. Use the standard payroll actions, Mark for Retry and Retry, to retry the process with the corrected data. The availability of these actions depends on the status of the process.

> ✏ **Note:** For some tasks that generate files, such as reports, checks, and EFT payments, you can retry or roll back the entire task but not individual results.

If a process completes successfully, but the results are incorrect, use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action. Once the process issues a payment, you can't roll it back.

Related Topics

- Marking for Retry, Retrying, and Rolling Back Payroll Results: Critical Choices

ORACLE®

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

- Reporting Payment and Nonpayment Balances: Explained

Correcting Payments: Examples

These examples illustrate scenarios that require corrective actions for payments and the correct actions to take in each scenario.

Employee's Check is Lost

Scenario:

An employee's check is lost, stolen, or destroyed.

Corrective Action:

1. Submit the **Void Payment** process in the Payment Distribution work area or select the **Void Payment** action from the View Person Process Results page.
2. Reissue payment in one of the following ways:

   o Make an external payment.

      This process prevents the check from being included in the next payments run. You can record the check number for the replacement check and the reason why you are making the payment externally.
   o Allow the normal payment process to issue the payment.

      The Void status includes it automatically in the payments process for the date of the voided payment, unless you prevent its reissue. The replacement check retains the original payment date.
3. Contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

Checks Require Reprinting Due to a Printer Problem

Scenario:

Your printer jams while printing a batch of checks. The printer destroys one check and generates a blank check, which causes a mismatch between the check number displayed on the person's record and the number on the printed check.

Corrective Action:

1. Because you didn't reissue the checks, you can roll back the batch check payment process and then rerun the checks.
2. If the printing problem results in missing check numbers, void the checks to create an audit trail.
3. Adjust your starting and ending check numbers as needed when you resubmit the payment process.

> **✎ Note:** As a best practice, roll back all the check payments to create a range of check numbers for printing. Printing individual checks means the check numbers are not continuous, which can create problems when printing on preprinted stationery.

Employee Requests to be Paid in a Different Currency

Scenario:

An employee works and pays taxes in the UK, but wants to receive payments to a bank account in her home country of China. You set up payment methods so that the payment process converts the net pay amount from sterling to yuan.

Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency
2. Define a personal payment method for the Chinese bank account.
3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.
4. Make an EFT payment to the Chinese bank account.

EFT Payment is Made to a Closed Bank Account

Scenario:

An employee changes banks without notifying the payroll department, and the payment process sends an EFT payment to a closed account.

Corrective Action:

Void the EFT payment. Once voided, you can either process the payment in the next payroll run or make an external payment.

Payroll Check Expires Before It's Cashed

Scenario:

Your payroll checks expire after 90 days, and you receive a notification that an employee never cashed a check that you issued four months ago.

Corrective Action:

Void the original check. Run the Generate Check Payments process and set the new payment date in the Override Payment Date parameter.

Related Topics

- Verifying and Troubleshooting Payments: Explained

- Submitting a QuickPay Flow to Correct a Payroll Calculation Error: Worked Example

- When to Run QuickPay: Examples

View Reports

Payment Distribution Reports: Overview

The reports you run from the Payment Distribution work area help you verify payment calculations and payment distributions.

Report	Purpose	When to Run	Example of Usage
Payroll Register	Verification, validation, and audit of payroll calculations	After calculating payroll and archiving periodic payroll results	Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee for payroll balancing and reconciliation purposes and to compare the payment values to previous periods. The report lists the current and year-to-date hours worked for each person included in the report.
Payment Register	Verification and audit of payment distributions	After calculating prepayments, running the payment process, and generating payslips	Use the summary report to verify the total amounts paid by payment category, type, status, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information. Optionally, filter this report by location when reconciling payments. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.
Payslips	Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals	After generating payments and archiving periodic payroll results	Generate payslips for all employees as a record of payments made. Payroll managers and administrators can view payslips from the Person Management

Report	Purpose	When to Run	Example of Usage
			work area. Employees can view or print their payslips from the Portrait page.
Third-Party Payment Register	Provides details of all payments made to a third-party person or organization, including involuntary and voluntary deductions.	After generating payments	Use the summary report to view a list of payments by payroll statutory unit.

Use the detail report to view the breakdown and roll-up of payments. |

After submitting a report that uses archived data, you can submit the Redeliver Output process from the Payroll Checklist work area to regenerate the report. If the report supports additional delivery types, you can optionally change delivery options.

Related Topics

- Verifying and Troubleshooting Payments: Explained

- Reporting Payment and Nonpayment Balances: Explained

Third-Party Payment Register

Generate the third-party payment register to view the summary or the detail listing of all third-party payments. You must run the report after calculating and verifying prepayments and generating the payments.

To generate the third-party payment register, use the Run Third-Party Payment Register task from the Payroll Checklist or Payroll Distribution work areas.

Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. You must predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

You control the results of the report by specifying the scope of the report, as given below.

Scope Value	Report Results
Summary	Provides a list of payments by payee.
Detail	Provides details of employee and deduction information for third-party payments.

Report Results

The results of the report depend on the scope value you select while running the report, as given below.

ORACLE®

Summary

The Summary report displays the list of payments made to each payee by the payment source, payment status and payment category. The report does not show payroll statutory unit (PSU), tax reporting unit (TRU), and employee and deduction information. These details are not shown because the rollup payments include employees across PSUs and TRUs.

Detail

The Detail report has a multiple-tier layout as described below:

- Displays payment details of individual and rollup payments made for each payee. Within each payee report, the payments are further segregated into:
  - Employee deduction information for individual payments including single deductions and multiple deductions
  - Employee deduction information for rollup payments
  - Displays consolidated totals of each multiple deduction payment and rollup payment

The report displays deduction reference details for involuntary deductions that are stored on the calculation card. However, the report displays the element name of voluntary deductions and displays a blank deduction reference if the details are not available.

Both the report formats have a page break after every payee so that you can provide the payment details separately to each payee.

Support for Spreadsheet Tabular Layout

You can create your own template for a tabular output of data in the Excel file format for both the summary and detail reports.

Related Topics

- Third-Party Rollup Payments: Explained

- Calculate Payment Distribution: Overview

- Generating Payroll Reports in Excel Format: Procedure

Payment Statuses: Explained

Payroll managers use the Payment Register to verify the total amounts paid by payment category, type, method, and status.

The following table shows the payment statuses that you might see on the Payment Register. Payment statuses are configurable values in the PAY_STATUS lookup.

Lookup Code	Value	Description
C	Canceled and cannot be reissued	The payment was marked as Void, the prepayment process was rolled back, and the calculation of the payroll run results reversed.
MR	Paid externally	The payment was processed, but generated externally. Examples include a hand-written check for a terminated employee.

ORACLE®

Lookup Code	Value	Description
P	Paid	The payment was processed and issued without error.
U	Unpaid	The payment was processed, but was incomplete or errors occurred during payment.
V	Void	The payment was marked as Void but is eligible for reissue. Examples include replacing a lost payroll check.

FAQs for Distribute Payroll Payments

When should I archive payroll data?

You must archive payroll results before you submit processes that use archived data, such as Run Payroll Register, Generate Payslips, and for some legislative data groups, Generate Check Payments. Your payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payroll processes, you can archive the results using the Archive Periodic Payroll Results task in the Payment Distribution work area.

Can I roll back a payment after generating it?

No, you can't roll back the payment process after you generate a payment. If the original check payment is correct but lost or destroyed, you can void and reissue it. An exception would be if something had damaged all of the checks in a payment run. In this case, because the application generated but didn't issue payments, you could roll back and rerun the entire payment process.

How do I generate payments to third-party payees?

You can run the check or EFT payment process as part of the payroll cycle flow or as a standalone process from the Payment Distribution work area. The payment process generates third-party payments for all deduction elements included in the process using the flow submission parameters you specify. Payment methods for all third-party payees must already exist.

ORACLE®

9 **Calculate Cost Distributions**

Overview

The Calculate Payroll process automatically calculates the costs for the payroll run. Submit separate processes to calculate the cost distributions for retroactive costs, payments, cost adjustments, balance adjustments, and partial period accruals throughout the payroll cycle. You can submit these processes from the Accounting Distribution work area.

Calculate Retroactive Costing

Calculate retroactive costing after you update the original costing setup information. For example, you might correct invalid account numbers charged to a suspense account. Typically, you submit the process when it's not possible or convenient to roll back and recalculate the costing.

The Calculate Retroactive Costing process:

1. Compares the recalculated costs to the original results.
2. Negates original entries that have changed.
3. Creates new entries for the current payroll process.

Calculate Costing of Payments

Cost payments after calculating or distributing your payments, or after reconciling payments against a bank statement.

The process:

- Allocates costs to the accounts you set up for each payment source

- Calculates costs for all payments, including voided, canceled, external, unreconciled, and reconciled payments

Adjust Cost for a Person

Manually adjust the amount or percentage of a cost result allocated to one or more accounts. The adjustment creates an offset for the original costing entry.

Cost adjustments are corrective actions that apply only to the costing result for the payroll run, and in reports and calculations based on the payroll run. To use the adjusted information in subsequent payroll runs, update the account information on the costing setup pages.

Costing of Balance Adjustment

Calculate the costing of balance adjustments after you complete the balance adjustment or later in the accounting cycle.

Costing balance adjustments ensures that later processes or reports use the correct costing. You select an option to cost a balance adjustment when you process the adjustment on the Adjust Individual Balances page of the Payroll Calculation work area. After you complete the adjustment, you submit the Costing of Balance Adjustment process to cost the adjustment.

Calculate Partial Period Accruals

Submit the Calculate Partial Period Accruals process to use the costs from a previous payroll period as the basis for the estimates of the current accounting period. Use this process for the following scenarios

- Your payroll period overlaps two accounting periods.
- You require an estimate of costing results to close an accounting period.

When you transfer the costs to Oracle Fusion Subledger Accounting, the transfer process creates Partial Period Accrual and Partial Period Accrual Reversal transactions. When you calculate the actual costs for the full payroll period, the actual cost results offset the partial period accrual calculations.

Cost Run Results

Payroll Processes That Generate Costing Results: Explained

Different payroll processes create costing results during the payroll cycle. The following table lists and describes the payroll processes that generate costing entries.

Process	Action
Adjust Cost for a Person	Reallocates the amount or percentage of the cost results. Creates an offset entry for the original costing entry.
Calculate Costing of Payments	Calculates costing for prepayments, QuickPay prepayments, and external payments, void, canceled, unreconciled, and reconciled payments. .
Calculate Partial Period Accruals	Calculates accrual entries for a partial payroll period by • Prorating the costing results based on the previous results of a full period • Using the date of the Partial Period Accruals process as the accounting date The process also creates reversal entries using the payroll period end date as the accounting date.
Calculate Payroll	Calculates payroll run results for payroll relationships and then costs these results.
Calculate QuickPay	Calculates costing for the payroll run results for a single payroll relationship.
Calculate Retroactive Costing	Recalculates costing based upon retroactive changes to costing setups. Compares the recalculated and original entries, and where different, offsets the original entries and creates new ones. The effective date of this process is the accounting date used when transferring results to general ledger.

Process	Action
Costing of Balance Adjustment	Calculates costing for the payroll run results of the Adjust Individual Balances process.
Create Draft Accounting	Creates journal entries that you can review and correct before transferring them to Oracle Fusion General Ledger.
Create Final Accounting	Creates final journal entries that Subledger Accounting transfers and posts to General Ledger.
Recalculate Payroll for Retroactive Changes	Calculates costing for retroactive changes that were excluded from the original payroll run, and records the difference found between the original entry and the retroactive result.
Reverse Payroll Calculation	Negates the costing results generated by the Calculate Payroll process by creating costing entries that offset the original entries. Uses the effective date of the reversal process as the accounting date to avoid creating entries for a closed accounting period. Creates an audit trail.
Transfer to Subledger Accounting	Creates Subledger Accounting events for cost transactions processed for each payroll relationship.

Payroll Cost Results: How They're Calculated

Payroll processes create costing and offset results for the payroll run and payments you process. For example, when calculating the payroll, the application typically costs a value in a salary run result as a debit to an expense account, and offsets the same amount as a credit to a payroll liability account.

How the Account Number is Calculated

The application builds the account number based on the cost allocation key flexfield structure and the information you enter by using the costing setup tasks in the Accounting Distribution or Setup and Maintenance work areas. The following table shows the different steps performed by the application to calculate costs based on the type of account.

Account	Cost Calculation Steps
Cost	1. Calculates costs for the input values specified on the element eligibility record. 2. Builds each segment by checking for: ○ Costed and Distributed costing types at each level of the cost hierarchy ○ Fixed Costed costing types at the payroll, element, and element eligibility levels 3. Calculates the cost for each account, if you allocated percentages of the cost to different accounts. Places any unallocated amount in a default account. Places invalid results in a suspense account. If a segment has a blank value, the cost account result depends on whether the segment of the cost allocation key flexfield is required or optional and whether a suspense account is defined. ○ Optional, regardless of whether a suspense account is defined, costing result displays a null segment ○ Required, and suspense account is defined, costing result is placed in suspense account ○ Required, and suspense account isn't defined, costing result errors. 4. Adds cost results for a distributed element to the elements included in the distribution group, based on the ratio each element contributes to the total amount for the distribution group.

Account	Cost Calculation Steps
	5. Creates a debit or credit result based on the element classification settings.
Priority	• Calculates the cost using the account number specified for the priority account on the element eligibility record. • If you allocated only a percentage of the cost, calculates the cost account number for the remaining percentage.
Offset	• Calculates the offset using the segments specified for the offset account on the element eligibility record. • For blank segments, uses the account number derived for the equivalent segment of the cost account for the same element eligibility record.
Payroll Liability, Cash Clearing, Cash	Calculates the account number using the segments specified for the payment source on the Manage Payment Source page.

Related Topics

- Costing of Elements: Critical Choices

Viewing Payroll Costing Results: Points to Consider

View costing results as a starting point for resolving problems to respond to queries from managers or the financial department. You have a choice of different ways to locate and view costing results based on the work area and which type of costing result you want to view.

Actions to Display Costing Results Based on Work Area

The following table describes how to display costing results based on your starting point.

Payroll Work Area	Action	Page Displayed
All	Do one of the following actions: • Click the View Person Process task in the task pane. • Click the link for the costing process on the Processes and Reports tab of the payroll flow.	View Person Process Results
Payment Distribution	Click the Results link on the graphs of the Summary page of the payroll flow.	View Person Process Results
Payroll Checklist and Payroll Calculation	Click the Results link on the graphs of the Summary page of the payroll flow.	Person Process Results
Accounting Distribution	Click the Search: Person Costing Distribution panel tab below the Tasks panel tab. In the search dialog, enter process start and end dates.	Person Process Results

Report That Displays Costing Results

Submit the Payroll Costing Report to verify costing results to review results, or before transferring results to general ledger.

View summarized or detailed results. Specify a costing process or view the results for all costing over a specified period. The following table contrasts the results you can view. Both reports include statutory information, such as the payroll statutory unit, and dates, such as the period start and end dates.

Scope of Report	Description
Summary	Shows the account numbers and net credit and debit amounts.
Detailed	Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.

Distributed Costing: How It's Calculated

Many enterprises distribute the costs for employer taxes, charges, and liabilities over earnings elements. For example, you might distribute an overhead expense, such as an employer liability over a group of elements that include regular, overtime, and shift pay.

How Distributed Payroll Costs Are Calculated

The following steps explain how the payroll run calculates the cost distribution.

1. The process adds the cost for the distributed element to elements included in the distribution group. It distributes the costs based on the ratio each element contributes to the total amount for the distribution group.

   If an element in the distribution group produces no run results, the application distributes the results to the remaining members.

   > ✏️ **Note:** Costing at the **element entry level** for an element included in the distribution group uses the costing defined for it, not the costing defined for the distributed element.

2. The process builds each segment of the cost account by starting with the lowest level of the cost hierarchy. When it reaches the element eligibility level, the process applies the rules shown in the following table.

Costing Exists at Element Eligibility Level	Account Numbers Used
Yes	Numbers specified for the distributed element, in place of account numbers for the segments of the distribution group elements
No	Numbers derived for the segments of the distribution group elements

For example, suppose the only difference between the costing result for an overtime wage and distributed element is the natural account segment. The account number is 5130 for the overtime wage and for 5220 for the distributed element. The process adds the proportional cost of the distributed element to the overtime wage. It derives the natural account segment as shown in the following table.

Costing Exists at Element Eligibility Level	Account Numbers Used
Yes	The process costs the result to distributed element's natural account of 5220
No	The process retains the account number for the overtime wage of 5130

Related Topics

- What's the difference between allocating and distributing costs?

Calculating Distributed Costing: Example

This example illustrates how the cost for an element is distributed based upon earnings elements included in a distribution group.

Scenario

In this example, the total gross pay is 30,000 USD. You distribute the cost of an income tax over the earnings elements in a distribution group.

Distributing Tax Over Earnings

You create a distribution group that includes all your earnings elements and add an eligibility record with distributed costing to the income tax element.

Analysis

You run the payroll calculation process. The costing calculation:

- Totals the results of all elements within the distribution group

- Calculates the percentage that each costed run result represents of the total for the group

- Distributes the cost of the income tax proportionally

  The process uses the ratio when generating the final costing results complete segments not specified on the element eligibility costing.

You then review the distributed results.

Cost Distribution

This table shows the costing results calculated for the distributed element.

Element Name	Distributed element	Input Value	Distributed Input Value	Account	Debit (USD)	Credit (USD)
Regular Wages		Earnings Calculated		4310. 1010. 1010. 3710. 1010. 6530. 51200.100003.	20,000	

Element Name	Distributed element	Input Value	Distributed Input Value	Account	Debit (USD)	Credit (USD)
Regular Wages (Offset)		Earnings Calculated		4310. 1010. 1010. 3710. 1010. 6530. 51200.100004		20,000
Bonus		Earnings Calculated		4310. 1010. 1010. 3710. 1010. 6530. 51200.100001	10,000	
Bonus (Offset)		Earnings Calculated		4310. 1010. 1010. 3710. 1010. 6530. 51200.100002		10,000
Income Tax	Income Tax	Tax Calculated	Tax Calculated	4310. 1010. 1010. 3710. 1010. 6530. 51200.100007	8,517	
Regular Wages	Income Tax	Earnings Calculated	Tax Calculated	4310. 1010. 1010. 3710. 1010. 6530. 51200.100003		5,678
Bonus	Income Tax	Earnings Calculated	Tax Calculated	4310. 1010. 1010. 3710. 1010. 6530. 51200.100001		2,839

Setting Up Distributed Costing: Procedure

This topic explains how to distribute the costs for employer taxes, charges, and liabilities based upon earnings elements, such as wages, overtime, and shift pay.

Creating the Distribution Group

Create a distribution group that includes your earnings elements.

1. In the Payroll Calculation work area, click the Manage Object Groups task.
2. On the Manage Object Groups page, create an element group.
3. Specify Distribution Group for the Usage Type parameter.
4. Specify which element classification or elements to include in the group.

   The costing option for the element's primary classification controls whether you can include the element in a distribution group. Typically, you include both standard and supplemental earnings in the distribution group.

Setting Up Costing

You set up distributed costing at the element eligibility level in the Accounting Distribution or Setup and Maintenance work areas. Confirm on the Manage Elements page in the Payroll Calculation work area that you created element eligibility records for results elements generated by the element template when you created the element. Complete the following steps to set up distributed costing:

1. Use the Manage Costing of Elements task.
2. Search for and select the element eligibility record of the element, such as an employer liability record.

   > **Note:** You must cost all the element eligibility records of the results element, even if you set up the same costing information for all the eligibility records. If there is no results element, cost the base element.

3. Update the record.
4. Set up the cost account information:

   a. In the Costing Type field, select **Distributed**.
   b. In the Distribution Group field, select the element group you created.
   c. Select the **Transfer to General Ledger** option if you plan to transfer and post costing results to your general ledger.
   d. In the Costed Input Values section, add the input value that has a special purpose definition of primary output value as the input value to cost.
   e. In the Cost Account section, enter values for the segments that you don't want the costing calculation to derive from distributed costing.
   f. In the Offset Account section, select the appropriate segments for the offset account. Typically, you select values that are different from the offset account used for earnings and deductions.

Related Topics

- Costing of Elements: Critical Choices

Setting Up Distributed Costing for an Element: Worked Example

This example demonstrates how to set up costing for an element whose costs you distribute to the earnings elements of a distribution group.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In this Example
Which element's costs are you distributing?	Employer Union Pension Expense element
Which distribution group should carry the costs of the distributed element?	Pensionable Wages
Which input value of the distributed element does the costing process use to calculate costs?	Pay Value
What is the natural account number to use for the cost account segment?	5220 Employer Union Pension Expense account

Decisions to Consider	In this Example
Which offset account number is used to balance this cost account?	00.000.2152 Employer Union Pension Payable liability account

In this example, the payroll manager costs the employer portion of the pension liability by creating an element for the employer union pension expense, and a distribution group that includes the employee's wage elements.

Prerequisites

1. Set up the Cost Allocation key flexfield.
2. Create costing for element eligibility records for each of the pensionable earnings elements, such as the regular wages and overtime wages.
3. Create an element group, Pensionable Wages, which includes the pensionable earnings elements.

Creating Costing for a Distributed Element

1. In the Accounting Distribution work area, click the Manage Costing of Elements task.
2. On the Manage Costing of Elements page, search for the element eligibility record for the Employer Union Pension element and click **Create Costing Details**.
3. In the Create Costing of Elements window, Enter 1/1/00 as the effective start date and then click **Continue**.

   As a best practice, enter the same effective start date you specified for the element eligibility record.
4. On the Create Costing of Elements page, complete the fields in the Costing Information section, as shown in this table.

Field	Value
Costing Type	Distributed
Distribution Group	Pensionable Wages
Transfer to GL	Yes

5. In the Costed Input Values section, click **Add Row**. Complete the fields as shown in this table.

Field	Value
Input Value	Pay Value
Costed	Yes

6. In the Cost Accounts section, select **5220** for the natural account segment.

   In this example, the only segment entered is the natural account segment for the employer liability.
7. In the Offset Accounts section, complete the fields, as shown in this table.

Field	Value
Division	00

Field	Value
Department	000
Natural Account	2152

In this example, the offset account is the payable liability account, and the balance sheet account numbers are for the Division and Department segments.

8. Click **Submit**.

Related Topics

- Payroll Cost Allocation Key Flexfield Setup: Critical Choices

- Costing of Elements: Critical Choices

- Object Groups: Explained

Partial Period Accruals: Points to Consider

Estimate costs when the last payroll period overlaps two accounting periods, or when you require an estimate for an accounting period you must close quickly, such as the end of a quarter. You submit the Calculate Partial Period Accruals process from the Payroll Checklist or Accounting Distribution work areas.

If you estimate costing, consider creating a payroll flow pattern to use at the end of the month that includes the following tasks:

- Calculate Partial Period Accruals
- Run Payroll Costing Report in detail and summary modes
- Transfer to Subledger Accounting
- Create Accounting in draft and final modes

Accounting Date Used as Basis for Accruals

The date parameters of the Calculate Partial Period Accruals process determine which costing results are referenced and in which accounting month.

The following table lists the dates you enter when submitting the Partial Period Accrual process.

Date Parameter	Calculation	Action
Previous Period Date	Determines which payroll period to use as the basis for estimating the costing results	Select date within a previous payroll period that contains costs. Generally, you select the latest payroll period, but if that period includes atypical expenses, select an earlier period.
Process Date	Determines the effective date used to record estimates The process calculates the proportion to use based on the number of days between	Select a process date for the payroll period.

Date Parameter	Calculation	Action
	the start date of the payroll period and the process date.	

Accounting Date Used to Transfer Results to Subledger Accounting

The Partial Period Accrual process creates an offset entry so that later when you calculate the payroll, you reverse the accruals and enter the actual costing results.

The following table shows which accounting date each process uses to transfer the results to Subledger Accounting.

✏️ **Note:** The accounting date used for Partial Period Reversals and for the effective date of the actual payroll run depends on the Accounting Date for Transfer to General Ledger parameter on the Manage Payroll Process Configuration page in the Setup and Maintenance work area.

Process	Subledger Accounting Event	Accounting Date Used
Partial Period Accruals	Partial Period Accrual	Process Date
Partial Period Accruals	Payroll Period Accrual Reversal	Configuration parameter determines the accounting date: • P, process date of the payroll run • EVE, the date earned If the date earned isn't defined for the time periods on the Payroll Definition page, the payroll period end date is used. • E, date earned
Costing for the actual payroll run	Run Cost	Configuration parameter determines the accounting date: • P and EVE, process date of the actual payroll run • E, date earned

Related Topics

- Distribute Payroll Accounting: Explained

- Payroll Setup Tasks for Transferring Costs to General Ledger: Explained

Partial Period Accruals: How They're Calculated

The Calculate Partial Period Accrual process prorates costs based on the number of days in the payroll period that fall in the current accounting period.

How Partial Period Accruals Are Calculated

The process performs the following steps:

1. Calculates the costs for each person for the referenced period, as if each day of the payroll period included the same cost results.

   The process uses the number of calendar days within the referenced period, not the number of days in the work week. It estimates the proportionate costs based on the number of days from the start of the payroll period to the process date you specify when submitting the Calculate Partial Period Accrual process.

2. Creates an offset entry to use when reversing the accruals with the actual payroll costs for the payroll period.

If the referenced results include costs placed in suspense and default accounts, the partial period accrual process costs the results to the same accounts. You submit the process from the Payroll Checklist or Accounting Distribution work areas.

Example

You have a partial payroll period for a weekly payroll that begins Saturday, July 29 and ends Friday, August 4. Your accounting periods are monthly, so you submit the Partial Period Accrual process, and specify July 31 for the Process Date. You select a date for the Previous Payroll Period parameter that include similar costs. If the estimated cost is 210 USD, the process creates:

- Partial Period Accrual entries for three-sevenths of the estimated cost

  The process debits 90 USD to the cost account and credits 90 USD to the offset account, with an accounting date of July 31.

  The Partial Period Accrual process uses the Process Date of July 31 that you specified when you submitted the process.

- Partial Period Accrual Reversal entries for the estimated cost

  The process credits 90 USD to the cost account, and debits 90 USD to the offset account, with the accounting date of July 4.

  The Partial Period Accrual Reversal process checks for the Accounting Date for Transfer to General Ledger parameter specified on the Manage Payroll Process Configuration page in the Setup and Maintenance work area. Your enterprise uses the payroll period end date for partial period accrual reversals, which in this example is August 4.

Later, you process the payroll for the period ending August 4, and submit the Transfer to Subledger Accounting process. The costing for the payroll run creates entries for the actual costs and reverses the partial period accrual entries. The accounting date is based on the Accounting Date for Transfer to General Ledger. Your enterprises uses the process date of the actual payroll run for the accounting date.

You can then submit the Create Accounting process from Oracle Enterprise Scheduler and review the results created for the draft journal entries before running the final accounting.

Related Topics

- Creating Accounting Results: Procedure

- Distribute Payroll Accounting: Explained

Payroll Costing Report

Run the costing report to verify costing results for a single costing process or for all costing processes within a specified time period, such as a payroll period or accounting period. Use this report to verify the costing entries of a payroll run to ensure the values are apportioned correctly, such as to cost centers, before transferring the entries to your general ledger.

Payroll administrators and payroll managers run this report from the Payroll Checklist or Accounting Distribution work areas.

Before running this report, you must submit one or more processes that generate costing results.

Parameters

The parameter values determine which records to include in the report. Many parameters are self-explanatory. The following parameters have special meaning in the context of this report.

Scope

The parameter values determine the level of detail in the report. You can select one of two values for the Scope parameter, as shown in the following table.

Scope	Description	When to Use
Summary	Shows the account numbers and the net credit and debit amounts for transferring and posting to general ledger.	Select this scope to create a Microsoft Excel file for your third-party general ledger provider.
Detail	Shows a breakdown of the costing at the element entry, employee, and other levels where costing is calculated.	Select this scope to: • Review individual entries, such as the results of distributed or allocated costing • Analyze entries to an invalid account number

Process Start Date and Process End Date

The date parameters determine which records to process in a specified time frame. The Process Start Date specifies the first effective date of the payroll process that generates costing results to include in the report, and the Process End Date, the last effective date.

Typically, you specify the start date and end dates of the current payroll period or accounting period. You might specify the start and end dates of a previous payroll period to identify which payroll period to use for your partial period accruals.

To ensure you report the results you want to view, the time period defined by the start and end dates must include the effective date of the process. The following processes use the process date as the effective date: cost adjustments, costing of balance adjustments, partial period accruals, payroll calculations, retroactive pay calculations, QuickPay calculations, voids, and reversals. All other processes that generate costing results use the process end date as the effective date.

Process

The name of a process that generates costing results.

By default, the report generates results on all costing processes within a specified time period. You might select single process, such as retroactive costing, to confirm the results of updates made to costing setups before transferring the results to general ledger.

Consolidation Group

The consolidation group specified for a payroll definition.

Specify this parameter to view costing results for all payrolls that are included in this consolidation group. For example, if your weekly payrolls share the same consolidation group, you might review the results of cost adjustments before transferring their results to general ledger.

Location

A single work location, or all work locations.

The report output lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Person Name

The costing results for a specific person. This parameter is only available for detailed reports.

Report Results

If a person has multiple assignments, and the costing result for an element at the payroll relationship level includes more than one value for a parameter, the report separates the displayed values using a pipe delimiter. For example, if a person has one payroll relationship and two assignments to different departments, the costing report lists the costing result for the deduction and shows the department names separated using a pipe delimiter.

FAQs for Cost Run Results

Why do payroll costing results differ for workers with the same position in the same department?

Results might vary if you allocate costs to different accounts at the person costing or element entry level. Follow these steps to resolve the question

1. Identify which costing results vary for workers holding the same position in the department.
2. Review the costing setup information for these workers on the Manage Costing of Persons page to determine if costing setups exist for the elements whose costing results vary by worker. Confirm the setup is accurate.
3. Review the costing information you entered for the element entries for the workers for that payroll run. Confirm the information is accurate.

Correct Costing

Correcting Costing for Payroll Run Results: Points to Consider

After you calculate the payroll, review and correct the costs placed in suspense and default accounts. For example, you might correct invalid cost account numbers, or correct unallocated costs. You can correct cost results before or after the payroll run completes.

Correction Method to Use

The following table describes the correction method to use based on whether the payroll is complete and whether another process locks the payroll run results.

Payroll is Complete	Scenario	Correction Methods
No	Your enterprise reviews payroll run and costing results before processing payments, for example, in enterprises that run weekly payrolls that generate project-based costing.	The number of records usually determines the method used to correct the results: • For a few records, such as records where the allocated costs don't total 100 percent, correct the costing setups, mark those records for retry, and retry the payroll. • For numerous records, such as records with an invalid account number, roll back the payroll calculation, correct the costing setups, and retry the payroll run. If a message informs you that a process locks the run results, you must roll back the process before correcting the costing.
Yes	Your enterprise has a short interval between the date earned and the date paid. You process payments directly after reviewing and correcting payroll run results, and address costing corrections later.	Depending on the type of correction required, process a cost adjustment or submit the Calculate Retroactive Costing process.

Cost Adjustments and Retroactive Costing

The following table explains when to process a Cost Adjustment or to submit the Calculate Retroactive Costing process.

Correction Method	Where to Process the Correction	When to Use the Method	What is Updated	Consequences
Cost Adjustment	Cost Distribution page in the Accounting Distribution work area	Correcting a few records for a person and the effective date of the costing adjustment is for an open accounting period.	The person's costing entry for a run result, such as the allocated amount or percentage, the distribution, and the account numbers.	Adjusts costing for the current payroll run. The application uses the original costing setup in the next payroll run. The adjusted costing entry is used in reports or in later calculations performed against that entry.

Correction Method	Where to Process the Correction	When to Use the Method	What is Updated	Consequences
Calculate Retroactive Costing	Payroll Checklist or Payroll Calculation work areas	Correcting numerous errors due to invalid entries placed in suspense account. Correcting costing setups as a basis for future payroll runs, such as adding the account number for a new line of business.	The account numbers used to process the run result.	Updates the original costing setups. The application compares the recalculated and original entries, and where different, offsets the original entries and creates new entries for the current payroll period. The application uses the revised information in the next payroll run.

Example

The following example illustrates when you would use each correction method.

Correction Method	Scenario	Steps
Cost Adjustment	An employee worked for two department cost centers during a payroll period. A manager notifies you that you should divide the employee's wages between the two departments.	1. Process a cost adjustment. 2. Allocate the appropriate percentage to each department's cost center. The allocation applies to the current payroll result only. It doesn't change the costing setup used to cost the employee's wages for the next payroll run.
Retroactive Costing	A manager informs you that a mid-year reorganization of administrative departments requires that you cost the employee parking allowance to a different department. The last semi-monthly payroll completed July 15.	1. Update the parking allowance element eligibility records with an effective date of July 1, and correct the costing setup information. 2. Submit the Calculate Retroactive Costing process.

Related Topics

- Payroll Setup Tasks for Costing Accounts: Critical Choices

Retroactive Costing: Explained

Two processes cost results retroactively. The Recalculate Payroll for Retroactive Changes process creates costing for retroactive run results. The Calculate Retroactive Costing process recalculates costs after you update costing setups.

Recalculate Payroll for Retroactive Costing

You submit the Recalculate Payroll for Retroactive Changes process from the Payroll Calculation or Payroll Checklist work areas.

The process:

- Calculates the retroactive pay and costs the retroactive pay results
- Records the difference found between the original entry and the retroactive result for the current payroll period

> 💡 **Tip:** If you don't see the costing results you expect, confirm that you created costing setups for each retroactive element whose run results the application costs.

Calculate Retroactive Costing

You submit the Calculate Retroactive Costing process from the Payroll Checklist or Accounting Distribution work areas. Complete the submission date parameters, as described in the following table.

Parameter	Purpose
Process Start Date	The date the update to the costing setup should take effect
Process End Date	The date the current payroll period ends, which is used as the accounting date for the costing record

The process:

- Compares the recalculated and original entries
- Where the results are different, the process offsets the original entries and creates new entries for the current payroll period

> ✏️ **Note:** The Calculate Retroactive Costing process doesn't prorate costing results based on updates to costing setups made within the payroll period.

Adjusting Payroll Costs: Procedure

Process a cost adjustment to correct missing or incomplete account numbers after a payroll completes. If you allocated costs to different accounts, you can also update the allocated amounts or percentages. The application uses the adjusted costing entry in reports or in later calculations.

Steps for Processing a Cost Adjustment

Do the following:

1. Open the Adjust Cost for Person window. The steps vary by work area, as shown in the following table.

Work Area	Action
Payroll Calculation	Click **Results** on the Costing Summary graph of the payroll flow to go to the Person Process Results page. Search for and select the person's record.
Accounting Distribution	Search for a person using the Search: Person Costing Distribution window in the task pane. On the Person Process Results page, select the person's record.

ORACLE

2. In the Adjust Cost for a Person window, select one or more rows to adjust.

   Select multiple rows to adjust the same costing information for more than one result.

3. Specify the corrected amount or percentage. Add accounts to allocate the cost to more accounts.

4. Distribute the costing results by completing the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes.

To locate the cost adjustment later, review a list of cost adjustments on the payroll flow's Summary tab in the Payroll Checklist or Accounting Distribution work areas. To apply the same adjustment in later payroll calculations, update the account information on the appropriate costing setup.

Related Topics

- Distribute Payroll Accounting: Explained

Corrective Actions for Payroll Costing Results: Examples

These examples illustrate how to correct, adjust, or update costing information for a payroll run in several typical scenarios.

Correcting Incorrect Costing

After reviewing a report, a manager notifies you that an employee's housing allowance is charged to the incorrect department account. You take the following steps to review and correct the costing result.

1. In the Search: Person Costing Distribution window of the Accounting Distribution work area, search for the person's costing record.

2. On the Cost Distribution page, locate the element with the incorrect cost result.

3. Review the costing setup information, including any costing information entered for the person for the payroll run at the element entry level.

4. Correct the results based on the payroll phase, such as correcting and retrying the record, or processing a cost adjustment.

Correcting Unallocated Costing

You review the costing analytics on the Summary tab of the payroll flow in the Payroll Calculation work area. The graph shows that the application has placed a costing entry in the default account.

1. Click the graph for the Default Account to view the entries on the Costing Distribution page.

2. Identify the records where the allocated costs fall below 100 percent.

3. Update the costing setup information.

   For example, if you allocated the cost of a person's wages to two departments, update the percentage allocated to each department on the Manage Person Costing page in the Accounting Distribution work area.

4. Correct the results based on the payroll phase by retrying the record, or processing a cost adjustment.

Updating Costing for Future Change

The accounting department notifies you that an account that funds the salaries of employees assigned to a project will close at the end of the quarter. You must use a different account to fund and cost the wages at the start of the next quarter.

1. Search for the latest payroll period costing entries to determine which departments, positions, and workers you pay from the current project fund.

2. On the Manage Costing of Elements page in the Accounting Distribution work area:

    a. Update the costing setup for the wage element by specifying the date on which the new costing setup takes effect.

    b. Update the account number for the funding source.

FAQs for Correct Costing

When do I cost a payroll balance adjustment?

Submit the Costing of Balance Adjustment process from the Payroll Checklist or Accounting Distribution work areas after processing the balance adjustment or later in the accounting cycle. You can control which adjustments to process by specifying the start and process dates.

Can I correct payroll costing results from the Person Results page?

No, results on this page are view-only. However, you can use other pages to make corrections.

If you have not started the prepayments process or created accounting entries, to recost the entry:

1. In the Payroll Checklist work area, search for the person's record on the Person Process Results page
2. Correct the error, mark the record for retry, and retry the payroll calculation

If you have created accounting entries or do not want to retry or roll back the payroll calculation:

1. In the Accounting Distribution work area, search for the person's record using the Person Costing Distribution search in the regional area.
2. Locate the costing entry on the Costing Person Process Results page.
3. Process a corrective action such as a cost adjustment or retroactive costing.

Can I view an audit trail of corrections for payroll costing results?

It depends on the method used to correct the results.

Corrective Method	Costing Results
Rolling back or retrying a process	Eliminates the audit of the costing entries the process completed or that were in error that you subsequently corrected and retried.
Reversing a process	Negates the costing entries, but maintains an audit trail
Processing a cost adjustment or retroactive costing	Retains a record of the original costing entries

How can I revise the payroll costing information for a specified period of time?

To change the costing for a few people for the current payroll run, update the costing information for each person's element entries before you run the payroll. If the change impacts many people in your department such as a cost center allocation, update the appropriate costing setups based on the date the changes take effect.

Why can't I find my cost adjustment in the flow search results?

The Overview search page of the Accounting work area displays the search results for payroll flows. If you submit a cost adjustment from the Cost Distribution page to correct a specific costing entry, you can access and view that cost adjustment from the Person Process Results page.

You can view a list of cost adjustments in the Payroll Checklist or Accounting Distribution work areas on the Summary tab analytics of the payroll flow that includes the costing result you adjusted.

Cost and Reconcile Payments

Costing Payroll Payments: Procedure

The Calculate Costing of Payments process calculates costs for payments, including void and canceled payments. If you are reconciling payments, the process costs unreconciled, reconciled, and cleared payments.

Costing payroll payments includes the following steps:

1. Submit the Calculate Costing of Payments process
2. Verify costing results for payments
3. Correct costing results for payments

Submit the Calculate Costing of Payments Process

Submit the Calculate Costing of Payments process from the Payroll Checklist or Accounting Distribution work areas. The frequency with which you submit the process depends on your accounting practices. Most enterprises cost payments before or on the actual payment date.

If you reconcile payments and pay employees by issuing checks, resubmit the process again for the reasons shown in the following table.

When to Resubmit the Process	Reason
Several days after the payment date	To cost the reconciled payments
Last business day of the month or the last date of the bank statement cycle	To simplify reconciling balances and bank statements when using Oracle Fusion General Ledger and Oracle Fusion Cash Management

Two factors control which account the process uses to cost the payment result:

- Account information set up for the payment source on the Manage Costing of Payment Sources page
- Decision to reconcile payments

The following table lists the account typically used if you reconcile payments.

Payments Reconciled	Resulting Account
No	The process debits payroll liability accounts and credits the cash account.
Yes	The process creates entries that debit the payroll liability accounts and credit the cash clearing accounts. When the payments clear, resubmit the process to create entries that debit the cash clearing accounts and credit the cash accounts.

Verify Costing Results for Payments

Review costing results on the Person Process Results page of the Accounting Distribution work area.

Depending on your payment method, and whether you reconcile payments, you may have a lag time between the date you issue the payment and the date it clears. For example, if you issue checks and reconcile them, you can review costing results by tracking the progress of the transactions using the analytics on the Summary tab of the payroll flow.

Correct Costing Results for Payments

Most enterprises resolve errors during implementation. If results require correction, you might take the following steps:

1. Roll back the Costing of Payments process for the records that were costed using the incorrect account number.
2. Update the costing setup information for the payment source.
3. Resubmit the Costing of Payments process to negate the original costing and create the correct costing.

Related Topics

- Distribute Payroll Accounting: Explained

Reconciling Payroll Payments: Procedure

Oracle Fusion Global Payroll integrates with Oracle Fusion Cash Management, which facilitates the reconciliation of bank statements with payment transactions. Reconcile payments after you receive the bank statement and reconciliation file.

Perform the following sequence of steps to cost and reconcile your payments using a duty role with the appropriate security privileges for each application, such as the payroll manger or cash management manager.

Sequence	Task	Location	Comments
1	Submit tasks to generate payments for employees and third-party payees, such as Generate Check Payments.	Payment Distribution work area	Payment information you can reconcile includes payments generated for checks, electronic funds transfer, and external payments.

Sequence	Task	Location	Comments
2	Submit the Calculate Costing of Payments task for new payments.	Payment Distribution work area	• Creates cost results that debit the payroll liability accounts and credit the cash clearing accounts. • Costs any uncosted payment it identifies that falls within the submission dates, including unreconciled, reconciled, void, canceled, and external payments.
3	Submit the Transfer Payments Information to Cash Management task.	Payment Distribution work area	Typically, you submit the process after sending the payment files to the banks.
4	Load a bank statement.	Cash Management	Load a bank statement that includes the payments for the payroll period you want to reconcile.
5	Reconcile payments automatically or manually.	Cash Management	Refer to Managing Discrepancies in this topic.
6	Monitor the reconciliation status	Cash Management	Refer to Monitoring the Status in this topic.
7	Submit the Calculate Costing of Payments task for reconciled payments.	Payment Distribution work area	After the payment clears, submit the process to debit the cash clearing account and credit the cash account. Enterprises typically submit the process toward the end of the accounting period.

ORACLE®

The following figure shows the division of tasks between payroll and Cash Management.
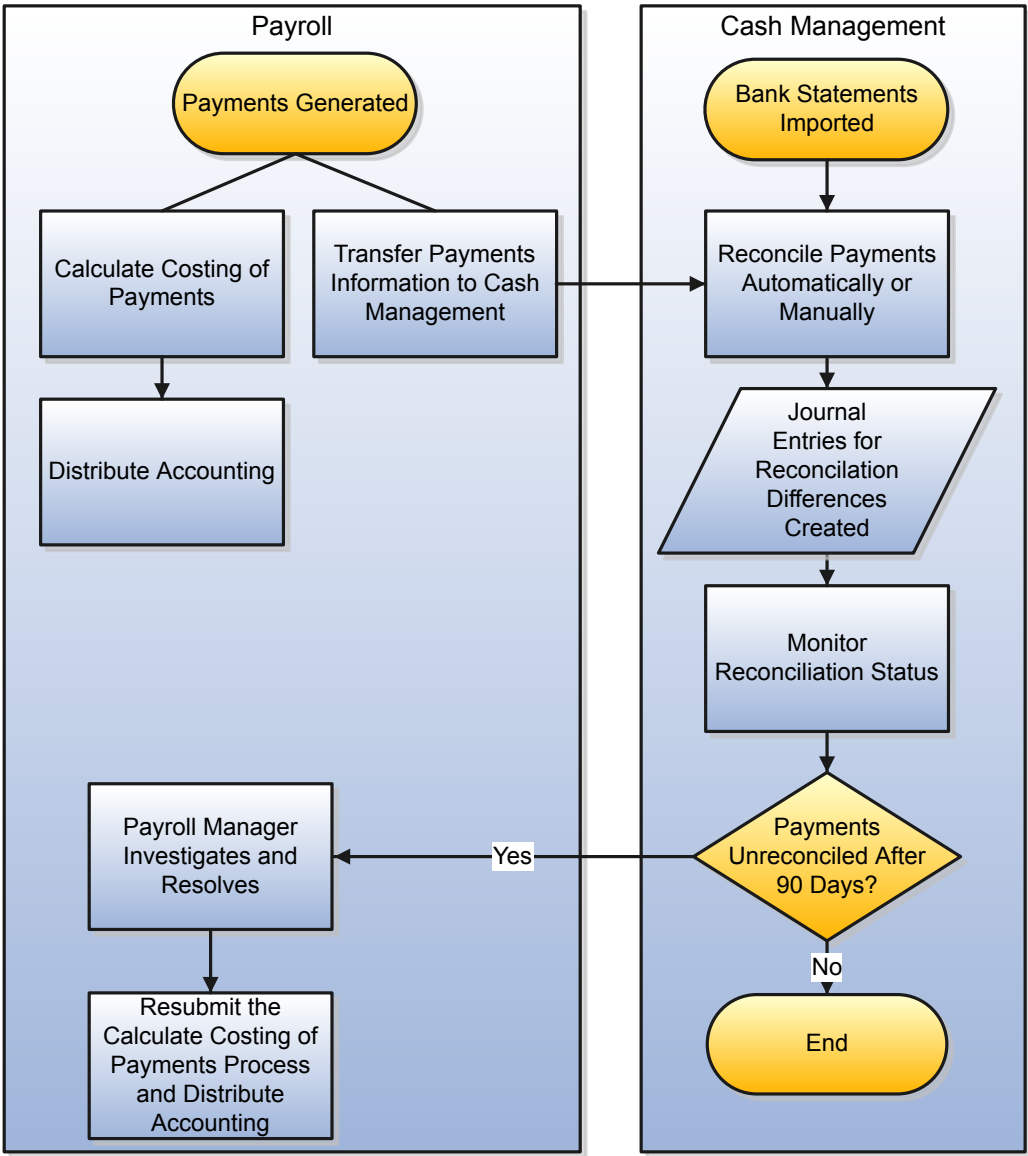
Managing Discrepancies

The reconciliation process captures discrepancies between the amount reported in the bank statement and the payment information transferred to Cash Management. If there is a discrepancy, the amount determines the actions you might take, as shown in the following table.

Discrepancy	Action
Difference falls within the allowable tolerance permitted for discrepancies	Payment is marked reconciled and the difference is allocated to a reconciliation differences account in Oracle Fusion General Ledger. The journal entries for the differences are transferred from Cash Management to General Ledger, and not through payroll.

ORACLE

Discrepancy	Action
Difference falls outside the allowed tolerance	Payroll manager and cash managers must resolve the discrepancy.

Monitoring the Status

When you monitor the reconciliation process, you review statuses to determine whether the bank cleared or rejected a payment. Refer to the following pages to monitor the status.

Page	Action to Monitor Status
Payroll flow page of the Payroll Checklist or Accounting Distribution work areas	View the payment amounts distributed from the payroll liability, the cash clearing, and the cash accounts. The Clearing Account Summary analytics on the Summary tab of the payroll flow display the amounts charged to each account.
Person Process Results page of the Accounting Distribution work area	View the cash clearing account status: • Cleared applies to payments that aren't reconciled or that typically don't require reconciliation such as cash and EFT • Not Cleared applies to payments awaiting reconciliation or payments that failed the reconciliation process
Overview and Manage Bank Statement pages of the Cash management work area	View the status of bank statement lines.

Related Topics

- Automatic Reconciliation: Explained

- Bank Statement Processing and Troubleshooting: Overview

- Tolerance Rules: Overview

- Payroll Setup Tasks for Costing Accounts: Critical Choices

- Setting Up Reconciliation for Payments: Procedure

10 **Distribute Payroll Accounting Information**

Distribute Payroll Accounting: Explained

Distributing accounting involves transferring costing results for your payroll run costs and your payments. You transfer the cost results to Oracle Fusion Subledger Accounting from the Payroll Checklist work area. You can then create journal entries from the Scheduled Processes work area for review before creating the final journal entries you post to Oracle Fusion General Ledger.

The following figure shows an overview of the different aspects of distributing accounting:

1. Calculate Cost Distributions
2. Distribute Accounting

    a. Transfer costing results to Subledger Accounting
    b. Create and review draft journal entries
    c. Create, transfer, and post journal entries
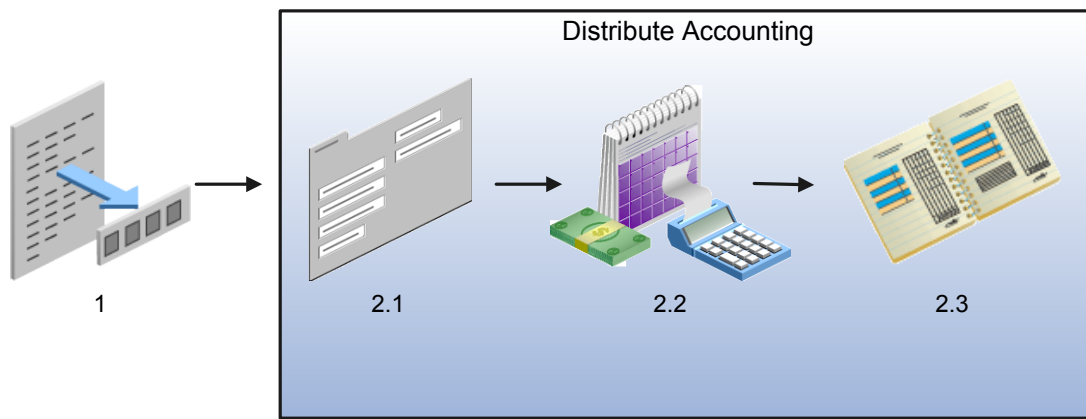
Transfer Costing Results to Subledger Accounting

Payroll is integrated with Subledger Accounting, an accounting application that generates journal entries for financial transactions. You submit the Transfer to Subledger Accounting process from the Accounting Distribution or Payroll Checklist work areas. Select this task to prepare transactions for accounting for the costing results and journal entries. For example, the process prepares transactions for the payroll run results and journal entries for each costed run result.

The Transfer to Subledger Accounting process creates a transaction number for each person's costing results. You can use this transaction number when searching for the person's journal entries on the Review Journal Entries page in the Accounting Distribution work area.

For example, if you submit a QuickPay process for a person, the Transfer to Subledger Accounting process creates journal entries for each costing result generated by the payroll calculation and payment process. The process creates two transaction numbers, one for the payroll calculation costing results and one for the payment costing results.

ORACLE®

Create and Review Draft Journal Entries

Payroll integrates with General Ledger. You submit the Create Accounting process in draft mode from the Scheduled Processes work area. You can then review the resulting journal entries before transferring and posting them to General Ledger. Typically, you review journal entries after you add new accounts, payrolls, or elements that would affect costing.

You have two options to review these entries:

- Select the Review Journal Entries task in the task pane of the Accounting Distribution work area.

  The Review Journal Entries page displays a summary of the transactions. Drill down to display information about the transactions underlying the accounting transactions and journal entry.

- Display output of the Create Accounting process in the Create Accounting Execution report.

If you discover costing results that require correction, you can roll back the Transfer to Subledger Accounting process from the flow's checklist. After correcting the costing results, you can submit the Transfer to Subledger Accounting process from the Accounting Distribution or Payroll Checklist work areas. Submit the Create Accounting process in draft mode to create and review the corrected journal entries.

Create, Transfer and Post Journal Entries

You submit the Create Accounting process in final mode from the Scheduled Processes work area to transfer and post the final journal entries to General Ledger.

After you submit and complete the Create Accounting process in final mode, you can't roll back the posted journal entries. If a result requires correction, perform these actions.

1. Correct the result using one of the actions shown on the following table

Costing Result	Corrective Action
Costed run result	Process a cost adjustment or retroactive costing
Costed payment result	Enter adjustments directly into General Ledger.

2. Submit the Transfer to Subledger Accounting process.
3. Submit the Create Accounting process in draft mode to review the entries and in final mode to transfer and post the entries to General Ledger.

Related Topics

- Correcting Costing for Payroll Run Results: Points to Consider

- Payroll Setup Tasks for Transferring Costs to General Ledger: Explained

Creating Accounting Results: Procedure

Create journal entries for review before transferring and posting them to Oracle Fusion General Ledger. You submit the Create Accounting process from the Scheduled Processes work area in draft mode to create journal entries for review, and in final mode to create, transfer, and post journal entries.

Prerequisite Steps

Ensure that you complete the following prerequisites:

- Set up the information required by Oracle Fusion Subledger Accounting for payroll costing.

- Generate data roles using the Global Payroll Template for Payroll Security in the Oracle Entitlements Server Authorization Policy Manager.

- Assign the data roles using standard HCM role-provisioning.

- Specify a ledger for each payroll whose results you cost on the Manage Payroll Definitions page.

- If you transfer costs to Oracle Fusion General Ledger, specify the option to transfer costs when setting up costing for elements and payment sources on the Manage Costing of Elements and Manage Costing of Payment Sources pages.

Submitting the Create Accounting Process

You submit the Create Accounting process initially in draft mode to create journal entries for review. You resubmit the process in final mode to transfer and post the entries to General Ledger.

To submit the Create Accounting process, complete the following steps:

1. In the Navigator, click the **Scheduled Processes** task.
2. Click the **Schedule New Process** tab.
3. In the Search and Select dialog box, search for and select **Create Accounting**. Click **OK**.
4. Complete the parameters in the Process Details dialog as indicated in the following table.

Parameters	Required	Value to Enter
Subledger Application	Yes	**Payroll**
Ledger	Yes	Ledger associated to the payroll
Process Category	Yes	○ **Costs** to generate entries for processes that create costed run results, such as QuickPay, cost adjustments, retroactive costing, and partial period accruals ○ **Payment Costs** to generate entries for processes based on prepayments, such as EFT payments, reconciled, voided or reversed payments

ORACLE

Parameters	Required	Value to Enter
		💡 **Tip:** Skip this parameter to process all costing and payment results.
End Date	No	Date The date on or before which to retrieve records transferred to Subledger Accounting.
Accounting Mode	Yes	o **Draft** to generate entries for review o **Final** to generate entries for transfer and posting to General Ledger
Process Events	Yes	o **All** to process any costing results transferred to Subledger Accounting since the last time you submitted the process including entries marked as invalid or in error o **Invalid** or **Error** to reprocess entries in this status.
Report Style	Yes	Create Accounting Execution report: o **Summary** to view totals by the parameter set for Process Event, such as the number of journal entries for payments o **Detail** to view the total number of journal lines created for an account based on the parameter set for Process Event, and the resulting debits and credits o No report
Transfer to General Ledger	Yes	o **Yes**, if you selected Final for Accounting Mode and plan to transfer the entries to Oracle Fusion General Ledger o **No**, if you selected Draft for Accounting Mode
Post in General Ledger	Yes	o **Yes**, if you selected Final for Accounting Mode and plan to post the entries to Oracle Fusion General Ledger o **No**, if you selected Draft for Accounting Mode
Journal Batch	No	Name of the batch
Include User Transaction Identifier	Yes	**Yes** to display the transaction IDs generated by the Transfer to Subledger Accounting process on the Create Account Execution report

ORACLE

✎ **Note:** You can resubmit the process to generate draft entries, but not final entries. Correct final entries directly in General Ledger, or submit corrective costing processes and create accounting for those results.

After you create your draft journal entries using the Create Accounting process, you can review them using the Review Journal Entries task in the Accounting Distribution work area.

The following table shows the date used as the accounting date for the journal entry.

Costing Process	Date Used to Record Journal Entries
Payroll calculation, QuickPay, Void, Cost Adjustment	Process date of the flow
Retroactive Costing, Estimate Costing (Partial Period Accruals flow)	Process end date of the flow
Reversals, Balance Adjustment Costing	The configuration parameter for Reversal and Balance Adjustment Accounting Date on the Manage Payroll Process Configuration page controls which accounting date is used. • **T**, the process end date of the flow • **P**, the process date of the reversal or balance adjustment
Reversals of cleared payments reconciled in Oracle Fusion Cash Management	• Date from Cash Management on which the payment cleared

You receive an error message or warning if the following conditions exist: the accounting period is closed, or costing result is for a summary account or for an account that is closed or inactive

Related Topics

- Accounting Event Model: Explained

- Payroll Setup Tasks for Subledger Accounting: Procedure

- Payroll Setup Tasks for Financials: Explained

Reviewing Journal Entries: Procedure

Review journal entries before you transfer and post the entries to Oracle Fusion General Ledger. After you submit the Create Accounting process in draft mode from the Scheduled Processes work area, you can review the resulting entries before resubmitting the process in final mode to transfer and post the entries to Oracle Fusion General Ledger.

This topic covers the following aspects:

- Prerequisite steps
- Reviewing journal entries
- Finding a transaction number for a person

Prerequisite Steps

Ensure that you complete the following prerequisites:

- Set up the information required by Oracle Fusion Subledger Accounting for payroll costing.

- Generate data roles using the Global Payroll Template for Payroll Security in the Oracle Entitlements Server Authorization Policy Manager.

- Assign the data roles using standard HCM role-provisioning rules to the persons who submit the Create Accounting process and review the resulting entries.

Reviewing Journal Entries

After you submit the Create Accounting process in Oracle Enterprise Scheduler to create draft entries, use the Review Journal Entries task to display journal lines and details for each transaction transferred to Subledger Accounting. The Review Journal Entries page displays the journal entries by transaction date and number and event class.

Complete the following steps to display journal entry lines and details:

1. In the Accounting Distribution work area, click the Review Journal Entries task.
2. On the Review Journal Entries page, complete the required fields:

   o Ledger: Ledger associated with the payroll definition used to generate the costing results transferred to Subledger Accounting
   o Journal Source: Payroll
   o Date: Date range, such as payroll period or accounting period

   The search results display the results for each transaction (the credit and debit information processed for each costing result transferred on that date).

Finding a Transaction Number for a Person

The Transfer to Subledger Accounting process generates a transaction number for each set of results transferred for that person in the process. You can use that number as a search criteria on the Review Journal Entries page.

Complete the following steps to locate a person's transaction number:

1. Query a person's record using the Search Person Costing Distribution pane in the regional area of the Accounting Distribution work area.
2. On the Person Process Results page, click Transfer to Subledger in the Process field.

   The Search Results display a new column for Subledger Transaction Number.
3. Locate the transaction based on the process date that you used to transfer the costing results to Subledger Accounting, such as the process date used for the payroll calculation.
4. On the Review Journal Entries page, enter the search criteria, and specify the transaction number.

   The Search Results display the journal lines created for that person by event class.

Related Topics

- Correcting Costing for Payroll Run Results: Points to Consider

FAQs for Payroll Accounting Information

What's the difference between Create Draft and Create Final Accounting for Payroll?

When you run the Create Accounting process in Oracle Enterprise Scheduler and select Draft for the Mode parameter, you create journal entries for review. If you discover an error, you can roll back the Transfer to Subledger Accounting process and correct the underlying problem with the payroll costing, and then run the Create Accounting process again.

When you run the process in Final mode, the process transfers and posts the journal entries to Oracle Fusion General Ledger. You can review the results generated by this process, but you cannot roll it back.

11 Define Workforce Records

Document Delivery Preferences: Explained

You typically define delivery preferences for documents that are delivered periodically from employers to workers, for example, payslips, or year end tax statements. You can select default delivery methods for a document type, including online and paper, and specify other delivery related preferences. You set these preferences using the Manage Document Types task in the Setup and Maintenance work area.

Online Delivery Consent

You can specify whether worker consent is required for delivering documents online-only. If you set the Online Delivery Consent Required option to Yes and Initial Consent Granted to No, then the Delivery Method is automatically selected as Paper and the option is disabled for edit; the option is automatically deselected (while still disabled) when you set back Initial Consent Granted to No.

Overriding Default Preferences

You set default delivery preferences on the document type and override the preferences on associated work structures. You can override default delivery preferences at various levels for a payroll statutory unit (for payroll documents) or legal employer (for other document categories). These levels are arranged in a hierarchy. For example, delivery preferences set for a location override those set for a department and delivery preferences set for a department override those set for a legal employer. The document type is at the highest level in the hierarchy. The default delivery preferences you specify for a document type apply to all documents, if you do not override them at lower levels.

Person Level Overrides

You can enable persons to override the delivery preferences for their documents, in their portraits. The delivery preferences that workers specify in their portraits override delivery preferences specified elsewhere for the document type.

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.

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.

calculation component

An individual calculation captured on a calculation card, which is typically associated with an element.

deduction card group

A grouping of calculation cards for year-end processing.

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.

element template

Predefined questions that you answer to create elements and associated items. Templates vary depending on the element classification, country, and products you are using.

ORACLE®

external payment

A payment processed by a prepayment process, but generated externally. Examples include a hand-written check for a terminated employee and a payment made with a different payment type or payment source than specified in the prepayment process.

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.

final close date

The last date on which a payroll run can process element entries. Typically, the last effective date of the payroll record.

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.

globals

Store values that are constant over a period of time. You can reference them in several formulas. Examples include the name of a rate, a specific date, or a company term.

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.

last standard earnings date

Date on which standard earnings stop accumulating, typically the date of the termination or payroll transfer.

last standard process date

Last date on which element entries are considered for normal processing in a payroll run. Typically, the last day of the payroll period in which a termination or payroll transfer occurs.

ORACLE®

object group

User-defined set of elements or people that restrict the items you want to include in various processes and reports.

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 relationship

Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

payroll relationship rule

Determines how the application creates payroll relationships when hiring or rehiring an employee, and how it sets end dates on termination.

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.

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.

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.

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.

ORACLE®

tax reporting unit

A legal entity that groups workers for the purpose of tax and social insurance reporting.

termination

Voluntary or involuntary ending of a work relationship. When workers or nonworkers leave the enterprise, you terminate their work relationships. When you terminate a work relationship, any assignments and employment terms associated with the relationship are ended automatically.

work relationship group

Group of people that you can define for reporting, for example in HCM extracts.