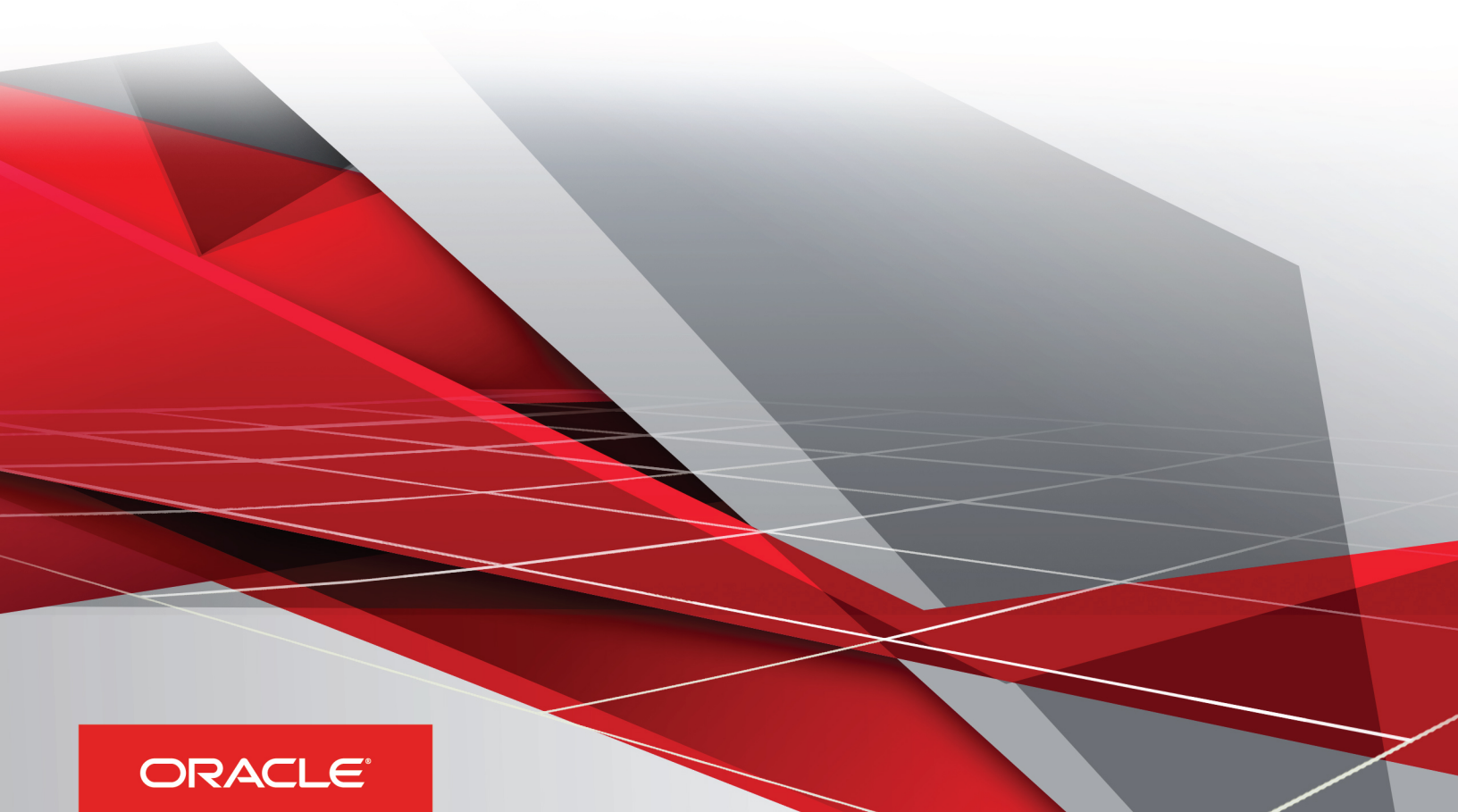
Oracle

# Global Human Resources Cloud Using Global Payroll Interface

**Release 12**

This guide also applies to on-premises implementations



Oracle® Global Human Resources Cloud Using Global Payroll Interface

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# 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

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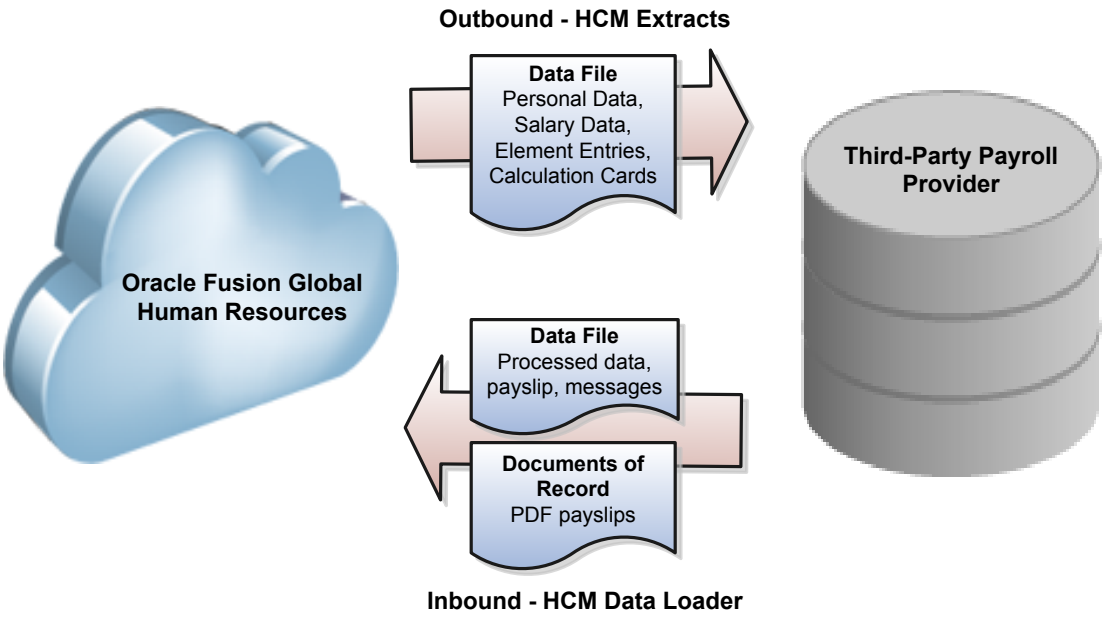
# 1 Overview

## Manage Payroll Interface: Overview

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



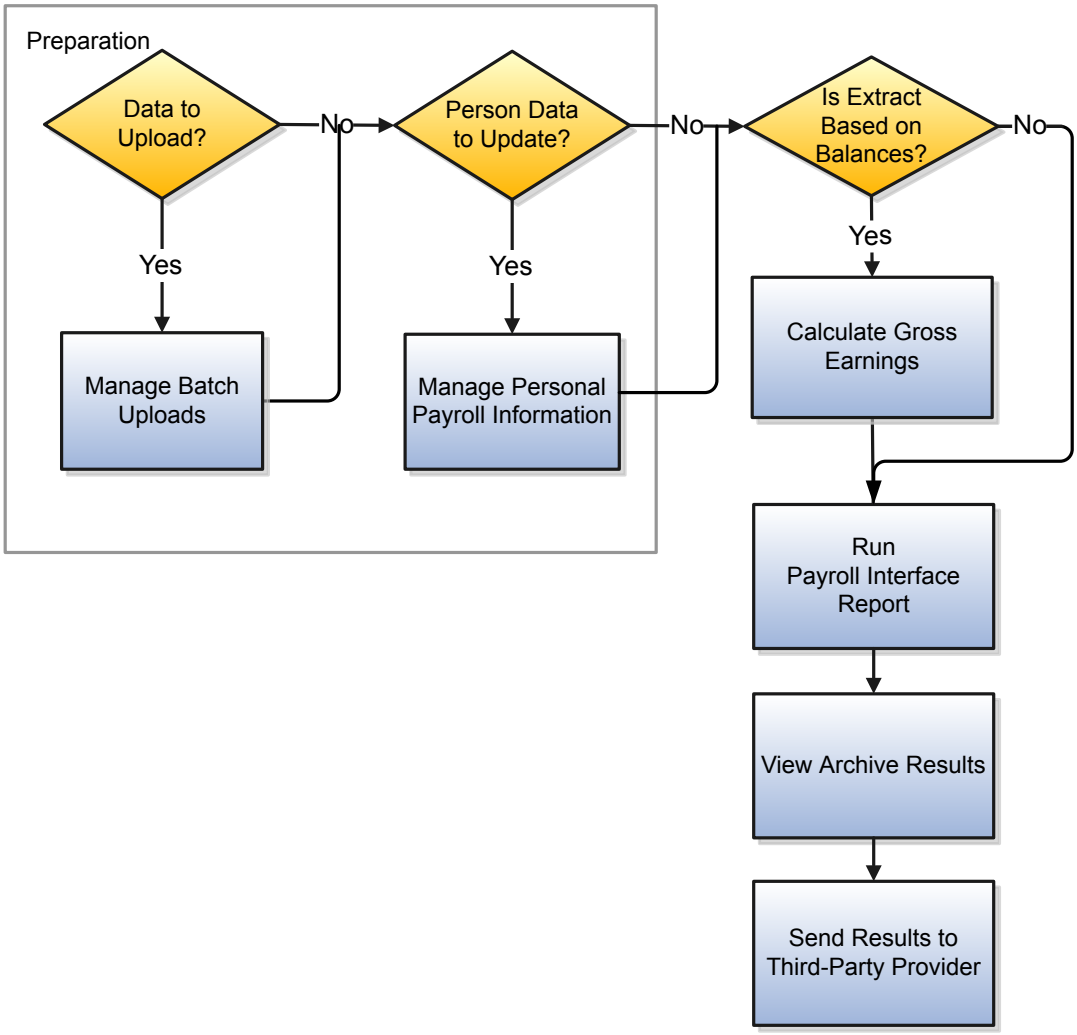

Payroll coordinators can use the following features to easily validate, extract, and import payroll-related information:

- Four predefined extract definitions, which you can copy and adapt to your requirements:
    - Global Payroll Interface
    - Payroll Interface Report for NGA
    - US ADP PayForce Third-Party Ad-Hoc Extract
    - US ADP PayForce Third-Party Periodic Extract
- Calculate Gross Earnings process, which you can run each period to update earnings balances. If you use this process, you can check gross earnings results using:
    - View Person Process Results page, which includes the statement of earnings
    - Element Results Register
    - Payroll Balances Report

- HCM Data Loader to import processed data and messages to an extensible flexfield for reporting, and payslips to document records.
- Oracle Business Intelligence Publisher to report on processed payroll data from third-party payroll providers.

# Outbound Payroll Interface Tasks

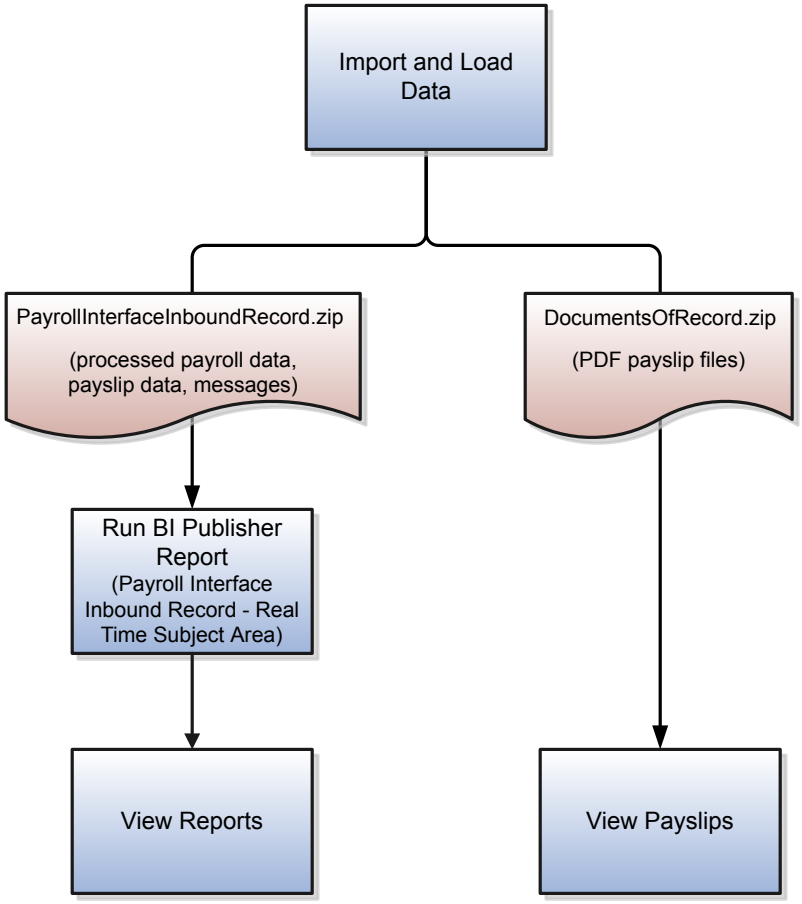
Payroll coordinators use the following tasks on a periodic basis to manage and extract data to send to third-party payroll providers.




These processes use element entries, payroll relationships, and calculation cards to determine payroll-related values to retrieve and calculate along with other HR-related values for a worker, such as benefits information.

# Inbound Payroll Interface Tasks

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




*Related Topics*

- Implementing Payroll Interface: Procedure
- Calculating Gross Earnings for Payroll Interface: Overview
- Extracting Payroll-Related Data: Critical Choices
- Payroll Interface Inbound Records: Explained

# 2 Personal Payroll Information

## 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.<br>• You can update some entries, such as voluntary deductions.<br>• 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.<br>• 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.<br>• 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<br>• 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.<br>• 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:<br>• Element entries<br>• Bank details for personal payment methods<br>• 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.

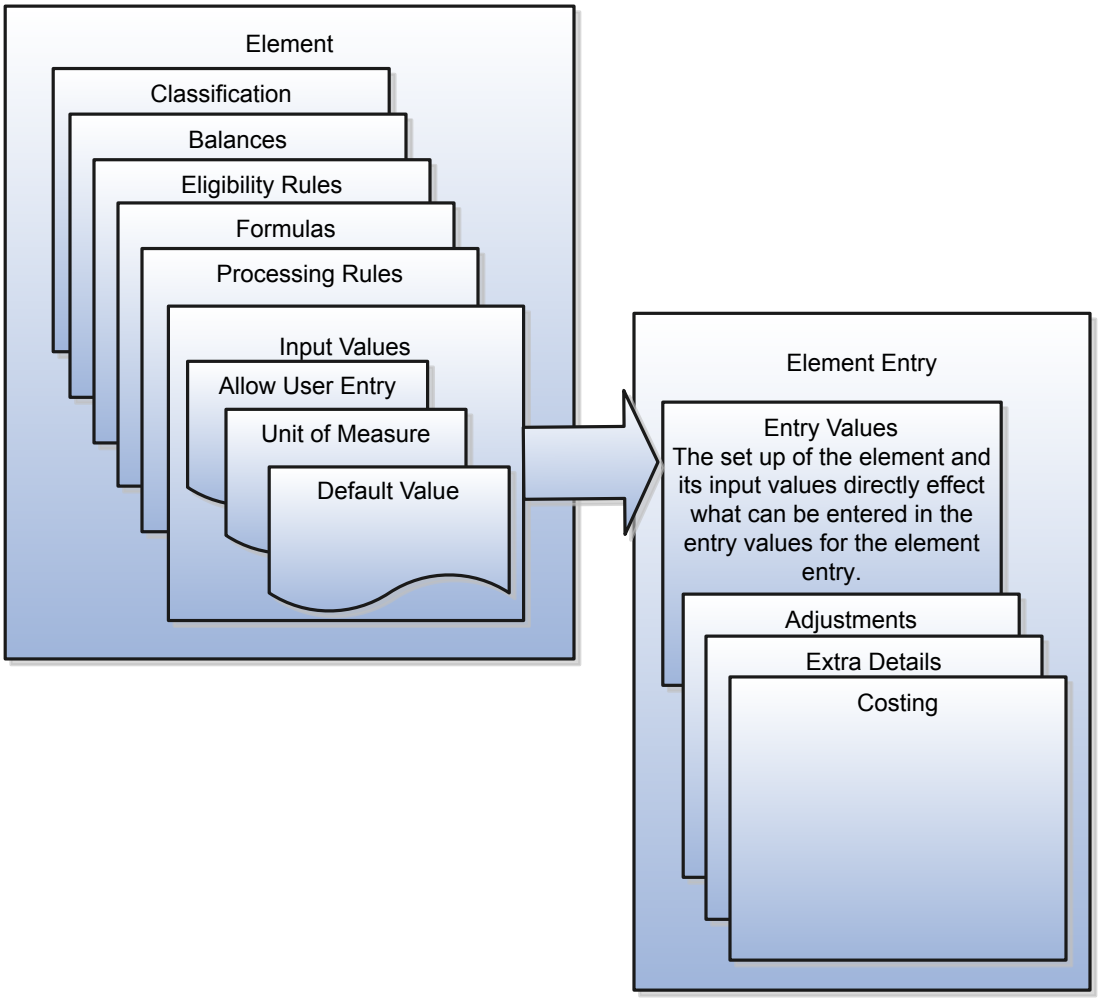
*Related Topics*

- 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.<br><br>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.<br><br>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.<br><br>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?<br><br>**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.<br><br>You can use this option for hourly workers that you pay biweekly but whose overtime you enter on a weekly basis.<br><br>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:<br>• Provide a default value for one or more entry values when you create an element entry.<br>• 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.<br>• 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.<br><br>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.<br><br>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. |

| 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.<br><br>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.<br><br>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.<br><br>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.

### 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.

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.

## 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.

*Related Topics*

- Enterable Values on Calculation Cards: Explained

# 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**.

### 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

## 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.

### 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 Personal Payment Methods

## 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 |
| 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<br><br>Payroll Coordinator | Depends on duty role or profile option | Yes | Manage Personal Payment Methods page, Payment Distribution work area |

| Role | Can Create Banks and Branches? | Can Create Employee Bank Account Details? | Location |
|---|---|---|---|
| Payroll Manager | | | |
| 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

# FAQs 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.

# 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

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<br><br>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 |
| User-defined Time Definition | | x |

*Related Topics*

- Determining an Element's Latest Entry Date: Critical Choices
- Using Time Definitions for Severance Pay: Example

# 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<br>Germany<br>Netherlands<br>Singapore |

| Rule | On Terminating Last Terms or Assignment | On Creating Subsequent Terms or Assignment | Countries |
|---|---|---|---|
| | | | 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<br>China<br>Hong Kong<br>India<br>Kuwait<br>Mexico<br>Saudi Arabia<br>Switzerland<br>United Arab Emirates<br>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

# 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.

## When should I change payroll relationship rules?

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

# 3 Manage Batch Uploads

## 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

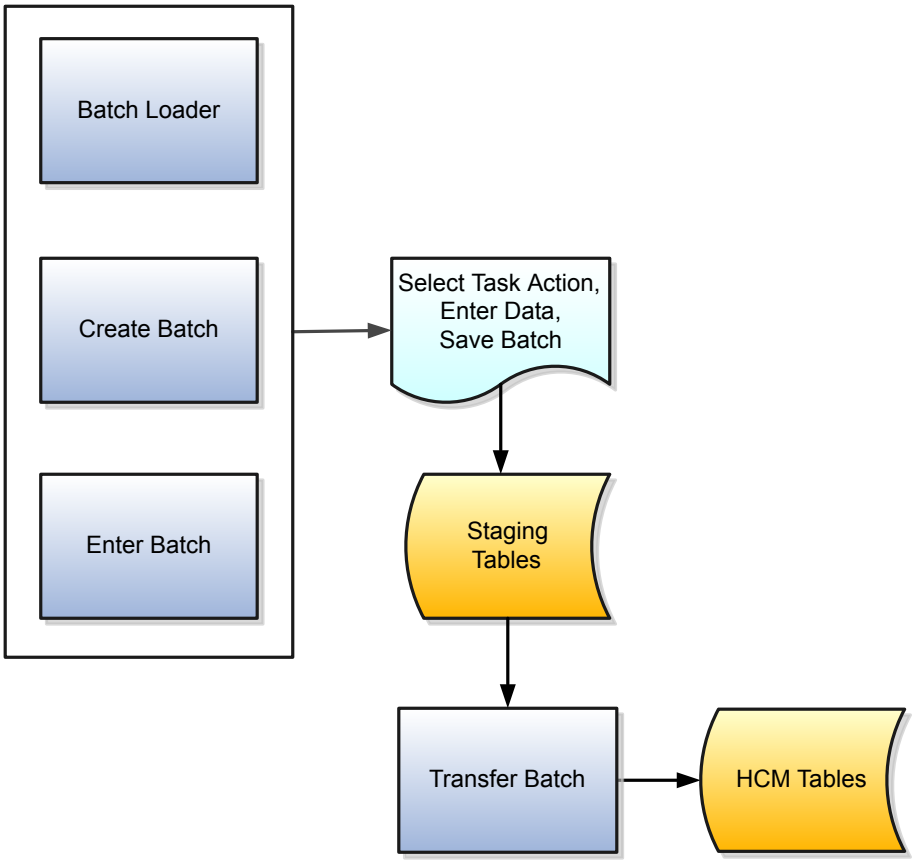
The following table describes the tasks and processes that you might use when working with the batch loader. You can access these tasks and processes in the Payroll Administration work area or using the Enter Batch task in a payroll flow.

| 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.<br><br>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.<br><br>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.<br><br>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. |

# 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 |

| 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.

## 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.

- **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

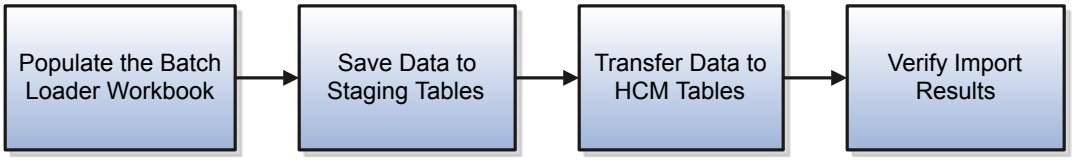
# Importing Data Using the Payroll Batch Loader: Explained

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.

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




## 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 |

| 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.

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.

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.<br><br>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 |

| 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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Country Code | Yes | VARCHAR2(60)<br><br>Existing code for the country or territory of the bank to create. |
| Bank Name | Yes | VARCHAR2(1440)<br><br>Name of the bank to create.<br><br>Ensure that no bank with the same name exists in your database and that you follow all naming conventions. |
| Bank Number | No | VARCHAR2(400)<br><br>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 |

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

| 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)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Country Code | Yes | VARCHAR2(60)<br><br>Existing code for the country or territory of the bank to inactivate. |
| Bank Name | Yes | VARCHAR2(1440)<br><br>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)<br><br>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
```

# 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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Bank Name | Yes | VARCHAR2(1440)<br><br>Name of existing bank. Bank names are case-sensitive. Enter the name exactly. |
| Bank Branch Name | Yes | VARCHAR2(1440)<br><br>Name of existing branch. Bank branch names are case-sensitive. Enter the name exactly. |
| Account Number | Yes | NUMBER(18)<br><br>The bank account number to receive EFT payments. |
| IBAN | No | VARCHAR2(200)<br><br>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)<br><br>Based on values in the **`AR_IREC_BANK_ACCOUNT_TYPES`** lookup table. Valid values are:<br>• CHECKING<br>• MONEYMRKT<br>• SAVINGS<br>• UNKNOWN |
| Secondary Account Reference | No | VARCHAR2(120)<br><br>Usage varies by country or territory, for example, Building Society Number in the UK. |

| Column | Required | Comments |
|---|---|---|
| Account Name | No | VARCHAR2(1440)<br><br>Label used to identify bank account when there are multiple accounts, for example, Checking or Savings. |
| Person Number | Yes | NUMBER(18)<br><br>Payroll relationship ID or third-party payee ID of an existing person with a corresponding TCA party. |
| Country | No | VARCHAR2(60)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Country Code | Yes | VARCHAR2(60)<br><br>Existing code for the country or territory of the bank whose external account to inactivate. |
| Bank Name | Yes | VARCHAR2(1440)<br><br>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)<br><br>Name of the existing branch whose bank account to inactivate. Branch names are case-sensitive. Enter the name exactly. |

| Column | Required | Comments |
|---|---|---|
| Account Number | Yes | NUMBER(18)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Country Code | Yes | VARCHAR2(60)<br><br>Existing code for the country or territory of the external account. |
| Bank Name | Yes | VARCHAR2(1440)<br><br>Name of existing bank. Bank names are case-sensitive. Enter the name exactly. |
| Account Number | Yes | NUMBER(18)<br><br>The existing bank account number to receive EFT payments.<br><br>**Tip:** Create bank account numbers using the Create External Bank Accounts task action. |
| Person Number | Yes | NUMBER(18)<br><br>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
```

# 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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Start Date | Yes | DATE<br><br>Effective start date of the global value definition. Must be in the YYYY-MM-DD format. |
| Effective End Date | Yes | DATE<br><br>Effective end date of the global value definition. Must be in the YYYY-MM-DD format. |
| Value | Yes | VARCHAR2(240)<br><br>Value corresponding to the global that is defined by the customer. |
| Data Type | Yes | VARCHAR2(1)<br><br>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<br><br>Name of the global value definition. Definition names are case-sensitive. Ensure that you enter the name exactly. |
| Legislative Data Group | No | VARCHAR2(240) |

| 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. |

# 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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Start Date | Yes | DATE<br><br>The first date the payment method is available for use. Must be in the format YYYY-MM-DD. |
| Name | Yes | VARCHAR2(250)<br><br>Name of the payment method to create. |
| Assignment Number | No<br><br>A value for either this field or Payroll Relationship Number is required. | NUMBER(18)<br><br>Existing assignment number of the person whose payment information you want to create.<br><br>Use this column when a person has multiple assignments for the same payroll relationship. |
| Payroll Relationship Number | No<br><br>A value for either this field or Assignment Number is required. | NUMBER(18)<br><br>Existing payroll relationship ID that identifies the person whose payment information you want to create. |
| Amount | No | NUMBER<br><br>If you select Amount as the payment amount type, the amount value. |
| Priority | Yes | NUMBER(18)<br><br>When multiple payment methods exist for a person, priority identifies which payment method to process first. |
| Organization Payment Method | Yes | VARCHAR2(80)<br><br>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 |

| Column | Required | Comments |
|---|---|---|
| | | you use the name of another method, such as check or cash. |
| Percentage | No | NUMBER(22)<br><br>If you select Percentage as the payment amount type, the percentage value. |
| Payment Amount Type | Yes | VARCHAR2(30)<br><br>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)<br><br>The existing bank account number to receive EFT payments.<br><br>**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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Assignment Number | Yes | NUMBER(18)<br><br>Existing assignment number of the person whose payment method to end-date. |
| Name | Yes | VARCHAR2(250)<br><br>Name of the payment method to end-date. |
| Effective As-of Date | Yes | DATE |

| 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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Assignment Number | Yes | NUMBER(18)<br><br>Existing assignment number of the person whose payment method to delete. |
| Name | Yes | VARCHAR2(250)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Date | Yes | DATE<br><br>The first date the payment method is available for use. Must be in the format YYYY-MM-DD. |

| Column | Required | Comments |
|---|---|---|
| Party Name | Yes | VARCHAR2(250)<br><br>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)<br><br>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)<br><br>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)<br><br>The existing external bank account number to receive EFT payments.<br><br>**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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |

| Column | Required | Comments |
|---|---|---|
| Party Name | Yes | VARCHAR2(250)<br><br>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)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Party Name | Yes | VARCHAR2(250)<br><br>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)<br><br>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)<br><br>Existing terms or assignment number of the worker whose pay is subject to deduction using this payment method. |
| Bank Account Number | No | NUMBER(18) |

| Column | Required | Comments |
|---|---|---|
| | | The existing bank account number to receive EFT payments.<br><br>**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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Date | Yes | DATE<br><br>The first date the payment method is available for use. Must be in the format YYYY-MM-DD. |
| Party Name | Yes | VARCHAR2(250)<br><br>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)<br><br>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)<br><br>The existing bank account number to receive EFT payments. |

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

| Column | Required | Comments |
|---|---|---|
| Organization Payment Method | No | VARCHAR2(80)<br><br>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)<br><br>The existing bank account number to receive EFT payments.<br><br>**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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Legislative Data Group | Yes | VARCHAR2(240)<br><br>Name of the existing legislative data group in which to create the payroll definition.<br><br>Legislative group names are case-sensitive. Enter the name exactly. |
| Effective As-of Date | Yes | DATE<br><br>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.<br><br>Must be in the format YYYY-MM-DD. |
| Name | Yes | VARCHAR2(80)<br><br>Name of the payroll definition to create. Payroll definition names are case-sensitive. Enter the name exactly. |
| Consolidation Group | Yes | VARCHAR2(60)<br><br>Name of the existing consolidation group in the specified legislative data group to use for the payroll definition.<br><br>Consolidation group names are case-sensitive. Enter the name exactly. |
| Period Type | Yes | VARCHAR2(30)<br><br>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.<br><br>Period types are case-sensitive. Enter the period type exactly. |
| First Period End Date | Yes | DATE<br><br>Last date in the first payroll period during which the payroll is available for processing. Must be in the format YYYY-MM-DD.<br><br>**Tip:** For semimonthly payroll definitions, the first period end date is typically the 15th of the month. |
| Number of Years | Yes | INTEGER(5)<br><br>Number of years of time periods to generate starting from the beginning of the first period.<br><br>Valid values are 1 through 10. |
| Fixed Date | Yes | VARCHAR2(80)<br><br>Whether to generate the payroll calendar using fixed or dynamic offsets.<br><br>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)<br><br>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)<br><br>Number of days that date earned falls before or after the base date. Valid values are 0 through 99.<br><br>The date earned must be within the effective dates of the payroll period. |
| Date Paid Days | Yes | NUMBER(2)<br><br>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)<br><br>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)<br><br>Indicates whether the payslip availability date should fall on, after, or before the base date for the payroll cycle event.<br><br>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)<br><br>Indicates whether date earned should fall on, after, or before the base date for the payroll cycle event.<br><br>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)<br><br>Indicates whether the payroll run should fall on, after, or before the base date for the payroll cycle event.<br><br>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)<br><br>Indicates whether the cutoff date should fall on, after, or before the base date for the payroll cycle event.<br><br>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. |

| Column | Required | Comments |
|---|---|---|
| Date Paid Before or After Base Date | Yes | VARCHAR2(1)<br><br>Indicates whether date paid should fall on, after, or before the base date for the payroll cycle event.<br><br>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)<br><br>Type of days used to calculate payroll cycle event dates, such as calendar days or work days.<br><br>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)<br><br>Type of days used to calculate payroll cycle event dates, such as calendar days or work days.<br><br>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)<br><br>Type of days used to calculate payroll cycle event dates, such as calendar days or work days.<br><br>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)<br><br>Type of days used to calculate payroll cycle event dates, such as calendar days or work days.<br><br>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. |

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

| Column | Required | Comments |
|---|---|---|
| | | the lookup codes for the PAY_BASE_DATE lookup type. |
| Date Paid Base Date | No | VARCHAR2(1)<br><br>Date used as a basis for scheduling the date the application marks employee records as paid.<br><br>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)<br><br>Whether the prepayments process can include negative payments.<br><br>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)<br><br>Name of general ledger used to cost entries for the payroll run results in the legislative data group.<br><br>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)<br><br>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
```

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

| Column | Required | Comments |
|---|---|---|
| | | Valid values are 1 through 10. |
| Allow Negative Payments | Yes | VARCHAR2(80)<br><br>Whether the prepayments process can include negative payments.<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Legislative Data Group | Yes | VARCHAR2(80)<br><br>Name of the existing legislative data group for the payroll definition to delete. |
| Effective Start Date | Yes | DATE<br><br>Effective start date of the payroll definition to delete. Must be in the format YYYY-MM-DD. |
| Effective End Date | Yes | DATE<br><br>End date of the payroll definition to delete. Must be in the format YYYY-MM-DD. |
| Name | Yes | VARCHAR2(80)<br><br>Name of the existing payroll definition to delete for the specified legislative data group.<br><br>Payroll definition names are case-sensitive. 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:

```
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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Assignment Number | Yes | NUMBER(18)<br><br>The terms or assignment number of the employee. |

| Column | Required | Comments |
|---|---|---|
| Payroll | Yes | VARCHAR2(80)<br><br>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.<br><br>Payroll definition names are case-sensitive. Enter the name exactly. |
| Effective As-of Date | Yes | DATE<br><br>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)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Assignment Number | Yes | NUMBER(18)<br><br>The terms or assignment number of the employee. |
| Payroll | Yes | VARCHAR2(80)<br><br>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. |

| Column | Required | Comments |
|---|---|---|
| | | Payroll definition names are case-sensitive. Enter the name exactly. |
| Effective As-of Date | Yes | DATE<br><br>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)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Assignment Number | Yes | NUMBER(18)<br><br>The existing terms or assignment number of the employee. |
| Payroll | Yes | VARCHAR2(80)<br><br>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.<br><br>Payroll definition names are case-sensitive. Enter the name exactly. |
| Effective As-of Date | Yes | DATE<br><br>The date as of when to end the assigned payroll. |

| Column | Required | Comments |
|---|---|---|
| Legislative Data Group | No | VARCHAR2(240)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Date | Yes | DATE<br><br>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)<br><br>The existing terms or assignment number of the employee to update. |
| Payroll | Yes | VARCHAR2(80)<br><br>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.<br><br>Payroll definition names are case-sensitive. Enter the name exactly. |
| Time Card Required | No | VARCHAR2(20)<br><br>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) |

| 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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Date | Yes | DATE<br><br>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)<br><br>The existing terms or assignment number of the employee to update. |
| Payroll | Yes | VARCHAR2(80)<br><br>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.<br><br>Payroll definition names are case-sensitive. Enter the name exactly. |
| Time Card Required | No | VARCHAR2(20)<br><br>Whether time card entries are required before payment can occur. Value values are Yes or No. The default value is No. |

| Column | Required | Comments |
|---|---|---|
| Overtime Period | No | VARCHAR2(80)<br><br>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<br><br>Enter **1** for the first row and continue sequentially for subsequent rows. |
| Effective Date | Yes | DATE<br><br>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)<br><br>The existing terms or assignment number of the employee to update. |
| Payroll | Yes | VARCHAR2(80)<br><br>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.<br><br>Payroll definition names are case-sensitive. Enter the name exactly. |
| Time Definition | Yes | VARCHAR2(80)<br><br>The name of the time definition for the element duration value to update. |

| Column | Required | Comments |
|---|---|---|
| Date | Yes | DATE<br><br>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 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.

## 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.

## 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.

# 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.

# 4 Submit Payroll Flows

## Overview

A flow is a process that you submit, such as the Calculate Gross Earnings process, the Run Balance Exception Report process, or an extract process. You can submit flows from a payroll work area or by using the Submit Extract task in the Data Exchange work area. You can schedule flows to run at a specified time or at regular intervals. Monitor the status of submitted flows from the Payroll Checklist work area or from the Data Exchange work area using the View Extracts task.

## 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.

## 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<br>• 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<br>• 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. |

## 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 |

| Parameter | Value |
|---|---|
| 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*

- Sequencing Rules for Flows and Locked Tasks: Explained

- 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.<br><br>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:
    - Roll back to roll back all the records processed by the task
    - 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*

- Sequencing Rules for Flows and Locked Tasks: Explained
- Marking for Retry, Retrying, and Rolling Back Payroll Results: Critical Choices

# 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 | | | |
| 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:<br>• Roll Back | All previous tasks must have a status of Completed |

| Action to Perform on Current Task | Status of Current Task | Status of Previous or Subsequent Tasks |
|---|---|---|
| | • On Hold<br>• Mark for Retry | |

## 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.

*Related Topics*

- Sequencing Rules for Flows and Locked Tasks: Explained
- 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

/* 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

# 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.

## 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.

## 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.

# 5 Calculate Gross Earnings

## Calculating Gross Earnings for Payroll Interface: Overview

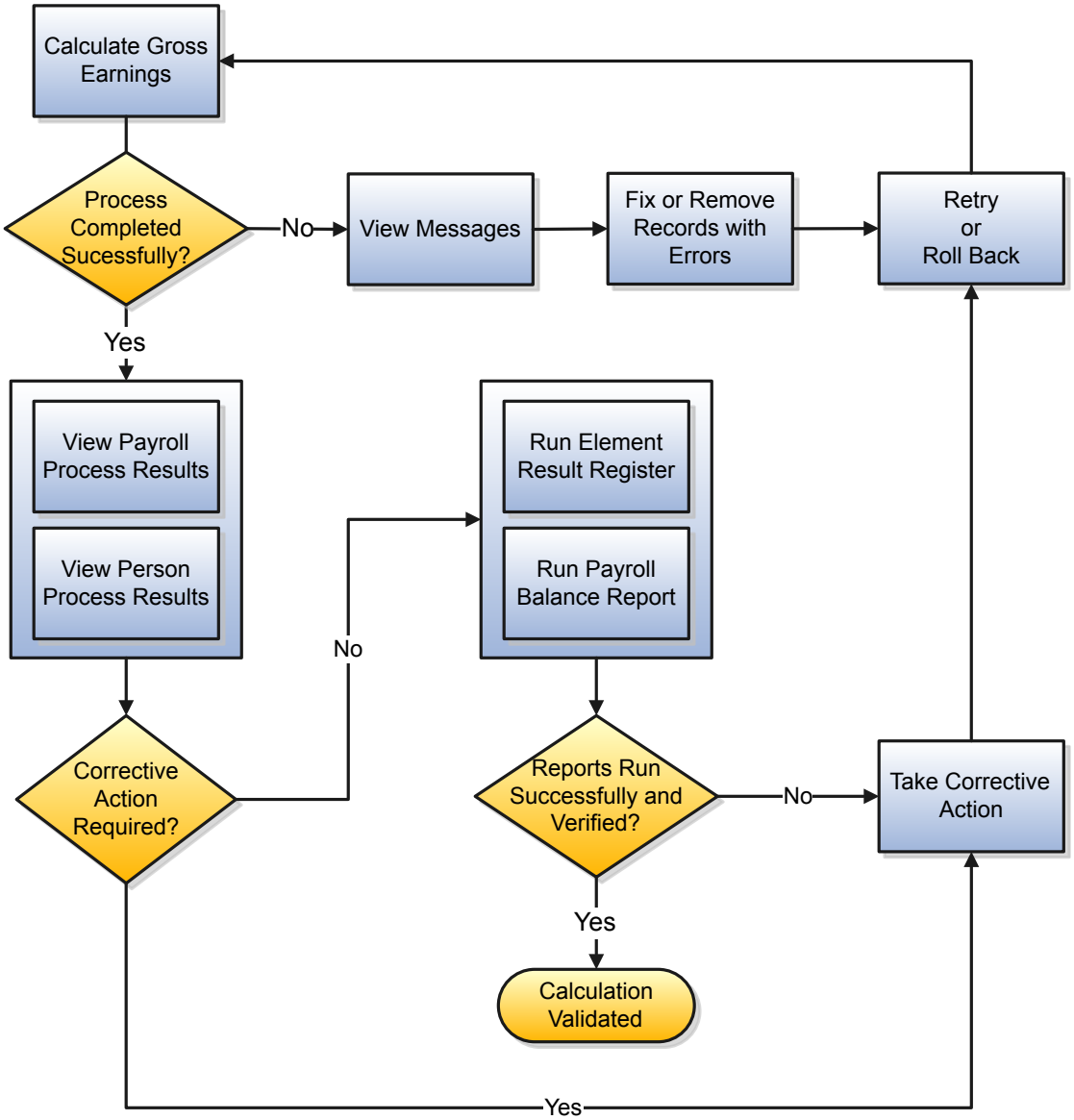
Payroll coordinators run the Calculate Gross Earnings process to calculate periodic balances and validate gross earnings calculations before extracting and sending data to a third-party payroll provider. Submit this process to validate the calculation of gross earnings results and update payroll balances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

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

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

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

The following figure illustrates the calculation and validation process.




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

# Gross Earnings: How They Are Calculated

The Calculate Gross Earnings process calculates gross compensation values based on payroll frequency and the element entries attached to an employee. Calculations apply to the gross value of regular and supplemental earnings element classifications. Run results don't include any results for imputed earnings, statutory information, absences, or voluntary or

involuntary deductions. You can verify the results by viewing the statement of earnings, run results, and predefined payroll reports.

The process reports deductions at the payroll relationship level as follows:

- Flat amounts for the primary assignment only
- Percentage amounts aggregated for each assignment or terms record

# Settings That Affect Calculation

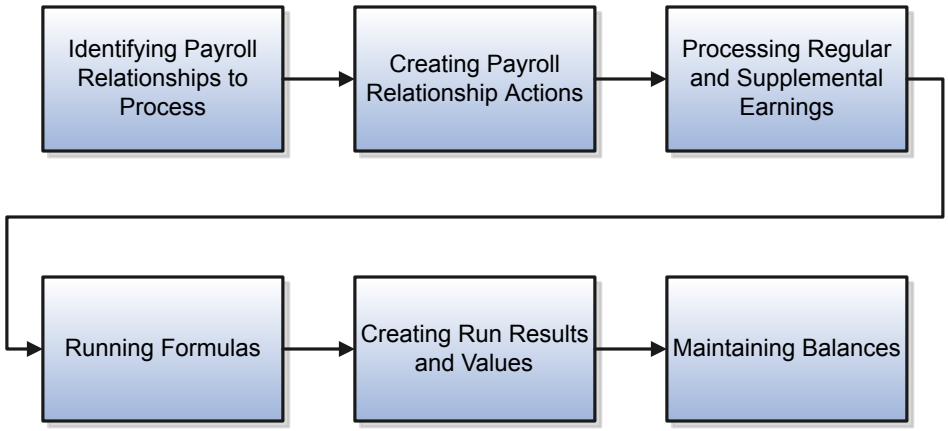
When you submit a process to calculate gross earnings, you complete information that determines which payroll relationships and element entries to process and the calendar dates to use for the calculations.

You can enter the following parameters when running the process.

| Parameter | Purpose |
|---|---|
| Payroll Flow | Name you assign when you submit the process. After running the process, you can use this name to search for it and monitor its status. |
| Payroll | Name of the payroll definition that determines the payroll period, calendar, and frequency |
| Payroll Period | Payroll period for the payroll you are calculating, which determines other dates for processing |
| Process Date | Optional. First date range on which to retrieve effective data for calculation, typically the process dates of the specified payroll definition |
| Date Earned | Optional. Date of element entries to include in the calculation run. Overrides the default value determined by calendar of the specified payroll definition. |
| Consolidation Group | Optional. Name of the grouping of payroll runs for the specified payroll definition. Overrides the default consolidation group for post-run processing. |
| Run Type | Name of the run type that determines which payroll calculations to perform. |
| Payroll Relationship Group | Optional. Name of a group of payroll relationships to limit the people that are included in the run. |
| Process Configuration Group | Optional. Name of a group that determines performance parameters such as logging, chunk size, and number of threads. Overrides the default process configuration group. |
| Element Group | Optional. Name of a group of regular or supplemental earnings elements included in the run. You create element groups on the Manage Object Groups page. |

# How Results Are Calculated

Calculations of gross earnings occur at the payroll relationship level. The payroll relationship structure groups employment terms and assignments together for calculations based on the payroll statutory unit. The resulting multilevel aggregation ensures the correct calculation and distribution of earnings. The following figure illustrates the calculation process.




The main steps of the calculation process are as follows:

1. The process identifies the payroll relationships to process. If you specify a payroll relationship group, the parameter limits processing to the people in the group.
2. The process creates a payroll action representing the payroll and a payroll relationship action for each relationship processed.
3. The process loads into memory the element entries for the payroll relationship action.
4. The process identifies and determines any formulas to run for calculating the element entries.
5. At the end of the process, there is one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current conversion rate and rounds the monetary result based on the formula rules.
6. For each run result, the process determines which balances the result should feed. The process then writes and updates the balances to the database.

## Example 1: Calculation Based on Annual Salary Basis

Your payroll provider might require you to pass values for gross earnings periodically, based on the payroll frequency of each employee. If you use an annual salary basis to store the values, you can run the Calculate Gross Earnings process to calculate the values by payroll period.

The formula attached to the annual salary would calculate the periodic value and feed this to a run result during the payroll run. You can then extract the run result value using a payroll interface report.

## Example 2: Calculation Based on an Element Group

To avoid processing all the regular and supplemental earnings in a calculation process, the process considers only the earnings elements you associate with an element group. You specify the value of the element group as a parameter when submitting the Calculate Gross Earnings process.

*Related Topics*

- Object Groups: Explained

# 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. |

## 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:<br>• To process separately<br>• 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<br>• To include in the payroll run<br>• That belong to a proration group and ended within the payroll period |

*Related Topics*

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

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

Monitor the progress of a submitted Calculate Gross Earnings process. View any warning or error messages. View the actual run results to ensure accuracy and to minimize the effort involved in correcting problems you find later.

## Viewing Person Process Results

View results in the Payroll Calculation work area, investigate and correct any problems.

1. From the Overview page, click **Go to Task** for the flow.
2. On the Process and Reports tab, click **Go to Task** to view completed records and any records that are preventing the task from completion.

Use the following table as a guide for which task to use to view results.

| Task | Usage |
|---|---|
| View Payroll Process Results | Verify the results for all the people and payroll relationship actions processed in a flow. Use this task if you don't recall which flow included the results.<br>1. Locate the payrolls recently processed to identify the payroll that contains the results.<br>2. Go to the View Person Process Results page. |
| View Person Process Results | Verify individual run results for the flow. Refer to it also when researching results for a person over several payroll periods.<br>• View balance results to confirm that the process completed, a worker has the correct pay, and compare and adjust balances.<br>• View run results for all elements processed. |

| Task | Usage |
| --- | --- |
| | • View messages generated by payroll processes, if any. |

# 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

# View Reports

## Reports for Calculate Gross Earnings: Overview

After running the Calculate Gross Earnings process and viewing and verifying person process results, you can further validate records or balances you want to extract. Use the Submit a Process or Report task from the Payroll Calculation work area to verify the output of the following reports.

**Note:** Run these reports as needed after verifying person process results and before running your extract process.

| Report | Purpose | Example of Usage |
| --- | --- | --- |
| Balance Exception Report | Identify values that vary for the same balance dimension. This variance could indicate overpayments or underpayments. | View to identify potentially incorrect payments or amounts withheld. |
| Element Results Register | View a listing of the elements and pay values for a worker, including earnings amounts processed by the Calculate Gross Earnings process. | Review details about the elements and pay values processed for a person when you are investigating a calculation problem. |
| Payroll Balance Report | View balances written by the Calculate Gross Earnings process for a specific payroll period. View detailed balance information for a specific employee over a defined period. | Use this report to pinpoint a problem discovered by another report. |

| Report | Purpose | Example of Usage |
|---|---|---|

# 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 |

7. Refresh the page to display the populated columns and rows, and the summed totals.
8. Filter to view different results.

*Related Topics*

- Payroll Calculation Reports: Overview

# 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 |

| Field | Values |
|---|---|
| Dimension Name | Relationship Period to Date |
| Variance Type | Percent |
| Variance Operator | Greater than |
| Variance Value | 10 |
| Severity Level | 1 |

# 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. |

| Comparison Type | How it Operates as a Basis of 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<br><br>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 |

| Field | Value |
|---|---|
| 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:

| 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.

# 6 Run Payroll Interface Reports

## Payroll Interface Reports: How They Are Processed

After you create an extract definition, you can submit the extract process for your payroll interface report. Use the Submit a Process or Report task from the Payroll Calculation work area or the Submit Extracts task from the Data Exchange work area.

### Settings That Affect Report Output

When you submit a payroll interface report, the extract process captures values for all employees that match the specified criteria. The following table describes the flow submission parameters you complete.

| Parameter | Purpose |
|---|---|
| Legislative Data Group | Name of partition used for payroll information. |
| Payroll Flow | Name you assign when you run the process. After submitting the process, you can use this name to search for it and monitor its status. |
| Effective Date | First date on which to retrieve effective records. |
| Payroll Name | Name of the payroll definition from which to extract data. |
| Payroll Period | Name of the payroll time period for the payroll you are calculating, which determines other dates for processing. |
| Changes Only | Optional. Indicator that determines whether to extract only changed records. If not selected, the process extracts all records matching the process criteria. |
| Process Configuration Group | Optional. Name of a configuration group that determines performance parameters, such as logging, chunk size, and number of threads. Overrides the default process configuration group. |

### How Initial and Subsequent Reports Are Processed

Your payroll provider might require that you provide all the records defined in the extract each period, or only new or changed data. The flow submission parameter, Changes Only, controls the scope of the extract. When set to Yes, the application compares the extracted employee data with the values from the previous payroll period. If it finds changes are found, the data output file contains only the records for each employee with changes. If it finds no changes, the data output file contains no data.

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

This example demonstrates how to run and validate an extract process that extracts payroll-related employee information to send to a third-party payroll provider. In this example, the third party is a payroll provider named ADP Streamline, which issues employee payments in France.

The payroll provider expects one output file for each weekly payroll period. Because this is a periodic extract that includes calculated balance values, the Calculate Gross Earnings process is not optional as it is for ad hoc extracts.

The output file contains only records of employees where a value has changed. When the payroll provider receives the output file, the changed data updates the payroll provider's data.

Extracting data for periodic third-party payroll processing involves four primary steps:

1. If the scenario requires calculating gross earnings and balances:
    a. Run the Calculate Gross Earnings process.
    b. Verify the results in the Element Results Register and Payroll Balances reports.
2. Run the extract process.
3. Verify the results in the output file.

## Assumptions and Prerequisites

This worked example assumes that the following prerequisites are complete:

1. You created the extract definition and output template for France ADP Streamline Payroll.
2. Eligible employees have element entries for any elements referenced in the extract definition.
3. Employees opting for electronic funds transfer payments have their personal payment methods set up with the appropriate bank, branch, and account information.
4. You provided a full extract of all employee data to ADP Streamline as a baseline.

## Submitting the Calculate Gross Earnings Process

The Calculate Gross Earnings process ensures that all balances retrieved by the extract process are up-to-date and accurate.

1. In the Payroll Calculation work area, click the **Submit a Process or Report** task.
2. In the **Legislative Data Group** list, select InFusion FR.
3. Select the Calculate Gross Earnings flow pattern, and then click **Next**.
4. On the Enter Parameters page, enter values as shown in the following table.

> **Tip:** The first time you extract data for ADP Streamline, set the Changes Only parameter to No so that all data is included as a baseline. For subsequent extracts, set Changes Only to Yes so that the extracted records can be compared to the baseline data.

| Field | Value |
|---|---|
| **Payroll Flow** | Name to identify the process you are submitting, for example, InFusion FR Weekly Calculation.<br><br>You can use this name when searching for status or results of the process. |
| **Payroll** | Name of the payroll definition, for example, InFusion FR Weekly Payroll. |
| **Payroll Period** | First payroll period that has not already been calculated and extracted for the payroll. |
| **Run Type** | Regular |

5. Skip the Enter Flow Interaction page and the Schedule page.
6. On the Review page, review the values and then click **Submit**.
7. Click **OK and View Checklist**.

> **Tip:** If you choose not to view the checklist now, you can search for your process later from the Payroll Calculation work area.

# Verifying and Viewing Results

Verify that the process completed successfully, and then verify the balances in the two reports generated by the Calculate Gross Earnings process.

1. In the task list, in the row containing Calculate Gross Earnings, click **Go to Task**.
2. On the Processes and Reports tab, verify that the process is 100 percent complete.

> **Note:** If the process is not 100 percent completed, go to the Errors and Warnings tab to check for any messages.

3. On the Processes and Reports tab, in the row with the process ID, click **View Results**.
   You should see two reports in the View Results window:
   - Payroll Balances Report
   - Element Results Register
4. Click the file name or URL of each report to view its content.

# Running the Extract Process

The extract process retrieves balances from the results of the Calculate Gross Earnings process and other payroll-related information, using element entries and database items determined by the extract definition.

1. In the Payroll Calculation work area, click the **Submit a Process or Report** task.
2. In the **Legislative Data Group** list, select InFusion FR Sun Power.
3. Select the ADP Streamline Payroll Extract flow pattern, and then click **Next**.
4. On the Enter Parameters page, enter values as shown in the following table.

| Field | Value |
|---|---|
| **Payroll Flow** | Name to identify the process you are submitting, for example, InFusion FR Weekly Payroll.<br><br>You use this name when searching for status or results of the process. |
| **Effective Date** | Last date in range to retrieve effective data. |
| **Changes Only** | Yes |
| **Payroll Name** | Name of the payroll definition, for example, InFusion FR Weekly Payroll. |
| **Payroll Period** | The same payroll period as was selected when running the Calculate Gross Earnings process. |

5. Skip the Flow Interaction page and the Schedule page.
6. On the Review page, review the values and then click **Submit**.
7. Click **OK and View Checklist**.

   If you opt not to view the checklist now, you can always search for your process later.

## Verifying the Output File

You can view the output file to verify that it contains the data you expected.

1. In the task list, in the row containing the name of your extract process, click **Go to Task**.
2. On the Processes and Reports tab, verify that the process is 100 percent completed.

   If the process is not 100 percent completed, go to the Errors and Warnings tab to check for any messages.
3. On the Processes and Reports tab, in the row with the process ID, click **View Results**.
4. In the View Results window, click the file name or URL of the output file to view its content.
5. Click **OK**.

*Related Topics*

- Creating Extract Definitions for Payroll Interface: Procedure
- Extract Components: How They Work Together
- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

# Retroactive Changes for Payroll Interface: How They're Extracted

If your extract is based on the Global Payroll Interface extract definition, all HR- and payroll-related data in the output file is effective-dated. The third-party payroll provider uses the effective date value that is in the `EffectiveDate` tag in the XML file header. A past-dated change would be reflected within the range between the Effective Start Date and the Effective End Data

attribute values. Third-party payroll providers can pick up the dates if there is date in the past that triggers any retroactive processing.

For example, you have already sent the following details for John Franklin's salary to your payroll provider in the extract for July 2015.

| Employee Name | Element | Pay Value | Effective Start Date | Effective End Date | Entry ID |
|---|---|---|---|---|---|
| John Franklin | Basic Salary | 1000 | 01-Jul-2015 | 31-Dec-4712 | 1 |

On 1 August, 2015, John receives a salary raise of 500 that is retroactive back to 1 January, 2015. In this case, when you run the extract in August in changes-only mode, the new data is extracted as follows.

| Employee Name | Element | Pay Value | Effective Start Date | Effective End Date | Entry ID |
|---|---|---|---|---|---|
| John Franklin | Basic Salary | 1500 | 01-Jan-2015 | 31-Dec-4712 | 1 |

The third-party payroll provider then processes this data from 1 January, 2015 and computes arrears.

**Note:** The entry ID value is significant only if multiple entries of the same element are allowed and if the retroactive change is for one element entry only.

# FAQs for Run Payroll Interface Reports

## 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.

## 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.

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

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

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

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

## What happens to my Payroll Interface extracts when there are multiple changes on the same day?

When there is more than one change in a single day, for example at the assignment level, the Payroll Interface extracts retrieve the data that is valid at the time you submit the extract process.

## Why can't I view the Payroll Interface output file in the process results?

If the output file is beyond the size limit, you can't view it, but it can still be downloaded. When this happens, the View Results link navigates to Oracle Business Intelligence, but this doesn't impact functionality in any way.

## Why do I see duplicated assignment data in my Payroll Interface output file?

Because the payroll employment model supports three tiers of employment: payroll relationship, employment terms, and assignments. If you have a two-tier implementation, the application hides any data at the employment terms level. However, the extract process includes this data, which can appear as if it's duplicate data.

## How do I identify new hires and terminations in the Global Payroll Interface XML file?

You can identify new hires when the ActionReason tag in the XML file for the person record has the **`NEWHIRE`** value. Use the TerminationAction and TerminationReason tags for details about terminated person records.

# Can I calculate gross earnings for select employees and pick other values from element entries to send to my third-party payroll provider?

No, this scenario isn't supported. Deciding whether to extract gross earnings or element entries in your Payroll Interface implementation is one of the critical choices to make during implementation. If you must segregate a different group of employees, for example, element entries when you normally calculate earnings, the employees must be on separate payroll. If you do this and later transfer employees to another payroll, you must extract data the same way on the new payroll to ensure accuracy.

# 7 Payroll Interface Inbound Records

## Payroll Interface Inbound Records: Explained

You can import processed payroll data and payslips from third-party payroll providers using the HCM Data Loader. Each import record is associated with a master record that specifies a payroll name and payroll period. Imported payroll information is stored in the Inbound table, while payslips are stored in the document record.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI). Use the following subject area and fact data to create reports:

- Subject area: Payroll Interface Inbound Record - Real Time
- Fact Data: Payroll Interface Inbound Records and Payroll Interface Inbound Record Information

A typical data import includes:

- Absence entries of employees
- Employee specific messages
- Details of earnings and elements processed for employees
- Final payments made to employees
- Details of bank accounts to which payments are made

### Extensible Flexfields

Oracle provides an extensible flexfield called Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF) to capture inbound payroll data from your third-party payroll processor.

Here are the delivered contexts.

- Absence Information
- Message Information
- Payment Information
- Payroll Information

There are predefined segments associated with these contexts. In addition to this extensible flexfield, you can use extensible and user-defined lookups to configure your inbound payroll interface with your third-party payroll provider.

You can use the Manage Payroll Interface Extensible Flexfields page in the Setup and Maintenance work area to edit the Payroll Interface Inbound Record EFF flexfield. Contexts with predefined segments capture specific processed payroll values.

### Payroll Interface Inbound Record

After a payroll is processed by your third-party payroll provider, the results of the payroll run are extracted and configured into a data file. You must then convert this file to the format required by the HCM Data Loader.

This table lists the files that you need to import your payroll data.

| File Name | Content |
|---|---|
| PayrollInterfaceInboundRecord. dat<br><br>You must use this file name. The HCM Data Loader will not recognize any other file name. | Includes processed payroll information for employees included in the payroll run |
| PayrollInterfaceInboundRecord. zip<br><br>After you create the data file, you then need to compress the file with the .zip file extension. You don't have to use this file name. You can create your own. | Compressed file that contains the data file |

## Payslip Files

You can import payslips as PDF files into your Oracle Fusion HCM application using the HCM Data Loader.

This table lists the files that you need to import payslips.

| File Name | Content |
|---|---|
| DocumentsOfRecord. dat<br><br>You must use this file name. The HCM Data Loader utility will not recognize any other file name. | Data file listing employees for whom payslips are being provided<br><br>PDF file names |
| BlobFiles<br><br>You must use this folder name. The HCM Data Loader utility will not recognize any other file name. | Folder that contains all the PDF payslip files |
| DocumentsOfRecord. zip<br><br>You don't have to use this file name. You can create your own. | Compressed file that contains both the data file and PDF payslip files |

The import process looks for the PDF files based on the information contained in the data file. After you complete the import process, employees can view their payslips from the My Portrait work area.

*Related Topics*

- Configuring Extensible Flexfields and Lookups for Inbound Payroll Interface: Procedure
- Enabling Descriptive Flexfields for Oracle Business Intelligence: Procedure

# Importing Payroll Data From Third-Party Payroll Providers: Procedure

Use the HCM Data Loader utility to import your payroll data that was processed by your third-party payroll provider. Typically, this data includes information such as earnings, deductions, and messages but can include additional information that you receive from your provider. You can also import payslips as PDF files that you can make available for viewing by employees.

## Uploading Payroll Interface Inbound Records

After the payroll is processed, you can import the payroll data that was processed by your third-party payroll provider for the employees in the payroll run. Before the data is uploaded, your Payroll Interface Inbound Record zip file must be in the format that is required by the HCM Data Loader.

## Importing Employee Payslip Information

After the payroll is processed, you can import payslips for the employees in the payroll run. Before the data is uploaded, your DocumentsOfRecord.zip file must be in the format that is required by the HCM Data Loader.

> **Note:** For full instructions on data loading, see the HCM Data Loader User's Guide (Document: 1664133.1) on My Oracle Support at https://support.oracle.com.

# 8 Payroll Interface for US ADP Solutions

## Ad-Hoc Extract Reporting Period: Critical Choices

When running payroll interface reports using an ad-hoc extract, such as the US ADP PayForce Third-Party Ad-Hoc Extract, the settings you specify at run time depend on the desired reporting method:

- Payroll Period
- Date Range

### Payroll Period

When processing the ad-hoc extract for a payroll period, you must make the following settings:

| Parameter | Description |
|---|---|
| Payroll Period | Specify the payroll period you are processing. |
| Effective Date | Specify the end date of the pay period. |
| Start Date | Leave blank. |

### Date Range

When processing the ad-hoc extract for a date range, you must make the following settings:

| Parameter | Description |
|---|---|
| Payroll Period | Leave blank. |
| Effective Date | Specify the end of the date range. |
| Start Date | Specify the start of the date range. |

## Resolving US ADP PayForce Third-Party Periodic Extract Errors: Examples

The Oracle Fusion Global Payroll Interface for the United States keeps no records of what files you send to ADP PayForce and ADP Connection for PayForce or when you send them. It is up to you to ensure the accuracy of the Oracle Fusion Human Capital Management for the United States data you capture and upload to ADP. The data maintained in Fusion

must remain your source of truth. Any change or correction of employee or payroll data must be made in the Oracle Fusion application first and then communicated to ADP Connection for PayForce through the upload process.

The following examples provide instruction on how to maintain your data integrity on both the Oracle and ADP sides:

- Correcting Employee Data Before Output File Generation
- Correcting Payroll Data Before Output File Generation
- Correcting Data Before Output File Upload
- Correcting Data After Output File Upload
- Resolving Invalid or Missing Earnings Data

# Correcting Employee Data Before Output File Generation

If you find an error in your employee data, and you have not yet submitted the extract process, simply make your corrections in Oracle Fusion Human Capital Management for the United States. Your changes will be migrated to ADP when you perform your next upload.

If you discover your errors after generating the output file, refer to "Correcting Data Before Output File Upload" below.

If you discover your errors after uploading the output file to ADP, refer to "Correcting Data After Output File Upload" below.

# Correcting Payroll Data Before Output File Generation

If you want to make payroll changes for one or more employees (such as applying an additional earnings entry) after running the Calculate Gross Earnings process but before submitting the extract process, you must:

1. Mark the Calculate Gross Earnings process for retry.
2. Correct the payroll information.
3. Retry the process. The system recalculates and generates new results for the affected employees.

If you discover your errors after generating the output file, refer to "Correcting Data Before Output File Upload" below.

If you discover your errors after generating the output file to ADP, refer to "Correcting Data After Output File Upload" below.

# Correcting Data Before Output File Upload

If you need to make corrections to your employee or payroll data, but you have already generated the extract file, and you know for certain that the last extract file was not sent to ADP, you must:

1. Roll back the payroll extract process.
2. Correct the errors.
3. Rerun the extract process.

If you discover your errors after uploading the output file to ADP, refer to "Correcting Data After Output File Upload" below.

# Correcting Data After Output File Upload

If you discover errors in your data after you have generated the output file and uploaded it to ADP Connection for PayForce, you must first correct the data within Oracle Fusion Human Capital Management for the United States. Once that is complete, use the tools and processes provided by ADP to ensure that their data is updated to match the data maintained by Oracle. ADP Connection for PayForce has no rollback functionality, so you must make these corrections manually. This ensures the information maintained by ADP correctly reflects the information maintained by Oracle.

If manual intervention is not possible on your ADP system, then you must:

1. Restore your ADP system from the prior day's backup.
2. Roll back the Payroll Interface payroll extract process.
3. Resubmit the extract process to generate a new output file.
4. Upload the new file.

# Resolving Invalid or Missing Earnings Data

Use the Calculate Gross Earnings process to calculate periodic payroll run results and validate gross earnings calculations before you extract and send data to the third-party payroll provider. For any payroll period, if you fail to run this process before generating the output file, the gross compensation values for your employees may be incorrect or missing entirely.

If you are unsure that you have run Calculate Gross Earnings process:

- Check the payroll process or person process results to confirm whether or not Calculate Gross Earnings has been run for this payroll period.

  If not, run Calculate Gross Earnings before continuing.
- If you have already submitted the extract process, check the output file for empty or missing DE records (earnings).

  To resolve, you must roll back the payroll extract process, submit the Calculate Gross Earnings process, and then generate a new output file.
- Once you have uploaded the output file, check your payroll data in ADP for PayForce for missing or incorrect earnings.

  To resolve, you must use the tools provided by ADP to ensure the earnings data is correct. ADP Connection for PayForce has no rollback functionality, so you must make these corrections manually. No action is required in Oracle Fusion Human Capital Management for the United States. When you submit the Calculate Gross Earnings process for the next payroll period, the earnings information will be captured.

*Related Topics*

- Calculating Gross Earnings for Payroll Interface: Overview
- Gross Earnings: How They Are Calculated
- Manage Payroll Interface: Overview
- Payroll Interface Reports: How They Are Processed
- Viewing and Verifying Person Process Results for Payroll Interface: Points to Consider

# FAQs for Payroll Interface for US ADP Solutions

## What happens if I fail to upload my US ADP Connection for PayForce output file?

What you should do depends on if you have uploaded the second, newer file. If you have uploaded the newer file, you must use the tools and processes provided by ADP to ensure that the data and changes reflected in the older file are included into their records. ADP has no rollback functionality, so you must enter this data manually.

If manual intervention is not feasible, you must restore the ADP system using a backup prior to the upload and then upload both output files in proper order.

If you have not uploaded the newer file, upload the older file first to ADP and then the newer file. This ensures the data maintained by ADP correctly reflects the data maintained by Oracle Fusion Human Capital Management for the United States, which is the source of truth.

# 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.

### 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 classification

Provides various element controls, such as the processing order, balances feeds, costing, and taxation. Oracle predefines primary element classifications and some secondary classifications. You can create other secondary classifications.

### 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.

### 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.

### 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.

### 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 interface report

A process to extract and generate a report of payroll-related data sent to a third-party payroll provider.

### 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.

### 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.