Oracle® Fusion Applications Workforce Deployment, Global Payroll Guide

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Preface

This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.

You can add custom help files to replace or supplement the provided content. Each release update includes new help content to ensure you have access to the latest information. Patching does not affect your custom help content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. You can access the guides from the **Guides** menu in the global area at the top of Oracle Fusion Applications Help pages.

Note
The **Guides** menu also provides access to the business process models on which Oracle Fusion Applications is based.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.

- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.

- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

These guides cover specific business processes and offerings. Common areas are addressed in the guides listed in the following table.

Guide	Intended Audience	Purpose
Common User Guide	All users	Explains tasks performed by most users.
Common Implementation Guide	Implementors	Explains tasks within the Define Common Applications Configuration task list, which is included in all offerings.
Information Technology Management, Implement Applications Guide	Implementors	Explains how to use Oracle Fusion Functional Setup Manager to plan, manage, and track your implementation projects, migrate setup data, and validate implementations.
Technical Guides	System administrators, application developers, and technical members of implementation teams	Explain how to install, patch, administer, and customize Oracle Fusion Applications.

For guides that are not available from the Guides menu, go to Oracle Technology Network at http://www.oracle.com/technetwork/indexes/documentation.

Other Information Sources

My Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.

Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides visibility into service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production,

and changes. In Oracle Fusion Applications, you can use the Oracle Enterprise Repository for Oracle Fusion Applications at http://fusionappsoer.oracle.com for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.

- Publishing other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use the **Send Feedback to Oracle** link in the footer of Oracle Fusion Applications Help.

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Maintain Personal Payroll Information

Manage Batch Uploads

Setting Up Spreadsheet Integration: Points to Consider

To use a spreadsheet to create or edit records that you can upload to Oracle Fusion Applications, you must fulfill software requirements, install a desktop client, and set up Microsoft Excel.

Software Requirements

You must use:

- Microsoft Excel 2007 or above
- Internet Explorer 7 or above
- Microsoft Windows 7, XP Professional SP2, or Vista

Desktop Integration Installer

Install the Oracle ADF Desktop Integration Runtime Add-in for Excel, which is a desktop client that enables you to use the spreadsheets that you download from Oracle Fusion Applications. Go to **Navigator - Tools - Download Desktop Integration Installer** . The installer includes other desktop clients, so if you use the Custom setup type during installation, then select **Oracle ADF 11g Desktop Integration**.

You must reinstall the desktop client with each major upgrade or patch to Oracle Fusion Applications so that you are using the correct version of the client. You can find your client version in the About section of the spreadsheet.

Microsoft Excel Setup

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.

Working in Spreadsheets: Points to Consider

Where available, you can download a Microsoft Excel file based on a predefined template in which you can create or edit records. While you work in the spreadsheet, no changes are actually made in Oracle Fusion Applications; your edits take effect only after you upload the records back. As you work, keep in mind conventions and statuses used in the file, requirements for search, possible need to refresh, and things you should not do.

Conventions

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

Statuses

The worksheet status in the header area applies to the entire worksheet, or tab, within the Excel file. Likewise, the table status applies to only the corresponding table. The row status applies to the state of the row within the Excel file, not to the record itself. For example, if the row is an expense item, the status does not mean the status of the expense item itself, but of the data in the row, in the context of the Excel file.

Search

Some predefined templates have search functionality. For the search to work within the Excel file, you must sign on to Oracle Fusion Applications.

Refresh

After you upload to Oracle Fusion Applications, you might need to refresh the data in the table if your changes are not reflected. You can use the refresh option for the table, or perform a filter or search on the table.

What You Should Not Do

To make sure that the upload to Oracle Fusion Applications goes smoothly, do not:

- Rename text from the template, for example the worksheet or tab names.
- Use your own styles in the file.
- Add columns.
- Delete any part of the template, for example columns.
- Hide required columns and status columns or headers.

Payroll Batch Upload Tasks: Explained

Batch upload spreadsheets are a fast way to enter batches of data. You load data into staging tables using the generic spreadsheet loader then transfer the batch into live HCM tables.

Batch uploads can be created, based on the predefined templates, to load the following data:

- Balance
- Balance group
- Element
- Element entry
- Fast formula global
- Object group

This figure illustrates the tasks to complete to create and upload data using the batch upload spreadsheets.
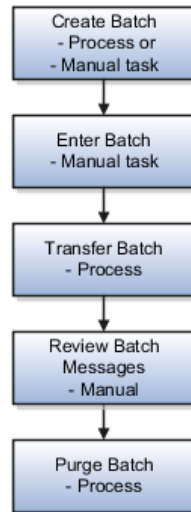
Create Batch

Create a batch directly on the batch spreadsheet or through the Create Batch process run on the Submit a Process or Report page in the Payroll Calculation work area. Enter a batch manually by adding rows for each line of data for the batch needed. Create a batch through a process to automatically add rows to the spreadsheet for the people and elements in which you want to add data. Prior to running the Create Batch process you must create object groups that contain the elements or people needed in the batch. `The create batch process can only run for element entries and balances.

Enter Batch

You enter data in columns, which vary depending on the type of batch you are creating. Add rows for each line of data that you need to add.

Transfer Batch

A batch exists in the temporary spreadsheet tables until you run the transfer batch process to create entries in the HCM table in which the data is applicable. Access the Submit a Process or Report page in the Payroll Calculation work area to run the Transfer Batch process.

Review Batch

Once you have transferred the batch, access the Batch Message Sheet, on the spreadsheet loader, to view any messages that occurred from the transfer process

being run. If an error occurred, correct the problem causing the error and rerun the Transfer Batch process.

Purge Batch

You purge batch data once it is transferred successfully to the applicable HCM tables. You run the Purge Batch process on the Submit a Process or Report page. You can purge a batch at any time.

Payroll Batch Statuses: Explained

Batches that you manage in spreadsheets from the Batch Loader page include a status, displayed on the Batch Header Sheet. The status depends on the status of the batch header, all the batch lines, and any control totals specified for the batch. On the Batch Header Sheet, you can see the following status values:

- Valid
- Transferred
- Transfer incomplete
- Unprocessed
- Error

Valid

When the status is marked as Valid, all of the lines, control totals, and header are valid.

Transferred

When the status is marked as Transferred, all of the lines, control totals, and header have been transferred from the staging tables to the live HCM tables..

Transfer Incomplete

When the status is marked as Transfer Incomplete, the header and control totals have been transferred, along with some of the lines.

Unprocessed

When the status is marked as Unprocessed, at least one line, control total, or the header is unprocessed, and no lines have been transferred.

Error

When the status is marked as Error, the header has not been transferred and at least one line, control total, or the header is in error. Go to the Batch Message Sheet to view details about the content lines in error.

Entering Batch Upload Data for Payroll: Worked Example

This example demonstrates how to enter a global for executive bonus in the GBI_LDG_ONE legislative data group using the batch spreadsheet. It will

initially be set at 30% but can later be changed in the global so that the same value is applied in any formulas that use this bonus percentage. There are three sheets associated with the batch loader: Batch Header, Batch Content, and Batch Messages.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Do I want to create the batch manually?	Yes
What type of data do I want to load in the spreadsheet?	Fast Formula Global

Complete these tasks prior to entering batch data:

1. Have a list of the global values you want to create, and make a note of the total values you are creating to verify against the total batch lines you create.

Creating a Batch Header

1. Navigate to the Payroll Administration work area, and select the Batch Loader task.

2. On the Batch Loader page, click the **Download** button to open the Generic Batch Loader Spreadsheet.

3. A dialog box opens that states, 'You have chosen to open DesktopGenericBatchLoader.xlsx which is a Microsoft Office Excel 2007 Workbook.' Click **OK**.

4. Sign in. This opens the batch spreadsheet on the Batch Header Sheet.

5. On the Batch Header Sheet, enter Globals in the **Batch Name** column in the Search Results section.

6. Select GBI_LDG_ONE as the Legislative Data Group from the list of values.

7. Click **Save**, to view the message "Row inserted successfully" in the Status column.

8. An Upload Options dialog box opens that states, "Specify options to use during the Upload operation." Select one of the two options. Click **OK**.

9. Once it is saved successfully, the status for that row changes to 'Row inserted successfully'.

Creating Batch Content

1. On the Batch Header Sheet, double click on the batch name of **Globals** for which you want to enter data.

2. Click the Batch Content Sheet tab at the bottom of the spreadsheet.

3. Under Batch Contents Action, click **Add**. These tasks are predefined templates that cannot be modified.

4. Enter Fast Formula Global in the **Task Name** field, which represents the type of data you want to upload.

5. Click **Search**.

6. Select the task name of **Fast Formula Global** .

7. Click **OK**.

8. Once the task is loaded, the columns that are applicable for data entry are generated.

9. One batch line is available. To add additional batch content lines, right click on the row number where you want to add the row.

10. Click **Insert**.

11. For each global value, complete the fields, as shown in this table:

Field	Value
Line Sequence	10
Effective Start Date	January 1, 2011
Effective End Date	
Value	.30
Data Type	Number
Name	EXEC_BONUS_PERCENT

12. Continue adding rows to add all the global values.

13. Once all global values are added, click the **Save** button to commit line details and update the number of batch lines.

Note

Check your initial list that you created and make sure you have the same amount of batch lines for the number of global values you wanted to create. If not, go back through the steps until all lines have been added.

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14. An Upload Options dialog box opens that states, "Specify options to use during the Upload operation." Select one of the two options. Click **OK**.

Reviewing the Batch Message Sheet

1. The Batch Message Sheet has information on it only after you run the Transfer Batch process.

FAQs for Manage Batch Upload

How can I access the payroll batch loader?

Select the **Batch Loader** link in the Payroll Administration work area. If a flow includes the Batch Loader, you can select the icon for the **Enter Batch** task from the Payroll Checklist.

Can I upload an Excel spreadsheet I create to the batch upload spreadsheet?

No, you must use the spreadsheet downloaded from the batch loader. The batch loader automatically inserts macros that are essential for the success of your

subsequent processing. You can download the batch upload spreadsheet to your desktop and edit the data before reloading it.

How can I modify a spreadsheet template for payroll?

Spreadsheet templates cannot be modified. This restriction ensures the fields entered correspond exactly to the HCM tables that receive the uploaded data.

Manage Personal Deductions

Personal Payroll Deduction Components: How They Fit Together

Personal payroll deductions represent deduction information specific to a particular payroll relationship. Personal payroll deductions comprise the components shown in this figure:
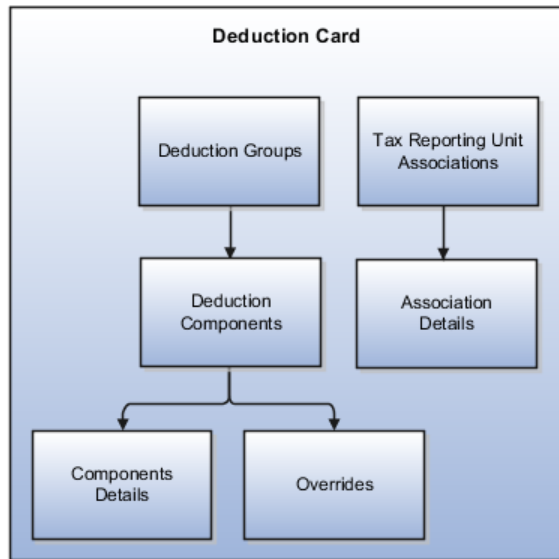
Deduction Cards

Personal deduction cards capture information used to calculate one or more related payroll deductions. For example, a deduction card might capture tax withholding information for calculating one or more tax deductions. A person may have multiple deduction cards, one for statutory deductions and another for involuntary deductions. An employee who has multiple assignments or employment terms might have different deduction cards for each one.

To view and manage deduction cards, select the Manage Personal Deductions task in the Payroll Administration or Payroll Calculation work area. The types of deduction cards you can create and the type of information captured on a card vary by legislation. Deduction card definitions are predefined for each legislation based on legislative requirements.

In legislations where all employees are subject to the same set of statutory deductions, one or more statutory deduction cards may be created automatically when a new employee is added; in other legislations, you must create deduction cards manually. Likewise, for involuntary deductions, you create deduction cards as needed for each employee.

Deduction Groups

Deduction groups are logical sets of deduction types, elements, and calculation rules. A set of deduction groups is predefined for each legislation. To view the deduction groups related to a deduction card, expand the Deduction Groups node in the Deduction Card Overview pane on the Manage Deduction Cards page (Manage Personal Deductions task).

Deduction Components and Component Details

A deduction component on a personal deduction card typically relates to a payroll deduction element, such as an income tax deduction, defined at the legislative level. Adding a deduction component to the card creates an entry for the related element. If the deduction calculation varies based on one or more factors, such as the employee's place of residence or tax filing status, the deduction component may have one or more references that define its context. Deduction component details capture additional information used to calculate the deduction.

To view deduction components for a deduction group, click the deduction group node in the Deduction Card Overview pane on the Manage Deduction Cards page. The center pane displays a list of existing components and allows you to create new ones. To view details for a deduction component, click a row in the Deduction Components table. Use the Component Details section to enter values used in the calculation of this deduction component.

Note

The deduction information displayed in the center pane varies by legislation, and may not include the Deduction Components and Component Details sections. Instead, this pane may display a custom form for capturing data items specific to your legislative data group.

Overrides

You may be able to enter values on a deduction card that override values defined in a deduction range at the legislative level. The values you can override for each deduction component are predefined. If overrides are allowed for a component, the Overrides tab appears when you select the component in the Deduction Components section. Otherwise, the Overrides tab does not appear.

Some deductions, such as court orders, have no predefined values at the legislative level. Thus, you must enter values for such deductions on the deduction card to override the default value of zero at the legislative level.

Tax Reporting Unit Associations and Association Details

Associating a tax reporting unit (TRU) with a deduction card enables the payroll process to apply rules and rates defined for that TRU when calculating deductions. Associations also control how deductions are aggregated for tax reporting. Association rules vary by legislation. Typically, all deductions defined on a deduction card are associated with the same tax reporting unit by default, however you may be able to associate individual deduction components with different tax reporting units. If a person has multiple terms or assignments, you may also be able to associate specific terms or assignments with deduction components.

To view or manage associations for a deduction card, click the Associations node in the Deduction Card Overview pane on the Manage Deduction Cards page.

Creating a Personal Deduction Card: Worked Example

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

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In This Example
What type of deduction card do you want to create?	Statutory deduction card
What deductions do you want to add to the card?	Income tax deduction
What details must be captured on the card?	Person's tax filing status
What tax reporting unit reports this deduction?	InFusion TRU1
Does the employee have multiple terms or assignments?	No

Prerequisites

1. A payroll deduction for income tax must exist at the legislative level.

2. A deduction card definition that includes the income tax deduction must exist at the legislative level.

   Statutory deduction card definitions are provided for each localization based on local statutes. The names of deduction cards, the deduction components they support, and the rules for creating components and associations are all predefined.

Create the Deduction Card

1. In the Payroll Administration or Payroll Calculation work area, select **Manage Personal Deductions**.

2. Complete the fields in the Search section, as shown in this table.

Field	Value
Name	John Doe
Legislative Data Group	InFusion LDG
Effective Date	Current date

3. Click **Search**.

4. Click the person's name in the Search Results to open the Manage Person Details page. Any available deduction cards appear in the Search Results.

5. Click **Create** to open the Create Deduction Card window.

6. In the **Name** field, select **Statutory Deductions** as the deduction card type.

7. Click **Continue** to display the Manage Deduction Cards page.

   _____
   Note

Use the Deduction Card Overview pane to view the deduction groups associated with this deduction card. In this example, you should see a Taxes deduction group. A deduction card may contain multiple deduction groups.

Create Deduction Components

1. In the Deduction Card Overview pane, click the **Taxes** node.

2. In the Deduction Component section, click **Create** to open the Create Deduction Component window.

   Note

   If your legislation uses a custom template to display and capture deduction information, the Deduction Component and Component Details sections may not appear.

3. In the **Deduction Component** field, select **Income Tax**.

   A deduction component typically corresponds to a deduction element defined at the legislative level.

4. Click **OK**.

Create Deduction Component Details

1. In the Deduction Component Details section, click **Create**.

2. In the **Deduction 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 deduction component. For some components, you may also be able to enter amounts, rates, or other values that override default values set at the legislative level. If overrides are allowed, the Overrides tab appears. For this example, no overrides are allowed.

Creating an Association

Associations link a deduction card or component with a tax reporting unit. Association rules vary by legislation. Typically, all deductions defined on a deduction card are associated with the same tax reporting unit by default, but you may be able to associate individual deduction components with different tax reporting units. You may also be able to associate specific terms or assignments with deduction components.

1. In the Deduction Card Overview pane, click the **Associations** node.

2. Click **Create**.

3. Select **InFusion TRU1** and click **Save**.

Since you did not select a deduction 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 (for this employee, there is only one option) and the deduction component you just created, and then click **OK**.

When a payroll run processes the selected employment terms, it uses the details you defined for this deduction component. If an employee has multiple terms, you could associate each with different deduction components, if different rates, rules, or other details apply.

6. Click **Save and Close**.

Deduction Overrides: Explained

A deduction override refers to a value entered on a deduction card that replaces a value defined in a deduction range. For example, an organization might set a default tax rate at the legislative level, and allow the rate to be overridden by a flat amount entered on a personal deduction card at the payroll relationship level.

When the payroll process runs, it checks for deduction card overrides in the following order:

1. Payroll relationship

2. Tax reporting unit

3. Payroll statutory unit

When the process finds an override record, it stops checking and uses the values defined at that level.

Note

Some localizations do not support deduction cards for tax reporting units or payroll statutory units.

Allowing Overrides on Deduction Cards

Overrides for statutory and involuntary deductions are predefined. You cannot allow new overrides for predefined deduction ranges.

If you create a custom deduction range, you can allow users to override a range value on a deduction card by adding the item to the Overrides Allowed on Deduction Card table on the Create or Edit Deduction Ranges page. You must provide the name to appear on the deduction card for the item. The list of items available for override varies depending on the calculation type for the deduction range. For example, you can allow users to override the percentage value for a flat rate calculation or the monetary value for a flat amount calculation. The following three override items are available for all calculation types except text:

- **Deduction Range**: Uses the deduction range entered on the deduction card to calculate the deduction amount.

- **Total Amount**: Uses the amount entered on the deduction card as the total deduction amount.

- **Additional Amount**: Adds the amount entered on the deduction card to the calculated deduction amount.

If you allow multiple overrides for the same deduction range, the deduction calculation process applies them in the following priority:

1. Total amount

2. Deduction range

3. Range value component, such as rate or flat amount

Creating Overrides on Deduction Cards

Use the **Manage Personal Deductions** task in the Payroll Calculations or Payroll Administration work area to create deduction card overrides at the payroll relationship level. If overrides are allowed, the Overrides Allowed on Deduction Cards tab appears in the Component Details section of the Manage Deduction Cards page when you select a deduction component. Click **Create** to define an override. The override value you enter varies based on the type of override item defined in the deduction range, as described in the previous section. For example, you may enter a rate to be used in the deduction calculation or an amount to be added to the calculated amount.

If your localization supports deduction cards at multiple levels, use the **Manage Legal Entity Deduction Records** task in the Setup and Maintenance work area to create deduction card overrides at the payroll statutory unit level. Use the **Manage Legal Reporting Unit Deduction Records** task in the Setup and Maintenance work area to create deduction card overrides at the tax reporting unit level.

Creating Involuntary Deductions: Overview

Oracle Fusion Global Payroll supports a set of involuntary deduction types, such as bankruptcy orders, garnishments, child support payments, tax levies, and educational loans. Global Payroll provides element templates for each involuntary deduction type supported by your localization. You can create involuntary deduction elements as needed using these predefined templates. You can then add the corresponding involuntary deduction component to a personal deduction card so the deduction will be processed during a payroll run.

This figure shows the steps involved in creating an involuntary deduction.
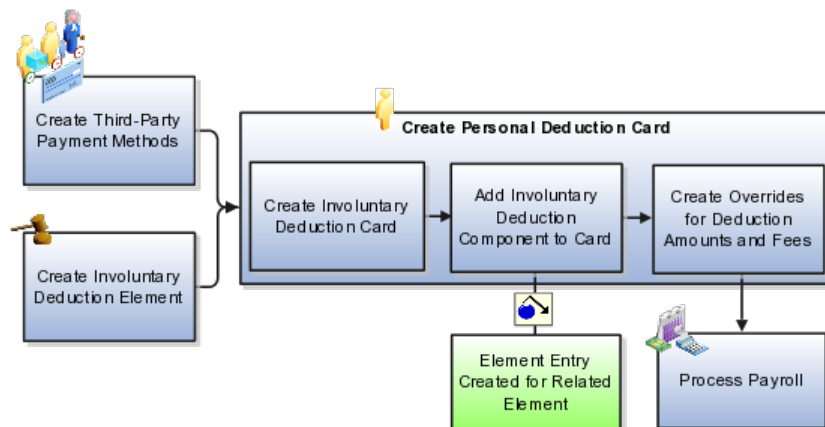
Create Third-Party Payment Methods

Use the Manage Third-Party Payment Methods task in the Payment Distribution work area to create payment methods for all external payees. For example, you might set up direct deposit for the payee of a child support deduction. A payee can be either a person or an organization.

- If you create a third-party person payee, you must select the payroll relationship for the employee whose pay is subject to the deduction. This makes the person payment method available for selection as a payee on the employee's involuntary deduction card.

  For example, you might set up electronic file transfer (EFT) for Mary Smith, payee of a child support deduction for John Smith. When you create the person payment method, you select the payroll relationship for John Smith. When you add the child support order to John Smith's involuntary deduction card, you can select Mary Smith in the Order Amount Payee field.

- If you create a third-party organization payee, you must select External Payee in the Party Usage Code field on the Create Third-Party Organization Payee page. This makes the organization payment method available for selection as a payee on the employee's deduction card.

  For example, you might set up an EFT payment method for a County Sheriff that receives a processing fee on garnishment payments. When you create the organization payment method, you designate the County Sheriff as an External Payee. When you add the garnishment order to the employee's involuntary deduction card, you can select the County Sheriff in the Processing Fee Payee field.

  You can create a third-party organization payee for a court or other issuing authority, even if the organization is not being paid. This allows you to record address and contact information that you can later associate with the deduction on the involuntary deduction card.

For both types of third-party payment methods, you must select a previously defined organization payment method to use. (Use the Manage Organization Payment Methods task in the Payment Distribution work area to define the payment source for third-party payments, if not already defined.)

Create an Involuntary Deduction Element

An involuntary deduction element must be defined for each involuntary deduction type you need to process. Involuntary deduction elements can be created during initial setup and as the need arises later. You can create multiple elements for the same involuntary deduction type if processing information or other details vary. For example, court orders from different jurisdictions might have different processing rules. The involuntary deduction element creation process is summarized here. You can skip this task if an element has already been defined for the type of involuntary deduction you want to add to a person's deduction card and the element's processing rules meet your needs.

1. Using the Manage Elements task in the Payroll Calculation work area, create a new element with a primary classification of Involuntary

Deduction and a secondary classification that reflects the deduction type, such as tax levy or child support. (Secondary element classification names vary by localization.)

2. Answer the questions on each page of the Create Element flow. For example, you must indicate whether or not to create arrears if the full deduction amount cannot be taken. A predefined set of rules, plus the answers you provide, determine which earnings contribute to the deductible amount and how the deduction will be processed.

3. Define eligibility for the element. To define open eligibility, enter a name for the element eligibility record but do not specify any criteria.

4. Define costing for the element as appropriate.

Note

To define costing for related elements, you must open and edit each element individually.

When you save the element, the application automatically creates all associated balances, feeds, input values, formulas, and related elements required for payroll processing. It also creates a deduction component that you can add to an employee's involuntary deduction card. Fee rules and proration rules are predefined in deduction ranges, based on statutory rules that vary by localization. Rules for core payroll are as follows:

- **Fee rule**: Deduct the fee first, before calculating and paying the deduction amount.

- **Proration rule**: First come, first serve. If a person has multiple orders and there is insufficient money to pay them all, deductions are paid in order by the date they were received, as recorded on the deduction card. (Oldest is paid first.)

- No fee amounts or protected pay amounts are predefined for core payroll. You can enter these amounts as overrides on the involuntary deduction card.

Create an Involuntary Deduction Card

Using the Manage Personal Deductions task in the Payroll Administration or Payroll Calculation work area, search for and select a payroll relationship. Create a new deduction card of the type Involuntary Deductions.

Add the Involuntary Deduction Component to the Deduction Card

On the Manage Deduction Cards page:

1. Create a deduction component with the same name as the previously defined involuntary deduction element.

   Adding the involuntary deduction component to the card automatically creates an element entry for the related deduction element.

2. If the deduction card will include more than one involuntary deduction component, you can specify the order in which the deductions should be

processed in the Subprocessing Order field. For example, if you set the Subprocessing Order to 103 for a child support deduction and set it to 104 for a court order, the payroll run processes the child support deduction before the court order. By default, involuntary deduction elements are processed in order by date received; the oldest is processed first.

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

4. Complete the fields on the Deduction Component Details tab.

   • In the Involuntary Deduction Payment Details section, select all payees for the deduction. The payee fields display all third-party person payees associated with this payroll relationship and all external payees defined for your legislative data group.

   • In the Involuntary Deduction Rules section, specify the date the involuntary deduction order was received, the issuing authority (such as a court), the frequency of the deduction, and any other pertinent information.

Note

Use the Frequency field to specify how often the deduction should be taken, such as monthly or weekly, regardless of the payroll frequency. If you leave the Frequency field blank, the application uses the payroll frequency.

You can add multiple involuntary deduction components for the same or different types. For example, you could add two child support and one garnishment components to the same deduction card. Assign each component a unique reference number and, optionally, specify the subprocessing order.

Create Overrides for the Deduction Amounts

You define the order amount by creating an override on the deduction card. You can also create overrides for fees and other amounts used in the calculation. These overrides replace default values defined in deduction ranges at the legislative level. The default order amount for an involuntary deduction is typically zero.

The process of creating overrides is summarized here:

1. On the Overrides Allowed on Deduction Card tab, create an override for Order Amount (Rate) or Order Amount (Amount).

   For example, if you specified a frequency of monthly in the component details, enter the amount to deduct each month, regardless of the payroll period; the application automatically calculates the correct amount to deduct in each payroll run. If you did not specify a frequency, this amount will be deducted at the payroll frequency defined for the payroll relationship.

2. Create additional overrides, as needed, for fees, protected pay amount, minimum and maximum withholding amounts, and other values applicable to this deduction.

Make sure that you have selected a payee on the component details for each fee override you create.

Process the Payroll with Deductions

During a payroll run, the status processing rule for the deduction element calculates the correct deduction amount based on rules predefined for the deduction type plus information defined on the deduction card.

Creating Overrides for Involuntary Deductions: Critical Choices

You define the order amount for an involuntary deduction by creating an override on the person's involuntary deduction card. You can also create overrides for fees and other amounts used in the calculation. These overrides replace default values defined in deduction ranges at the legislative level.

Overrides Allowed on Deduction Card

The overrides allowed on a deduction card may vary by legislation, but typically include the items described in this table.

Note

For most overrides, you can create either an amount or a rate override. Create a rate override if you want the application to calculate the deduction amount as a percentage of available pay. For example, to define a rate of 20 percent for the order amount, add an Order Amount (Rate) override and enter 20 in the Rate field.

Override Name	Description
Order Amount	Rate or amount paid to the Order Amount Payee based on the frequency you specified. For example, if you specified a frequency of monthly in the component details, enter the amount to deduct each month, regardless of the payroll period; the application automatically calculates the correct amount to deduct in each payroll period. If you left the Frequency field blank, this amount will be deducted at the payroll frequency defined at the terms or assignment level.
Organization Fee	Rate or amount paid to the Organization Fee Payee each time the deduction is processed.
Person Fee	Rate or amount paid to the Person Fee Payee each time the deduction is processed.
Processing Fee	Rate or amount paid to the Processing Fee Payee each time the deduction is processed.
Initial Fee	Rate or amount paid to Processing Fee Payee the first time this deduction is processed.
Maximum Withholding Amount and Minimum Withholding Amount	Maximum and minimum rates or amounts that can be withheld in one payroll processing period for this deduction.

Maximum Withholding Duration	The number of days after the Date Received that the order is valid. For example, a court order might only be valid for 90 days after the date issued.
Protected Pay Amount	Amount of the employee's pay that is exempt from this deduction. Only pay exceeding this amount will be included in the deductible amount (available for the deduction).
Exemption Percentage	Percentage of the employee's pay that is exempt from this deduction.

Involuntary Deduction Processing: Examples

Use these examples to understand how involuntary deductions are processed in different scenarios for core payroll. Processing rules may vary by legislation or legal authority issuing the order for the deduction.

Involuntary Deduction Has Initial Fee and Processing Fee

Scenario: A US employee is issued a court order for a monthly garnishment for 500 USD. The order is subject to a 10 USD one-time initial fee and a 10 USD monthly processing fee, which are both paid to the agency responsible for administering the account and forwarding payment to the recipient.

Involuntary Deduction Card Setup: Add a deduction component for a garnishment and then:

1. Select the **Order Amount Payee** and the **Processing Fee Payee**. (The processing fee payee is also the initial fee payee.)

2. Set the **Frequency** to monthly.

3. Create an **Order Amount** override, and set the amount to 500.

4. Create a **Processing Fee Amount** override, and set the amount to 10.

5. Create an **Initial Fee Amount** override, and set the amount to 10.

Payroll Run Results:

- The amount of the employee's pay subject to deduction is 1000 USD.

- During the first monthly payroll after the court order is received, both the initial fee amount and the processing fee are deducted, for a total deduction amount of 520 USD.

- In subsequent payroll runs, only the processing fee is deducted, so the total deduction amount is 510 USD.

Deduction Amount Exceeds Protected Pay Amount

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

Involuntary Deduction Card Setup: Add a deduction component for a court order and then:

1. Select the **Order Amount Payee**.

2. Set the **Frequency** to monthly.

3. Create an **Order Amount** override, and set the amount to 100,

4. Create a **Protected Pay Amount** override, and set the amount to 700.

Payroll Run Results:

- The amount of the employee's pay subject to the deduction is 750 GBP.

- A 100 GBP deduction amount would leave only 650 GBP for the final pay amount. Therefore, only 50 GBP is deducted for the month.

- The remaining balance of 50 GBP is not placed in arrears, based on processing rules defined for this deduction.

Employee Has Multiple Assignments and Payrolls

Scenario: An employee has 2 assignments, both for the same payroll relationship, and is assigned to 2 different payrolls. One of the assignments is on a weekly payroll, and the other assignment is on a monthly payroll. The employer receives a court order to deduct 200 USD per month from the employee's wages. The court order amount must be deducted from all available money, regardless of the payroll. If the total order amount cannot be deducted from the first payroll run, then the remaining balance must be deducted from one or more subsequent runs during the month, until the full amount is paid.

Involuntary Deduction Card Setup: Add a deduction component for a court order and then:

1. Select the **Order Amount Payee**.

2. Set the **Frequency** to monthly.

3. Create an **Order Amount** override for 200 USD.

Payroll Run Results:

- During the first weekly payroll run, only 50 USD can be deducted, leaving an amount owed of 150 USD for the month.

- When the next weekly payroll is run, no deduction can be taken due to insufficient pay. The balance for the month remains 150 USD.

- The monthly payroll runs before the next weekly payroll is run. The remaining 150 USD owed for the deduction is taken during the monthly payroll run.

- No money is deducted during the subsequent weekly payroll runs for this month.

Note

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

Multiple Orders Exist with Different Protected Pay Amounts

Scenario: A UK employee has 3 court orders, and each has a different protected pay amount.

Deduction Card Setup: Add 3 deduction components to the employee's deduction card. Set the frequency of each one to monthly. Define protected pay and order amount overrides for each as shown in this table.

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

Payroll Run Results:

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

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

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

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

FAQs for Manage Personal Deductions

How do I associate deductions with tax reporting units on a personal deduction card?

From the Manage Deduction Cards page (Manage Personal Deductions task) in the Payroll Administration or Payroll Calculation work area, click **Associations** in the Deduction Card Overview pane. Click **Create** in the Associations region, and then select a tax reporting unit. To associate all deductions on the card with this tax reporting unit, leave the Deduction Component field blank; otherwise, select the deduction component you want to associate. Note that you must add deduction 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 deduction component (if supported by your localization). To do so, select an association in the Associations table, and then click **Create** in the Association Details region. Select the terms or assignment and the associated deduction component. Note that you must create and save an association before you can create association details.

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

The deduction card definition determines which components and component details you can create. Typically, you can only create one deduction component of any particular type. If you are trying to create a deduction 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 Deduction Card Overview pane before you can add the component. You cannot create component details until you create a deduction component.

What happens when an involuntary deduction is fully paid?

You should update the end date of the deduction component on the involuntary deduction card.

Why can't I delete deduction components or component details?

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

Why can't I end date a deduction card or component?

First, make sure you have set the end date for all child records. (End date all deduction components before you end date a deduction card. End date all component details before you end date a deduction component. End date all association details before you end date an association.) Second, make sure that the end date of any parent component is not earlier than the end date of any child. A deduction card's end date must be the same or later than the latest end date of any of its deduction components or component details.

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

When you select the **End Date** option for a deduction component or component detail, the end date is set to the **Effective As-of Date** you entered on the Manage Deduction Cards page. If you want to use a different end date, you must change the Effective As-of Date at the top of the page. 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 deduction?

To suspend a single deduction, set the end date for the deduction component on the personal deduction card. To suspend all deductions on a deduction card, set the end date for the deduction card. Note that you must end date all component details before you can end date the deduction component, and you must end date all deduction components before you can end date the deduction 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.

Manage Element Entries

Element Input Values: Explained

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

When you create an element, some input values are created automatically if you use Oracle Fusion Global Payroll or Oracle Fusion Global Payroll Interface. For Global Payroll Interface, this applies to earnings elements only. You can create additional input values for any element, as needed.

Input Value Options

For each input value created you can modify these attributes:

Field	Purpose
Display Sequence	Control the order in which the entry value is displayed on element entries.
Special Purpose	Identify how an input value is used, irrespective of the name given to it. For example, it identifies if the input value holds a percentage value, a rate, or third-party payee details. It basically assists with processing the input value based on what type of information it holds.
Unit of Measure	Select the value that describes the type of value the entry value can hold, such as number or character.
Displayed	Select to display the input value on the element entry.
Allow User Entry	Select to enter values on element entries.
Required	Select to make the input value a required entry value on the element entry. If you select Required, you must also select Displayed and Allow User Entry.
Create a Database Item	Select to have a database item created for the input value to make the values available for formulas or system extract.
Default	Enter a value that appears as the default value for this entry value in element entries, if needed.
Apply default at runtime	Select to have the default set on the element entry when the payroll process is run. Changes to the default value are reflected in the next processing after the effective date of the change. You can replace the default at runtime functionality by manually providing an entry value on the element entry.
Minimum	Enter a minimum value for the element, if needed.
Maximum	Enter a maximum value for the element, if needed.
Validation Formula	Enter a formula that validates the entry value entered on element entries, if needed.
Validation Source	Use with the other input value options to select the valid validation method, such as lookups or formulas.
Lookup Type	Specify a lookup type to provide a list of values for an element entry value.
Warning or Error	Use when you are validating the input value or entering a minimum or maximum value. It specifies whether a warning or an error displays if the entry fails the validation condition or does not meet the minimum or maximum value indicated.

Reference	Use to associate a balance context with the run result. For example, if you want to associate a context, such as jurisdiction, with an element; create an input value for jurisdiction and select the jurisdiction context in the reference field. Then the run result value of the input value will work as context value when updating the balance.

If you select a reference then the lookup type and validation source values should be automatically set to the reference context. You need to provide the reference field first for the validation source value to be automatically populated. |

Note

Once an element is processed, you cannot update certain input value attributes, such as unit of measure. This ensures that changing certain attributes will not invalidate prior results.

Element Entry Methods: Explained

Create element entries for compensation or basic benefits for an employee assignment; for example entering an employee's overtime hours or medical premium deduction amount.

An element entry can be created by one of the following methods:

- Manual entry on the Manage Element Entry page
- Batch entry using the batch loader
- Automatically

Manual Entry

Manual element entries are created on the Element Entries Details page. You can see all of the element entries for a person on the summary page, which can be sorted by element name.

Batch Entry

You can use batch loader spreadsheets to quickly enter batches of element entries. For example you can enter batches of element entries for:

- Timecard data, such as hourly employees hours worked, overtime, and absences
- Special nonrecurring earnings or deductions, such as an annual bonus amount
- A one time change to recurring earnings or deductions

  For example, the parking garage is closed due to repaving for half the month, so the monthly parking deduction is reduced by half for one month only.

Automatic Entry

Entry values can be automatically added in element entries in three ways.

1. Elements can be defined to default an input value at creation. The user defining the element can specify the entry value to be defaulted when an

element entry is created. Users can override or change the default at any time. Changes to this type of a default value on the element do not affect existing element entries.

2. Elements can be defined to default an input value at run time. When this is selected, the element will automatically default the element entry value. `This value can be updated if needed. A change to the default value for an input value set to default at run time will automatically change the value to be applied at run time for everybody with an entry for that element.

3. Some entry values are automatically created by a service or process used with compensation, benefits, or formula results.

Element Entry - Entry Values: How They Work with Element Input Values

Input values are defined when an element is created, as a means of providing user-defined variables and other values needed to calculate the run results needed to pay and account for labor costs. Some input values are actually created as a means of managing results output by the calculation. Element entries may contain an entry value or a result value for each of the input values. The only mandatory entry values are for those fields designated as required entries. Depending on the element setup, you can provide an entry value manually, use a default, or use a formula.

Note

Entry values may be provided by the formula attached to a different element that was processed earlier in the payroll run.
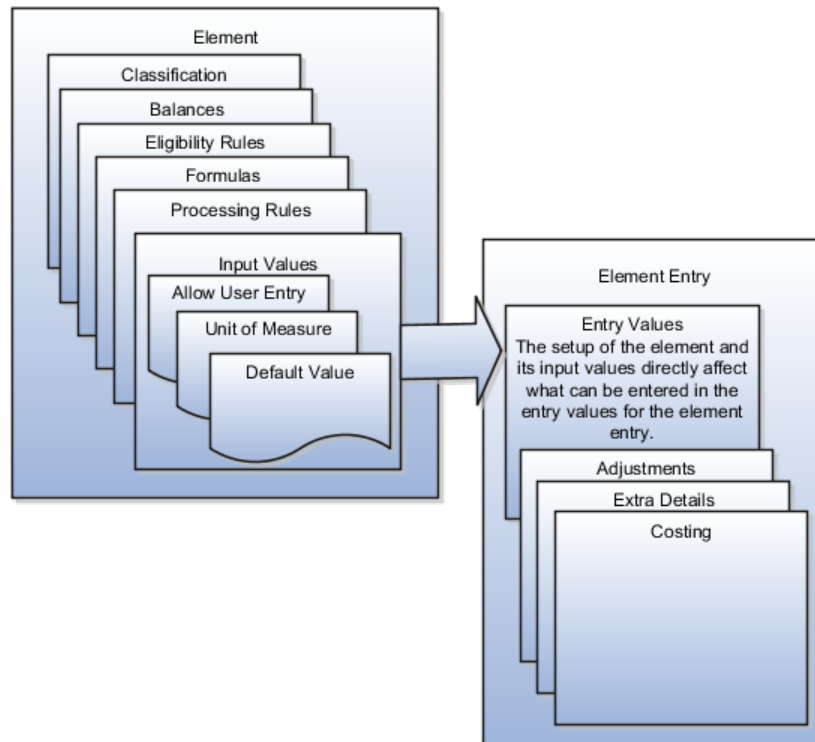
Element Entry - Entry Values and Element Input Values

The entry values are determined by how the elements' input values are defined. The table describes examples of how the input value for the element affects the entry value:

Element Input Value	Example and Effect on Element Entries
Default set	This could be used for the amount of a tool allowance that initially defaults to $5.00 per week, but you could increase or decrease it, if needed. The default value automatically adds to the applicable employees. A regular default is only used to provide an initial value and has no further impact on an entry, even if the default value is changed. **Note** You can designate default values to default at run time. Such defaults are not actually used as entry values until the entry is processed in a run. At that time, the default value defined at the element or element eligibility level is applied. Changes to the default value will be reflected in the next processing after the effective date of the change. You can supersede the default at run time functionality by manually providing an entry value on a person's element entry.
Lookup values entered	For an employee stock purchase plan, you can specify that your organization only allows employees to purchase based on 1, 2, 3, 4, or 5 percent of their earnings. Or for a automobile allowance, you can specify rate codes of A, B, C, or D. When entering the entry values, you will only be able to select values from the list provided.
Minimum and Maximum Values	In the same example as above, you can set a minimum and maximum value for the percentage of earnings an employee can contribute to the employee stock purchase plan. Minimum and maximum values can be used independently also.
Required Input selected	For hourly workers whose hours vary every pay period, such as assembly line workers, you can make the entry of hours required. You must enter a value or an error will occur when try to save the element.
Duration for entries	An element can be specified as recurring or nonrecurring. If an element is recurring, such as salary, the element entry will occur each pay period. If an element is nonrecurring, such as overtime pay, you will have to enter the entry value, every pay period, for the element to be paid to an employee.

Automatic entry	For example, everybody in the US needs an element entry to initiate the tax calculation process. The formulas for all of the taxes are attached to the tax element, and it creates indirect results for each of the taxes to which the employee or the employer are subject. The entry is created automatically without any user-initiated action.
Allowing multiple entries	If an hourly employee's time needs to be reported separately to distinguish between projects or cost centers for which he worked, then the regular and overtime hour entries should be defined to allow multiple entries. But elements such as benefits and bonuses might be limited to one entry per pay period. You can use this option for hourly workers whose overtime is entered on a weekly basis and you are on a biweekly payroll period.
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.

FAQs for Manage Element Entries

What happens if I override an element entry that has a runtime default set at the element's definition?

If you override it, then any subsequent changes to the default value on the element or element eligibility definition will not affect the element entry. However, you can clear your entry if you want to restore the default value.

Manage Personal Payment Methods

Organization Payment Methods: Explained

Organization payment methods identify the payment type and the currency to use for payroll payments to workers and for disbursing employee deductions to third parties.

You must define at least one organization payment method for each type of payment and currency that you use to disburse wages and other compensation to your employees. You can also define rules for validating or processing the distribution of payments when you offer more than one option.

A typical configuration is to have one organization payment method for each combination of legislative data group, payment type, and currency.

Payment Types

Any payment method that you define must belong to one of the payment types that your enterprise supports.

Each payroll must have at least one valid organization payment method for each payment type available to employees on that payroll. There may be more than one payment method with the same payment type.

The most common payment types are:

- Electronic funds transfer (EFT)

- Check

- Cash

Your enterprise may support a different range of types that are appropriate for your localization. For example, some localizations do not allow cash, some do not support checks, and very few support postal money orders.

The names of payment types can vary by localization. For example, in the US, the payment type for EFT is NACHA; in the UK it is BACS, and in Australia it is BECS.

Note

When you select the EFT payment type, you can enter EFT information at the organization payment method level, the payment source level, or both. Entries at payment source level take priority over entries at organization payment level.

Payment Sources

Payment sources associate bank accounts and other sources of funds with organization payment methods. If you are using Oracle Fusion Global Payroll for payroll processing, each organization payment method that is in use must have at least one valid payment source.

For check and EFT payment methods processed by Global Payroll, the payment source must be associated with an active bank account defined in Oracle Fusion Cash Management. If an organization payment method is associated with multiple payment sources, then the payment method rules determine which payment source is to be used for each disbursement.

You can use the same bank account as a payment source in more than one organization payment method. For example, one checking account may be used to pay both check and EFT payments. The application will not prevent specifying the same name for different payment sources, but it is best practice to use different naming for each occurrence.

When you have one organization payment method for each combination of legislative data group and payment type, you can use payment rules to determine the appropriate payment source based on tax reporting unit. However, there are several reasons why a company might need multiple organization payment methods and multiple payment sources, such as these examples:

- Company X has only one tax reporting unit, but prefers to pay its executive staff from a separate bank account for security and confidentiality.

- Company Y must comply with state laws and union agreements requiring that checks are drawn on an in-state bank. It uses different organization payment methods for each bank used to pay people based upon their locale.

- Company Z may use different currencies to pay foreign nationals and expatriates working in a different country than their home.

Note

You can use the same organization payment method for both employee payments and third-party payments, but you must define different payment sources for each of them and name them differently.

Payment Rules

The first payment source defined is the default payment source. If you add more payment sources, you can add subsidiary information as payment rules. For example, if you have multiple tax reporting units, you can specify which payment source to use for each tax reporting unit.

Having a default payment source ensures that employees are paid if there is a change in tax reporting unit. For example, Company A has multiple independent franchises, each with its own tax reporting unit. If a franchise sells, it will have a new tax reporting unit number, and the payment rule will fail. Instead of issuing errors, payment is made using the default payment source.

You might rather not specify a default payment source when payments cannot be made from the specified payment source in the payment rule. For example, Company B has 30 bank accounts and is very careful not to comingle funds. They leave the default unspecified to instead receive notifications that they can resolve manually.

Default Payment Methods

You can define as many payment methods as required for your enterprise. When you create a payroll, you can select which of these methods are valid for employees assigned to that payroll. You select one method as the default method for the payroll. The default payment method is used to determine how to disburse a payment when an employee does not have any personal payment methods specified.

Note

The application does not support EFT payment methods as default payment methods because each payee must have a personal payment method with account information to know where the money will be deposited.

Relationship to Other Objects

You select organization payment methods when defining other objects, such as payroll definitions and other payment methods. Organization payment methods

are only available for selection if they are effective as of the date the object is being defined or updated.

For example, if you create a payroll definition effective as of 4/1/2012 and want to associate a particular organization payment method as the default, the organization payment method must have an effective start date on or before 4/1/2012. Similarly, when updating or correcting objects to change the organization payment method, the organization must have an effective start date on or before the effective date of the change.

The functional relationship of organization payment methods with other objects is described in this table.

Object	Functional Relationship
Personal Payment Method	Associates a person to a particular organization method. If the payment type is EFT, the person's bank information is included in the personal payment method. Employees manage personal payment methods from their portrait. Payroll managers, coordinators, and administrators use the Manage Personal Payment Methods task on the Payment Distribution work area.
Third-Party Payment Method	Enables separate payment information for payments to third parties who are not on the payroll. Payments to third parties, such as garnishments or other involuntary deductions, are typically check payments processed separately from the payroll. To manage third-party payment methods, payroll managers and administrators use the Manage Third-Party Payment Methods task on the Payment Distribution work area.
Payroll Definition	Establishes the default payment method for payments to employees who have no personal payment method defined. To manage payroll definitions, payroll managers and administrators use the Manage Payroll Definitions task on the Payroll Calculation work area.
Run-Type Payment Method	Overrides a payroll's default payment method for payments to employees with no personal payment method defined. For example, your regular payroll is by EFT but you issue check bonuses once a year. Using the Separate Payment run type, the payment method will overwrite the one of the payroll. However, if a personal payment method of type EFT has been defined for any employee on the payroll, the application will use the personal payment method instead. To manage run type payment methods, payroll managers and administrators use the Manage Run Types task on the Payroll Calculation work area.

Splitting Up Payroll Payments: Examples

There are multiple ways you can define personal payment methods to allocate payroll payments. The following scenarios illustrate how you can split up payments:

Using Fixed Amount Payments

Barbara Franklin wants to save 600 USD before the next holiday season and wants the money transferred electronically as part of her regular payroll payment processing. Barbara is paid semimonthly and can afford to put aside 100 USD each payroll period. At the time when Barbara wants the transfers to start, she adds an electronic funds transfer (EFT) payment method for her savings account, and sets the amount to 100 USD.

Because Barbara's net payment amount is approximately 1,000 USD each payroll period, the remaining amount of approximately 900 USD will be paid using her default payment method, which transfers her payroll payment to her checking account. Right before the holiday season, when Barbara decides to stop the transfers to her savings account, she deletes the payment method.

Using Percentage Payments

Oscar Bonham has a college fund set up for his children and wants to contribute to it each payroll period. Because Oscar frequently receives bonuses and sales commissions his net payment amount is always changing, so he decides to add 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 McKee works in Arizona, but his wife and children live in Texas. Jim wants 900 USD each payroll period to be transferred to his checking account for his wife's household expenses in Texas, a percentage transferred to his children's college fund, and the remainder paid to him by check for his expenses in Arizona. Because his default payment method is already by check payment, he adds two electronic funds transfer (EFT) payment methods, one with his checking account bank details and one the college fund bank account details.

Entering Bank Information for Personal Payment Methods: Critical Choices

Bank, branch, and bank account information is shared across multiple applications. For example, if you add an employee's bank details for expense payment, the same bank details are available for managing electronic funds transfer (EFT) payment details for that employee. Who enters bank information depends on how security is configured at your site.

The configuration choices are:

- Enter bank information centrally

- Enter bank information on the Manage Personal Payment Methods page

Entering Bank Information Centrally

By default, only cash managers can enter banks and branches. They use the Set Up Bank, Branches, and Accounts task list in the Setup and Maintenance work area.

A web service is also available to migrate personal payment method information, including employee bank account details, from external sources.

Entering Bank Information on the Manage Personal Payment Methods Page

By default, on the Manage Personal Payment Methods page, employees can enter their own bank account details for existing banks and branches, but they cannot create new banks and branches. Similarly payroll managers, payroll administrators, and payroll coordinators can enter account details for the employees they handle, but they cannot create new banks and branches. If you want to enable the create option for any of these roles, you must add the Bank and Branch Management duty role to the relevant role.

It is not possible to edit bank and branch details on the Manage Personal Payment Methods page. You must use the Set Up Bank, Branches, and Accounts task list to edit existing banks and branches.

Important

If you enable employees or other roles to create banks and branches, provide guidance to use unique names and follow appropriate naming conventions.

FAQs for Manage Personal Payment Methods

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

The application prevents any date-effective changes that would cause an overlap of effective records for the default payment method. If there are multiple records for the payment method you are trying to change, ensure that your change would result in a valid default payment method.

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 be used only from the future date that you specify.

A person's payroll relationship must have one and only one default payment method in effect at any point in time. If a person has multiple payroll relationships, there must be a default payment method for each payroll relationship. The application protects the integrity of the default payment method.

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

You cannot 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 exists between a person and a payroll statutory unit, which is the legal entity responsible for employee payment. Payroll relationships group person records based on payroll regulatory and statutory calculation and reporting requirements. This grouping enables the aggregation of balances across multiple employment terms and assignment records.

Important aspects of payroll relationships include:

- Creation of payroll relationship records
- Multilevel aggregation for payroll calculation
- Payroll employment model

Creation of Payroll Relationship Records

When an HR administrator processes a new hire, the application automatically creates a payroll relationship record for that person. As an administrator adds employment terms or assignments for that person, the application uses several factors, such as system person type, payroll statutory unit, and country-specific relationship mapping rules, to determine whether to create a new payroll relationship record. Predefined mapping rules for payroll relationships also define the payroll relationship types that indicate whether payroll processing can occur. These predefined rules can vary by localization. For example, in the US, the Employee person type maps to the payroll relationship type that is defined to be processed in payroll runs, whereas the Contingent Worker person type maps to a payroll relationship type that is not be processed in payroll runs.

Note

There is no direct association between payroll relationships and work relationships.

Multilevel Aggregation for Payroll Calculation

Payroll relationships represent the association between a person and the payroll statutory unit, which provides the highest level of aggregation for payroll calculation purposes. Payroll processing occurs at the payroll relationship level. This means that to access the results of any payroll process, such as calculation or payment distribution, you start by selecting a payroll relationship record.

Note

Although a person may have multiple payroll relationships, payroll balances for that person cannot span payroll relationships.

Payroll Employment Model

The payroll relationship structure provides the capability to have employment terms and assignments that can be linked together for calculations based on the payroll statutory unit. Therefore, information must be stored at the various levels of the payroll relationship model. This information is used by the various payroll processes.

Your enterprise might be defined to use two-tier and three-tier employment models. The three payroll employment levels are:

- Payroll relationship

  The payroll relationship is the highest level for which to accumulate balances. Elements assigned at the payroll relationship level are processed in every payroll run. Payroll relationship elements are typically deduction elements, such as tax, pension, social insurance, or court orders.

  Payroll relationships are also used outside of Oracle Fusion Global Payroll to facilitate the extraction of data from HCM that is sent to a third-party payroll provider for payroll processing. For example, payroll coordinators use Oracle Fusion Global Payroll Interface to extract benefits data from HCM and send that data through payroll relationships, along with payroll-related data.

- Employment terms (three-tier model only)

  Employment terms are commonly used as a middle layer in the payroll employment model to help manage multiple assignments and to satisfy tax and reporting requirements at a lower level than the payroll statutory unit. Elements assigned at the employment terms level are typically salary, pension, or social insurance elements that vary based upon the employment terms.

Note

Employees with multiple terms or assignments that are paid on payrolls using different frequencies, such as Monthly and Semimonthly, must have different employment terms or assignments for each payroll. In a two-tier configuration, payrolls can be assigned to the assignment record; in a three-tier configuration, payrolls can be assigned to the terms record.

- Assignment

  Because the assignment is the lowest level of the payroll employment model, elements assigned at this usually level vary from one assignment to another or are specifically for a single assignment. Assignment elements are typically used for monetary terms and conditions, such as overtime rules, rates, or bonuses.

The following figure illustrates the comparison between the HR employment model and the payroll employment model in a US example with two legal employers belonging to one payroll statutory unit. In this example, David Ellis has two different employment terms and assignments, and therefore has two

work relationships in the HR employment model and one payroll relationship in the payroll employment model.
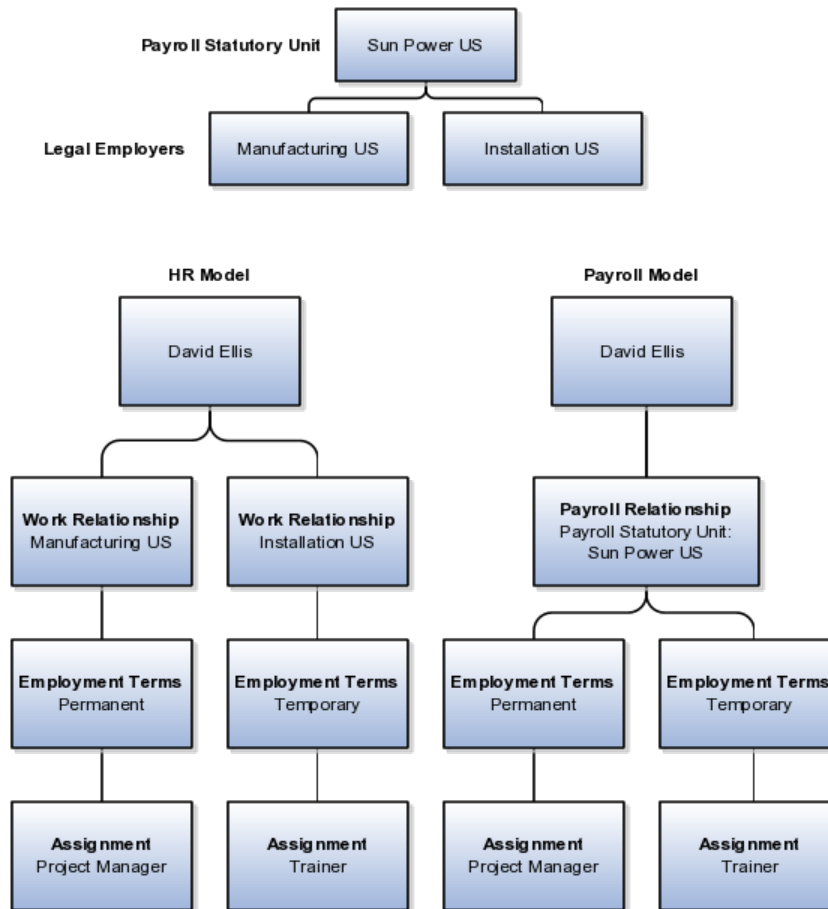
Transferring Payrolls: Example

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

Carrie Smith is currently a part-time temporary employee, and her payroll is processed on a weekly basis. Carrie recently accepted an offer to become a full-time permanent employee in the same position, starting one month from now. You can update terms or assignment record to reflect Carrie's new employment status by transferring Carrie to a payroll appropriate for a full-time permanent employee, such as Monthly or Semimonthly, and setting the effective date for the payroll transfer to the start date one month from now.

Element Duration Dates: Explained

When you hire, terminate, or add or change an employee's payroll, element duration dates control when element entries for an employee can start or end.

You can use the predefined element duration dates or create additional time definitions if required. It is important to understand the predefined dates, how and when they are populated, and how they affect payroll processing.

Predefined element duration dates are:

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

You can view and manage these dates on the Manage Payroll Relationships page.

First Standard Earnings Date

This is the date on which standard earnings start accumulating. The application sets this date automatically when one of the following actions occurs.

Action	First Standard Earnings Date Value
Hire an employee (create an assignment or terms record for the employee)	Hire date
Add a payroll (on the Manage Payroll Relationship page)	Payroll add date
Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page)	Transfer date

You cannot change the first standard earnings date.

Last Standard Earnings Date

This is the date on which standard earnings stop accumulating. The application sets this date automatically when one of the following actions occurs.

Action	Last Standard Earnings Date Value
End one or more assignments or terms without ending the payroll relationship.	Termination date (end date of the objects being terminated)
End all assignments and terms and the payroll relationship	Termination date (end date of the objects being terminated). If multiple terms are ended, the last standard earnings date at the payroll relationship level is set to the latest last standard earnings date for all terms records.
End a payroll for an employee (on the Manage Payroll Relationship page)	Payroll end date
Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page)	The day before the transfer date. For example, if the transfer date is January 13, then the first standard earnings date of the new payroll is January 13, and the last standard earnings date of the old payroll is January 12. The last standard earnings date is set at the level (assignment or terms) where the payroll is assigned.

You cannot change the last standard earnings date.

Last Standard Process Date

This is the last date on which element entries are considered for normal processing in a payroll run. After this date, nonrecurring element entries can be processed up to the final close date. The application sets this date automatically when one of the following actions occurs.

Action	Last Standard Process Date Value
End one or more assignments or terms without ending the payroll relationship.	Last day of the payroll period in which the terms or assignment is ended
End all assignments and terms and the payroll relationship	Last day of the payroll period in which the terms or assignment is ended. If multiple terms are ended, the last standard process date at the payroll relationship level is set to the latest last standard process date for all terms records.
End a payroll for an employee (on the Manage Payroll Relationship page)	Last day of the payroll period in which the payroll is ended
Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page)	Last day of the payroll period in which the person is transferred. The last standard process date is set at the level (assignment or terms) where the payroll is assigned.

You can modify the last standard process date on the Manage Payroll Relationships page. In most cases, you should not need to modify the last standard process date.

Final Close Date

The last date on which element entries can be processed in a payroll run. This is the last effective date of the payroll record. The application does not set a final close date automatically. By default, element entries stay open for processing indefinitely. If you want to limit the length of time that element entries can stay open for processing, you can enter a final close date on the Manage Payroll Relationship page. For example, you can set a final close date to ensure that terminated assignments are not considered for processing after a designated period of time, such as one year after the termination date.

Note

When you set a final close date, the application automatically sets the end date of the payroll record. The end date is not set when you use the End Payroll action.

The final close date at the assignment level cannot be later than the final close date at the terms or payroll relationship level. The final close date at the terms level cannot be later than the final close date at the payroll relationship level.

Payroll Relationship Rules: Explained

The payroll relationship rule determines what happens when the last employment terms record for a payroll relationship is terminated. The value of this rule is predefined for each localization and cannot be changed.

Each localization uses one of the following payroll relationship rules:

- Lifetime rule

- Continuous period of service rule

- Independent rule

Lifetime Rule

When an employment terms record is terminated, the associated payroll relationship remains active, but is no longer associated with an active terms record.

Under this rule, any subsequent terms of the same type and for the same payroll statutory unit will be associated with the existing payroll relationship. This rule is used in the United States, Germany, Netherlands, and Singapore.

Continuous Period of Service Rule

When the last active employment terms record associated with a payroll relationship is terminated, the payroll relationship is also terminated. (Its status is set to inactive on the day following the HR termination date.)

Under this rule, when HR creates a new employment terms, the application looks for an existing payroll relationship of the same type and for the same payroll statutory unit. If one does not exist, a new payroll relationship is created. If one exists, the last standard earnings date of the payroll relationship is validated and:

- If it is later than the new terms start date, the terms record is attached to it.

- If it is earlier than the new terms start date, a new payroll relationship is created.

This rule is used in most localizations, including China, United Kingdom, France, India, Hong Kong, Australia, Saudi Arabia, Kuwait, and United Arab Emirates.

Independent Rule

When HR terminates an employment terms record, the associated payroll relationship is also terminated. (Its status is set to inactive on the day following the HR termination date.)

Under this rule, each new employment terms record results in the creation of a new payroll relationship. Under this rule, each payroll relationship is associated with only one employment terms record.

Setting Element Duration 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.)

Set the Final Close Date to One Year After Termination

An employee with a single assignment is terminated on June 4. The employee is assigned to a weekly payroll with a period end date of June 10. On termination, the last standard earnings date is set automatically to June 4. The last standard process date is set to June 10. The application does not set a final close date. To limit the number of employees considered for processing each payroll period, you want to set the final close one year after termination:

1. Navigate to the Manage Payroll Relationship page in the Payroll Calculation work area.

2. Search for and open the payroll relationship for this employee.

3. In the payroll employment tree, click the assignment.

    The payroll for this assignment appears in the Payroll Details section. The last standard earnings date, last standard process date, and final close dates appear in the Element Duration Dates section. The final close date is blank, which means that no date has been assigned.

Note

In this example, a two-tier employment model is implemented, so payrolls are assigned at the assignment level. In a three-tier employment model, payrolls are assigned at the terms level, so you would click the terms in the employment tree to manage element duration dates.

4. Select the final close date, and click **Edit**.
5. Select June 30 of the following year and save.

Note

The latest entry date defined for the severance payment element 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 page (Manage Elements task in the Payroll Calculation work area).

Extend the Last Standard Process Date to the End of the Month

An employee has two terms and is assigned to multiple concurrent payrolls, one weekly and one monthly. One of the terms, assigned to the weekly payroll, is terminated on June 10. The default last standard process date is set to June 15, but you want to extend it to allow compensation payments to be made up to June 30, based on the employee's termination package. To modify the last standard process date at the terms level for the weekly payroll:

1. Navigate to the Manage Payroll Relationship page in the Payroll Calculation work area.

2. Search for and open the payroll relationship for this employee.

3. In the payroll employment tree, click the terms that were terminated.

4. In the Payroll Details section, select the weekly payroll.

5. In the Element Duration Dates section, select the last standard process date and then click **Edit**.

6. Select June 30 as the date and save.

Terminations: How They Affect Payroll Processing

When a line manager or human resources specialist initiates a termination, dates are set automatically that control when the person's element entries end. Payroll managers and other users with the appropriate security privileges can make date adjustments, such as set the final close date or last standard process date. Payroll assignments and terms records are automatically made inactive, or the payroll relationship ended, depending on the type of HR termination and the payroll relationship rule used by the localization.

Settings That Affect Processing

An element's latest entry date rule, which is defined when the element is created, determines the last date that you can create or modify entry values for that element. An element's latest entry date rule can be one of the standard element duration dates (last standard earnings date, last standard process date, or final close date) or a user-defined time definition rule, such as a return date on a company car.

When you are notified of a termination, you can enter a final close date for the employee's payroll records. The last standard earnings date and the last standard process date are set automatically at the appropriate level in the employment hierarchy (payroll relationship, terms, or assignment), based on the type of termination. You can adjust the last standard process date, although this is not normally required. You cannot change the last standard earnings date.

Note

In a three-tier employment model, the payroll is assigned at the terms level; in a two-tier model, the payroll is assigned at the assignment level. There is a separate set of element duration dates for each payroll at these levels. If there are multiple assigned payrolls, the latest last standard process date at each level is set to the latest last standard process date for all active payroll records.

How Terminations Are Processed

When an assignment, employment terms record, or entire work relationship is terminated, the payroll application terminates the appropriate payroll records. The type of HR termination determines which payroll objects are terminated.

Type of Termination	Action Taken on Payroll Objects
End assignment	Sets assignment status to inactive.
End employment terms	Sets the status of payroll terms record to inactive. If the last terms record for a payroll relationship is terminated, the payroll relationship may be terminated, depending on which payroll relationship rule is used by your localization.

End entire work relationship	Sets the status of all associated payroll terms records and assignments to inactive. The payroll relationship may be terminated, depending on which payroll relationship rule is used by your localization.

Termination Flows

When you are notified of a termination, you might perform the following tasks, 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 deduction cards to provide information required for tax reporting on the Manage Deduction Cards page.

If you use Oracle Fusion Global Payroll for payroll processing, your enterprise may have defined a custom payroll termination flow that includes one or more tasks such as the ones listed above. Additional payroll termination tasks may also occur, either automatically or manually, based on the payroll termination flows defined for your legislation. You can use the:

- 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.

FAQs for Manage Payroll Relationships

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

To make changes to a person's payroll relationship, such as assigning a worker to a payroll or transferring a worker to another payroll, look for Payroll Details on the person's Manage Payroll Relationships page. You may want to select a terms or assignment record on the Payroll Employment Tree to display the appropriate Payroll Details region.

2

Manage Payroll Transactions

Submit Payroll Flows

Payroll Flow Checklist and Flow Tasks: Explained

The payroll flow pattern determines the sequence of payroll flow tasks executed in a payroll flow. Submitting a payroll flow generates a payroll flow checklist.

You can manage a payroll flow by working in:

- The Payroll Checklist work area
- Other payroll work areas for the specific activity phase

Payroll Checklist Work Area

The payroll flow checklist contains the payroll flow tasks required to complete each activity phase of the payroll: preparation, calculation, payment distribution, accounting, and regulatory reporting.

A payroll flow task by default is associated to an activity, but it can recur in the same activity. For example, a payment distribution flow pattern might include a verification task after each type of payment, such as EFT payment and check payment.

The payroll flow checklist shows you the progression of the individual tasks that comprise the payroll flow. You can use the checklist to monitor the status of the payroll flow tasks and to manage the tasks. The checklist owner or flow task owner manages the flow tasks, for example, by reassigning tasks, revising due dates, marking tasks as complete, and performing actions the task supports, such as roll back and retry.

From the payroll checklist, you can navigate directly to the payroll flow task details. For example, you can navigate from the payroll calculation task directly to the Person Process Results page to view a list of workers processed in the payroll run.

Other Payroll Work Areas

While working with payroll flows, you can remain in the Payroll Checklist work area or navigate to the other payroll work areas to work on payroll flow tasks and access related payroll tasks.

The activities in the payroll flow checklist correspond to the individual payroll work areas. Each payroll work area includes additional tasks to manage the information processed for that phase of the payroll. For example, the Accounting Distribution work area includes tasks to view journal entries and revise cost allocations, and the Payroll Calculation work area includes tasks to manage payroll relationship information.

Connecting Payroll Flows: Points to Consider

When you submit a payroll flow, you can connect the flow to an existing flow or process the payroll flow separately. Your data security access controls which flows you can view and submit, and therefore, which flows you can connect.

Payrolls flows enable you to process tasks based on the results from:

- Current payroll flow

  Tasks within the same flow may use the results of preceding tasks to process the current task. For example, in a flow that covers the payments activity, the Generate Check Payments task uses the results of the previous Calculate Prepayments task.

- Payroll flow you connect to the current flow

  Connecting flows provides the flexibility to submit a flow and combine the results of previous flows into a new flow, such as combining corrective QuickPay flows with a payroll run flow to generate the combined results for the entire payroll run when you do the payments activity.

- Payroll flows whose context is used as the basis for processing results in the current flow

  You can use the context of other flows as a basis for processing the records that include that context in the current flow. For example, if you enter a consolidation group as a flow parameter in a payments flow, the flow processes the payments for any payroll record that has that consolidation group within the date range you specify for the payment method.

When working with payroll flows, you can connect flows by one of the following methods:

- Add a flow task to an active flow.
- Connect completed flows to a new flow.
- Merge a new flow with an active flow.

Adding a Flow to an Active Flow

When you submit a payroll flow, you can add it to an active flow. The active flow lists the new flow in the Feeding Flows section of the Payroll Flow page.

If you find you frequently add the same task to a payroll flow, edit the payroll flow pattern to include that task. The next time you submit a flow, the payroll checklist includes the new task.

This figure shows the submission of a new report flow task added to an active payroll flow. No task insertion point is specified, so the new flow is added to the end of the active flow.
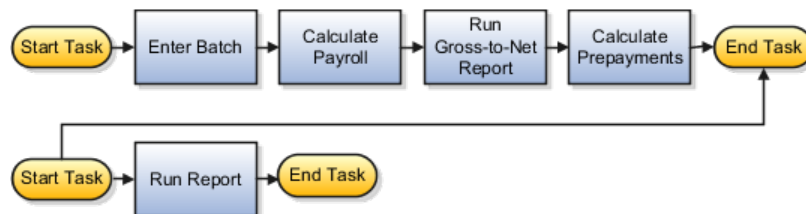
Connecting Completed Flows to a New Flow

Connect completed or active flows to a new flow to process flow tasks on the combined results. For example, you might connect the payment flows processed in an accounting period to a new flow that costs all the payments in one flow.

This figure shows two completed flows, a monthly and weekly payroll flow, connected to a new costing of payments flow.
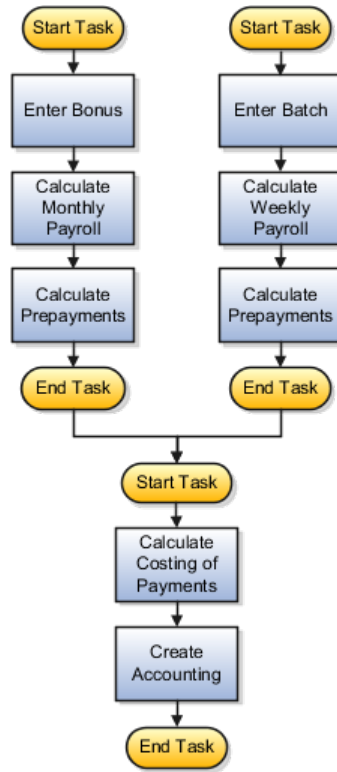
Merging a New Flow with an Active Flow

You cannot combine two flows that are in progress, but you can merge a new flow with the active flow and specify where to merge the flows. The payroll flow owner or task owner of the active flow can submit a new flow and specify where to merge the flows by indicating which task in the new flow to connect to the active flow.

The choice to connect a flow or submit it separately depends on whether you want the flow to have the same context as the active flow. For example, you might want to include a QuickPay paid by EFT with the standard biweekly EFT payments flow, but exclude that QuickPay, if the personal payment method is a check. Another common context is the payroll dates. For example, you might include a QuickPay in an active payments flow if both flows use the same date to process the payments such as the date paid, but not if the date paid for the QuickPay occurs in the following payroll period.

You might merge flows to process two sets of records in a single prepayments process. For example, if you removed some records from the main flow to correct and process them in a QuickPay flow, you could merge them to calculate prepayments together. The application does not process tasks in the submitted flow that occur after the merge point. For example, if you merge the two flows after verifying the QuickPay results, and the QuickPay flow includes a prepayments and costing task, the application ignores those QuickPay tasks. If the active flow includes the same tasks and you merge the QuickPay flow before those tasks, the application processes the combined results.

This figure shows a new QuickPay flow merged with an active payroll flow. The application completes the calculate payroll task in the active flow and then

calculates the QuickPay results. The application waits to run the prepayments task in the active flow until you verify the QuickPay results. The application then calculates the QuickPay prepayments and costs with the active flow results.
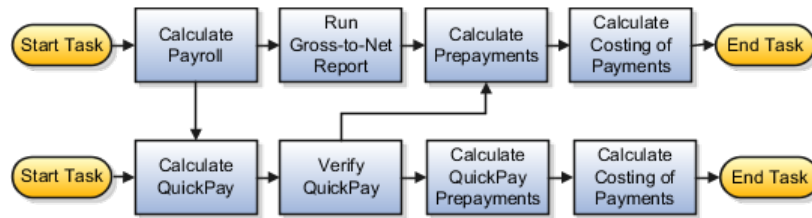
Completing, Skipping, and Correcting Payroll Flows: Explained

The payroll flow tasks in a payroll flow checklist are sequential. You complete each task before proceeding to the next one, and undo tasks to return to a task that requires correction. If you do not need to perform an individual task, or an entire flow is invalid, you can skip the task or the flow.

Completing Flows

The checklist for a payroll flow lists the manual and automatic tasks required to complete the flow.

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.

Use the Payroll Checklist Summary tab to view analytics for the payroll flow and the Task Details tab to monitor the status of manual and automatic tasks. (The Processes and Reports tab of the payroll flow lists automatic tasks only.)

If the task is in error, you correct the errors before proceeding to the next task. If all but a few records process successfully and you do not want to delay the flow, you can remove the records with errors by rolling them back. You can resubmit the task to change the task status to **Complete**.

Flow patterns sometimes include simultaneous flow tasks. If the tasks are followed by a manual task, you cannot begin the manual task until the previous tasks are complete. For example, if two reports start on the same date, the application begins processing both reports on the same day. You must wait until both reports finish processing before starting the manual task, such as reviewing the report results.

Skipping Flows

You cannot delete or purge a flow or a task, but you can skip tasks or an entire flow if it is no longer valid, such as a flow submitted by error.

Payroll flow or task owners can mark tasks as skipped on the payroll flow checklist. You cannot skip a task in progress, but you can skip manual and automatic tasks that are not started, in error, marked for retry, or rolled back as long as later tasks do not depend on the results of the skipped task.

Payroll flow owners can mark an entire flow as skipped on the Overview page in the payroll work areas as long as the flow does not contain an automatic task that has a status of In Progress.

If you no longer require a task in a flow, edit the payroll flow pattern to permanently remove the task from the flow pattern's checklist.

Undoing and Correcting Flows

Manual tasks serve as stop points where you can review the results of report and process tasks. Manual tasks also serve as the starting point for undoing a sequence of tasks in the payroll checklist.

If you discover a completed task requires more work or correction, you must start with the last completed manual task and undo it, and then undo all intervening tasks until you reach the task that requires correction. The undo begins with a manual task even if that task falls in the next activity. For example, if your last completed manual task is verifying the prepayment results, you must begin with the prepayments verification task to undo a task in the payroll calculation activity.

When you undo a task, you mark it as fully or partially incomplete. Mark a manual task:

- Fully incomplete to roll it back
- Partially incomplete to change the status to Paused so that you can correct and retry records processed by the task.

The following table shows which actions you can perform on tasks listed in the payroll checklist or the Processes and Reports tab of the payroll flow, based on the status of the task.

Note

Roll back and Mark for Retry actions depend on whether an individual task supports the task action.

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	Comments
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			All subsequent tasks must have a status of Rolled Back or Marked for Retry before you can roll back or retry a Completed task.
On Hold	Mark for Retry	x			x	x		All previous tasks must have a status of Completed before you can retry or submit a task with this status.
Rolled Back	Rolled Back	x				x		All previous tasks must have a status of Completed before you can submit a task with this status.

Payroll Flow Security and Flow Owners: Explained

Your HCM data role security determines which payroll flows you can submit or view on the Payroll Dashboard or payroll work areas, including flows delivered for a single report or process. When you submit a payroll flow, you become the payroll flow checklist owner.

Payroll Checklist Owners and Task Owners

The payroll checklist owner inherits any task within the flow, unless the payroll flow pattern specifies a different owner for a task.

A checklist or task owner can reassign a task to someone else. For example, as a checklist owner, if a task is overdue and the task owner is on leave, you might reassign the task to another team member.

Payroll Flow Security and HCM Data Roles

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

If you cannot:

- Submit or view a payroll flow, confirm that the data role assigned to you includes a security profile for the payroll flow pattern.

- Perform a task such as a process or report, confirm that your data role is based on a job or abstract role whose inherited duty roles include necessary functional privilege to perform that task.

In the following figure, both the payroll administrator and the payroll manager are assigned duty roles with the functional privilege to submit a process or report and the data privilege to view the data for the monthly payroll flow pattern. Both the manager and administrator can perform the same task or have that task reassigned to them.
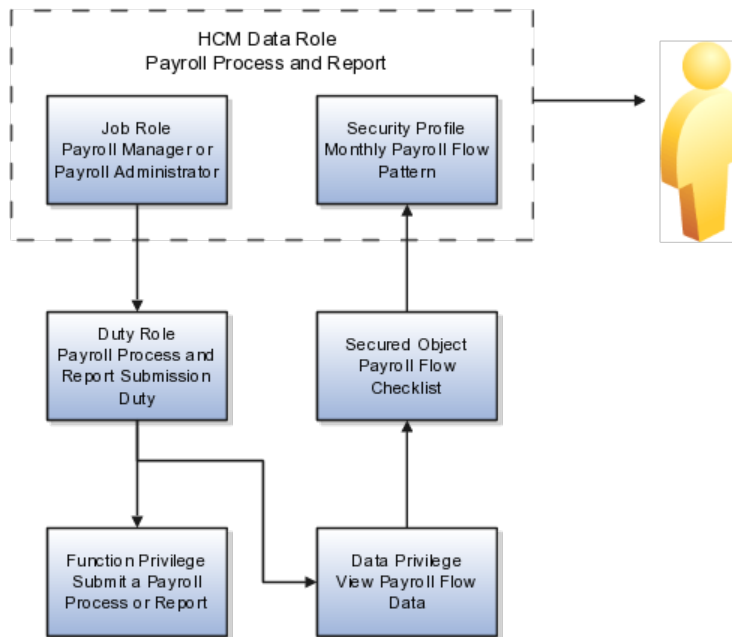
In the following figure, only the payroll manager not the payroll administrator job role inherits the functional privilege to calculate payroll. The payroll manager should not reassign a flow task to a payroll administrator, because the administrator does not have the necessary functional privilege.
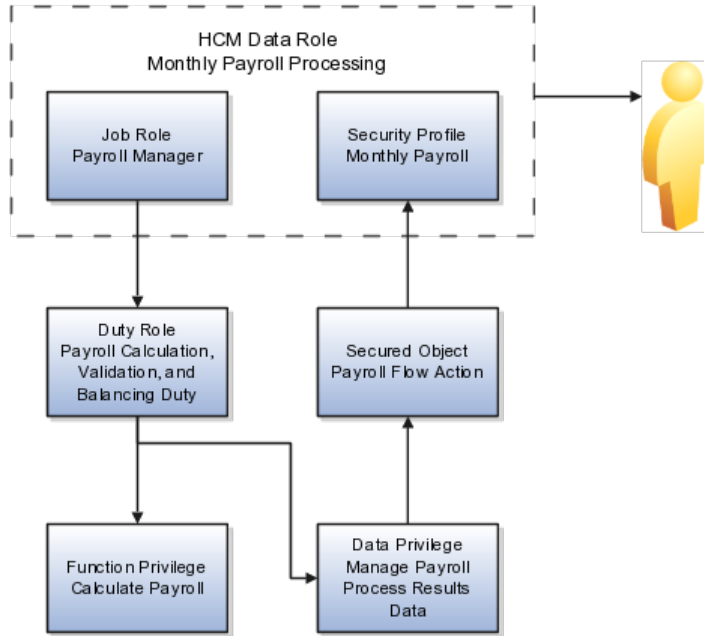
FAQs for Submit Payroll Flows

How can I fix system errors for payroll flow tasks?

For potential system errors or system errors, refresh the Payroll Flow page in the Payroll Checklist work area to redisplay the status, and if necessary after consulting the help desk, if the task is not in progress, resubmit the task.

Determine if the flow task includes a record that was locked because of a previous process, in which case, wait for the process to complete or roll back the record that produced the lock. For example, if you try to run a supplemental QuickPay for a person before the regular payroll run concludes, you receive a potential system error.

Consult the help desk. A review of the log files can determine the cause of the problem, such as an issue with the environment or server. After resolving the issue, if the status of the task has not changed to **In Progress**, you can select the task and resubmit it, or if that does not work, select the task to force a resubmit. Resubmitting the task generates notifications if the flow pattern is set up to send them, but if you force a resubmit, no notifications are sent.

If you cannot start the task and it is an optional task or other tasks do not depend on its results, another solution is to skip the task until you can determine the source of the error.

What happens if I change a payroll flow task due date?

It does not affect the payroll flow task's status or progress displayed on the payroll flow checklist.

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

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

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

You must have security access to the payroll flows you submit. Only the payroll flows you are authorized to submit appear for selection. Your duty role must have Manage Payroll Flow Data privileges, and your security profile must include the payroll flow you want to select. Contact your help desk for assistance.

Why can't I perform a flow task on a payroll checklist?

Your data role is not based on a job or abstract role that includes the functional privilege to perform that checklist task. If you are the payroll checklist owner or flow task owner, before reassigning a checklist task to someone else, ensure that person's data role includes the necessary functional privilege to perform the task. Contact the help desk for assistance.

Why can't I submit a flow with a particular payroll as a parameter?

Your payroll security profile does not include the appropriate payroll definition. You must have a privilege that enables you to manage payroll flow data, and your security profile must include the payroll you want to select. Contact your help desk for assistance.

How can I delete a payroll flow?

You cannot delete or purge a payroll flow or payroll flow task, but you can mark an entire flow or flow task as skipped.

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.

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

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

The Submit a Payroll Flow task starts a flow that consists of more than one task. It can include manual tasks as well as report and process tasks, such as a QuickPay or Payroll Cycle flow.

The Submit a Process or Report task starts a flow that consists of a single process or report task, such as Run Payroll Activity Report.

View Payroll Flow-Based Analytics

Monitoring the Status of Payroll Flow Tasks: Explained

From the Payroll Dashboard and Payroll Checklist pages, and the payroll flow Processes and Reports tab, flow task owners can monitor and update the progress of the payroll flow using the information supplied by notifications, status icons, the due dates, and the percentage of the task completed.

Review the status of a payroll flow by checking:

- Status icons and progress completed information
- Flow task dates
- Notifications

Status Icons and Progress Completed Information

The status icons indicate the state such as in progress or in error. While a task is in progress, you can further monitor its status by reviewing the percentage of the task completed.

The application updates the status of automatic tasks. If you own the payroll flow or task, update the progress of manual tasks by updating the percentage of the task that is completed. Before you can begin the next manual task or the application can start the next automatic task, you must update the current manual task to 100 percent complete or mark the status as complete.

The Action menu displays the actions you can take for a task based on its status. Not all tasks support actions such as rolling back or marking a task for retry. For example, the task to the create final accounting does not support roll back actions. Some actions are available only when you change the status. For example, if the task status is Completed, you mark it as incomplete before rolling it back.

The following table shows which actions you can take for a task.

Note

Roll back and Mark for Retry actions depend on whether an individual task supports the task action.

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	Comments
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			All subsequent tasks must have a status of Rolled Back or Marked for Retry before you can roll back or retry a Completed task.
On Hold	Mark for Retry	x			x	x		All previous tasks must have a status of Completed before you can retry or submit a task with this status.
Rolled Back	Rolled Back	x				x		All previous tasks must have a status of Completed before you can submit a task with this status.

Flow Task Dates

The start and due dates for payroll flow tasks are derived from the dates entered when you submit the payroll flow.

Task duration is managed by:

- Flow pattern dates and offsets

- Due dates on the checklist

- Notifications that alert flow task owners

The payroll flow pattern may include start and end dates that are based on flow parameter dates, such as date earned, date paid, and effective date. The flow pattern might offset the start and due dates to ensure adequate time to prepare before a task starts or time to review the results of a task before it ends. For example, the start date to upload a batch of time card entries might be offset by two days to allow you adequate time to ensure that all departments submitted their time cards.

When you complete a flow task, the next task starts automatically unless the payroll flow pattern specifies a start date for it. If a flow task is overdue, you can change its due date to allow more time to complete or correct it, but that extension impacts the following task. You must complete a flow task before starting the next one, so before updating a due date, consider whether adequate time remains to perform the next task.

Notifications

To remind you of upcoming tasks or warn you of tasks that are overdue, you can update the payroll flow pattern to have notifications sent to you, so that you can prepare before a task starts, or investigate and address the source of any delay before a task is due. A Notification Expiration Offset parameter on the Manage Payroll Process Configurations page controls the number of days before a payroll flow notification is automatically deleted.

Depending on the flow pattern settings, a flow task owner receives notifications when a flow task starts, ends, is overdue, or has produced warnings or errors. As task owner, you can view notifications from the Payroll Dashboard or worklist. Completing a flow task removes notifications for the task.

Note

You receive notifications if you resubmit a task but not if you select the **Force Resubmit** action after correcting an environment or server error that generated an error status for the task that has not started.

FAQs for View Payroll Flow-Based Analytics

How can I receive payroll notifications in the payroll dashboard?

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

Confirm that the settings for the flow pattern enable notifications for that flow task, such as notifications when a flow task starts, ends, is overdue, or has produced warnings or errors.

Completing a flow task removes related notifications from the Payroll Dashboard.

3

Calculate, Validate, and Balance Payroll

Manage Event Notifications and Recalculate Payroll for Retroactive Changes

Retroactive Pay: How It Is Calculated

Retroactivity is the process of going back in time to recalculate prior payroll results due to changes that occur after the original calculation was run. Examples of when prior period adjustments occur are:

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

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

Settings That Affect Retroactive Pay

For retroactive processing, an element must have a retroactive event group attached to it. On the Create Element: Additional Details page, select Yes for the questions "Is this element subject to proration?" and "Is this element subject to retroactive changes?". And select the **Entry Changes for Retro** retro group. The element is automatically added to the predefined retroactive and proration event groups.

The element you want to process retroactively needs a retroactive event group attached to it. This can be accomplished when creating the element, once you answer the question "**Is this element subject to retroactive changes?**" If you select Yes, select the retro group of **Entry Changes for Retro**. The element will be automatically added to the predefined retroactive and proration event groups.

This figure illustrates retroactive setup.

Retroactive Setup

Payroll Event Group

Proration Event Group

Retroactive Event Group

Element

Is this element subject to proration? - Yes

Is this element subject to retroactive changes? – Yes

Retro Group - Entry Changes for Retro

Retroactive Processing

Retroactive Event Group

Proration

Proration Group
Proration Formula
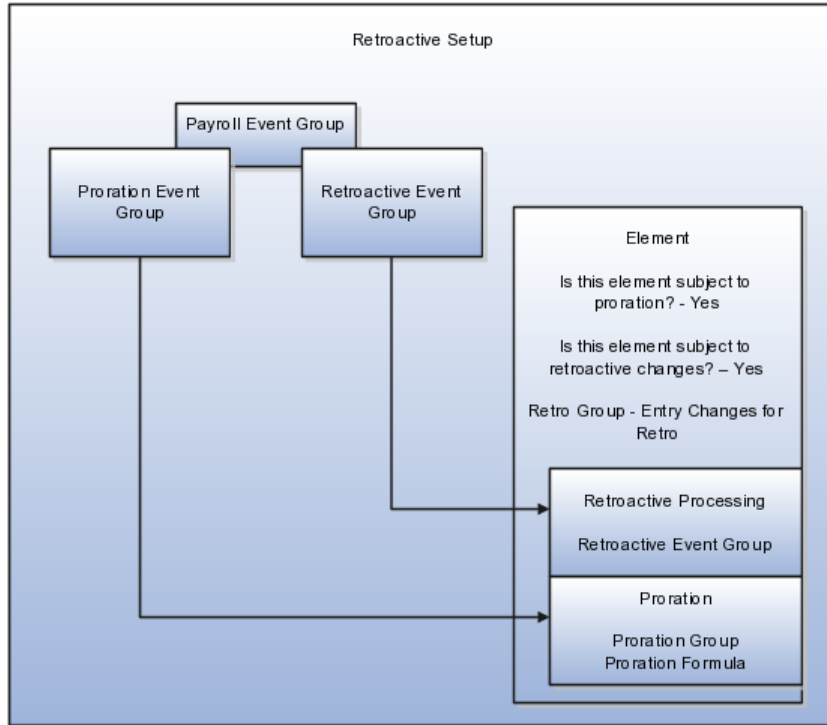
How Retroactive Pay Is Calculated

Retroactive events are viewed or created manually for a person on the Manage Event Notifications page or automatically through a backdated change triggering a retroactive event. From the Manage Event Notifications page, you can download results to Excel to view retroactive events in a report format. If you do not get a retroactive notification that you expect to get, review:

- The originating transaction causing the event

- Element setup

- Element eligibility for the person

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

- The proration event group entities and attributes setup to trigger proration

If the results are as expected, run the Recalculate Payroll for Retroactive Changes process. This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

Important

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

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

Retroactive Processing
Current Period
1 May, 2011 - 31 May, 2011
Monthly Payroll
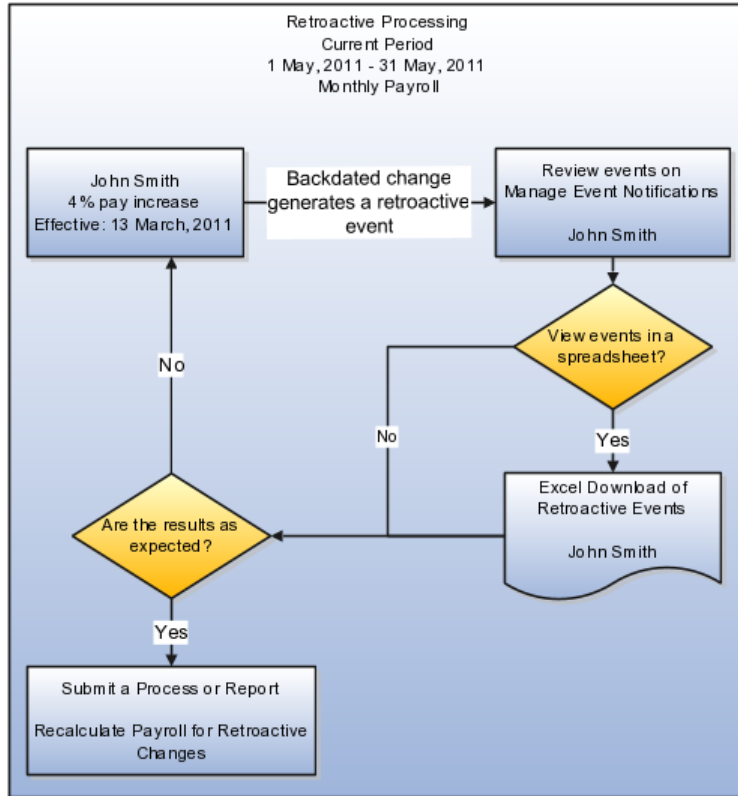
Adding a Retroactive Event Manually: Worked Example

A payroll administrator needs to create a retroactive event manually, instead of automatically triggering one by creating a retroactive adjustment. This example demonstrates how to create a retroactive event manually without creating a triggering transaction.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
What is the current payroll being processed?	Monthly payroll
What is the current payroll period being processed?	1 November 2011 - 30 November 2011

Creating a Payroll Relationship Event

1. On the Manage Event Notifications page, click the **Create** icon to create a new payroll relationship event.

2. On the Create Payroll Relationship Event page, complete the fields, as shown in this table.

Field	Value
Approval Status	Awaiting Processing
Payroll Relationship	100000012304475
Process Date	5 May, 2011

3. Click **Save and Close**.

Creating a Retroactive Event

1. On the Manage Event Notifications page, in which you just added, click the person name associated with the payroll relationship 100000012304475, in which you just added.

2. On the Manage Retroactive Events page, enter the data in the Entry Details section, as show in this table.

Field	Value
Target Element	MONTHLY_SALARY
Reprocess Date	30 November, 2011
Retroactive Component	RETRO_MONTHLY_SALARY

3. Click **Save**.

4. Click **Submit**.

Manage Object Groups

Object Groups: Explained

Use object groups to define subsets of objects used for processing or reporting. There are four types of object groups:

- Element
- Payroll Relationship
- Work Relationship
- Deduction Card

Element Groups

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

There are two usages for an element group:

- Run group

  Specifies the elements to use in a process.
- Distribution group

  Defines the grouping of elements to distribute element costing results.

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

Payroll Relationship Groups

Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. When defining the group specify the payroll definition which retrieves the payroll relationships assigned to it. Every group is limited to the payroll relationships assigned to a single payroll that you select. You can further define the group statically or dynamically.

- If you define the group statically, select the payroll relationships, terms, and assignments to include or exclude in the group.
- If you define the group dynamically, use a fast formula of type Payroll Relationship Group to determine the criteria that determines the payroll relationships, terms, and assignments to include in the group. Then

you can individually select additional payroll relationships, terms, and assignments to include in or exclude from the group.

Work Relationship Groups

Work relationship groups limit the persons processed for human resources and reporting. For example, you can use work relationship groups in custom extracts. If you define the group statically, select the work relationships, terms, and assignments to include or exclude in the group. If you define the group dynamically, use a fast formula of type Work Relationship Group to determine the criteria that determines the work relationships, terms, and assignments to include in the group. Then you can individually select additional work relationships, terms, and assignments to include in or exclude from the group.

Deduction Card Groups

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

Calculate Payroll

Payroll Run Results: How Are They Calculated

The calculation of payroll run results involves identifying the payroll relationships and the element entries that include the earnings, deductions, taxes, and other liabilities. It involves processing a series of gross-to-net calculations based on legislative requirements, and creates run results and balances. You can verify the results by viewing the statement of earnings, run results, and payroll reports. If you are implementing costing, the process also calculates the cost distributions.

Parameters That Affect Processing

When you submit a payroll flow to calculate the payroll run, you supply a unique payroll flow name, payroll name, payroll period, and run type. This required information determines which payroll relationships and element entries to process, and the calendar dates to use for the calculations, such as the payroll run date. You can also specify an element group and a payroll relationship group to restrict the people and elements that are processed. You can specify a process configuration group to determine performance parameters such as logging and chunk size.

How Results Are Calculated

Payroll processing occurs at the payroll relationship level. The payroll relationship structure provides the capability to link employment terms and assignments together for calculations based on the payroll statutory unit. Calculating payroll at the payroll relationship level ensures the correct calculation and distribution of earnings and deductions, and the apportioning of costs. The calculation process involves the actions shown in the following figure and explained in the steps below.
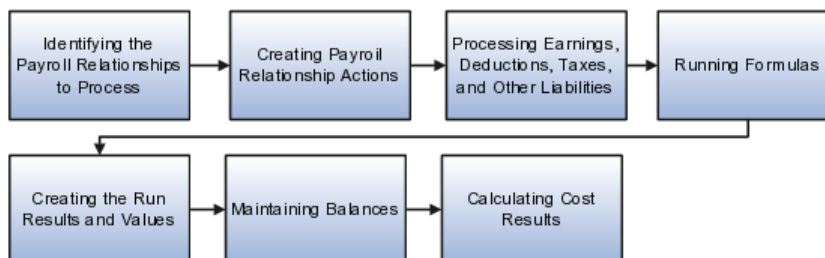
The main steps of the payroll run processing are as follows:

1. The calculation process identifies the payroll relationships to process. If you specify a payroll relationship group parameter, the processing is restricted to the people in the group. The status of the assignment is evaluated to determine whether the assignment is included when processing the payroll. The assignment is eligible, if the status is active payroll eligible, suspended payroll eligible, or terminated payroll eligible.

2. The calculation process creates a payroll action representing the payroll run and a payroll relationship action for each relationship processed, with child actions for each run type used in the run. For example, if you process a regular run type (group), the process creates a payroll relationship action for each employee, and a child action for the elements processed for each run type (regular normal, regular process separately, and regular separate payment).

3. The calculation process loads the element entries for the payroll relationship action it is processing into memory. The processing sequence depends on the processing priority of the element, which you can further prioritize by specifying attributes, such as the subpriority.

   By default, the payroll run processes recurring entries and any unprocessed nonrecurring entries. If you specified an element group parameter, only entries of elements within the element group are processed. Frequency rules and skip rule formulas created for an element further determine when the recurring entries are processed.

   In the case of deductions, the deduction card holds information that is referenced by the calculation process. The process accesses calculation factors that indicate the correct values, the calculation type to use in the calculation based on formula contexts, and which deduction range to use. The deduction ranges store the values for calculation rates and rules, and the calculation type.

   The calculation process calculates elements enabled for proration if an event occurs that changes the value of an element entry within the payroll period. The calculation process uses the proration formula you defined for the element. Elements enabled for retroactive pay are processed separately and before the payroll calculation by submitting the Recalculate Payroll for Retroactive Changes task.

4. The calculation process identifies the formula to run. There is at least one standard processing rule associated with each element. The processing rule determines which formula to use when calculating the element for a payroll relationship action. Formula result rules determine how to use the results generated by the formula, for example as a message or as a direct or indirect result. Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

   Some payroll calculations involve multiple steps. For example, the iterative formulas for calculating gross-up earnings include multiple steps, and the formula for calculating a deduction might have a prerequisite step to calculate the exemption amount.

5. At the end of the calculation 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 exchange 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. For example, the process determines which run result values contribute to gross-to-net balances. The process then writes and updates the balances to the database.

7. If you have implemented costing, the process then calculates the cost and offset entries for your run results.

Example

The following figure shows the results for a regular run in which some elements are processed separately. The payroll calculates the results for the person's payroll relationship, calculating run result values for entries at the assignment, term, and payroll relationship levels. The pension, tax, and court order entries are processed at the payroll relationship level and are processed in all the run types. The salary element is processed and paid with other earnings. The bonus element is processed separately but paid with other earnings.
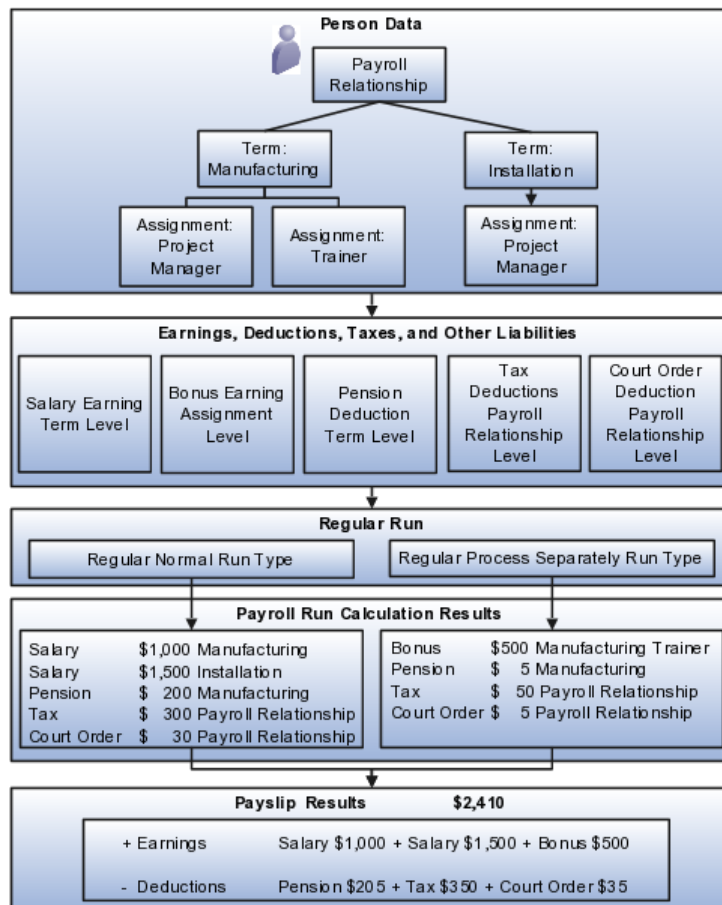
Restricting Payroll Processing: Critical Choices

You can control which payroll relationships and which elements to process in a payroll run. You restrict the records processed by a payroll run by selecting payroll relationship groups, element groups, run types, and dates.

Restrict Payroll Relationships Processed

Payroll processing occurs at the payroll relationship level. You can restrict the number of persons by selecting a payroll relationship group when you submit the payroll calculation process. The payroll relationship group uses static or dynamic rules to govern the membership to the group based on payroll relationship, term, or assignment information.

Restrict Elements by Group and Run Types

Restrict the number of elements to process in a payroll run by specifying an element group as a parameter when you submit the flow to calculate the payroll.

Specify the run type as a parameter to determine which payroll calculations to perform and how to pay the results. Each run type belongs to a run type method that determines how to process it. The application processes an element in all the run types, unless you set up the element to process separately, or define the element as a trigger for a run type, in which case it is automatically excluded from the other run types.

Some enterprises might define which elements to include in a run type. If you submit a payroll run for this run type, and also specify an element group as a parameter, the element group serves as an override, and the payroll is calculated only for the elements included in the element group.

Restrict Elements by Rules

When you create an element, you specify eligibility rules that control who is eligible to receive an element, and skip and frequency rules to control which elements the payroll run processes for that person for a payroll period. Use:

- Skip rules to determine whether the element entry for the person is included or excluded for the payroll run.

  For example, a once each period rule stops recurring element entries from processing more than once in a payroll period.

- Frequency rules determine which payroll periods to process the entries

  For example, the frequency rule might specify that an element is only processed on the first and third weeks of a month.

Restrict Elements by Dates

The payroll definition includes dates used in the payroll run, such as the date earned, date paid, and payroll run dates. These dates determine which element entries to process.

Date	Results
Process Date	The process date is a required parameter for the calculate payroll process, but an optional parameter for the payroll cycle flow. This date usually corresponds to the payroll run dates of your payroll definition.

Payroll Period	The payroll period is a required parameter for the calculate payroll process and the payroll cycle flow. This date identifies the payroll period for the payroll you are calculating and is used to determine other dates for processing.
Date Earned	This date identifies the element entries to include in the payroll run, and the element entries that ended within the payroll period that belong to a proration group. It is defined in the payroll calendar period, but you can override it as a submission parameter, which you might do for a QuickPay run. Entries outside that date are not considered.
Time Periods	The element has a starting and ending time definition, such as first standard earnings date and last standard earning date, used when calculating elements for new hires and terminations.

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

You correct payroll results when they contain errors due to missing or inaccurate information, or that you must reprocess due to receiving late information. Available corrective actions depend on the type of task, its status, if subsequent tasks locked the results of the task, and if there is an error, the cause of the error.

Before processing the correction:

- Determine the status of the task

- Decide which corrective action to use

Determining the Status of the Task

The Action menu displays the actions you can take for a task based on its status. Some actions are available only when you change the status. For example, if you complete a task, you must mark it as incomplete before you can roll it back. The task type also determines what actions you can take.

To preserve data integrity, the results of completed tasks are locked by subsequent tasks that use the results. Before you can edit the results of a completed task, you must undo the results of any completed tasks that follow it. If the completed task was processed in:

- A payroll flow, from the payroll checklist, you undo the tasks from the last manual task that you completed, by rolling back or marking for retry the intervening task or records until you reach the task that contains the records to correct. You can then mark the task as incomplete, roll back or mark the records for retry, correct the records, and retry the task. After the task successfully completes, retry the intervening tasks until you return to your manual task.

- Separate payroll flows, you must identify the flows you subsequently processed that locked the results of the flow you want to correct. Locate the last flow in this sequence, roll back, reverse, or mark the task or the

records for retry as appropriate, and then repeat this process sequentially until you reach the flow that contains the records to correct. You can then process the correction, and after successfully completing the correction, retry the intervening tasks in the subsequent flows.

As an example, if you process a flow to calculate the payroll for a regular run, and then process a flow to calculate the payroll for a bonus supplemental run for the same payroll later that day, to correct a record from the earlier run, you must roll back the record in the bonus run, correct and retry the record in the regular run, and then resubmit the bonus run.

Note

If the later flows include tasks where you cannot reprocess individual results, such as report output, you must roll back, reverse, or mark for retry the entire task.

Deciding Which Corrective Action to Use

Most tasks support the actions to mark for retry or roll back entire tasks, a group of results by payroll relationship group, or individual results.

For some tasks that generate files such as reports, checks, and EFT payments, you can retry or roll back the entire task but not individual results. Tasks that involve other applications do not support rolling back or retrying the task. For example, you cannot roll back or retry the tasks to enter, create, or transfer a batch, because you process these actions with a batch spreadsheet loader. Similarly, you cannot roll back or retry the Create Final Accounting task, because this task transfers the costing results to Oracle Fusion Subledger Accounting for posting to Oracle Fusion General Ledger. You must process a cost adjustment to correct the problem.

The choice of which corrective action to use depends on the scope of the correction and the type of correction. Choose:

- Roll Back when you have no need to keep any record that the task or its results occurred.

  If you discover an error in a person's record while reviewing the payroll run results that requires additional information or research before you can correct it, for example, you learn that a person transferred after the payroll calculation process began, you can roll back the record to remove the person from the payroll and continue processing the main payroll. After you correct the problem later, you can process the person's pay in a QuickPay run.

  If you discover numerous problems, such as a batch of missing time cards, you might create a payroll relationship group for these persons, roll back the records for this group, enter the missing element entries, and then resubmit the task to reprocess the records.

- Mark for Retry and Retry to retain the records in the task that do not require correction and reprocess the records that do require correction. For example, if you neglected to modify a Fast Formula for an earning, you

might correct the formula and retry the entire Calculate Payroll task to recalculate any records that include an entry for that earning.

- Retrying a task automatically retries records that have an error, so you do not need to mark for retry records with errors that you have corrected.

  In the previous example, the retry process recalculates the records that you marked for retry after you modified the Fast Formula, and recalculate records with errors, thus ensuring your corrections are reprocessed.

Other Corrective Actions

The most frequent corrective tasks you use when correcting records in a flow are Mark for Retry, Retry, and Roll Back. Some corrections require different processes or flows to address the underlying issue. You can submit processes and flows for these corrections, such as a QuickPay flow to process records removed from the run, and a flow to cancel a payment made in error. The corrective processes that are available depend on the type of correction, the type of task or record you are correcting, and its status.

Calculate QuickPay

QuickPay: How It Is Processed

Use QuickPay to perform a payroll run for a single person without waiting for the normal payroll cycle cut-offs. This is typically done when certain person-specific events occur, such as new hire, termination, special payment, or a problem with a payroll run that requires reprocessing. The QuickPay flow calculates payroll run results and prepayments, and then allows you to make an external payment to the individual.

Settings That Affect Processing

You specify parameters when you submit the QuickPay flow and then provide additional settings as tasks in the QuickPay flow are executed:

- QuickPay flow parameters
  - Process date of the QuickPay run
  - Payroll relationship for the person whose payroll you are processing
- Flow interaction settings

  Define flow interaction settings if you want to merge a QuickPay flow with an active payroll flow after calculating QuickPay run results or QuickPay prepayments.

- QuickPay calculation settings
  - Payroll
  - Date paid
  - Payroll period for the QuickPay

- Date earned. This is the date the payroll run uses to determine which element entries to process. This is typically the last day of the payroll period being processed. The default date earned is derived from the payroll calendar period.

- Run type. Select the type of payroll run, such as regular or supplemental. The run type determines which payroll calculations to perform, which elements to process, and how to pay the results.

- Element Entries. You can exclude element entries that you do not want processed if, for example, an employee does not want to have voluntary deductions taken from a special bonus check. By default, QuickPay processes all element entries for all terms and assignments associated with the specified payroll relationship, based on the run type and other settings you provide.

- QuickPay prepayment settings

  You can specify an overriding payment method, payment source, or both. The payment method and payment source must have been previously defined.

How QuickPay Is Processed

This figure shows the sequence of tasks in a QuickPay flow:
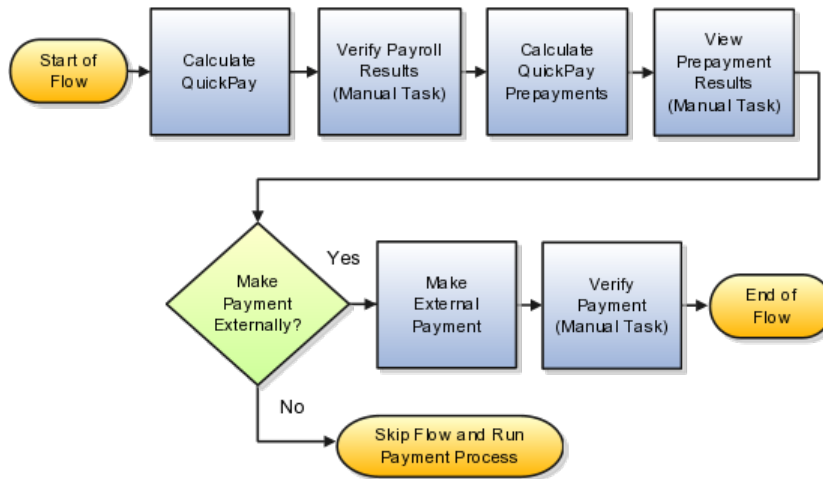
The QuickPay flow is summarized here:

1. The Calculate QuickPay task calculates payroll run results for the person, based on the settings provided.

2. You verify the run results on the View Person Process Results page and mark the verification task as complete.

3. The Calculate QuickPay Prepayments task calculates payment distribution.

4. You verify the prepayment results in the Prepayment Results section of the View Person Process Results page, and then mark the verification task as complete.

5. If payment is being made by an internal payment process, such as Make EFT Payments or Generate Check Payments, you can skip to the end of the flow and then run the payment process now or after processing multiple QuickPays for the same payment method. Select the **Skip Flow** action for the Make External Payment task to skip the rest of the tasks in the flow and mark the flow as complete. When you are ready, run the payment process, which will pick up unpaid payments from this QuickPay and any others that match the parameters you provide when you submit the process.

   If the payment is being made externally, you select the Make Payment action on the Make External Payments page and record information about the external payment, such as the check number and reason for generating the payment manually. The application marks the record as Paid so that it will not be included in the normal payment process.

6. You verify the payment results and mark the task as complete.

Running a QuickPay: Worked Example

This example demonstrates how to run a QuickPay for an employee whose payroll was calculated incorrectly in the main payroll run. In this scenario, the monthly payroll calculation has successfully completed when HR informs you that an employee went on unpaid leave earlier in the month. Since payments have not yet been made, you roll back the person's payroll calculation, which removes them from the payroll run. You then continue processing the monthly payroll. Once HR confirms the exact details of the employee's leave of absence, you update the employee's records and run a QuickPay to calculate payroll and prepayments, and then make an external payment for the correct pay amount.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In this Example
Which payroll is being processed in this QuickPay?	Monthly
What is the run type for the QuickPay?	Regular
Should any element entries be excluded from processing?	No

In this worked example, you will:

- Ensure that prerequisite tasks have been performed.
- Submit a QuickPay flow.
- Calculate and verify payroll run results.
- Calculate and verify prepayments.
- Make an external payment and verify the payment results.

Prerequisites

1. Before calculating payments for the main payroll run, remove the employee from the payroll run by rolling back their run results. To do this, select the **Roll Back** action from the View Person Process Results page for the Calculate Payroll process. Note that if you had already run

prepayments, the run results would be locked and you would not be able to roll them back without first rolling back prepayments.

2. Complete the main payroll run.

3. Make the necessary corrections in the person's payroll or HR data.

Submit the QuickPay Flow

1. Select the **Calculate QuickPay** task in the Payroll Calculation work area.

   Note

   You can also select the **Submit a Process or Report** task and then select the QuickPay flow pattern.

2. On the Submit a Payroll Flow: Select Flow Pattern page, select a legislative data group and click **Next**.

3. On the Submit a Payroll Flow: Enter Parameters page, complete the following fields and then click **Next**.

Field	Value
Payroll Flow	QuickPay for JDoe
Process Date	Current date
Payroll Relationship	Payroll relationship for the person
Reason	Corrective Action

4. On the Submit a Payroll Flow: Enter Flow Interaction page, click **Next**.

   If you wanted to merge back into the active payroll flow after calculating payroll run results for this person, you would define the flow interaction here.

5. Review the information and click **Next**.

6. Click **OK and View Checklist**.

Calculate and Verify Run Results

1. On the Payroll Flow checklist page, click **Go to Task** for the Calculate QuickPay task.

2. On the Calculate QuickPay page, select **Regular** in the Run Type field and verify the remaining information in the Details section.

   The Element Entries section refreshes to display all element entries that will be processed in the QuickPay run, based on the settings defined in the Details section and rules defined for the element entries themselves. You can exclude certain element entries from being processed by deselecting them. For this example, do not exclude any element entries.

3. Click **Submit Process.**

4. Click **Go to Task** for the Verify Payroll Results task.

5. On the View Person Process Results page, click the person's name in the Search Results.

6. In the Statement of Earnings section, review the information in each of the Quick Reference Summary tabs and verify its accuracy:

- Use the Gross to Net tab to verify pay amounts for each balance listed, including gross pay, deductions, and net payment.

- Use the Paid Time Off tab to verify accruals.

- Use the Deduction Card tab to review details captured on the employee's deduction card.

To access detailed earnings information, scroll down below the Quick Reference Summary and expand the detailed information headers.

7. Display additional results information by clicking **Go to Task** beside the Statement of Earnings header and then selecting one of the following view options:

- **Costing Results**

- **Balance Results**

- **Run Results**

- **Messages**

8. When you have verified run results, click **Done** to return to the checklist.

9. Select the Verify Payroll Results task and then select **Actions - Mark as Complete** .

Calculate and Verify Prepayments

1. On the Payroll Flow checklist page, click **Go to Task** for the Calculate QuickPay Prepayments task.

2. On the Calculate QuickPay Prepayments page, select an organization payment method, payment source, or both, if they differ from the default payment method and source.

3. Click **Submit Process**.

4. Click **Go to Task** for the View Prepayment Results task.

5. On the View Person Process Results page, click the person's name in the Search Results.

6. Verify the prepayment results, including the payee, payment method, payment source, and payment amount.

7. Click **Done** to return to the checklist.

8. Select the **View Prepayment Results** task and then select **Actions - Mark as Complete** .

Make External Payment and Verify Payment Results

1. On the Payroll Flow checklist page, click **Go to Task** for the Make External Payment task.

2. In the External Payments section, select the payment and then select **Actions - Make Payment** .

3. Enter a check number and the reason you are generating the check externally, then click **OK**.

   The application marks the payment as Paid so that it will not be included if you subsequently run the payment process that would normally include this payment.

4. Click **Done** to return to the checklist.

5. Click **Go to Task** for the Verify Payment task.

6. On the View Person Process Results page, click the person's name in the Search Results.

7. Verify the payment results and then click **Done** to return to the checklist.

   The payment results shown here should match the prepayment results you verified earlier.

8. Select the **Verify Payment** task and then select **Actions - Mark as Complete** .

When to Run QuickPay: Examples

These examples illustrate scenarios where you might want to run a QuickPay flow.

Employee receives a special bonus to be paid in a separate check

An employee receives a special incentive bonus, which is paid separately from their regular pay. The employee does not want any voluntary deductions, such as charitable donations or retirement fund contributions, taken from the bonus pay. You run a QuickPay for the employee and provide the following settings on the Calculate QuickPay page:

- In the Details section, select **Supplemental** as the Run Type.

- In the Element Entries section, deselect element entries for all voluntary deductions.

HR does not complete the new hire process until after payroll has been processed and paid

A new hire joins the company on the 25th of the month, but the new hire process is not completed until the 28th. By that time, the monthly payroll has already been processed and paid. Rather than make the employee wait until the following month to be paid, you run a QuickPay for the person and make an external payment. Normal processing of the employee's pay will resume with the next payroll cycle.

Employee is terminated and requires payroll to be processed and paid immediately

An employee is terminated in the middle of a payroll period, and HR wants payroll to be processed and paid immediately for this person. Once you update the employee's payroll information, you run a QuickPay and make an external payment for the employee's final pay.

You discover an error in an employee's payroll calculation

You have completed calculating the monthly payroll run results and prepayments when HR informs you that an employee went on unpaid leave earlier in the month.

If payments have not yet been generated, roll back prepayments and then roll back run results for this person, which removes them from the payroll run. You can then continue processing payments for the monthly payroll. Once HR confirms the exact details of the employee's leave of absence, you can update the employee's records and run a QuickPay.

If payments have already been generated, cancel the payment for this employee. Canceling a payment voids the original check, prevents it from being reissued in the normal payment process, rolls back prepayments, and reverses the payroll run results. After canceling the payment, you can run a QuickPay.

You have multiple payroll corrections to make and want to process payments for them all at the end of the day

You process QuickPay for several employees throughout the day and want to use the check payment process to make payments for all of them at the same time.

When you run QuickPay for these employees, complete all tasks through verification of prepayments, and then choose the Skip Flow action to skip the remaining tasks (Make External Payment and Verify Payments) and complete the flow. This way, the status of the QuickPay payments will remain Unpaid, and they will be included when you run the check payment process for the appropriate payment date, method, and source at the end of the day.

You want to verify bonus payment amounts before running the main payroll

You are processing several bonus payments in the next payroll run, but want to verify the run results for these payments before running payroll. For each person receiving a bonus, you run a QuickPay. After verifying the results of the Calculate QuickPay process and determining that the bonus amount and deductions are calculated correctly, you roll back the Calculate QuickPay process and then use the Skip Flow action to skip the remainder of the QuickPay flow tasks. This marks the QuickPay flow as complete and removes it from the dashboard. When you run the regular payroll, run results for this person are recalculated and payment is generated.

This scenario also applies if you change an employee's payroll information, such as adding a new deduction or updating the tax code, and want to validate the change before the next payroll run.

Merging a QuickPay with an Active Payroll Run: Examples

These examples illustrate how to merge a QuickPay flow into an active payroll flow. This is useful if you are running a normal payroll and discover an error in a person's record during results verification. Once you correct the data that caused the error, you can run a QuickPay to recalculate payroll or recalculate both payroll and prepayments. Then you can merge back into the active payroll flow, rather than continue with the remaining QuickPay tasks.

Merging with an Active Payroll Run after Calculating QuickPay Run Results

Scenario: While verifying payroll run results, you discover an error in the pay amount for an employee. At this point, you can:

1. Correct the person's payroll information.

2. From the Payroll Flow checklist, navigate to the View Person Process Results page for the payroll calculation process and roll back the payroll calculation for this person, which removes them from the payroll run.

3. Submit a QuickPay flow for the person.

4. Complete the Submit a Payroll Flow: Enter Flow Interaction page as follows:

   • Set the **From Payroll Flow** to the current QuickPay flow.

   • Set the **From Task** to the Verify Payroll Results task.

   • Set the **To Payroll Flow** to the active payroll flow.

   • Set the **To Task** to the Calculate Prepayments task.

5. Run the first task of the QuickPay flow to calculate payroll.

6. Verify the run results and mark the manual verification task as complete. The QuickPay flow ends and merges with the Calculate Prepayments task in the active payroll flow.

Merging with an Active Payroll Run after Calculating Prepayments

Scenario: You have calculated payroll run results and calculated prepayments. Upon verifying the prepayments, you discover an error in the deduction amounts for an employee. You can:

1. Correct the person's deduction information.

2. From the Payroll Flow checklist, navigate to the View Person Process Results page for the prepayment process and roll back the prepayment calculations for this person.

3. From the View Person Process Results page for the payroll calculation process, roll back the payroll calculations for this person.

4. Submit a QuickPay flow for the person.

5. Complete the Submit a Payroll Flow: Enter Flow Interaction page as follows:

   • Set the **From Payroll Flow** to the current QuickPay flow.

   • Set the **From Task** to the View Prepayment Results task.

   • Set the **To Payroll Flow** to the active payroll flow.

   • Set the **To Task** to the Archive Periodic Payroll Results task (or the next task after prepayments in the your payroll cycle flow.)

6. Run the Calculate QuickPay, Verify Payroll Results, Calculate QuickPay Prepayments, and View Prepayment Results tasks. Verify that the results are accurate and mark the last task as complete.

The QuickPay flow ends and merges with the Archive Period Payroll Results task in the active payroll flow.

View Results

Viewing and Verifying Payroll Run Results: Points to Consider

View and verify the results of calculating pay for the payroll run or a QuickPay flow to ensure accuracy of your results and to minimize the effort involved in correcting problems you find later. An error in run results typically means an error in your payments as well. You have a choice of ways to review the run results:

- View payroll run results for the entire process or for one person

- Control which details to view

- Run reports to verify results based on different criteria

Viewing Payroll Run Results

Decide the scope of the results to view:

- Results for the entire process

  Use the Person Process Results page to verify the results for several people in a payroll flow. This page lists all the payroll relationship actions processed in a payroll flow.

  If you do not recall which payroll flow included the results, start with the Payroll Process Results page to locate the payrolls recently processed. From there, you can navigate to the Person Process Results page.

- Results for one person

  Use the Person Process Results page to verify individual run results for the payroll flow. Refer to it also when researching results for a person over several payroll periods. For example, you might respond to a query from an employee regarding the outstanding balance on a loan deduction and the payments made over a series of pay periods.

  This page provides access to the following information:

  - Statement of Earnings

    - Use the Gross-to-Net tab to verify pay amounts for each balance listed, including gross pay, deductions, and net payment.

    - Use the Paid Time Off tab to verify accruals.

    - Use the Deduction Card tab to review details captured on the employee's deduction card.

  - Costing Results: Review the costing results for this person for the selected run. Costing details include only those elements processed in

the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.

- Balance Results: Review balance results to confirm that the payroll run has completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.

- Run Results: Review run results for all elements processed.

- Messages: View messages generated by payroll processes, if any.

Controlling the Details to View

The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. You can filter the results:

- Click **Control Details** on the Process Hierarchy menu bar to display the child processes included in the master process, such as the processes included in a QuickPay or the run types if more than one run type was included in the run.

- Restrict the details displayed for each run type by selecting the employment hierarchy level at which the element entries processed.

- Click **Control Details** on the Statement of Earnings section to display the different subsections of the Statement of Earnings to personalize your view.

Use these methods to filter the results. For example, if you process a standard run that includes the regular run and regular process separately run types, and the employee has one payroll relationship, with two terms of employment, one of which includes two assignments, you can review the individual results at each level of the employment hierarchy for each run type. For example, you might want to review the taxes deducted for each run type at the payroll relationship level, and the pension amounts calculated at the terms level, and confirm the appropriate earnings at the assignment level.

Running Reports to Verify Payroll Run Results

Use the payroll run reports to view results before calculating prepayments. Reports offer different quantifications of the run results, such as aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.

From the payroll calculation work area, you can submit and view the results for the following reports:

- Balance Exception Report: Identifies potentially incorrect payments or amounts withheld.

- Gross-to-Net Report: Lists totals for the results calculated from payroll runs, and payroll reversals by elements of pay

- Payroll Run Result Report: Displays results of the payroll run.

- Payroll Activity Report: Shows details of the payroll run, balance adjustments, taxes, payment information, and employer liabilities.

- Element Results Register: Lists elements and pay values for each payroll relationship action.

FAQs for View Results

How can I identify the payroll flow that includes a specific element for an employee?

Submit the Element Result Register to confirm that the payroll included the element, to determine the value paid the employee, and the name of the payroll flow where the element results were calculated. When you submit the Element Result Register, you must enter the payroll name and the end date. If you do not know which payroll the person is assigned to, query the person's payroll details on the Manage Payroll Relationships page to identify the person's assigned payroll.

How can I remove someone from the payroll run?

Roll back the person's record from the View Person Process Result page, which deletes the record. If you have already processed later actions for the person, such as prepayments, you must roll back these actions before you can roll back the payroll run results for the person.

Remove a person from the run if you discover a problem that requires corrections that would delay the payroll run. You can remove the person, make the corrections, and process a QuickPay action.

Why isn't an element included in a person's payroll run results?

Confirm from the Person Process Results page Statement of Earnings section or the Element Results Register whether the element was included in the payroll calculation. If you do not find it in the report or the Statement of Earnings, follow these steps.

Action	Page
Review the parameters for the payroll flow to determine if a payroll relationship group was specified, or an element group was specified that restricts the element processed in the run.	Payroll Flow
If the payroll parameters specified a payroll relationship group and element group, query these groups to confirm that the payroll relationship group includes the person, and that the element group includes the element.	Manage Object Groups
Review the element entries, and if the element is not listed there, review the element eligibility information to ensure the person is entitled to receive the element. For deduction elements, you might review the deduction card information to ensure the details are up-to-date.	Manage Element Entries, Manage Personal Deductions
If you recently hired or terminated the person or transferred the person to a new payroll, query the employee, and review the person's assigned payrolls and element duration dates to ensure that the element falls within the duration dates.	Manage Payroll Relationships

Confirm that the run type for the payroll run includes the element.	Manage Run Types

What's the difference between retrying a payroll process and retrying a payroll calculation?

Use the Retry Payroll Process task to reprocess all tasks except the tasks to Calculate Payroll and Recalculate Payroll for Retroactive Changes. Submit the task to rerun the selected payroll process and to recalculate the results.

Use the Retry Payroll or Retroactive Calculation task to retry only the tasks to Calculate Payroll and Recalculate Payroll for Retroactive Changes. Submit the task to recalculate the payroll run results, such as the gross-to-net results, or to recalculate retrospective changes that were not included in the original payroll run.

View Reports

Payroll Calculation Reports: Overview

Payroll managers can use a number of reports to verify payroll calculations and payroll run results. Run these reports from the Payroll Checklist and Payroll Calculation work areas.

Report Task	Purpose	When to Run	Example of Usage
Run Balance Exception Report	Identify values that vary compared to other values for the same balance dimension that could indicate potential overpayments or underpayments.	Run after calculating the payroll run or QuickPay run.	View to identify potentially incorrect payments or amounts withheld.
Run Gross-to-Net Report	View summary or detail listings for the total results calculated in the payroll run, such as the total earnings, deductions, and employer charges.	Run after each payroll run or, at a minimum, on a quarterly basis.	Obtain totals for the results calculated from payroll runs, QuickPay runs, and payroll reversals by earnings, deductions, and other elements of pay. These balances are used by the prepayments process.
Run Payroll Run Result Report	View results of the payroll run. Extracts the run balance results for a specific period. Supplies detailed balance information for a specific employee over a defined period of time.	Run as needed for diagnostic purposes.	Verify the values of other reports. You can use this report to pinpoint a problem discovered by another diagnostic report.

Run Payroll Activity Report	View details of the payroll run, QuickPay, such as balance adjustments, reversals, and balance initializations, taxes withheld, earnings, deductions, payment information, employer liability, and quarter and year-to-date details.	You can run this report independently of other processes, such as prepayments. Run the report before processing prepayments.	Verify, validate, and audit run results before processing payments.
Run Element Result Register	View a listing of the elements and pay values processed for each payroll relationship action.	Usually run every pay period after running the Payroll Activity Report.	Use for diagnostic purposes with the Balance Results and Statement of Earnings on the Person Process Results page and the Payroll Activity Report.
Run Deduction Report	View details of payroll deductions processed for the specified period.	Run every pay period	Validate the deduction amounts being processed.

Deduction Report

Run the Deduction Report every pay period to validate the deduction amounts being processed.

Payroll managers can run this report from the Payroll Calculation work area.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process End Date

The last effective date of the payroll runs or QuickPay runs to include in the report.

Process Start Date

The first effective date of the payroll or QuickPay runs to include in the report. Leave this blank to include all effective dates up to the Process End Date.

Report Results

The report provides details of payroll deductions processed for the specified period, including the following key fields:

Report Field	Description
Process Date	The effective date of the payroll or QuickPay run. The report can include multiple payroll runs depending on the process date range specified when the report was run.

Actual Deduction	Amount deducted from the person's pay for this deduction element.
Current Arrears	Amount of arrears taken within the specified period.
Remaining Amount	Balance of the total owed less the amount accrued for the deduction.

4

Calculate Payment Distribution

Calculate Payment Distribution: Overview

Before distributing payroll payments, use the Calculate Payment Distribution tasks to calculate the distribution of payments and verify the prepayment calculations.
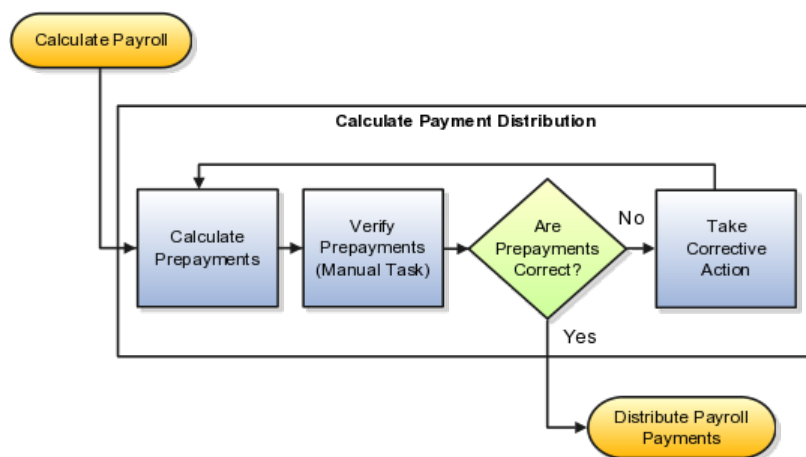
Calculating Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' personal payment methods. This is an automatic task in your normal payroll cycle flow, occurring after you have calculated payroll and verified the payroll run results. You can also run this task as a standalone process in the Payment Distribution work area.

When you submit this process, you specify the payroll and the process start and end date. You can override the default payment method by specifying a payment source for this payroll run. You can also specify additional parameters to limit the scope of the process, such as consolidation group.

You can view prepayment results on the View Person Process Results page. The prepayment calculation process uses the results of the payroll run process, which calculates the gross-to-net payment. To ensure data integrity, the prepayment process locks the payroll run results, so they cannot be changed without also

changing the prepayment results. Thus, if you need to roll back payroll run results, you must first roll back prepayments.

Verifying Prepayments

Use the Verify Prepayments manual task to review and verify prepayment results to ensure they are accurate before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, pay amounts and deductions are accurate.

Once you have verified that all prepayments are correct, return to the checklist and mark the Verify Prepayments task as complete.

Taking Corrective Action

If you find problems, you can correct the underlying data and then do one of the following:

- Retry the prepayments process, if it did not complete successfully.

- Roll back the prepayment results, if you want to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if payments have not yet been made.

Once you have verified that all prepayments are correct, return to the checklist and mark the Verify Prepayments task as complete.

Verifying and Troubleshooting Payments: Explained

You should review and verify the results of each process in a payroll or QuickPay flow before continuing with the next one to ensure accuracy of your results and to minimize the effort involved in correcting any problems you find. It is particularly important that you verify payroll run results and prepayment results before you generate payments. Although you can take corrective action after payments have been made, it is much easier to roll back a calculation than to cancel and reissue payments.

To ensure that payments are correctly processed, carefully review and verify payment information as follows:

- Verify payroll run results and review payroll validation reports before calculating prepayments

- Verify prepayment results before generating payments

- Verify payment results and review available reports, and take corrective action as needed

Verifying Payroll Run Results

Before you calculate prepayments, verify that the payroll run results are accurate. An error in run results typically indicates an error in your payments as well.

Use the following payroll reports to verify run results:

- Gross-to-Net

- Balance Exception

- Element Result Listing

- Payroll Run Result

- Payroll Activity Report

Use the View Person Process Results page for the Payroll Calculation process to verify individual run results. This page provides access to the following information:

- **Statement of Earnings**

  - Use the Gross to Net tab to verify pay amounts for each balance listed, including gross pay, deductions, and net payment.

  - Use the Paid Time Off tab to verify accruals.

  - Use the Deduction Card tab to review details captured on the employee's deduction card.

- Costing Results. Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.

- Balance Results. Review balance results to confirm that the payroll run has completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.

- Run Results. Review run results for all elements processed.

- Messages. View messages generated by payroll processes, if any.

Your organization may have additional localization-specific or other custom reports.

If you find errors, correct the underlying data and use the standard flow task corrective actions, Retry and Mark for Retry. If you discover an error in a person's record that requires additional information or research before it can be corrected, you can roll back the record, thus removing the person from the payroll run. This allows you to continue processing the main payroll. You can later correct the problem and process the person's payroll in a QuickPay run. If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all necessary corrections.

Verifying Prepayments

If you are running the Calculate Prepayments task as a standalone process, review and verify the results on the View Payroll Process Results page, including the payee name, organization payment method, payment type, currency code, payment amount, and prepayment date.

If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

Verifying and Troubleshooting Payments

After generating payments, verify the Payment Results section on the View Person Process Results page for the particular payment process. The information shown here should be the same as the information displayed in the Prepayment Results section, which you reviewed and verified earlier.

Use the Payroll Register to verify total payment amounts per balance category and compare payment values to previous periods. Use the Payment Register summary report to verify the total amounts paid by payment category, type, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information.

If you discover an error after payments have been generated, you cannot simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem.

Scenario	Available Corrective Action
The check is correct, but was lost, stolen, or destroyed.	You can: • Void the original payment and reissue using the normal payment process, or • Void the original payment and make an external payment to replace it.
The check is correct, but a duplicate check was printed by mistake.	Void the duplicate payment and prevent reissue of payment.
The pay amount for the check is incorrect.	Cancel the payment, correct the underlying problem, and do one of the following: • Run QuickPay to calculate and generate a new payment. • Use the Recalculate Payroll for Retroactive Changes process to calculate the overpayment or underpayment and adjust next payment accordingly.
The check was generated in error.	Cancel the payment and do not reprocess.

FAQs for Calculate Payment Distribution

What's the difference between rolling back and reversing a payment action?

Rolling back a process deletes the action and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.

The reversal process reverses the payroll calculation, generating a negative run result to offset the original run result, and leaves an audit trail. Once the

payment process has been run, you can no longer roll back; you must reverse the payroll calculation. For example, you might reverse the calculation for a payment that was generated in error and was not issued. You can reverse any process that produces run results, including a normal payroll run and a QuickPay run. The Cancel Payment flow includes the Reverse Payroll Calculation task.

5

Distribute Payroll Payments

Distribute Payroll Payments: Overview

The Distribute Payroll Payments activity comprises several tasks related to making payments. You typically make payroll payments as part of your normal payroll cycle flow. You can also generate payments as part of a QuickPay flow or as a standalone process.

This figure shows the sequence of payment distribution tasks for a sample payroll cycle flow. Your payroll cycle may include additional tasks. For example, some localizations support cash payments.
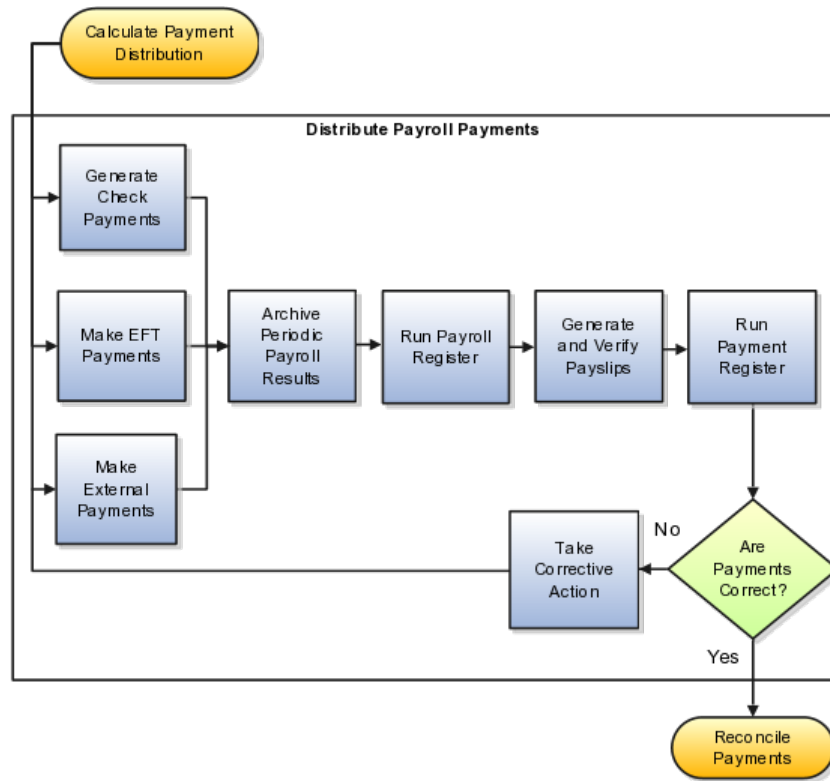
Generating Check Payments

The Generate Check Payment process generates check payments, in a predefined format, for all payees (including third-party payees) with a method of payment

of check and a net pay greater than zero. The format of printed checks and the information printed on the checks and check stubs vary based on your organization's needs and statutory requirements. Typically, you generate checks as part of the normal payroll cycle flow, but you can also run this as a standalone process in the Payment Distribution work area.

When you submit the check payment process, you select the payroll, process end date, organization payment method, and starting check number. Optionally, you can specify additional parameters to limit the scope of the process, such as the process start date, payment source, overriding payment date, ending check number, and consolidation group. Before you begin printing checks, ensure that the starting check number in the system matches the printed check. If your preprinted checks come in batches, use the ending check number parameter to specify the last number of the check number range.

You can view the results of the check payment process on the Payment Results section of the View Person Process Results page.

Making EFT Payments

The Make EFT Payment process generates electronic funds transfer (EFT) payments, also referred to as direct deposit payments, for all payees (including third-party payees) with a method of payment of EFT. Typically, you make EFT payments as part of the normal payroll cycle flow, but you can also run this as a standalone process in the Payment Distribution work area.

When you submit this process, you select the payroll, process start and end date, and organization payment method. Optionally, you can specify additional parameters to limit the scope of the process, such as a payment source, overriding payment date, and consolidation group. You can view the results of the EFT payment process on the Payment Results section of the View Person Process Results page.

Making External Payments

You can make external payments as needed to address special situations where you do not want to use the normal payment process. For example, you may want to make an external payment to replace a lost check that you have voided, create a final payroll check for a terminated employee, or pay using a different payment type or payment source than specified in the payment process. The Make External Payment task is part of the QuickPay flow and can be run as a standalone process. You can also select an external payment action from the View Person Process Results page for payments with a status of Void or Unpaid. External payment actions are:

- Make payment from same bank account
- Make payment from different bank account
- Make other form of payment

For each action, you can specify a reason and a check or payment number. For payments to a different bank account, you must specify the payment source. For other forms of payment, you must specify the payment type and payment source.

Archiving Periodic Payroll Results

Archiving periodic payroll results makes them available for reports, such as the payroll register and payslips. The archive process is an automatic task within

the normal payroll cycle flow, occurring after payments are generated. (Some localizations use a check payment process that uses archived payroll data. For these localizations, the periodic payroll archive must be run before generating check payments.) You can also run this task as a standalone process in the Payment Distribution work area.

When you submit this process, you specify the payroll and the process start and end date. Optionally, you can specify additional parameters to limit the scope of the process, such as consolidation group. You can view the results of the archive process on the View Person Process Results page.

Running the Payroll Register

The Payroll Register is both a verification tool and an audit trail. This report has a summary and detail version. The summary report shows totals for hours, earnings, and deductions by payroll statutory unit and tax reporting unit; the detail report shows complete payroll run details for each employee. The Run Payroll Register task is an automatic task within the normal payroll cycle flow, occurring after the archive process. You can also run this task as a standalone process in the Payment Distribution work area. The Payroll Register retrieves archived payroll results, so be sure that run results have been archived before running this report.

When you submit this process, you specify the payroll and the process start and end date. You can also specify additional parameters to limit the scope of the process, such as payment source, and consolidation group. You can view the report on the View Person Process Results page.

Generating and Verifying Payslips

You typically generate payslips after generating payments and archiving. Generate Payslips is an automatic task within the normal payroll cycle flow, but can also be run as a standalone task in the Payment Distribution work area. The payslip process uses both archived payroll data and data produced by the payment process.

When you submit this process, you select the payroll and the process start and end dates. The process generates a payslip for all paid payments matching your criteria, for which the archive process has been run and a payslip has not yet been generated. The process will not generate a payslip for payments that have been voided or payroll calculations that have been reversed.

You can view the results of the process on the View Person Process Results page. Employees can view their payslips from the Portrait page. The Payslip View Date in the payroll definition determines when payslips will be available for viewing.

Running the Payment Register

Run the Payment Register to verify and provide an audit trail of payments generated. This report has a summary and detail version. The summary report shows total amounts paid by payment category, type, and method; the detail report shows payments for each employee. It includes payments generated by all payment processes, including external payments. Run Payment Register is an automatic task in the normal payroll cycle flow, occurring after payment generation, but can also be run as a standalone process in the Payment

Distribution work area. You can run this report before or after generating payslips.

When you submit the process, you specify the payroll and the process end date. Optionally, you can specify other parameters to limit the report's scope, such as the payroll statutory unit, payment process, payment category, payment type, payment method, check number range, and consolidation group. You can view the report on the View Person Process Results page.

Viewing and Editing Archive Results: Explained

Since archived data is used to generate the payroll register and payslips, it is critical that the archive process completes successfully and that it includes all the information it should. You can view the results of the Archive Periodic Payroll Results process on the View Person Process Results page. Depending on your user privileges and the restrictions in place for your system, you may be able to edit archived data.

Viewing the Archive Results

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

The data archived by this process may vary depending on your legislation and your organization's reporting requirements. Archive payroll data typically comprise four types of information:

- HR data, such as employee and employer address details, accruals, and assignment details

- Element information, such as earnings and deductions

- Balance sets

- Messages

Archive results include prepayment information used to generate payslips. Prepayment information for external payments is also included in the archive.

Review the archive results to determine if there are any errors or if there are assignments or records that should be included in the archive, but were not processed. If errors exist, review the employee's HR or payroll data to determine what caused the errors or prevented the employee from being included in the archive. After correcting the errors, you will need to roll back the affected processes and then rerun them.

Editing the Archive Results

By default, the extract definition for the payroll archive does not allow editing of the output. However, if editing has been enabled for your system and you have security privileges to perform this task, the Edit button in the Archive Results section of the View Person Process Results page is enabled. Any changes you make to the archived results will be stored in the archive table and used by the payroll register and payment processes.

Note

If you modify the archive results, they will no longer match the payroll results from which they were generated. For this reason, you should avoid making manual updates to the archive unless absolutely necessary.

Viewing Payments: Points to Consider

View payments to verify payee and amount information and to determine the payment status. You have a choice of different ways to locate and view payments, based on the work area and the type of payment information you want to see.

Work Area

This table contrasts the advantages of viewing payment information from the Payroll Checklist or the Payment Distribution work area.

Payroll Phase	Work Area Starting Point	Available Tasks
Working on the current payroll or QuickPay run	Payroll Checklist	On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses. Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back. If a process has completed, view the output of the process or navigate to the View Person Process Results page to view individual payment results and take corrective action.
Working on tasks for different payroll periods or payroll runs	Payment Distribution	Use the Payments search in the regional area to query payments by payment method, payee, or legislative data group. You can view payment details, but no actions are supported from the Payments search results. Use the Overview page to search for a payment process flow. Navigate to the Payroll Flow Processes and Reports tab and from there to the View Person Process Results page. You can also use the View Payroll Process Results and View Person Process Results tasks to navigate to the payment results and take corrective action.

Type of Payment Information

Decide which type of payment information you want to view:

- Results for the entire process

  Query the payroll flow from the Overview page of the Payroll Checklist or Payment Distribution work area. From the Payroll Flow checklist, go to the task you want to view. From the Payroll Flow Processes and Reports tab, click the process for which you want to view results.

  You can also use the Payroll Register to view summary-level payment information for a payroll run.

- Results for one person

  To quickly locate a person's payment results, use the Payment search in the regional area of the Payment Distribution work area or select the View Person Process Results task in the Tasks pane.

  You can also use the Payroll Register to view detailed, person-level payment information.

Corrective Actions for Payments: Critical Choices

Several types of corrective actions are available for payments, depending on the cause of the error and status of the process.

- Voiding Payments

- Reissuing Payments

- Canceling Payments

- Preventing Reissue of Payments

- Making External Payments

- Reversing Payroll Calculations

- Using the Standard Payroll Flow Task Actions: Roll Back, Mark for Retry, and Retry

Voiding Payments

Void a check payment that was lost, stolen, or destroyed. You can also void an EFT payment if, for example, it was sent to a bank account that is now closed. You can only void a payment that has a status of Paid or Reconciled. Voiding a payment does not reverse or delete any payment calculation information; it simply updates the status of the payment record to Void. After voiding, you can reissue the payment in the next payment run, make an external payment, or prevent reissue of the payment.

To void a payment, you can either submit the **Void Payment** process in the Payment Distribution work area or select the **Void Payment** action from the View Person Process Results page for the payment.

Note

When you void a check payment, you should also contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

Reissuing Payments

Once you have voided a payment, it will be reissued automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment, unless you prevent reissue or make an external payment.

You can define a Reissue payroll flow pattern that includes the void payment process and the desired payment process.

Canceling Payments

Use the Cancel Payment flow to cancel a payment that has been generated but not issued (or issued and then returned). For example, you might cancel a check that was generated for the wrong person. You can only cancel a payment that has a status of Paid or Reconciled. The Cancel Payment flow sets the payment status to Void, prevents reissue of the payment by the normal payment process, rolls back the prepayment process, and reverses the payroll calculation. Once you cancel a payment, you can correct the underlying problem and run a QuickPay.

To cancel a payment, submit the **Cancel Payment** flow in the Payment Distribution work area.

Preventing Reissue of Payments

If a payment record is marked as Unpaid or Void, a payment will be generated automatically the next time you run the payment process that includes the payment. If you want to prevent the payment from being issued, select the **Prevent Reissue of Payment** action from the View Person Process Results page, and enter a reason. This action updates the payment status to Paid. The Cancel Payment flow includes the Prevent Reissue of Payment task.

Making External Payments

You can make external payments as needed to address special situations where you do not want to use the normal payment process. For example, you may want to make an external payment to replace a lost check that you have voided, create a final payroll check for a terminated employee, or pay using a different payment type or payment source than specified in the payment process. The Make External Payment task is part of the QuickPay flow and can be run as a standalone process. You can also select an external payment action from the

View Person Process Results page for payments with a status of Void or Unpaid. External payment actions are:

- Make payment from same bank account

- Make payment from different bank account

- Make other form of payment

For each action, you can specify a reason and a check or payment number. For payments to a different bank account, you must specify the payment source. For other forms of payment, you must specify the payment type and payment source.

Reversing Payroll Calculations

You can reverse a payroll calculation after payment has been generated if, for example, a check was issued to the wrong person. This differs from the Roll Back action, which can only be performed if payment has not yet been made. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. Reversal does not affect the payment itself, only the payroll run results and costing results.

You can reverse payroll calculations using the Cancel Payment flow, described earlier, which also voids the payment and prevents reissue. Alternatively, you can just reverse the payroll run results and costing results by doing one of the following:

- Select the **Reversal** action from the View Person Process Results page. Use this to reverse an individual calculation.

- Run the **Reverse Payroll Calculation** process in the Payroll Calculation work area to reverse a set of payroll calculations based on the parameters you select. For example, you can reverse calculations for a specific process date, payroll process, run type, and payroll relationship group.

Run the reversal process only if payment has already been generated. If you reverse the calculation after running prepayments, but before the payment process, the payment will still be issued.

Using the Standard Payroll Flow Task Actions: Roll Back, Mark for Retry, and Retry

If an error prevents successful completion of the payroll calculation or payment generation process, you can correct the underlying data and then use standard payroll flow task actions, Mark for Retry and Retry, to retry the process with the corrected data. The availability of these actions depends on the status of the process. For some tasks that generate files, such as reports, checks, and EFT payments, you can retry or roll back the entire task but not individual results.

If a process completes successfully, but the results are incorrect, you can use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action. Once a payment has been issued, you cannot roll back the payment; you must cancel the payment, which reverses the payroll calculation.

Correcting Payments: Examples

These examples illustrate scenarios in which corrective actions are required for payments and identify the correct action to take in each scenario.

Employee's Check is Lost

Scenario:

An employee's check is lost, stolen, or destroyed.

Corrective Action:

Void the payment and issue a replacement. Submit the **Void Payment** process in the Payment Distribution work area or select the **Void Payment** action from the View Person Process Results page. Once voided, you can reissue payment in two ways:

- Make an external payment. This process prevents the check from being included in the next payments run. You can record the check number for the replacement check and the reason why you are making the payment externally.

- Allow the payment to be processed and paid by the normal payment process. Since the payment's status is marked as Void, it will be included automatically when you run the payments process that includes the date of the voided payment, unless you prevent its reissue. The replacement check retains the original payment date.

Contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

Employee Receives a Check for an Incorrect Amount

Scenario:

An employee receives a check for the wrong amount due to an error in the number of hours worked, pay rate, leave taken, deduction processed, or other input to the payroll calculation.

Corrective Action:

If the check has not been cashed or deposited, you can:

1. Cancel the payment, which voids the original check, prevents its reissue, rolls back the prepayment process, and reverses the payment calculation.

2. Correct the data error that caused the incorrect pay amount.

3. Run a QuickPay to recalculate the run results and prepayments, and then make an external payment to the employee for the correct amount.

Note

Alternatively, you could choose the **Skip Flow** action after calculating QuickPay prepayments to skip the rest of the tasks in the QuickPay flow, and then run

a payment process, such as Generate Check Payments, to make the payment. Since the status of this payment would be Unpaid, it would be picked up automatically, based on the process date and other parameters you provide when you submit the payment process. This approach might be preferable if you need to run several QuickPays for the same payroll. Another alternative would be to wait until the next normal payroll run.

If the check has already been cashed or deposited, you can correct the payroll information and then run the Recalculate Payroll for Retroactive Changes process to calculate the overpayment or underpayment.

- If the employee was underpaid, you can generate an external payment for the arrears amount or include it in the employee's next payroll check.

- If the employee was overpaid, arrange a repayment schedule with the employee. The retroactive calculation process can calculate and deduct the amount of the overpayment from the next payroll period or deduct a specified amount from subsequent periods until the overpayment balance reaches zero.

Checks Need to be Reprinted Due to a Printer Problem

Scenario:

Your printer jams while printing a batch of checks. One check is destroyed and another comes out blank, causing the check sequencing to be out of sync.

Corrective Action:

Since the checks have not yet been issued, you can roll back the batch check payment process and then rerun. If the printing problem results in missing check numbers, you should void the checks so they can be accounted for. Be sure to adjust your starting and ending check numbers as needed when you resubmit the payment process.

Note

It is usually best to roll back all the check payments. If you mark individual checks for retry, their check numbers are unlikely to be contiguous and it would be difficult to print them on the correct preprinted check stationery.

Employee Wants to be Paid in a Different Currency

Scenario:

An employee works and is taxed in the UK, but wants payments to be made to a bank account in his home country of China. Thus, the net pay amount should be converted from sterling to yuan.

Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency

2. Define a personal payment method for the Chinese bank account.

3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.

4. Make an EFT payment to the Chinese bank account.

EFT Payment is Made to a Closed Bank Account

Scenario:

An employee changes banks without notifying the payroll department, and an EFT payment is made to an account that has been closed.

Corrective Action:

Void the EFT payment. Once voided, you can either allow the payment to be processed in the next payroll run or make an external payment.

Payroll Check Expired Before it was Cashed

Scenario:

Your payroll checks expire after 90 days, and an employee notifies you that she never cashed a check that was issued four months ago.

Corrective Action:

Void the original check. Run the Generate Check Payments process and set the new payment date in the Override Payment Date parameter.

View Reports

Payment Distribution Reports: Overview

Oracle Fusion Global Payroll provides a set of reports to help you verify payment calculations and payment distributions.

The payroll manager can run these reports from the Payment Distribution work area.

Report	Purpose	When to Run	Example of Usage
Payroll Register	Verification, validation, and audit of payroll calculations	After calculating payroll and archiving periodic payroll results	Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee for payroll balancing and reconciliation purposes and to compare the payment values to previous periods.

| Payment Register | Verification and audit of payment distributions | After calculating prepayments and running the payment process | Use the summary report to verify the total amounts paid by payment category, type, and method.

Use the detail report to validate payments for each employee, including the payment amount, bank, and check information. |
| --- | --- | --- | --- |
| Payslips | Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals | After generating payments and archiving periodic payroll results | Generate payslips for all employees as a record of payments made.

Employees can view or print their payslips from the Portrait page. |

FAQs for Distribute Payroll Payments

When should I archive payroll data?

Payroll results must be archived before you run the payroll register or generate payslips, as these processes use archived data. The global payroll cycle flow includes the archive process, which occurs after payment generation. Some localizations support a check payment process that uses archived payroll data. For these localizations, the periodic payroll archive process occurs before generating check payments in the payroll cycle flow. In such cases, your localization-specific payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payroll processes, you can archive the results using the Archive Periodic Payroll Results task in the Payment Distribution work area.

What's the difference between voiding and canceling a payment?

Voiding a payment simply sets the status of the payment to Void and enables you to reissue a replacement. For example, you might void a payment if an employee loses their payroll check.

Canceling a payment initiates a payroll flow that voids the payment, prevents the payment from being reissued by the payment process, rolls back the prepayment calculation, and reverses the calculation for the payroll run results. For example, you might cancel a payment that was generated for the wrong employee. You can only cancel payments that have been generated but not yet issued to the bank or employee (or that have been issued and then returned).

Can I roll back a payment after it has been generated?

No. Once payment has been issued, you cannot roll back the payment process. If the payment is incorrect, you can cancel the payment provided it has not been

disbursed or the monies have been returned to your company. If the original check payment was correct, but was lost or destroyed, you can void and reissue it. An exception would be if all of the checks in a payment run were damaged. In this case, you could roll back the entire payment process and rerun it, since the payments were generated but not actually issued.

How do I generate payments to third-party payees?

When you run the check or EFT payment process, either as part of the payroll cycle flow or as a standalone process, it automatically generates third-party payments for all deduction elements being processed, based on the payroll, process dates, organization payment method, and other flow parameters you specify. Payment methods for all external payees must already be defined.

6

Calculate Cost Distribution

Calculate Cost Distributions: Overview

The Calculate Payroll process automatically calculates the costs for the payroll run. Submit separate processes to calculate the cost distributions for retroactive costs, payments, cost adjustments, balance adjustments, and partial period accruals throughout the payroll cycle.

Calculate Retroactive Costing

Calculate retroactive costing to obtain accurate cost results for the payroll run after you update the original costing setup information. For example, you might update account information for costing results placed in a suspense account that were due to invalid or incomplete account numbers. The Calculate Retroactive Costing process uses the corrected setup information to recalculate the costing. This process is often submitted when it is not possible or convenient to roll back and resubmit the Calculate Payroll process to recalculate the costing.

Calculate Costing of Payments

Cost payments after calculating or distributing your payments, or reconciling payments against a bank statement. The process allocates costs to the accounts you set up for each payment source, and calculates costs for all costing results that meet the submission criteria, including generated payments, voided, canceled, external, unreconciled, and reconciled payments.

Adjust Cost for a Person

Adjust costs to change the account number or to add an account if you are dividing the cost result among accounts. Reports or calculations you perform later use the adjusted costing results. Cost adjustments apply only to the costing result for that payroll run. The next time you run the payroll, the application uses the original costing setup information. To make a permanent change, for example, to an account number, you can update the costing setup information after you process the cost adjustment.

Costing of Balance Adjustment

Calculate the costing of balance adjustments to ensure that later processes or reports use the adjusted costing. You make the choice to cost a balance adjustment in the Costing and Payment Details section of the Adjust Individual Balances page. The submission parameters you enter for the Costing of Balance Adjustment process, such as the payroll name and dates, control which balance adjustment records the process costs.

Submit the process after you complete the balance adjustment or later in the accounting cycle. For example, you might include the Costing of Balance Adjustment process in each month-end accounting flow, and enter process start and end dates to ensure that you cost all balance adjustments processed during that month.

Calculate Partial Period Accruals

When a payroll period overlaps two accounting periods, or you require an estimate of costing results to close an accounting period, submit the Calculate Partial Period Accruals process to use the costs from a previous payroll period as the basis for the estimates of the current accounting period.

When you distribute the accounting, the Transfer to Subledger Accounting process creates a Partial Period Accrual and Partial Period Accrual Reversal event, with the accounting date for the:

- Estimate for the Partial Period Accrual event as of the process date
- Reversals for the Partial Period Accrual Reversal event as of the payroll period end date

You submit the Create Draft Accounting process to view the journal entries for the partial period accruals. Later you calculate the actual costs for the full payroll period and distribute the accounting.

Payroll Cost Results: How They Are Calculated

Payroll processes generate costing results and create journal entries used to record your labor costs.

Settings That Affect Payroll Run Cost Results

Several settings affect how the application costs a payroll run result for a payroll relationship:

- Element classification costing options

  Costing options specified on the Manage Element Classifications page determine whether the application costs elements with a specified classification and whether the application creates the costing entries as credits or debits. The costing options on this page also determine if the application can include the elements with that classification in a distribution group.

- Cost allocations

  When setting up costing information, you can specify whether a cost is allocated to a single account or allocated across several accounts, in which case a costing entry is created for each account based on the percentage of the cost it should receive. For example, if you split the cost of a payroll run result value for an earnings element between two different cost centers, the costing process produces two cost entries and two offset entries.

  When the application calculates the costing results, if the total allocation does not equal 100 percent, the remaining allocation is placed in a default account. After you correct the costing setup, you can process a corrective action to cost the run result value to the appropriate account.

- Element's costing type

The costing options on Manage Costing of Elements page specify the costing type and which element input values to cost. The costing types determines how the application costs the payroll run result value.

- **Not Costed**: The application does not cost the run result value for this element.

  Enterprises use this option for absence accruals, information elements, and some taxable (imputed) benefits.

- **Costed**: The application costs the run result value and checks for costing details at levels of the cost hierarchy based on the type of account.

- **Distributed**: The application costs and distributes the results over the elements included a distribution group.

  Enterprises use distributed costing to spread employer charges, taxes, and liabilities over employee earnings.

- **Fixed Costed**: The application costs the payroll run result value but restricts the check for costing details to three levels of the cost hierarchy: element entry, element, and payroll levels.

  Enterprises use fixed costing for deductions when they capture costing details only on the payroll and element levels of the cost hierarchy. For example, if the enterprise has multiple companies for a set of books and uses the same account structure for each corporation, the enterprise might use fixed costing and record the company segment at the payroll level and the remaining segments for the account that records the deduction at the element level.

- Type of account

  The type of account determines which levels the costing process checks when building the account number. The implementation determines which levels of the costing hierarchy can include costing details. When managing the costing setup information, you can review the combined information in tables accessible from the Context area of the Accounting Distribution work area list.

  - Cost accounts: The application checks all levels of the costing hierarchy for costing details. Segments entered at each level depend on which levels the implementation restricts for entry.

  - Suspense and default accounts: The application checks the department and payroll levels of the costing hierarchy. You enter the entire number at either the department or payroll level depending on the implementation.

  - Priority accounts: The application checks the element eligibility level. If some of the segments are entered, the application completes the account number using the standard costing process. If the entire account number is entered, the application bypasses the standard costing process and uses only the priority account to cost the payroll run result value.

- Offset number: The application checks the element eligibility level when generating the offsetting entry that balances the payroll run result values. The application completes any blank segments using the value for the same segment from the cost account.

  Enterprises might leave a segment blank when they have multiple legal entities or other levels within the organization that maintain separate balance sheets. Completing the account number by inserting the remaining values for the segments from the cost account ensures, that the appropriate segment for the company or ledger is entered in the offset account and avoids additional setup time.

How the Costing is Calculated

The different costing processes generate costing entries for payroll run results or payments generated at the payroll relationship level, and offset entries to balance those entries. For example, when calculating the payroll, the application costs a salary run result value as a debit to an expense account and offsets the same amount as a credit to a payroll liability account. When costing a cleared payment, the application costs a payment as a debit to a clearing account and offsets the same amount as a credit to a cash account.

The application calculates the costing result for a payroll run result value and a payment value in different ways. When building the cost account for:

- Payroll run results: The application checks the costing hierarchy levels. The type of account, costing type, costing allocation, and implementation determine which levels of the costing hierarchy the application checks. The application builds the account number segment by segment, starting with the lowest and most detailed level (element entry) and checking each subsequent level to the highest and most general level (payroll) until it locates a number for a segment of the account number. The application repeats this process for each segment until the entire number is built.

  For example, to build the number for a cost center segment, the application starts with the element entry level. If it does not find a number for the cost center segment at that level, it continues up the hierarchy.

  If it finds a cost center number at the job level, it uses that number and does not use the one at the next higher level, the department level.

  When building the account number, the costing process uses the account information effective for the date earned of the payroll run.

- Payment results: The application uses the account number for the payment source as specified on the **Manage Payment Source** page.

The application places invalid entries for costed payroll run result values and payments in a suspense account and incomplete entries in a default account. After editing the costing setup, you can process a corrective action to cost the entry to the appropriate account. The application offsets the original costing when the corrected account number is generated, which clears the suspense or default account.

This table lists the standard costing hierarchy levels checked when the application builds the account number for payroll run result values and where to manage these settings.

Level of Costing Hierarchy Checked for Costing Details	Sequence of Costing Hierarchy Levels Checked	Accounts Checked for Costing Details	Costing Types Checked for Costing Details	Page Where Costing Details Are Managed

	When Costing Payroll Run Result Values			
Element Entry	First level checked when building each account segment. If costing details are not found for that segment, the application proceeds to the next level, the Person Element - Assignment level.	Cost	Fixed Costed, Costed, Distributed	Manage Element Entries
Person Element - Assignment	Next level checked.	Cost	Costed, Distributed	Manage Costing for Persons
Person Element - Terms	Next level checked.	Cost	Costed, Distributed	Manage Costing for Persons
Person Element - Payroll Relationship	Next level checked.	Cost	Costed, Distributed	Manage Costing for Persons
Person - Assignment	Next level checked.	Cost	Costed, Distributed	Manage Costing for Persons
Person - Terms	Next level checked.	Cost	Costed, Distributed	Manage Costing for Persons
Person - Payroll Relationship	Next level checked	Cost	Costed, Distributed	Manage Costing for Persons
Position	Next level checked.	Cost	Costed, Distributed	Manage Costing of Positions
Job	Next level checked.	Cost	Costed, Distributed	Manage Costing of Jobs
Department	Next level checked.	Cost, Default, Suspense	Costed, Distributed	Manage Costing of Departments
Element Eligibility	Next level checked.	Cost, Offset, Priority	Fixed Costed, Costed, Distributed	Manage Costing of Elements
Payroll	Last level checked for costing information. If costing setup information is not found for that segment and the resulting costing account number is incomplete, the entry is costed to a Default account or, if invalid, to the Suspense account	Cost, Default, Suspense	Fixed Costed, Costed, Distributed	Manage Costing of Payrolls

When building the account number for the payroll run result values for a retroactive pay element, the **Recalculate Payroll for Retroactive Changes** process checks for costing details as of the current payroll period and the original payroll period. This table lists the costing hierarchy levels checked when the

application builds the account number for retroactive payroll run result values and where to manage these settings.

Level of Costing Hierarchy Checked for Costing Details for Retroactive Pay	Sequence of Costing Hierarchy Levels Checked for Costing Details	Current or Original Payroll Period Checked for Costing Details	Accounts Checked for Costing Details	Costing Types Checked for Costing Details	Page Where Costing Details Are Managed
Retroactive Pay Element Entry	First level checked for costing details when building each account segment for retroactive pay elements only. If costing details are not found for that segment, the application proceeds to the next level, the Retroactive Pay Element Eligibility level.	Current	Cost	Fixed Costed, Costed, Distributed	Manage Element Entries
Retroactive Pay Element Eligibility	Next level checked for retroactive pay elements only. If costing details are not found for that segment, the application proceeds to the Element Entry level of the original payroll period.	Current	Cost	Fixed Costed, Costed, Distributed	Manage Costing of Elements
Element Entry	Next level checked.	Original	Cost	Fixed Costed, Costed, Distributed	Manage Element Entries
Person Element - Assignment	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing for Persons
Person Element - Terms	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing for Persons
Person Element - Payroll Relationship	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing for Persons
Person - Assignment	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing for Persons

Person - Terms	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing for Persons
Person - Payroll Relationship	Next level checked	Original	Cost	Costed, Distributed	Manage Costing for Persons
Position	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing of Positions
Job	Next level checked.	Original	Cost	Costed, Distributed	Manage Costing of Jobs
Department	Next level checked.	Original	Cost, Default, Suspense	Costed, Distributed	Manage Costing of Departments
Element Eligibility	Next level checked.	Original	Cost, Offset, Priority	Fixed Costed, Costed, Distributed	Manage Costing of Elements
Payroll	Last level checked for costing information. If costing setup information is not found for that segment and the resulting costing account number is incomplete, the entry is costed to a Default account or, if invalid, to the Suspense account	Original	Cost, Default, Suspense	Fixed Costed, Costed, Distributed	Manage Costing of Payrolls

This table lists the payroll processes that generate costing entries and describes the calculations.

Process That Generates Costing and Accounting Results	Description
Recalculate Payroll for Retroactive Changes	Calculates costing for retroactive changes that were not included in the original payroll run, and records the difference found between the original entry and the retroactive result.
Calculate Payroll	Calculates the costing for the payroll run results for payroll relationships after the run results are calculated.
Calculate QuickPay	Calculates the costing for the payroll run results for a payroll relationship processed by the Calculate QuickPay process for a single employee.

Reverse Payroll Calculation	Negates the costing results generated by the Calculate Payroll process by creating costing entries that offset the original entries. The process uses the effective date of the reversal process as the accounting date to avoid creating entries for a closed accounting period. The reversal creates an audit trail, unlike the rollback action which eliminates the audit trail by deleting the original entry.
Adjust Cost for a Person	Reallocates costing results to different accounts using a manual adjustment process. An offset entry is created for the original entry based upon the amount of the new entries created. A user can reallocate the entire costing result or part of it to one or more different accounts.
Costing of Balance Adjustment	Calculates the costing for the payroll run results of the Adjust Individual Balances process.
Calculate Retroactive Costing	Recalculates costing based upon retroactive changes to costing setups. The process compares the recalculated and original entries, and where different, offsets the original entries and creates new ones. The effective date of the process is used as the accounting date when transferring the results to general ledger.
Calculate Partial Period Accruals	Calculates accrual entries for a partial payroll period, prorating the costing results based on the previous results of a full period, and using as the accounting date, the date of the Partial Period Accruals process. The process also creates reversal entries with an accounting date of the payroll period end date. The process is often used when a payroll period overlaps two accounting periods.
Calculate Costing of Payments	Calculates costing for prepayments, QuickPay prepayments, and external payments. It also offsets the costing for voided payments by negating the original costing. If you reconcile payments, after payments have cleared the bank, the process creates entries that debit the clearing accounts and credit the cash accounts.
Transfer to Subledger Accounting	Creates subledger accounting events for each payroll relationship to identify the payroll costing entries that are transferred to Oracle Fusion Subledger Accounting when the Create Draft Accounting and Create Final Accounting processes are run.
Create Draft Accounting	Creates draft journal entries in Subledger Accounting. You can preview the journal entries before you run the Create Final Accounting process that transfers the entries to Oracle Fusion General Ledger.
Create Final Accounting	Creates final journal entries in Subledger Accounting. Creates journal entries, transfers the entries to Subledger Accounting, and transfers and posts them to Oracle Fusion General Ledger.

Costs Distributed Across Payroll Run Results: How They Are Calculated

Many enterprises distribute the costs for employer taxes, charges, and liabilities over earnings elements, such as wages, overtime, and shift pay. When you set up costing, you specify the costing for the distributed element eligibility records, and identify which elements belong to the distribution group over which the costing results are allocated.

Settings That Affect Distributed Payroll Costs

Several settings control how the costs for an earnings element are calculated:

- Element classification of the distributed element

  The element classification determines whether you can include an element in a distribution group and whether its cost result generates a debit or credit entry. For example, deductions reduce the net pay which generates a credit entry.

- The distribution group for the distributed element specified on the **Manage Costing of Element** page

  The application allocates the costing result of a distributed element over the costed run result values for the elements included in the distribution group. The distribution is based on the ratio each element contributes to the total for the distribution group.

- The primary output value specified on the **Manage Costing of Element** page

  The application uses the primary output value as the input value when calculating the cost for the distributed element.

How Distributed Payroll Costs Are Calculated

The application allocates the cost for the distributed element's run result value over the costed run result values for the elements in the distribution group. The application allocates the cost proportionately based on the amount each element contributes to the total for the distribution group. Only elements in the distribution group that produce actual run result values have costs distributed over them.

This distribution maintains the ratio that each element's costed run result value contributes to the total for the distribution group. For example, if a salary element contributes 70 percent of the total costed run results for the distribution group, the overtime contributes 20 percent, and the commission 10 percent, the application allocates 70 percent of the employer liability to the salary, 20 percent to the overtime, and 10 percent to the commission. If the distribution group does not include a run result value for the commission, then the application distributes the liability cost over the two remaining elements proportionate to the amount each contributes to the total.

If none of the earnings elements produce actual results, the application enters the costing result for the distributed element in a suspense account.

The application creates cost and offset entries for distributed elements. The distribution depends on how you set up costing for the distributed element on the **Manage Costing of Element** page. If you:

- Set up element eligibility costing for the distributed element, the application adds the costing result proportionately to the elements in the distribution group using the standard costing hierarchy, except when it reaches the element eligibility level, the application replaces the cost flexfield segments of the elements in the distribution group with the segments specified for the distributed element.

  For example, if the costing result for the overtime wage is costed to account 50.053.5130, and the account number for the distributed element is 5220, then the amount of the distributed element allocated to the overtime wage is costed to account 50.053.5220.

- Did not setup element eligibility costing for the distributed element, the application adds the costing result proportionately to the elements in the distribution group using the standard costing hierarchy.

  For example, if the costing result for the overtime wage is costed to account 50.053.5130, then the amount of the distributed element allocated to the overtime wage is also costed to account 50.053.5130.

Example

In the following example, the distributed element is the employer pension tax and the distribution group consists of the costed run result values for the regular and overtime wages for Departments 120 and 053.

This table lists the liability and expense accounts used in the example.

Account Classification	Account Name	Account Number
Liabilities	Wages Payable	2110
Liabilities	Pension Payable	2150
Liabilities	Employee Pension Payable	2151
Liabilities	Employer Pension Payable	2152
Expense	Regular Wages	5110
Expense	Overtime	5130
Expense	Employer Pension Tax	5220

This table shows the primary output values calculated for the employee's regular and overtime pay while working for two different departments.

Elements included in the Distribution Group	Division	Department	Hours	Rate (USD)	Primary Output Value	Percent Costed Run Result Contributes to the Total for the Distribution Group
Regular Wages	10	120	30	10	300	61.2

| Regular Wages | 50 | 053 | 10 | 10 | 100 | 20.4 |
| Overtime Wages | 50 | 053 | 6 | 15 | 90 | 18.4 |

The employer and employee each contribute a rate of 6.2 percent of the employee's gross pay to the pension fund. In this example, the elements in the distribution group constitute the gross pay. The total for the elements in the distribution group is 490 USD. The employee and employer each pay 6.2 percent of the gross pay, or 30.38 USD. The employer's share is distributed over the elements in the distribution group.

This table shows the percentage of the distributed element allocated to each department based on the amount each element contributes to the total for the distribution group.

Distributed Element	Element in the Distribution Group	Division	Department	Percent Allocated Based on the Amount the Element Contributes to the Total of the Distribution Group	Distributed Amount (USD)
Employer Pension Tax	Regular Wages	10	120	61.2	18.60
Employer Pension Tax	Regular Wages	50	053	20.4	11.78
Employer Pension Tax	Overtime Wages	50	053	18.4	5.59

This table shows the costing entries calculated for the distributed element.

Costing Entries	Distributed element	Input Value	Distributed Input Value	Account Name	Division Department Account	Debit (USD)	Credit (USD)
Regular Wages		Pay Value		Regular Wages	10.120.5110	300	
Offset				Wages Payable	00.000.2100		300
Regular Wages		Pay Value		Regular Wages	50.053.5110	100	
Offset				Wages Payable	00.000.2100		100
Overtime Wages		Pay Value		Overtime	50.053.5130	90	
Offset				Wages Payable	00.000.2100		90
Employer Pension Tax	Employer Pension Tax		Liability Amount	Employer Pension Tax	10.120.5220	18.60	

Offset				Employer Pension Payable	00.000.2152		18.60
Employer Pension Tax	Employer Pension Tax		Liability Amount	Employer Pension Tax	50.053.5220	11.78	
Offset				Employer Pension Payable	00.000.2152		11.78
Employee Pension Tax		Liability Amount		Employee Pension Payable	00.0000.2000		30.38
Offset				Wages Payable	00.000.2100	30.38	

Viewing Payroll Costing Results: Points to Consider

View costing results as a starting point for resolving problems to respond to queries from managers or the financial department. You have a choice of different ways to locate and view costing results based on the work area and which type of costing result you want to view.

Work Area

There are advantages to working in either the Payroll Checklist or the Accounting Distribution work area when viewing and working with costing results.

This table contrasts the advantages of viewing costing results from the Payroll Checklist or Accounting Distribution work area.

Payroll Phase	Work Area Starting Point	Tasks
Working on the current payroll run	Payroll Checklist	Click the Payroll Checklist Task Details tab to see a list of the automatic and manual tasks included in the flow. You can view the status of the accounting tasks and navigate directly to the pages that display the costing results from the manual verification tasks.
Working on accounting tasks that cover different payroll periods or working on tasks at the end of the accounting period	Accounting Distribution	Navigate to the Accounting Distribution work area to query employee costing results for the payroll run or payments using the **Person Costing Distribution** search in the regional area. From the Person Process Results page you can view detailed cost distributions for costed payroll run results or costed payment results. The Accounting Distribution work area also includes related tasks that you can use when working with the costing results, such as reviewing journal entries.

Type of Costing Result

You can decide which type of costing results to view:

- Filtered by type of account

  Navigate from the payroll flow analyics to the Person Process Results page where you can view the cost distributions, such as the payroll run results allocated to cost, suspense, default accounts, and reconciled and unreconciled payment cost results.

- For the entire payroll flow

  Query the payroll flow from the Overview page of the Payroll Checklist or Accounting Distribution work area. From the payroll flow Processes and Reports tab, click the process for which you want to view the costing results and the application displays the results for the entire flow on the Person Process Results page

- For one person

  To quickly locate a person's costing results, use the Person Costing Distribution search in the regional area of the Accounting Distribution work area, or the **View Person Process Results** task in the Tasks pane.

Payroll Cost Adjustments: Explained

When you complete a payroll run, you can process a cost adjustment to change the account number, or add an account if you are dividing the cost result among accounts. The application uses the adjusted costing entry in reports or in later calculations performed against that entry.

Cost adjustments, such as correcting the cost account number, apply only to the costing result for that payroll run. The next time you run the payroll, the application uses the original costing setup information. To ensure that the updates apply in later payroll calculations, after you complete the cost adjustment, update the account information on the appropriate costing setup pages.

In practice most enterprises process cost adjustments when only a few costing results require adjustment. If you have numerous records, consider updating the costing setup information, and then processing retroactive costing which simultaneously corrects the costing entry for the current and subsequent payroll runs.

To review a list of cost adjustments processed for a payroll run, navigate to the payroll flow's Summary tab. If you do not know which payroll flow includes an adjustment, search by process and by person on the Person Process Results page.

After you process a cost adjustment, you distribute the costing results by completing the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes.

Correcting Costing for Payroll Run Results: Points to Consider

When reviewing costing results for a payroll run, you can identify and correct entries, such as invalid or unallocated costs placed in suspense and default accounts, and missing or incorrectly entered cost allocations. There are several

types of correction, including marking entries for retry, cost adjustments, and retroactive costing.

The type of correction depends on the:

- Payroll phase
- Volume of changes and whether the corrections will serve as a basis for costing future payroll runs

Payroll Phase

The choice of what type of correction to process depends on the phase of the payroll, whether it is before or after you run a process such as the Calculate Prepayments process locks the payroll run results to preserve data integrity. A lock would require you to reverse or roll back the prepayments before you could correct the costing setups and retry the payroll run. In practice, most enterprises avoid delays involved in processing payments for their employees, and either correct costing results before processing payments or correct them later with cost adjustments or retroactive costing.

Review and Correct Costing Results	Scenario	Action
Before running a process that locks the payroll run results	Your enterprise usually reviews payroll run and costing results before processing payments, for example, in enterprises that run weekly payrolls that generate project-based costing.	If the correction affects numerous records, roll back the payroll calculation, correct the costing setups, and retry the payroll run. If the correction affects few records, correct the costing setups. Mark those records for retry and retry the payroll.
After running a process that locks the payroll run results	Your enterprise proceeds directly to payments after reviewing and correcting payroll run results and addresses costing corrections at a later time, for example in enterprises that have tight deadlines between date earned and date paid.	If the correction affects numerous records, correct the costing setups, and process retroactive costing. If the correction affects few records, processing cost adjustments.

Volume of Changes and Future Processing

If you have completed the payroll run, and have started processing prepayments, the choice of how to correct the results depends on the number of corrections and whether you are changing costing setups or allocations required for processing future payroll runs.

As a guideline, process:

- Cost adjustments when you have a few entries to correct and the effective date of the costing adjustment is for an open accounting period.

    Adjust a person's costing entry for the payroll run, such as the amount or percent allocated, the distribution, and the account numbers. Changing the information for the costing entry by processing an adjustment does not alter the original costing setup. The application uses the original costing setup in the next payroll run. The application uses the adjusted

costing entry in reports or in later calculations performed against that entry. After you process a cost adjustment you must transfer the adjusted costing entries by running the **Transfer to Subledger Accounting** and the **Create Accounting** processes.

- Retroactive costing to correct numerous errors, or to use the corrected costing setup as a basis for costing future payroll runs.

  Process retroactive costing if the effective date of the change to the costing setup would have produced a different result if the costing setup had been in place at the time of the original payroll run. For example, run retroactive costing after correcting an invalid account number in the costing setup that caused the application to place the entries in a suspense account.

  Process retroactive costing to correct the costing setup information for a payroll run when you intend to use the same information for the next payroll run. You can correct the costing setup information, run retroactive costing, and the application uses the revised costing setup information the next time you run the payroll.

  After you process a retroactive costing, you must transfer the costing entries by running the **Transfer to Subledger Accounting** and the **Create Accounting** processes. When you run these processes, the application picks up any retroactive costing entries between the start and end dates you enter when you submit the process, and creates accounting entries based on the effective date of the retroactive costing process.

The following example illustrates different approaches. If a department manager notifies you after reviewing the payroll costing that you should divide the cost of an employee's wages between their cost center and another manager's to cover the cost of the employee's work while on loan to the second cost center, you could process a cost adjustment to allocate the appropriate percentage to each cost center. That allocation would apply to the current payroll result only and would not change the standard costing used to allocate the employee's wages in the next payroll run. If a department manager informs you that a reorganization of administrative departments at the start of the fiscal year requires that you cost the results to a different department, you would correct the costing setup and process retroactive costing.

Corrective Actions for Payroll Costing Results: Examples

These examples illustrate how to correct, adjust, or update costing information for a payroll run in several typical scenarios.

Correcting Costing for Current or Future Entries

You learn that you need to divide the cost for an employee's wages between two cost centers after you have started processing the payments for that run. If the correction applies to the:

- Current payroll period only, process a cost adjustment to allocate the appropriate percentage to each cost center. The adjustment does not change the original costing which costs the employee's wages to a single cost center. The next time you process a payroll run, the costing process creates costing entries for the employee based on the original costing setup information.

- Current and future payroll runs, correct or update the costing setup and process retroactive costing.

Correcting Incorrect Costing

After reviewing a report on the costing for their departments, a manager notifies you that an employee's costing is wrong. You review the costing distribution for the person by querying the person's costing result from the Person Process Results page in the Accounting work area, and then by reviewing the cost information on the Cost Distribution page.

If the account number, allocation, or amount is incorrect, review the costing setup information, including any costing information entered for the person for the payroll run at the element entry level. If you are reviewing and correcting other payroll run results, correct the cost account or amount, mark the record for retry, and retry the payroll run. If the payroll run is complete, process a cost adjustment or retroactive costing.

Correcting Incomplete Costing

You review the costing analytics on the Summary tab of the payroll flow. The graph shows that the application has placed a costing entry in the default account. Clicking the bar that displays the default records navigates to the costing distribution page where you can view further details about the costing entry.

Updating Costing for Future Change

The accounting department notifies you that an account that funds the salaries of employees assigned to a project will close at the end of the quarter and that you must use a different account to fund and cost the wages at the start of the next quarter.

You can query the latest payroll period costing entries in subledger accounting to determine which departments, positions, and workers are paid from that project fund. You can update the costing setup for the employee's wage element by specifying the date on which the new costing setup takes effect, and update the funding source account number. If your department created positions funded by that source account, you could query those positions and update the cost account number for the funding source in the Manage Costing of Positions page.

Costing Payroll Payments: Explained

Cost payments after calculating, distributing, or reconciling the payment. The process of calculating cost for your payments involves:

- Submitting the Calculate Costing of Payments process
- Verifying the costing results
- Correcting the costing results, if necessary

The costing information captured by these processes depends on how you set up your the payment costing, such as which payment sources to cost, whether to reconcile them and to which accounts, and whether to transfer and post the generated journal entries to Oracle Fusion General Ledger.

Submit the Calculate Costing of Payments Process

The submission parameters for the Calculate Costing of Payments process determine which payments the process includes when it calculates costs for voided, canceled, external, unreconciled, and reconciled payments.

If you are reconciling payments, you can also control which payments to cost by specifying the Mode parameter when you submit the process.

Mode Parameter	Payments
All	Costs unreconciled and reconciled payments and is the predefined parameter.
Uncleared	Costs payments that are recently issued and not yet costed.
Cleared	Costs reconciled payments. Select this parameter after you process a monthly reconciliation file in Oracle Fusion Cash Management. After you transfer the results to General Ledger, it is easier to reconcile the Cash in the Bank account in General Ledger with the actual balance of the bank account.

The frequency with which you submit the Calculate Costing of Payments process depends on your accounting practices. Many enterprises submit the process before or on the regular payment date to cost generated payments. If you reconcile payments and pay employees by issuing checks, you might resubmit the process several days after the payment date to cost the reconciled payments, and again on the last business day of the month or the last date of the bank statement cycle to simplify reconciling balances and bank statements with General Ledger and Cash Management.

Verify Costing Results for Payments

The Calculate Costing of Payments process generates a list of payments costed for each payroll relationship. As the payments are costed, the analytics for the Clearing Account Summary show the payment amounts costed to the payroll liability and cash accounts. If you reconcile payments and have set up cash clearing accounts, the analytic shows the payment amounts costed to the payroll liability, cash clearing, and cash accounts.

You can view the costing entries on the Person Process Results page. The process debits the payroll liability accounts and credits the cash accounts. If you reconcile payments, the process creates entries that debit the payroll liability accounts and credit the cash clearing accounts. When the payments clear, you can resubmit the process to create entries that debit the cash clearing accounts and credit the cash accounts.

If you void a payment, the process offsets the costing for voided payments by negating the original costing. The Cancel Payment flow includes a process to void the payments. The costing for the canceled payment is negated when the void is processed in the flow.

Correct Costing Results for Payments

Most Costing of Payment errors are resolved during the initial implementation by correcting the account numbers entered when you set up your payment sources. After that initial period, you may only encounter a few occasions in which you need to correct the costing information.

The Costing of Payments process supports standard task actions to correct costing results, such as retry and roll back. For example, the accounting department might inform you that payments for a specific payment source

should use a different account number. You can roll back the Costing of Payments process for the external payment records that were costed using the incorrect account number, update the costing setup information for the payment source, and resubmit the Costing of Payments process to negate the original costing and create the correct costing.

After you review the costing results, and make any necessary corrections, you can distribute the accounting information.

Reconciling Payroll Payments: Explained

Oracle Fusion Global Payroll integrates with Oracle Fusion Cash Management, which facilitates the reconciliation of bank statements with payment transactions. The process of reconciling your payments involves transferring the payment information to Cash Management, costing the payments, and distributing the accounting information

In most enterprises, a payroll manager usually performs the tasks to transfer payments to Cash Management, cost the payroll payments, and distribute the accounting information. A cash manager, with the appropriate Cash Management duty roles, usually performs the reconciliation tasks. You reconcile payments after you receive the bank statement and reconciliation file for the payments, which usually occurs on a weekly or monthly basis, depending on the frequency of your payroll run, the volume of your payments, and your arrangements with the bank.

The following figure shows the sequence of tasks involved in reconciling payments.
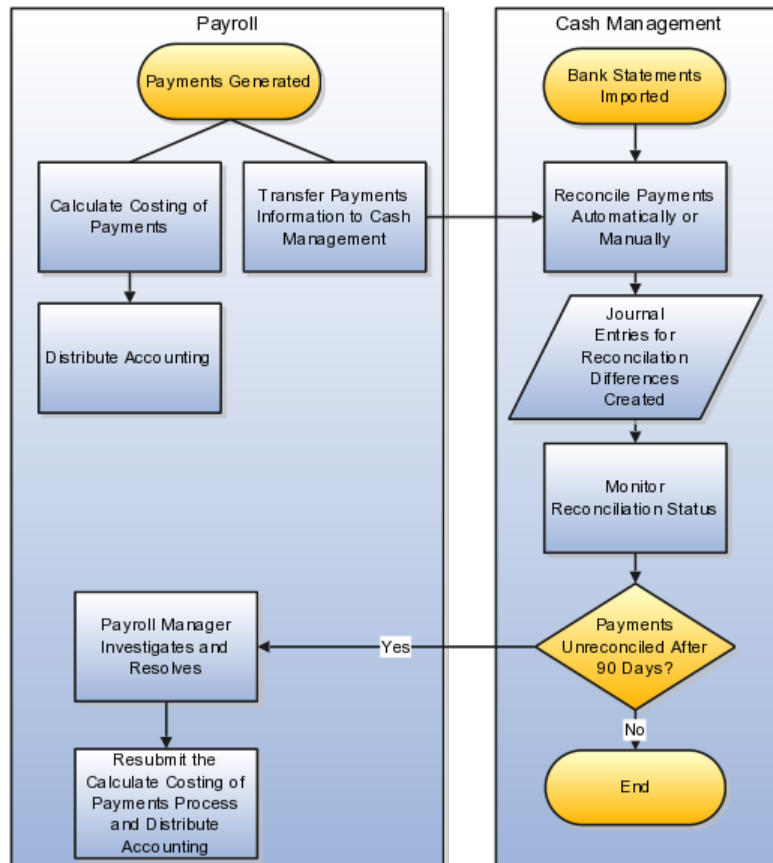
Calculate Costing of Payments

You cost payments after calculating or generating the payments by submitting the Calculate Costing of Payments process. This process creates cost results allocated to the accounts you set up during implementation, such as the payroll liability, cash clearing, and cash accounts. The costing process calculates costs for voided, canceled, external, unreconciled, and reconciled payments. For example, the process calculates costs for unreconciled payments, creating cost results that debit the payroll liability accounts and credit the cash clearing accounts.

Distribute Accounting

After you review the costing results, and make any necessary corrections, you can distribute the accounting information. You distribute accounting by submitting the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes to create journal entries, and transfer and post them to Oracle Fusion General Ledger.

Transfer Payments Information to Cash Management

In most enterprises, you transfer the payment information after you process the tasks to calculate and generate your payments, and submit your payment files to the banks, such as prenotification files for electronic funds transfers, or positive pay files and reconciliation files for check payments. The process transfers all payments to Cash Management that fall within the process start and end date specified when you submit the process. After the transfer, you can view the list of payroll relationship payment actions included in the transferred batch on the Person Process Results page.

Reconcile Payments Automatically or Manually

After receiving the bank statement file from the bank, you can reconcile payments in Cash Management automatically or manually. You manually reconcile payments by matching them to bank statement lines or resolve reconciliation issues after autoreconciliation. The reconciliation process captures discrepancies between the amount reported in the bank statement and the payment information that was transferred to Cash Management. If the amount falls within the allowable range permitted for discrepancies, the payment is marked reconciled and the difference is allocated to a Reconciliation Differences account in Oracle Fusion General Ledger. If the difference is outside the allowed tolerance, then the unreconciled item is referred to a Cash Management or payroll manager for research and resolution.

Monitor Reconciliation Status

As a payroll manager, you can monitor the reconciliation process from the Checklist, Accounting Distribution, or Cash Management work areas. Depending on the statuses that you set up, you can determine, for example, whether the bank has cleared a payment or rejected it. To monitor the status:

- Use the payroll flow page of the Checklist or Accounting Distribution work area to view the payment amounts distributed from the payroll liability, the cash clearing, and the cash accounts.

  The Clearing Account Summary analytics on the Summary tab of the payroll flow display the amounts costed to each account.

- Use the Overview and Manage Bank Statement pages of the Cash Management work area to view the status of bank statement lines.

Resubmit Calculate Costing of Payments and Distribute Accounting

After the bank reconciliation file indicates that the payment cleared, resubmit the Calculate Costing of Payments process to calculate costs for the reconciled payments. Submitting the process debits the cash clearing account and credits the cash account. Submit the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes to distribute the accounting results, and to transfer and post the journal entries to General Ledger.

Partial Period Accruals: Points to Consider

When you calculate and distribute accounting results for partial period accruals, you enter payroll dates when you submit payroll flows. The dates you enter and the flows you select depend on when you are processing the cost estimates.

Date Parameters

The date parameters determine which costing results are referenced and in which accounting month. When you submit the Partial Period Accrual process, you specify the following dates:

- Previous Period Date

  Select a previous payroll period for the Calculate Partial Period Accruals process that represents the type of costs you expect to incur in the current payroll period. Most of the time, you select the latest payroll period to use as the basis, but if the latest payroll period includes holidays or other circumstances that result in atypical expenses, such as excessive paid time-off, or a variance in overtime pay, you might select an earlier payroll period.

- Process Date

  Enter a process date for the Calculate Partial Period Accruals process that corresponds to the end date of the accounting period that includes the costs you are estimating.

- Process End Date

  When you submit the processes to distribute your accounting, you enter a process end date, which is the accounting date used to create accounting events in Oracle Fusion Subledger Accounting, and journal entries that are transferred and posted to Oracle Fusion General Ledger. When you distribute the accounting for partial period accrual results, enter the process end date that corresponds to the end of the accounting period that includes the costs you are estimating.

Payroll Flow Pattern to Use

Depending on your accounting practices and when you submit the processes to calculate and distribute the accounting for cost estimates, consider how to submit the processes.

Connect the Process to an Active Flow

Connect the Calculate Partial Period Accruals process to an active flow that includes the distribute accounting processes, such as the best practice flow for a weekly payroll.

Create a New Flow Pattern

Create a new flow pattern to calculate partial period accruals and distribute accounting for the estimated cost results. For example, you might create a flow pattern for:

- Occasional use

  For example, you might create a flow pattern for the accounting periods such as the end of quarter or year-end when you need to quickly close the accounting period. You can create a separate flow pattern that includes the automatic tasks to Calculate Partial Period Accruals, Transfer to Subledger Accounting, Create Draft Accounting, Create Final Accounting, and the manual tasks to verify the results after each automatic process.

- Month-end accounting

  For example a flow pattern that includes tasks to calculate partial period accruals, to cost payments that have reconciled by month's end, and to distribute the accounting for these results.

Partial Period Accruals: How They Are Calculated

Estimate the costs for the payroll period based on the costing results of a previous payroll period using the Partial Period Accrual process. The process creates estimated costs using as the accounting date the process date of the Partial Period Accruals for the estimates, and the payroll period end date for the reversals. When you later calculate the actual costing results, the distribution processes creates journal entries for the actual run results.

You submit the Partial Period Accrual process when last payroll period overlaps two accounting periods, or when you require an estimate for an accounting period you must close quickly, for example at the end of a quarter.

Settings That Affect Partial Period Accruals

The date parameters of the Calculate Partial Period Accruals process control how the estimates are calculated. The Previous Period Date parameter determines which payroll period to use as the basis for estimating the costing results. The Process Date parameter determines the accounting date used to record the accruals.

If your estimate spans two accounting periods, you can calculate the accruals for the days that remain in the current accounting period by specifying the last day of the accounting period as the process date. For example, if the weekly payroll ends on July 29 and the accounting period ends on July 31, you enter a process date of July 31 to estimate the costing results for July 30 and July 31.

You can also submit the process to estimate costs in advance of the close of the accounting period. For example, if your accounting periods ends June 30, and the payroll process date for your last weekly payroll is June 30, to estimate the costs for the full payroll period in advance, you enter June 30 as the process date.

How Partial Period Accruals Are Calculated

The Calculate Partial Period Accruals process uses the costing results of a previous payroll period to calculate the costing. If the payroll period spans two months, the costing is prorated based on the number of days of the payroll period that fall in the current accounting period.

When you distribute the accounting information for the partial period accruals, the Transfer to Subledger Accounting process creates:

- Partial Period Accrual events for the estimated costing results, using the process date as the accounting date

- Partial Period Accrual Reversal events to negate these estimates, using the payroll period end date as the accounting date

When you calculate the payroll for the actual payroll period and distribute the accounting results, the Transfer to Subledger Accounting process creates Run Cost events, and the Create Draft Accounting process creates journal entries for the costing results.

The Process Hierarchy section of the View Person Process Results page displays the results of the Calculate Partial Period Accruals process. If you did not correct the costing results of the previous period, your accrual costing results include the costing results placed in the default and suspense accounts. If you did correct the costing results, for example by processing cost adjustments or retroactive costing, the accrual process displays the:

- Original and adjusted costing results

- Retroactive costing results only

Example

If you have a partial payroll period at the end of July, such as a weekly payroll that begins Saturday, July 29 and ends Friday, August 3, and your accounting periods are monthly, to estimate the costs for the current accounting period, you enter a process date of July 31. If the estimated cost is 100 USD, distributing the accounting for the Partial Period Accrual process creates:

- Partial Period Accrual entries for two-fifths of the estimated cost

  40 USD is debited to the cost account and 40 USD is credited to the offset account, with an accounting date of July 31

- Partial Period Reversal entries for the estimated cost

  40 USD is credited to the cost account, and 40 USD debited to the offset account, with the accounting date of 3 August

When the actual cost results become available in August, the Transfer to Subledger Accounting process creates Run Cost events for the payroll period

ending August 3, and the Create Draft Accounting and Create Final Accounting processes create journal entries for the entire payroll period.

FAQs for Calculate Cost Distribution

Can I correct payroll costing results from the Person Results page?

No, results on this page are view-only. However, you can use other pages to make corrections.

If you have not started the prepayments process or created accounting entries, you can navigate to the Person Process Results page from the Payroll Checklist work area or the Calculations work area and roll back the person's record, or correct the error and mark it for retry, so that when you retry the payroll run, the application recosts the entry.

If you have created accounting entries or do not want to retry or roll back the payroll calculation, navigate to the Accounting work area and use the **Person Costing Distribution** search in the regional area to query the person's record. Locate the costing entry on the Costing Person Process Results page and process a corrective action such as a cost adjustment or retroactive costing.

Can I view an audit trail of corrections for payroll costing results?

It depends on the process used to correct the results. Rolling back or retrying a process eliminates the audit for the error that occurred. For example, rolling back the process deletes the costing entries. Reversing a process negates the entries, but maintains an audit trail. Processing a cost adjustment or running retroactive costing after correcting the costing setup retains a record of the original costing entry produced by the **Create Accounting** process.

How can I revise the payroll costing information for a temporary period of time?

To change the costing for a few people for the current payroll run, update the costing information for each person's element entries before you run the payroll. If the change impacts many people in your department such as a cost center allocation, update the appropriate costing setups based on the date the changes take effect.

For example, to cost someone's wages for a car allowance to a different cost, update the person's element entry costing information for the wages before you run the payroll. If the person is entitled to the allowance for a longer period, override the existing costing by editing the person's costing setup information for the recurring wages element. When the time elapses, end the record for the person's costing setup information to have the application use the original costing setup information to calculate the costs for the recurring wages element.

When do I cost a payroll balance adjustment?

You can submit a process to calculate the costing details of an individual balance adjustment as soon as you process the balance adjustment, or if you

cost processes later in the accounting cycle, the application costs all the balance adjustments that fall between the start and process date specified when you submit the Costing of Balance Adjustment process. After costing the balance adjustment, distribute the accounting by submitting the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes.

Why can't I find my cost adjustment in the payroll flow search results?

The Overview search page of the Accounting work area displays the search results for payroll flows. If you submit a cost adjustment from the Cost Distribution page to correct a specific costing entry, you can access and view that cost adjustment from the Summary tab analytics of the payroll flow that includes the costing result you adjusted, or access it from the Person Process Results page.

Why didn't the search return payroll costing results for an accounting period?

Results returned from the Overview page of the Accounting Distribution work area for costing depend on the process date submitted as the parameter for the costing process. Adjust the dates to include processes such as QuickPay when a pay period overlaps two accounting periods. For example, you create a QuickPay for a termination with the following dates: payroll period end date of July 2 to pick up the recurring entries, payment date of June 29, and an accounting period of July 1 to July 30. When you search for the QuickPay, to view the QuickPay with the other costed run results processed for the July 2 payroll period end date, enter a **Start Date** for the search criteria earlier than July 1.

Why do payroll costing results differ for workers with the same position in the same department?

Results might vary if you allocate costs to different accounts at the person costing or element entry level. Identify the elements that vary and then review the costing setup information, and the costing information you entered for the element entries for the workers for that payroll run.

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Distribute Payroll Accounting Information

## Distribute Payroll Accounting: Explained

After you complete processes that calculate cost distributions, you distribute accounting for these results. Distributing accounting involves creating accounting events in Oracle Fusion Subledger Accounting and creating journal entries that you review before transferring and posting the final entries to Oracle Fusion General Ledger.

You distribute accounting information by submitting the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes. The distribution processes include any costing result that meets the submission criteria, such as the date and payroll parameters. For example, the costing distribution might include the costing results generated by the processes for Calculate Payroll, Calculate Costing of Payments, and Calculate Partial Period Accruals.

The option to transfer the costing results to General Ledger is determined at setup on the Manage Costing of Elements page for the payroll run results, and on the Manage Costing of Payment Sources page for payment results. The option to post journal entries to General Ledger is predefined for the Create Final Accounting process in the payroll cycle flow. If you submit the Create Accounting process.

The following diagram shows how after calculating the cost distributions, you distribute the accounting by processing the tasks to:

- Transfer to Subleger Accounting to raise events for each transaction such as Run Cost events for the payroll run
- Create Draft Accounting to create journal entries for review
- Create Final Accounting for transfer and posting to General Ledger
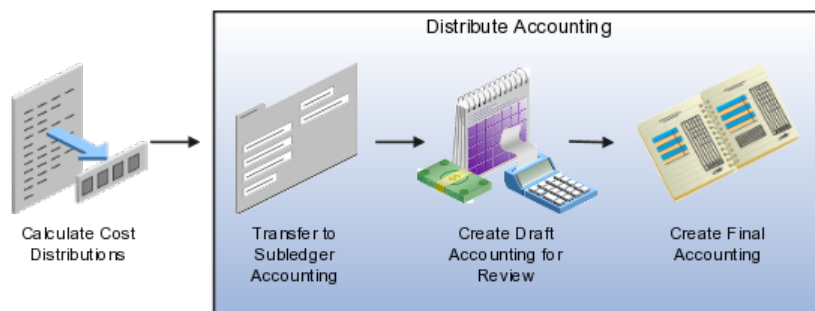
Transfer to Subledger Accounting

Payroll is integrated with Subledger Accounting, an accounting system that generates journal entries for financial transactions. Submitting the Transfer to Subledger Accounting process creates accounting events for the costing results calculated for each payroll relationship that meets the submission criteria. The Person Process Results page lists the payroll relationship actions processed. To review the journal entries created in Subledger Accounting that are transferred to General Ledger, you submit the Create Draft Accounting process.

Create Draft Accounting for Review

Payroll is integrated with General Ledger. The payroll cycle flow includes two process to create journal entries, Create Draft Accounting and Create Final Accounting. Submit the Create Draft Accounting process to review the draft journal entries and make any necessary corrections, before you transfer and post the journal entries to General Ledger.

You might review journal entries after you add new accounts, payrolls, or elements that would affect costing. You have several options for how to review these entries. You can:

- View a summary of the transactions and drill down to view detailed subledger journal entry lines using the Review Journal Entries task in the Accounting Distribution work area.

  The Review Journal Entries page displays detailed information about subledger journal entries. You can view the subledger journal entries in the T-Accounts format, and also view the transactions underlying the accounting event or the subledger journal entry.

- Display detailed results of journal entries generated when you in the Create Accounting Execution report, which is generated as output when you submit the Create Draft Accounting and for the Create Final Accounting processes.

  If you have the necessary security privileges for General Ledger and Subledger Accounting, you can also run other reports from the Fusion Accounting Hub, such as the Journal Entries Execution Report, Post Journal Entries to General Ledger Execution Report, Subledger Period Close Exceptions Report, T-Accounts Report, and the Third Party Balances Report.

If you discover costing results that require correction when you review the draft journal entries, follow the usual process of rolling back the Create Draft Accounting process and the Transfer to Subledger Accounting process. After correcting the underlying problem, resubmit these processes. The draft journal entries produced by the Create Draft Accounting process are transient, so resubmitting the Create Draft Accounting process overrides the previous draft journal entries.

Create Final Accounting

After you review the draft journal entries and make any necessary corrections, you are ready to submit the Create Final Accounting process that transfers and posts the final journal entries to General Ledger.

Note

If you submit the Create Accounting process as a separate payroll flow, submit it twice. The first time, specify the Draft mode parameter to generate journal entries for review, and the second time, specify the Final mode parameter to generate the journal entries for transfer and posting to General Ledger.

Submitting the Create Final Accounting process performs validations to determine if the accounting period is closed, or the entry is for a summary account, or for an account that is closed or inactive. You receive error messages or warnings if these conditions exist.

You cannot resubmit the Create Final Accounting process. If you need to correct costing results after submitting the Create Final Accounting process, you must:

- Process cost adjustments or retroactive costing to correct the costing results of the payroll run

- Make corrections directly in General Ledger to correct journal entries for the costing results of payments

    You cannot navigate from Subledger Accounting to General Ledger. If you have appropriate General Ledger security privileges, you can view entries posted to General Ledger, and if necessary, navigate from General Ledger to view Subledger Accounting entries.

FAQs for Payroll Accounting Information

What's the difference between Create Draft and Create Final Accounting for Payroll?

The Create Draft Accounting process creates journal entries for review. If you discover an error, you can roll back this process and the Transfer to Subledger Accounting process and correct the underlying problem with the payroll costing.

The Create Final Accounting process creates journal entries that are transferred and posted to Oracle Fusion General Ledger. You can review the results generated by this process, but you cannot roll it back.

If there are problems with the costing of payroll run results, use cost adjustments and retroactive costing to correct the issues. If there are problems with the costing of payments, address the issues directly in General Ledger.

Glossary

balance

Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods, or numbers.

batch loader

A spreadsheet loader that helps you enter data more easily into HCM tables; used for entering balance, balance group, element, element entry, formula global values, and object group data.

contingent worker

A self-employed or agency-supplied worker. Contingent worker work relationships with legal employers are typically of a specified duration. Any person who has a contingent worker work relationship with a legal employer is a contingent worker.

deduction card

A mechanism for capturing values required for calculating payroll deductions at the level of a payroll statutory unit, tax reporting unit, or payroll relationship. At the payroll relationship level, this is called a personal deduction card.

deduction component

An individual deduction captured on a deduction card. Typically relates to a deduction element for which the deduction component creates an entry.

deduction group

A grouping of deduction cards for year-end processing.

deduction range

A table that holds the rate, amount, or other items used to calculate a deduction and the range of values to which they apply.

EFT

Acronym for Electronic Funds Transfer. A direct transfer of money from one account to another, such as an electronic payment of an amount owed a supplier by transferring money from a payer's disbursement bank account into the supplier's bank account.

element

Component in the calculation of a person's pay. An element may represent a compensation or benefit type, such as salary, wages, stock purchase plans, pension contributions, and medical insurance.

element eligibility

The association of an element to one or more components of a person's employment record. It establishes a person's eligibility for that element. Persons whose assignment components match the components of the element eligibility are eligible for the element.

element entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

element group

Group of one or more elements, which you define for running various payroll processes, reports, or, for cost distribution purposes. Use element groups to limit the elements processed by a payroll batch process.

element template

Predefined questions asked when creating an element based on the element classifications selected. When the questionnaire is submitted, the template automatically generates the element and all associated balances, feeds, input values, formulas, and related elements required for payroll processing.

employment terms

A set of information about a nonworker's or employee's job, position, pay, compensation, working hours, and work location that all assignments associated with the employment terms inherit.

external payment

A payment that is calculated by a prepayment process within the application, but generated externally. Examples include a hand-written check for a terminated employee and a payment made with a different payment type or payment source than specified in the prepayment process.

fast formula

A simple way to write formulas using English words and basic mathematical functions. Formulas are generic expressions of calculations or comparisons you want to repeat with different input values.

final close date

The last date on which element entries can be processed in a payroll run. This is the last effective date of the payroll record.

globals

Used to store values that are constant over a period of time and may be referenced in several formulas. For example, the name of a rate, a specific date, or a company term.

HCM data role

A job role, such as benefits administrator, associated with specified instances of Oracle Fusion Human Capital Management (HCM) data, such as one or more positions or all persons in a department.

input value

Values you define to hold information for an element entry. Formulas use input values to calculate and report run results for each element entry. An input value can also hold the amount to process through payroll without a formula.

last standard earnings date

Date on which standard earnings stop accumulating, which is 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. By default, this is the last day of the payroll period in which the person is terminated or transferred to another payroll.

lookup type

A set of lookup codes to be used together as a list of values on a field in the user interface.

object group

User-defined set of elements or people used to restrict which of these items to include in various processes and reports.

payroll default account

The account used to store unallocated costs when the costing allocations do not total 100 percent, such as costs divided across several department cost centers. You can create the costing setup information for the default account at the department and payroll levels. To correct costing entries placed in a default account, correct or update the costing setup information, and then depending on the phase of the payroll, retry the payroll run or process a cost adjustment or retroactive costing to cost the unallocated amount to the appropriate account.

payroll distribution group

Allocates the costing result of a distributed element to each element in the distribution group. The allocation is proportionate to the amount that each element in the distribution group contributes to the total.

payroll employment group

Group of people to use in processing, data entry, and reporting in payroll.

payroll flow checklist

A sequence of automatic and manual flow tasks grouped into activities that accomplish different phases of the payroll process. Submitting a payroll flow generates a checklist that you use to monitor the payroll flow and manage its tasks.

payroll flow pattern

A series of tasks performed in a predefined order, which are grouped into activities that represent the phases of the payroll process. The flow pattern is used to generate a payroll flow.

payroll flow task

A payroll process or report, or manual work such as verifying results.

payroll priority account

The account used to cost payroll run results for element eligibility records. You create priority accounts on the **Costing of Elements** page. When payroll costs are calculated, the application bypasses the standard process for deriving the account, and uses the priority account. If you allocate a percentage of the costs to a priority account, the application calculates the allocation for the remaining percentage by using the standard costing process.

payroll relationship

Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

payroll relationship type

A predefined value used by the application to control how person records are grouped into payroll relationships. If a person has more than one payroll relationship type, for example, both an employee and a contingent worker in the same payroll statutory unit, there would be multiple payroll relationships 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.

payroll suspense account

The account used to store costed payroll run results and prepayment results that produce invalid or incomplete account numbers. To correct costing entries placed in a suspense account, correct or update the costing setup information, and then depending on the phase of the payroll, retry the payroll run or process a cost adjustment or retroactive costing to cost the unallocated amount to the appropriate account.

personal payment method

Method of payment that is associated with a particular payroll relationship. When an administrator assigns a person to a new payroll, payments will use the default organization payment method for the new payroll until a personal payment method exists for that payroll relationship.

recurring element entry

Element entries that process regularly at a predefined frequency. They exist from the time you create them until you delete them, or the employee's element eligibility ceases.

regional area

The collapsible region on the left side of the work area, containing controls that refresh, manipulate, or otherwise update the local area.

system person type

A fixed name that the application uses to identify a group of people.

tax reporting unit

A legal entity that groups workers for the purpose of tax and social insurance reporting.

termination

Voluntary or involuntary ending of a work relationship. When workers or nonworkers leave the enterprise, you terminate their work relationships. When you terminate a work relationship, any assignments and employment terms associated with the relationship are ended automatically.

work relationship group

Group of people to use in processing, data entry, and reporting.