

**Oracle® Fusion Applications Workforce Deployment, Global
Payroll Interface Guide**

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Oracle® Fusion Applications Workforce Deployment, Global Payroll Interface 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

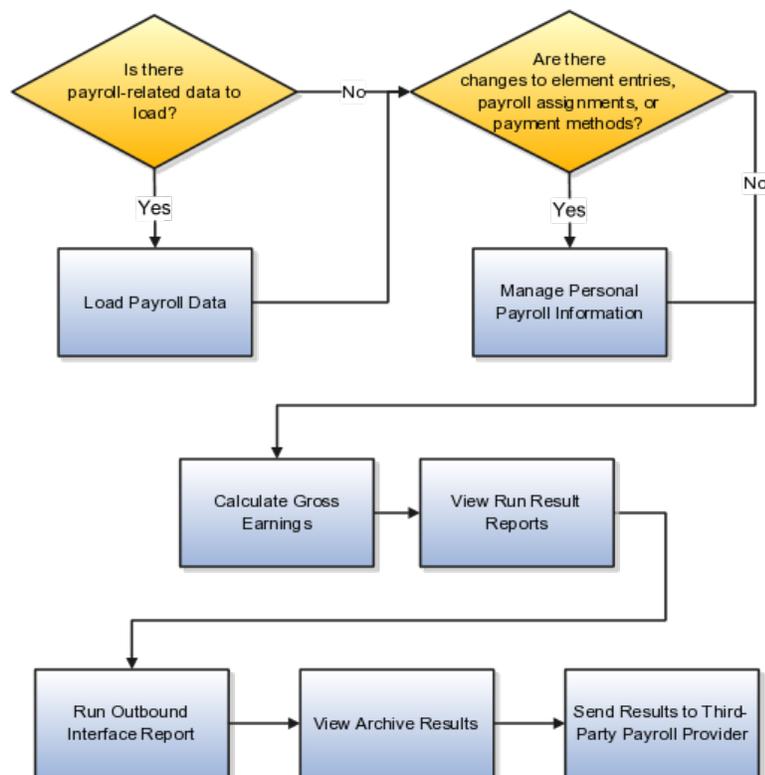
Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use the **Send Feedback to Oracle** link in the footer of Oracle Fusion Applications Help.

Overview

Manage Payroll Outbound Interface: Overview

Oracle Fusion Global Payroll Interface enables you to capture personal payroll information, such as earnings and deductions, along with other data from Oracle Fusion Human Capital Management, and send that information to a third-party payroll provider.

The following figure illustrates the sequence of ongoing tasks for the payroll coordinator.



Payroll coordinators use Payroll Interface to perform the following processes on a periodic basis:

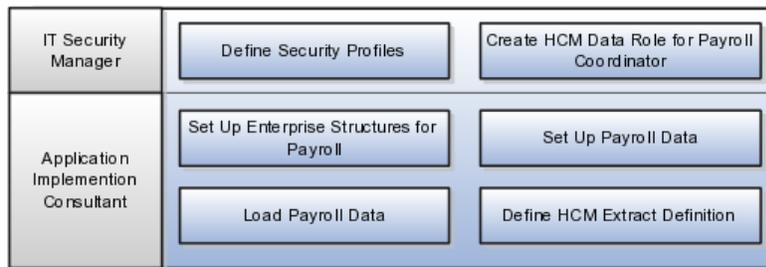
- Validate data and calculate periodic values using the Calculate Gross Earnings process
- Submit a process to extract data using an outbound interface report

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

Setting Up Payroll Outbound Interface: Critical Choices

The setup steps required for the Payroll Interface vary depending on the Oracle Fusion products and features that are already configured in your enterprise and the data you want to make available to your third-party payroll provider.

The following figure illustrates the setup roles and tasks.



The following table summarizes the general purpose of each setup area. The sections following the table provide more information to help you determine which setup tasks to perform to satisfy your business requirements.

Note

All setup tasks are available in the Setup and Maintenance work area and performed by an application implementation consultant with the exception of the security-related tasks, which are performed by an IT security manager.

Setup Area	Purpose
Enterprise structures for payroll	Defines the fundamental aspects of the payroll employment model, which establishes payroll relationships for employees.
Security (security profiles, data roles, and user provisioning)	Provides payroll coordinators access to the appropriate tasks and data.
Consolidation group	Used internally, facilitates the creation of payroll definitions.
Payroll definition	Determines the frequency of payroll periods.
Earnings element	Defines the earnings elements to attach to employee records as element entries for calculation.
Organization payment method	Optional. Provides the ability to capture payment-related data, such as payment type, currency, and source bank information.

Deduction card	Optional. Provides the ability to capture employee deduction details. For example, a US legislation would capture employee W-4 tax information.
Personal payment method	Optional. Provides the ability to capture employee payment type and bank information for electronic funds transfer (EFT) payments.
HCM extract definition	Creates the extract process that is run to extract data that is sent to a third-party payroll provider

Enterprise Structures Setup

The processes available in Global Payroll Interface depend on the payroll employment model, most importantly, payroll relationships and the element entries attached to employees. Legislative data must be in place before your employees can have payroll relationships, and, therefore before employee data can be included in these processes.

Ensure that the following legislative objects are configured in the enterprise as described in this table.

Object	Task	Action
Business Unit	Define Business Units for Human Capital Management	Create a business unit that you use to associate other objects, if not already created.
Legislative Data Group	Manage Legislative Data Groups	Create a legislative data group if not already created.
Legal Jurisdiction	Manage Legal Jurisdictions	Create a legal jurisdiction if not already created.
Legal Address	Manage Legal Addresses	Create a legal address if not already created.
Tax Reporting Unit	Manage Legal Entities	Create a legal employer or tax reporting unit if not already created.
Payroll Statutory Unit	Manage Legal Entities	Create a payroll statutory unit to use for each legislative data group.
(Object Association)	Manage Legal Entity HCM Information	Associate each payroll statutory unit with a legislative data group. Note Because most third-party payroll providers handle only one primary assignment for an employee, it is recommended that you associate only one legislative data group for each payroll statutory unit.

Security-Related Setup

The payroll coordinator job role has access to the tasks and features relevant to the Payroll Interface.

Ensure the following security-related configuration actions are performed in the enterprise as described in this table.

Role	Task	Action
Application Implementation Consultant	Manage Payroll Process Configuration	Ensure the value for the Payroll License parameter in the process configuration group is set to PAYROLL_INTERFACE.
Application Implementation Consultant	Manage Default Process Configuration Group Profile Option Values	Select the default group as the value for the Process Configuration Group profile option.
IT Security Manager	Manage Payroll Security Profiles	Ensure the payroll security profile is set up, enabling payroll coordinators to access payroll.
IT Security Manager	Manage Payroll Flow Security Profiles	Ensure the payroll flow security profile is set up enabling payroll coordinators to access payroll processes.
IT Security Manager	Manage Legislative Data Group Security Profiles	Ensure the legislative data group security profile is set up enabling payroll coordinators to access legislative data groups.
IT Security Manager	Manage Data Roles	Create at least one data role for the payroll coordinator job role with the appropriate security profiles.
HR Specialist	Manage Duty Roles	Add a payroll coordinator role to users who should be granted access to the Payroll Interface tasks and processes.

Payroll Setup

Application implementation consultants can access all of the payroll setup tasks required for your implementation. What you require will depend on your business needs and what configuration was already performed for your enterprise.

Ensure that the following payroll objects are configured as described in this table.

Object	Task	Action
Consolidation Group	Manage Consolidation Groups	Create at least one consolidation group for each legislative data group that will be used for payroll information. It is unlikely you will ever need to specify a consolidation group for any payroll interface process, but a consolidation group is a required value when you create payroll definitions, which are essential to the calculation and extract processes.

<p>Organization Payment Method</p>	<p>Manage Organization Payment Methods</p>	<p>Optional. Create organization payment methods that define the combination of payment type and currency to use for payments to employees or external parties. If you want to capture any of the following data to provide to a third-party payroll provider, you must create at least one organization payment method for each legislative data group before you can create a payroll definition:</p> <ul style="list-style-type: none"> • Payment type used for employee payments, such as electronic funds transfer (EFT) or check • Currency used for employee payments • Source bank information specifying the bank where payments to employees are debited • Target bank information specifying the bank to which payments are sent. If you will capture employee bank information for employee EFT payments, you must create an organization payment method with the EFT payment type for each legislative data group with employees to pay
<p>Payroll Definition</p>	<p>Manage Payroll Definitions</p>	<p>Create at least one payroll definition, which is the collection of information that determines how and when to calculate employee payroll payments.</p> <p>The payroll definition parameter is required when running the Calculate Gross Earnings process and the process you will run to extract personal payroll data. Create at least one payroll definition for each payroll frequency, such as weekly or semimonthly.</p>

Elements	Manage Elements	<p>Create any recurring earnings elements you want included in the Calculate Gross Earnings process and eventually extracted and provided to your third-party payroll provider. For example, when running an extract process on the calculated earnings, you can specify a balance group to extract primary balance values for recurring earnings within the specified period.</p> <p>After creating an element, you must edit it to create at least one element eligibility record determining which employees are eligible for the element and can therefore receive entries of the element. You can specify eligibility criteria, such as a specific payroll or all payrolls, payroll statutory unit, legal employer, employment category, and other criteria.</p> <p>If you need to extract and send any non-statutory deduction information to a third-party payroll provider, you must also create deduction elements for this information. You can use element templates to create deduction elements and create input values for the values you want to extract. You can include the database items for the deduction entries in your HCM extract definition to extract other deduction information.</p> <hr/> <p>Note</p> <p>When setting up elements, you must use the Amount input value to ensure the values are retrieved by the extract process.</p> <hr/>
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Elements and Balances	Manage Batch Uploads	<p>Use the batch loader to load setup information, such as elements and balances, into the HCM tables. You can also use it to load initial balances, element entries, and payroll assignments.</p> <hr/> <p>Note</p> <p>The application allows the flexibility to create multiple entries of the same element; however, you should not create multiple entries if the third-party solution cannot handle multiple entries of the same element.</p> <hr/> <p>If your payroll provider requires personal bank information for EFT payments, each employee must have a personal payment method defined that includes bank name, account, and other transfer information. Implementers can use the Manage Personal Payment Methods web service to migrate this data.</p>
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Extract Definition Setup

Create the outbound interface report process that extracts data from HCM so it can be made available to your third-party payroll provider. The specification of data to extract, and how to structure and deliver it to your third-party payroll provider, determines how you define the HCM extract definition. For example, your extract definition must include database items for any HR data that is required by the third-party provider to perform gross-to-net calculation.

When you create an extract definition, you can copy an existing extract definition, save it under a new name, and modify it as needed before you submit your changes. Once you submit changes, the application generates an extract process using your modified definition.

Note

The extract process reads element entry values for deductions, but does not perform any processing of formulas or balances.

Payroll Interface Setup for US ADP Connection: Critical Choices

The setup steps required for Oracle Fusion Global Payroll Interface for the US may vary depending on the Oracle Fusion products and features that are already configured in your enterprise and the data you want to make available to ADP Connection.

In addition to the setup points described for the Global Payroll Interface, the following assumptions and configuration requirements exist for ADP in the following areas:

- Organizations and Locations
- Person Information
- US Geographies
- Element Management
- Payroll Management
- ADP Configuration

Organizations and Locations

When setting up your organizations and locations, you need to consider the following:

- When setting up your organization structure, a one-to-one mapping must exist between a legal employer and a payroll statutory unit (PSU).
- When defining locations, you must use the United States tax address format.

Person Information

When managing employee information, you need to consider the following:

- As the extract process generates a file in CSV format, you cannot use commas in any part of any address. If you use commas in any other field (such as monetary units or dates), those values must be enclosed in double-quotes.
- You must use the United States tax address format for employee addresses.

US Geographies

You must have a valid Vertex Geocode license. It is required for employees to receive their default tax card.

Element Management

When defining the elements for your earnings and deductions, you need to consider the following:

- Employee Work Relationships
- Direct Deposit Payments
- Recurring Elements

- Nonrecurring Elements

Employee Work Relationships

ADP Connection does not support multiple terms, so employees should not have multiple terms in a single work relationship. Any earnings you define at the terms level, including salary, is passed on to the primary assignment. If an employee has multiple terms with earnings at the terms level, ADP Connection may not correctly interpret the values passed to the primary assignment.

Direct Deposit Payments

Personal payment methods for direct deposit payments must be either set to 100% or use fixed payment amounts.

Recurring Elements

Employees cannot have more than one of same recurring element (deductions or earnings). When defining your recurring elements, you must prohibit multiple entries.

Nonrecurring Elements

Nonrecurring elements are not passed through this payroll interface to the third-party payroll provider. If you need to track nonrecurring element data for your employees, you must use your provider's tools to load the data directly into their application.

Payroll Management

When creating your payroll definitions, do not use the bimonthly, lunar monthly, or semiannual payroll frequencies.

ADP Configuration

Prior to running your first extract, you must consider the following:

- Prior to using this payroll interface for the first time, you must perform a mapping exercise with ADP Connection. This establishes the baseline between the data in ADP and Oracle Fusion Human Resources Management Systems (US). Refer to your ADP documentation for more information.
- Existing Connection users will already have identification numbers for their employees recorded in ADP's system. However, all persons reported through the Payroll Interface must have their own Oracle employee IDs. You must use ADP's conversion utilities to convert your employees' legacy IDs into the new ones generated by the payroll interface.

Manage Elements

Creating Payroll Elements for Global Payroll Interface: Worked Example

The example shows how application implementation consultants create elements for Oracle Fusion Global Payroll Interface using element templates with US classifications.

First you create an element then update it so that it is available to all payrolls.

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

Decision to Consider	In This Example
What is the primary classification?	One of these three choices: <ul style="list-style-type: none"> • Standard Earnings • Supplemental Earnings • Voluntary Deductions
What is the secondary classification?	This item is optional. The available choices vary based on the selected primary classification. <ul style="list-style-type: none"> • Standard Earnings: Regular, Regular Not Worked • Supplemental Earnings: Bonus • Voluntary Deductions: Leave blank
At which employment level should this element be attached?	Match the employment level to the Assignment Level . <hr/> Note Although a salary basis can be associated with a worker on either the assignment level or the terms level, most third-party payroll providers will expect salary information at only the assignment level.
Does this element recur each payroll period, or does it require explicit entry?	One of these three choices: <ul style="list-style-type: none"> • Standard Earnings: Recurring • Supplemental Earnings: Nonrecurring • Voluntary Deductions: Recurring

Creating an Element

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

Example Purpose or Use	Primary Classification
Recurring base pay, such as annual salaries and hourly earnings	Standard Earnings
Recurring payments, such as an allowance	Standard Earnings
Nonrecurring payments, such as a bonus	Supplemental Earnings
Recurring voluntary deductions, such as savings plans or charitable contributions	Voluntary Deductions

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

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

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

Field	Sample Value
Name	Annual Salary Hourly Wages Allowance Spot Bonus Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.

Effective Date	1/1/1951 Enter a very early date so that the payroll element is available for use immediately.
Input Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earning Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Assignment Level
Does this element recur each payroll period, or does it require explicit entry?	For nonrecurring payments such as a bonus, select Nonrecurring . For all other purposes or uses in this worked example, select Recurring .
Process the element only once in each payroll period?	Yes
Process and pay element separately or with other earnings elements?	Process and pay with other earnings.

8. Verify the information is correct, and then click **Submit**.

Setting Up Element Eligibility and Input Values

On the Element Summary page, update the newly created element details.

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility Criteria**.
4. In the **Element Eligibility** name field, enter the element name with the suffix: Open.
5. For earnings elements, in the Eligibility Criteria section, select **All payrolls eligible**.
6. For deduction elements, create the primary input value as follows:
 - In the Element Overview hierarchy, select **Input Values**.
 - From the Actions menu, select **Create Input Values**.
 - Enter the values shown in the following table.

Field	Value
Name	Period Deduction Amount
Display Sequence	1

Special Purpose	Primary input value
Unit of Measure	Money
Create a Database Item	Yes

Note

Input values for earnings elements are created automatically, so no additional setup is required for earnings elements.

7. Click **Save**.
8. Click **Submit**.

Manage HCM Extract Definitions

Extract Components: How They Work Together

The HCM Extracts feature is a flexible tool for generating data files and reports. You use the extract components to define what information you want the application to extract and report on, and how the information is displayed, formatted and delivered. An extract definition consists of: one or more extract blocks, depending on how many logical entities you want to extract; one or more extract records depending on how many groups of information you want to collect; and one or more data elements depending on how many individual fields of data you want to extract.

Extract Definitions

An extract definition refers to the complete setup of an extract, that consists of extract blocks, criteria, records, data elements, advance conditions and output delivery options. You use HCM extracts to extract, archive, transform, report, and deliver high volumes of HCM data from the Fusion HCM database. You can view the extracted data in the UI before generating the final output. You can generate the output in the following formats:

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

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

Blocks

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

Extract block links capture the association details between the current block and the parent block. The block links form the hierarchical relationship among the blocks.

Extract block criteria enables you to define a set of filtering conditions the application must perform on an extract block. You specify the criteria conditions using an expression or fast formula.

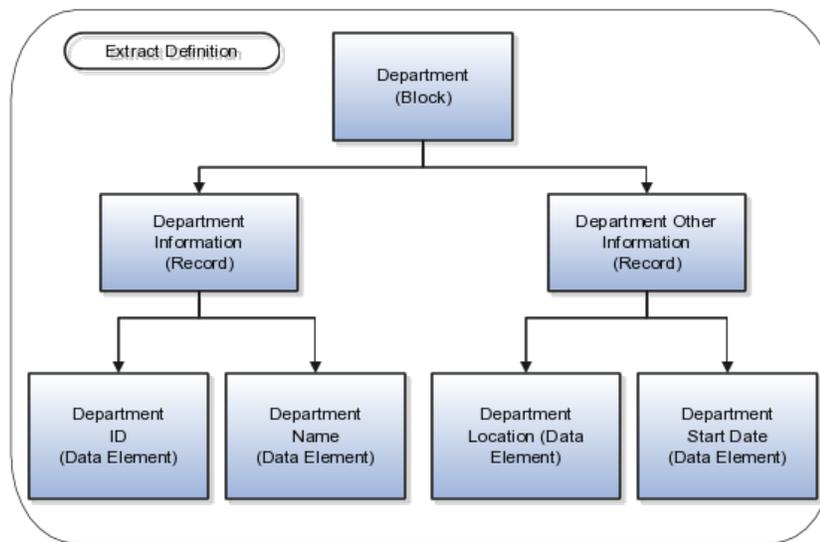
Extract Records

Extract records represent a grouping of related data or a physical collection of all fields required in the extract. For example, the Employee block can have records such as Basic Details, Pay Details, Location Details, and Primary Contact. An extract record is a collection of data elements which you can organize in a required sequence. For example, if a block has 3 records, then you can specify the sequence in which the application processes the records. You can also select the next block to identify which block the application processes next.

Data Elements

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

This figure demonstrates the hierarchy of information within a block definition. In this example, the block is a container for the logical group of data called Department. Within the Department block there are two records of department data called Department Information and Department Other Information (extract records). Within the subgroup of Department Information there are two elements of information called Department ID and Department Name. Within the subgroup of Department Other Information there are two elements of information called Department Location and Department Start Date. An extract definition is a hierarchy of information with data elements such as Department ID at the bottom.



Creating Extract Definitions for Payroll Interface: Critical Choices

Designing an extract definition to meet the requirements of your third-party payroll provider includes the following decisions:

- Whether to copy an existing extract definition or create a new one
- Whether to refine the generated extract process

Note

Once an extract definition is submitted and an outbound interface report process is generated, any changes you make to the extract definition will affect your extract process when you submit your changes.

Methods of Creating Extract Definitions

When you create an extract definition, you define blocks, extract records, and data elements. You define what you want to extract, how it is extracted, and how you want to deliver the extracted data. When you submit an extract definition, the application creates a process that you run to perform the actual extraction of data.

There are two ways you can create an extract definition and its related extract process: creating a new one or copying one that exists. In both cases, you can use the Manage HCM Extract Definitions task from the Data Exchange work area.

To create an extract definition to use for a new extract process, choose the Payroll Interface extract definition type. This predefined definition type includes basic parameters that support the extract process, such as the Changes Only parameter that enables extracting only changed data since the previous run. You will need to build blocks, extract records, and data elements for the data that you want to extract.

When you copy an existing extract definition, you save it under a new name and then modify it as needed before you submit your changes. Once you submit your changes, the application creates a new extract process using your newly modified definition.

The predefined extract definition, US ADP Third-Party Payroll Extract, is available for this purpose. It extracts employee and assignment records and produces the results into an output file using the US ADP Connection Payroll report template from Oracle BI Publisher. Although this predefined extract definition extracts payroll data for Automatic Data Processing (ADP), a third-party payroll provider in the US, you can copy and modify it to meet the requirements of your payroll provider, as needed.

Note

When creating an extract definition from a copy, you must still generate and compile the formulas, just as you would when creating a new extract definition, before you submit your changes.

Refining the Extract Process

Once you submit a new extract definition, the application automatically generates an extract process that you can edit using the Refine HCM Extract task from the Data Exchange work area. You can choose which parameters should display and which values are required. For example, you can choose to hide a specific parameter, or set a specific parameter so its value is required to run the extract process. You can also add parameters, as needed, that you want to be made available when running the extract process.

Creating a Payroll Interface Report from a Copy: Worked Example

This example demonstrates how to create an outbound interface report by copying an existing extract definition. The generated process extracts payroll-related employee and assignment information that is formatted for submission to a US third-party payroll provider.

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

Decisions to Consider	In This Example
What should the name be for the extract and what will be the name of the process it creates?	US Payroll EFT Report
What special parameters does the extract use?	Parameters that support the option of extracting only changed records.
What special employee information will be extracted?	All payroll-related information suitable to send to a third-party payroll provider for payments to employees.

The steps in this scenario are:

1. Copy the existing extract definition for US third-party payroll providers.
2. Submit the copied extract definition to create the extract process.
3. Edit the parameters of the generated extract process so it is ready for use.

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

Assumptions and Prerequisites

This worked example assumes that the following prerequisites have already been met:

1. The legislative data, security, and payroll objects have been set up according to your business requirements.
2. Employees whose information will be extracted have element entries for any elements necessary to meet your business requirements.
3. The banks, branches, and account information to use for EFT payments to employees has already been set up for each employee who will be paid by that payment method.

Copying the Extract Definition

1. Select the Manage HCM Extract Definitions task in the Data Exchange work area.
2. In the **Name** field in the Search section, enter ADP.

The US ADP Third-Party Payroll Extract displays in the search results.

3. Select the row containing US ADP Third-Party Payroll Extract, and then click **Copy**.
4. Enter a name for the new extract definition, for example US Payroll EFT Report.

Note

The name you assign here is used for the generated extract process and appears in the list when selecting the extract process to submit.

5. In the Search Results section, select the row containing your new extract definition, then click **Edit**.
6. Enter basic information about your extract definition as shown in the following table, and then click **Save**.

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

Compiling Formulas

1. In the Extract Definition hierarchy, click **Extract Execution Tree**.

Note

You might need to collapse the Extract Block node to find Extract Execution Tree in the hierarchy.

2. On the Extract Execution Tree page, click **Compile Formula**.

Note

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

3. After the cursor is still, indicating that compiling is finished, from the View menu, select **Collapse All**.

4. From the View menu, click **Expand All**, and then verify that the formulas have compiled without error.
5. Click **Submit**.

Refining the Extract Process

After an extract definition is submitted, you can further refine how the extract process that is automatically created can be used, which parameters should display, and which values are required. In this example, we want to set certain parameters so that their values can be selected from choice lists when running the extract process.

1. From the Data Exchange work area, select **Refine HCM Extracts**.
2. In the Search section, select the legislative data group.
3. In the Flow Pattern field, enter US Payroll EFT Report, and then click **Search**.
4. In the Search Results section, in the row containing US Payroll EFT Report, click **Edit**.
5. On the Parameters tab, click **Edit** to modify each of the following parameters as shown in this table.

Flow Parameter	Display Format	Lookup
Changes Only	SmartLOV	HrxUsYesNoPVO
Payroll	SmartLOV	PayrollPVO
Payroll Period	SmartLOV	TimePeriodPVO

Note

Each lookup name must be fully qualified. For example, oracle.apps.hcm.batchProcesses.core.publicView.PayrollPVO.

6. Verify that the remaining parameters are set to your preference. You can choose which parameters are visible to the user and whether a parameter value is required to run the process.
7. Click **Submit**.

Payroll Interface Output File Templates: Highlights

The US ADP Third-Party Payroll extract definition is configured to use a predefined eText template named USADPConnectionPayrollTemplate. Oracle BI Publisher uses this template to produce the output file that is sent to third-party payroll providers for payment processing. If you have additional information to send to the third-party payroll provider that is not supported by the predefined eText template, you must modify it or create a new one, as needed.

Understanding eText Templates

An eText template is an RTF-based template that is used to generate text output for electronic funds transfer (EFT) and Electronic Data Interchange (EDI)

information. At runtime, BI Publisher applies this template to an input XML data file to create an output text file that can be transmitted to a bank or other customer. Because the output is intended for electronic communication, the eText templates must follow very specific format instructions for exact placement of data.

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

See: Creating eText Templates

FAQs for Manage HCM Extract Definitions

How can I restrict the records to be extracted?

You can use extract block criteria to define a set of filtering conditions the application performs on an extract block. For example, you can use database items in the fast formula to represent the `town_or_city` and `primary_flag` columns in the `per_addresses` table to restrict the data to people living in London only. The extract definition would then exclude people with a primary address of anywhere other than London. You can specify the criteria conditions using an expression or fast formula.

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.

Note

The exact steps can vary depending on your version of Microsoft Excel.

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.

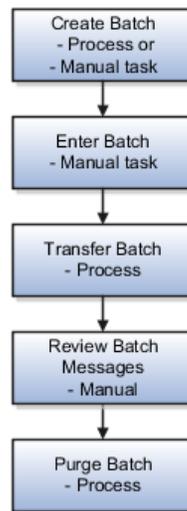
Payroll Batch Upload Tasks: Explained

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.

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.

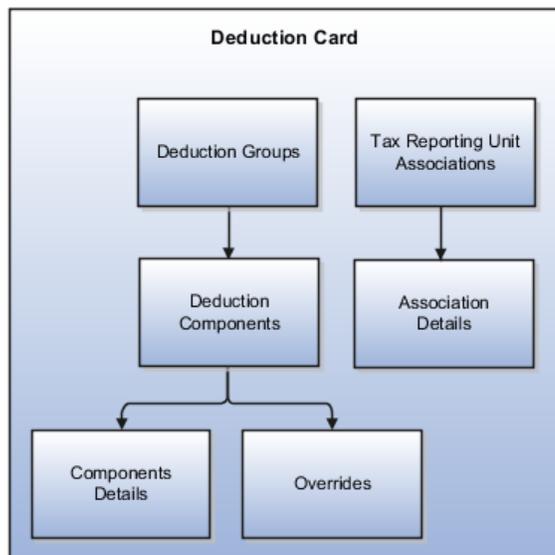
How can I modify a spreadsheet template for payroll?

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**.

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.

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	<p>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.</p> <p>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.</p>
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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.

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

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

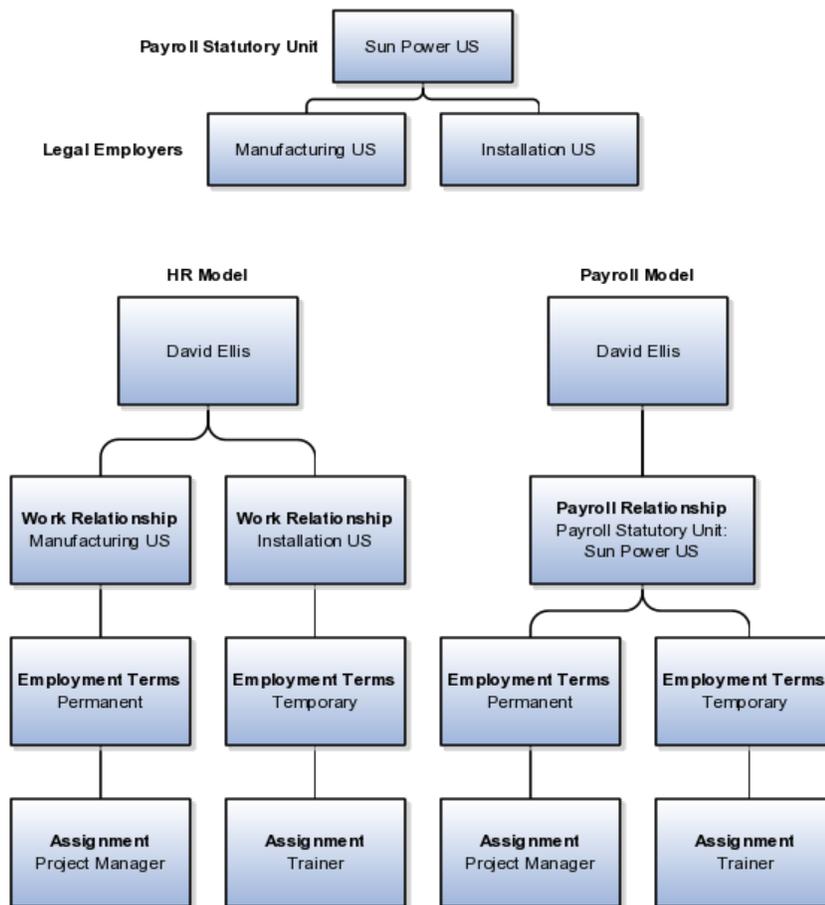
Employees with multiple terms or assignments that are paid on payrolls using different frequencies, such as Monthly and Semimonthly, must have different

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.

Manage Outbound Payroll Interface

Calculate Gross Earnings

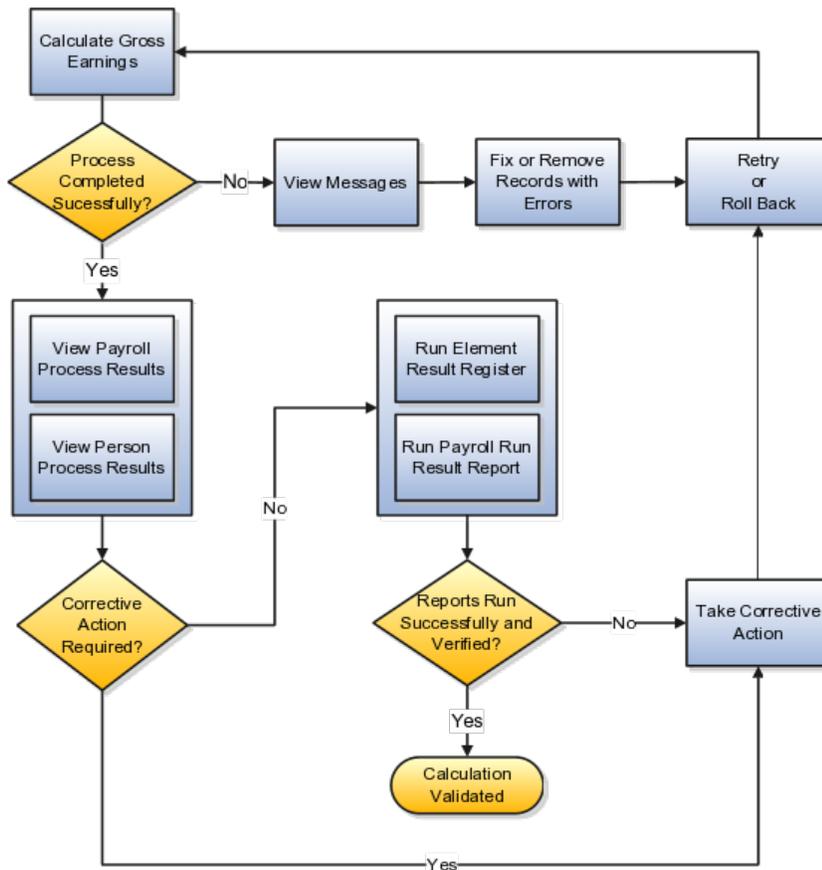
Calculating Gross Earnings for Global Payroll Interface: Overview

Payroll coordinators run the Calculate Gross Earnings process to calculate periodic values as run results and validate gross earnings calculations before extracting and sending data to a third-party payroll provider. This process is a required step for validating the calculated gross earnings results and updated payroll balances before sending any data to a third-party payroll provider.

You can view the results of the process, make corrections, retry or roll back the process, as needed. For example, after running the process, you might need to make changes to a person record that would affect results, such as adding an earnings element entry. You would then mark the person record for retry and run the process again. You can also:

- Run predefined reports to help validate the run results and ensure that all data the third-party provider requires is ready to be extracted.
- Compare balances between different payroll periods and run the predefined reports to help with validation.

The following figure illustrates the calculation and validation process.



You run the Calculate Gross Earnings process by selecting the Submit a Process and Report task from the Payroll Calculation work area. The first time you run this process, after all calculations are validated, it is recommended that you run the extract process that is configured for your third-party payroll provider to extract all records meeting the process criteria.

Gross Earnings: How They Are Calculated

The Calculate Gross Earnings process calculates gross compensation values based on payroll frequency and the element entries attached to an employee. Calculations are done only on the gross value of regular and supplemental earnings element classifications; the run results do not include any results of calculations based on imputed earnings, statutory information, absences, or voluntary or involuntary deductions. You can verify the results by viewing the statement of earnings, run results, and predefined payroll reports.

Note

Flat amount deductions entered at the payroll relationship level are passed on the primary assignment only. Percentage amount deductions entered at the payroll relationship level are aggregated to each assignment or term.

Settings That Affect Calculation

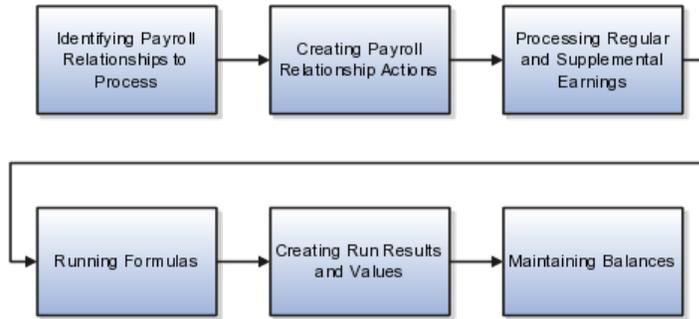
When you submit a process to calculate gross earnings, you supply a unique payroll flow name to name the process, a payroll name, a payroll period, and a run type. This required information determines which payroll relationships and element entries to process and the calendar dates to use for the calculations.

The parameters to enter when running the process are described in the following table.

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

How Results Are Calculated

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



The main steps of the calculation process are as follows:

1. The process identifies the payroll relationships to process. If you specify a payroll relationship group parameter, the processing is restricted to the people in the group.
2. The process creates a payroll action representing the payroll and a payroll relationship action for each relationship processed.
3. The process loads into memory the element entries for the payroll relationship action it is processing.
4. The process identifies and determines any formulas to run when calculating the element for a payroll relationship action.
5. At the end of the process, there is one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current 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. The process then writes and updates the balances to the database.

Example 1: Calculation Based on Annual Salary Basis

Your payroll provider might require you to pass periodic values for gross earnings, based on the payroll frequency of each employee. If you use a different salary basis, such as annual, to store the values, you can run the process to calculate the periodic values.

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

Example 2: Calculation Based on an Element Group

If you have defined a variety of standard earnings and supplemental earnings elements, you can restrict the calculation process to consider only the earnings elements you have associated with an element group. You specify the value of the element group as a parameter when running the process.

Viewing and Verifying Gross Earnings Calculation Results: Points to Consider

Once you submit a Calculate Gross Earnings process, you can monitor its progress and see if there are any warning or error messages. You can also view

the actual run results. Viewing the results ensures accuracy of your results and minimizes the effort involved in correcting problems you find later.

Viewing Results

You search for your flow on the Overview page from the Payroll Calculation work area. From there, you can see whether the overall process has completed, and you can investigate and correct any problems that are found. For any task that has not completed, you can click **Go to Task** and navigate through the Processes and Reports tab on the Task Details page and view the person process results to see any records that are preventing the task from completion.

You can also view the following tasks to view detailed results:

- View Payroll Process Results
- View Person Process Results

Use the View Payroll Process Results task from the Payroll Calculation work area to verify the results for all the people and 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.

Use the View Person Process Results task from the Payroll Calculation work area to verify individual run results for the payroll flow. Refer to it also when researching results for a person over several payroll periods. This page provides access to the following information:

- Balance Results: Review balance results to confirm that the process has completed successfully, to check that a worker has the correct pay, 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.

Viewing Reports

Even after viewing process results, there still could be records or balances that require validation. For further validation, you can run and verify the output of the following reports, using the Submit a Process or Report task from the Payroll Calculation work area.

- Element Result Register
This register is a listing of the elements and pay values for a worker, such as earnings amounts processed by the Calculate Gross Earnings process.
- Payroll Run Result Report
This report extracts balances written by the Calculate Gross Earnings process for a specific payroll period, which can be used to check and validate the values in the Element Result Register.

After validation of the run results, when it is time to extract the data for your third-party payroll provider, you would run the outbound interface report to retrieve data for all employee records meeting the process criteria.

Run Outbound Interface Reports

Outbound Interface Reports: How They Are Processed

Once an extract definition has been created for an outbound interface report, you can run the extract process using the Submit HCM Extract task from the Data Exchange work area.

Settings That Affect Report Output

When you run an outbound interface report, all calculations are performed for all employees that match the criteria that you specify. The default parameters to enter when running the process are described in the following table.

Parameter	Purpose
Legislative Data Group	Name of partition used for payroll information.
Payroll Flow	Name you assign when you run the process. After running the process, you can use this name to search for it and monitor its status.
Payroll	Name of the payroll definition from which to extract data.
Payroll Period	Optional. Name of the payroll time period as entered in the payroll definition.
Process Start Date	Optional. First date as of which to retrieve effective records.
Process End Date	Last date as of which to retrieve effective records.
Changes Only	Optional. Indicator determining whether to extract only changed records. If not selected, the default behavior is to extract all records matching the process criteria.
Process Configuration Group	Optional. Name of a configuration group determining performance parameters, such as logging, chunk size, and number of threads. The group you specify here overrides the default process configuration group.

How Initial and Subsequent Reports Are Processed

The first time you run the outbound interface report, it retrieves all employee records and other data that was defined in the extract definition when creating the extract process. Subsequent runs can extract full records or only records that have changed since the previous time the extract process was run. The decision to run your extract process in change-only mode depends on the requirements of your third-party payroll provider. Some payroll providers require that all information is provided each period, and some require only changes be provided.

When running the extract process in change-only mode, the application compares the extracted employee data with the values that were extracted in the previous payroll period. If no changes are found, the data output file contains no data. If any changes are found, the data output file contains all records for each employee with changes.

You run the extract process in change-only mode by setting the Changes Only parameter to Yes.

Resolving ADP Connection Output File Extract Errors: Examples

The Oracle Fusion Payroll Interface keeps no records of what files you send to ADP Connection or when you send them. It is up to you to ensure the accuracy of the Oracle Fusion Human Resources Management Systems (US) data you capture and upload to ADP. The data maintained in Fusion must remain your source of truth. Any change or correction of employee or payroll data must be made in Fusion first and then communicated to ADP Connection through the upload process.

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

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

Correcting Employee Data Before Output File Generation

In the case where you have found an error in your employee data, and you have not yet submitted the extract process, simply make your corrections in Oracle Fusion Human Resources Management Systems (US). Your changes will be migrated to ADP when you perform your next upload.

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

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

Correcting Payroll Data Before Output File Generation

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

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

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

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

Correcting Data Before Output File Upload

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

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

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

Correcting Data After Output File Upload

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

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

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

Resolving Invalid or Missing Earnings Data

You use the Calculate Gross Earnings process to calculate periodic payroll run results and validate gross earnings calculations before you extract and send data to the third-party payroll provider. For any payroll period, if you fail to run this process before generating the output file, the gross compensation values for your employees may be incorrect or missing entirely. For example, any new employee hired during the current payroll period would have no salary information processed by payroll.

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

- Check the payroll process or person process results to confirm whether or not Calculate Gross Earnings has been run for this payroll period.
If not, run Calculate Gross Earnings before continuing.
- If you have already submitted the extract process, check the output file for empty or missing DE records (earnings).

To resolve, you must roll back the payroll extract process, submit the Calculate Gross Earnings process, and then generate a new output file.

- Once you have uploaded the output file, check your payroll data in ADP for missing or incorrect earnings.

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

FAQs for Run Outbound Interface Reports

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

If you fail to upload an output file to ADP Connection before generating a new file, what you should do depends on if you have uploaded the second, newer file. If you have uploaded the newer file, you must use the tools and processes provided by ADP to ensure that the data and changes reflected in the older file are included into their records. ADP has no rollback functionality, so you must enter this data manually. If manual intervention is not feasible, then you must restore the ADP system using a backup prior to the upload and then upload both output files in their proper order. If you have not uploaded the newer file, upload the older file first to ADP and then the newer file. This ensures the data maintained by ADP correctly reflects the data maintained by Oracle, which is the source of truth.

Glossary

abstract role

A description of a person's function in the enterprise that is unrelated to the person's job (position), such as employee, contingent worker, or line manager. A type of enterprise role.

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.

condition

An XML filter or SQL predicate WHERE clause in a data security policy that specifies what portions of a database resource are secured.

consolidation group

A grouping of payroll runs within the same time period for the same payroll, for which you can run reporting, costing, and post-run processing. You can specify a default consolidation group for each payroll definition.

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.

data dimension

A stripe of data accessed by a data role, such as the data controlled by a business unit.

data role

A role for a defined set of data describing the job a user does within that defined set of data. A data role inherits job or abstract roles and grants entitlement to access data within a specific dimension of data based on data security policies. A type of enterprise role.

data security policy

A grant of entitlement to a role on an object or attribute group for a given condition.

database resource

An applications data object at the instance, instance set, or global level, which is secured by data security policies.

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 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.

element

Component in the calculation of a person's pay. An element may represent a compensation or benefit type, such as salary, wages, stock purchase plans, pension contributions, and medical insurance.

element classification

Provides various element controls, such as the order in which they are processed, the balances they feed, costing, and taxation. Primary element classifications and some secondary classifications are predefined. You are able to create other secondary classifications.

element eligibility

The association of an element to one or more components of a person's employment record. It establishes a person's eligibility for that element. Persons 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.

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.

enterprise role

Abstract, job, and data roles are shared across the enterprise. An enterprise role is an LDAP group. An enterprise role is propagated and synchronized across Oracle Fusion Middleware, where it is considered to be an external role or role not specifically defined within applications.

entitlement

Grants of access to functions and data. Oracle Fusion Middleware term for privilege.

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.

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.

job role

A role for a specific job consisting of duties, such as an accounts payable manager or application implementation consultant. A type of enterprise role.

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.

outbound interface report

An extract process submitted by payroll coordinators to extract payroll-related data that is given to a third-party payroll provider.

payroll relationship

Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

payroll relationship 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.

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.

role

Controls access to application functions and data.

security profile

A set of criteria that identifies one or more human capital management (HCM) objects of a single type for the purposes of securing access to those objects. Security profiles can be defined for persons, organizations, positions, countries, LDGs, document types, payrolls, payroll flows, and workforce business processes.

SQL predicate

A type of condition using SQL to constrain the data secured by a data security policy.

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.

XML filter

A type of condition using XML to constrain the data secured by a data security policy.