**Oracle® HRMS for India**

Supplement

Release 1.5

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Oracle HRMS for India Supplement, Release 1.5

# Contents

**Send Us Your Comments**

**Preface**

## 1 Organization Structures

## 2    Jobs and Positions

## 3    Employment Agreement and Legal Compliance

## 4    People Management

# 5 Total Compensation Elements Setup

# 6 Payroll Statutory Deductions and Reporting

# 7  Payroll Processing and Analysis

# 8  HR Information Systems

# 9  Additional Implementation Steps

# Index

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**Part No. A00030-09**

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# Preface

## Intended Audience

Welcome to Release 1.5 of the *Oracle HRMS for India Supplement.*

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.

- Oracle HRMS.

  If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University

- Oracle Self-Service Web Applications.

  To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.

- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Related Documents for more information about Oracle Applications product information.

See Related Information Sources on page xii for more Oracle Applications product information.

## TTY Access to Oracle Support Services

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## Structure

**1  Organization Structures**
**2  Jobs and Positions**
**3  Employment Agreement and Legal Compliance**
**4  People Management**
**5  Total Compensation Elements Setup**
**6  Payroll Statutory Deductions and Reporting**
**7  Payroll Processing and Analysis**
**8  HR Information Systems**
**9  Additional Implementation Steps**

## Related Information Sources

Oracle HRMS shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle HRMS.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system

administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

**Guides Related to All Products**

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting started with Oracle Applications" from any Oracle Applications help file.

**Guides Related to This Product**

Oracle HR Intelligence Daily Business Intelligence for HRMS User Guide

This guide describes the dashboards and reports available for HR Line Managers, Chief HR Officer, Budget Managers, and Benefits Managers using Daily Business Intelligence for HRMS. It includes information on using parameters, how DBI for HRMS derives values, and how to troubleshoot dashboards and reports.

Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle E-Business Intelligence Daily Business Intelligence User Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

OA Personalization Framework and OA Extensibility Framework

Learn about the capabilities of the 11.5.10 Framework technologies.

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage

your budgets and costs.

Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on your workforce.

Oracle Human Resources Management Systems Payroll Processing Management Guide

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

Oracle Human Resources Management Systems Compensation and Benefits Management Guide

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and reporting on compensation across your enterprise.

Oracle Human Resources Management Systems Configuring, Reporting, and System Administration in Oracle HRMS

Learn about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

Oracle Human Resources Management Systems Implementation Guide

Learn about the setup procedures you need to carry out in order to successfully implement Oracle HRMS in your enterprise.

Oracle Human Resources Management Systems FastFormula User Guide

Learn about the different uses of Oracle FastFormula, and understand the rules and techniques you should employ when defining and amending formulas for use with Oracle applications.

Oracle Self-Service Human Resources Deploy Self-Service Capability Guide

Set up and use self-service human resources (SSHR) functions for managers, HR Professionals, and employees.

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi)

Implement and administer Oracle Human Resources Management Systems Intelligence (HRMSi) in your environment.

Oracle Human Resources Management Systems Strategic Reporting (HRMSi) User Guide

Learn about the workforce intelligence reports included in the HRMSi product, including Daily Business Intelligence reports, Discoverer workbooks, and Performance Management Framework reports.

Implementing Oracle Approvals Management

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications. Download this guide from Oracle *MetaLink*, Note: 282529.1.

Oracle iRecruitment Implementation Guide

Set up Oracle *i*Recruitment to manage all of your enterprise's recruitment needs.

Oracle Learning Management User Guide

Set up and use Oracle Learning Management to accomplish your online and offline learning goals.

Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

Oracle Time and Labor Implementation and User Guide

Learn how to capture work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

**Installation and System Administration**

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

"About" Document

For information about implementation and user document, instructions for applying

patches, new and changes setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on Oracle *MetaLink* for most products starting with Release 11.5.8.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

**Other Implementation Documentation**

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize

existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle HRMS implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle *Metalink*.

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. this manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

# Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications

automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

# 1

## Organization Structures

# Organizations

## Key Concepts for Representing Enterprises

You represent your enterprise using key organization structures in Oracle HRMS. These structures provide the framework so you can perform legal reporting, financial control, and management reporting. You can set up these organization structures yourself, or use the Configuration Workbench.

The Configuration Workbench delivers an integrated configuration management toolset for HR systems and assists in the evaluation, configuration, deployment, and maintenance of HR applications. The workbench suggests a basic structure of organizations for your enterprise based on configuration models.

See: Configuration Models for Your Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

Once the basic enterprise structure is set up, you add the additional organizations and locations that exist in your enterprise. You define the internal organizations that represent your internal divisions and departments, and you define the external organizations that represent the organizations outside of your enterprise. For example, you can set up an external organization to represent the tax office for which your enterprise uses for reporting purposes.

You can use organizations to represent many levels of your enterprise, from the highest level of organization that represents the whole enterprise, to the lowest level of organization that represents a section or department.

See: Extending the Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

See: Organization Classifications, page 1-4

See: Setting Up Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*

## Business Group

The business group represents a country in which your enterprise operates. You create it as an organization in Oracle HRMS, but it does not represent a specific organization within your enterprise structure, and you do not include it in your organization hierarchies. A business group enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

The critical factors for deciding when to use a separate business group, or an international business group, are based on the following factors:

- If you use Oracle Payroll

- The number of people you employ in a country

- If you require legislative support for Oracle HR

Generally the laws are so different in each country that to be compliant, there must be a different business group for each country in which an enterprise has employees.

## Operating Company

An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country. An operating company is a holding company, a company within a company.

## Ultimate Legal Entity

The ultimate legal entity represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization. The ultimate legal entity is the parent company or organization for all its subsidiaries and divisions. Oracle HRMS represents the ultimate legal entity with the GRE/Legal Entity organization classification.

## Legal Entity/Employer

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.

A legal employer is a legal entity that is responsible for employing people in a particular country. Therefore, if you employ people in a country, then you must have at least one organization classified as a legal entity and a legal employer.

The Configuration Workbench classifies an organization as a GRE/Legal Entity where your enterprise operates in a country, and classifies it as an Employer if you employ people in that country also. For example, you can have a legal entity in a country where you do business, but do not employ people in that country.

## Consolidated Legal Entity

A consolidated legal entity acts on behalf of multiple operating companies that are not legally registered, or simply on behalf of the enterprise in a country. You typically use the consolidated legal entity for when you have multiple operating companies in your enterprise, but for the purposes of consolidation, you group the information into one organization. For management reporting purposes, the organizations below the consolidated legal entity in an organization hierarchy, such as, your departments and sections, can report to any organization in the enterprise. However, for legal reporting purposes, they report up to the consolidated legal entity.

For information on how to model your enterprise using the key organization structures,

see: Configuration Models for Your Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

# Organization Classifications

Organization classifications define the purpose of an organization and its functionality within Oracle HRMS. The classifications you assign to an organization control the additional information you can set up at the organization level. The Configuration Workbench automatically assigns the appropriate classifications to the organizations it creates.

For more information on the key organization structures you use to represent your enterprise, see: Key Concepts for Representing Enterprises, page 1-2

You can define one organization with multiple classifications or you can define separate organizations to represent different types of entity. For example, you can classify an organization as a legal entity as well as an HR organization if it's the same organization. If they are different, then you create two organizations.

> **Note:** Oracle HRMS enables you to install your own additional information types for classifications.

You can select the following classifications in the Organization window, depending on your legislation:

## All Legislations

All legislations can use the following classifications:

- **Business Group**: Use this classification to group, manage, and control access to data in accordance with the rules and reporting requirements of a country.

- **Operating Company**: An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country.

- **GRE/Legal Entity**: Use this classification to represent the following organizations:

  - **Ultimate Legal Entity**: this represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization.

  - **Legal Entity**: this represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.

  - **Consolidated Legal Entity**: this organization acts on behalf of multiple

operating companies that are not legally registered, or simply on behalf of the enterprise in a country.

- **Employer:** Use this along with the GRE/Legal Entity classification to define an organization as a legal entity that is responsible for employing people in a particular country.

  **For Chinese users only**: Your organization hierarchy must contain at least one GRE with corporate and employer information. Statutory reporting requires this information.

  **For Indian users only**: Your organization hierarchy must contain at least one GRE with income tax, challan bank, tax declaration and representative details. This information is used for statutory reporting.

- **HR Organization**: Use this classification for all organizations to which you want to assign employees and contingent workers.

- **Payee Organization**: Use this when defining an external organization that is the recipient of a third party payment from an employee, for example a court-ordered payment. You can then select this organization on the Personal Payment Method window when entering a third party payment method.

- **Bargaining Association**: Use this when defining an organization that is involved in negotiating a collective agreement. A bargaining association could be any organization representing the employees in negotiations, for example a trade union. The UK legislation also enables you to select a bargaining association in the Union Processing window to set up a union element.

- **Representative Body**: Use this when defining a representative body. This may be a body defined in legislation, such as a European Works Council, or may be defined by the employer, such as a Sports and Social Club.

- **Disability Organization**: Use this when defining an external organization with which employee disabilities are registered.

- **Medical Service Provider**: Use this when defining an organization that provides any medical services, such as medical assessments, to the people in your enterprise.

- **Constituency**: Use this to define a constituency to group together workers eligible to vote for particular elections.

- **Company Cost Center**: Use this to define organizations in Oracle HRMS that map to cost centers in Oracle GL. You can set up your application so that whenever a cost center is defined in GL, a corresponding organization with this classification is defined automatically.

- **Professional Body Information**: Use this to define an organization that is a

professional body. Organizations with this classification are available to assign to people in the Qualifications window.

- **Operating Unit** : Use the operating unit organization classification if you also use Multi-Org applications. You can associate an operating unit with an HR Organization. The application uses the HR Organization to find the operating unit to which a person belongs.

## US Legislation

The US legislation can use the following classifications:

- **Reporting Establishment**, **Corporate Headquarters**, or **AAP Organization**: Use these when defining reporting organizations, that is, organizations required for the production of certain reports for government agencies.

- **Parent Entity**: Use this when defining an organization to be included at the top level of an establishment hierarchy. You can then use the hierarchy when producing certain reports for government agencies.

  If you are assigning this classification to a Business Group, you must assign it to your default Business Group, that is the one defined in your security profile. If you do not, then your data will not be visible when you attempt to create your hierarchy in the Generic Hierarchy window.

- **Benefits Carrier**, **Workers' Compensation Carrier**, or **Beneficiary Organization**: Use these when defining an external organization belonging in one of these classifications. You can then select the organization when defining a benefit, entering information for Workers' Compensation calculations, or recording beneficiaries employees have named for certain benefits.

  The Federal legislation can also use the **Beneficiary Organization** classification.

## UK Legislation

The UK legislation can use the **Education Authority** classification to define a Local Education Authority (LEA) that is responsible for education within that council's jurisdiction.

## Canadian Legislation

The Canadian legislation can use the following classifications:

- **Provincial Medical Carrier**: Use this to define a medical carrier for a province.

- **Provincial Reporting Establishment**: Use this to represent employees in the province of Quebec.

## French Legislation

The French legislation can use the following classifications:

- **Company**: records one or more companies in your business group. A company is a legal entity registered to "Registre du Commerce et des Societes". You must have at least one company.

- **Establishment**: identifies the organization that serves as the legal point of contact for settling any disputes and manages the personal details of the workforce.

    > **Note:** Do not classify an organization as both a company and an establishment; create two separate organizations.

- **URSSAF Center** or **ASSEDIC Center**: specifies an external organization that is a Social Security organization. You can select the organization when entering additional organization information for an establishment. You can also select URSSAF organizations when entering additional organization information for a company.

- **Insurance Provider** or **Pension Provider**: defines an external organization that provides insurance or pensions. You can select the organization when entering additional organization information for a company or an establishment.

- **OPACIF** or **OPCA**: specifies an external organization that collects the company's yearly training contribution.

- **CPAM**: identifies an external organization as a CPAM office. You can select the organization when entering employment information in the People window.

- **Public Sector Other External Organization**: records details of the various types of external organizations with whom public-sector companies deal. Be sure to create organizations with this classification as external organizations.

- **Grouping of Employers**: identifies the employers (normally establishments) who have decided to group together to make it easier to lend each other workforce and also to list the employees, contingent workers, and employees on loan for an establishment from that grouping in the Personnel Registry report.

- **Tax Group**: defines an external tax office.

## Dutch Legislation

The Dutch legislation can use the following classifications:

- **Dutch UWV Organization**: Use this to indicate if your organization is a social

insurance provider. If you enable this classification, you can enter additional information such as the type of provider in the Dutch UWV Organization window.

- **Dutch Tax Office**: Use this to define an external tax office.

- **Dutch Private Health Insurance**: Use this to define an external organization that provides private health insurance.

- **Pension Provider**: Use this to define an external organization that provides pensions to your employees.

## German Legislation

The German legislation can use the following classifications:

- **Budget Plan Unit**: Use this to define internal organizations for which you can use for the budget plan structure. The budget plan structure defines the different levels of positions in your enterprise, and the budget plan units represent the different levels as organizations. You select which budget plan unit the position belongs to in the Position window.

- **German Additional Second Pension Insurance**: Use this to record information about the contributions an organization makes to a second pension.

- **German Capitalized Life Insurance Provider**: Use this to indicate if your organization is a provider of German capitalized life insurance.

- **German Mandatory Health/Special Care Insurance Provider**: Use this to indicate if your organization is a provider of German mandatory health or special care insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

- **German Mandatory Pension Insurance Provider**: Use this to indicate if your organization is a provider of German mandatory pension insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

- **German Private Health/Special Care Insurance Provider**: Use this to indicate if your organization is a provider of German private health or special care insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

- **German Public Sector**: Use this to indicate if your organization is a public sector organization. If you set this to yes then certain public sector specific windows and fields are made available to you.

- **German Tax Office**: Use this to indicate if your organization is a tax office. If you

set this to yes then you can enter additional tax office information using the Others button.

- **German Unemployment Insurance Provider**: Use this to indicate if your organization is a provider of German unemployment insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

- **German Voluntary Pension Provider**: Use this to indicator if your organization is a provider of German voluntary pensions.

- **German Work Incident Supervising Office**: Use this to indicate if your organization is a work incident supervising office.

- **German Workers' Liability Insurance Providers**: Use this to indicate if your organization is a provider of German workers' liability insurance.

## Hong Kong Legislation

The Hong Kong legislation can use the **MPF Trustee Organization** classification to set up and enrol employees in an MPF Trustee. This classification allows you to record details of the trustee and details of the scheme provided by the trustee.

## Mexico Legislation

The Mexico legislation must use the **legal employer** classification to define the legal entity. You can add additional organization information for your legal employer, if needed.

Use the **GRE/Legal Entity** classification to define an organization that is recognized as a separate employer by Social Security or other legal authorities. When you assign a location to a GRE, and you have not already associated them with each other in the generic hierarchy, HRMS will make the association for you.

## Saudi Legislation

The Saudi legislation can use the following classifications:

- **Saudi GOSI Office**: Use this to represent the General Office of Social Insurance (GOSI) which the employer is registered. The GOSI office requires employers to make deductions for eligible employees and send all payments and reports to this office.

- **Saudi Employment Office**: Use this to represent an office to which the employer reports the status of its disabled employees.

## Hungary Legislation

The Hungary legislation can use the following classifications:

- **Draft Agency**: Use this to represent an external defense organization to which you send employee military service details.

- **Company Information**: Use this to represent the organization which is legally entitled to hire employees.

- **Pension Provider**: Use this to indicate an external organization that provides pensions to your employees.

## Spanish Legislation

The Spanish legislation can use the following classifications:

- **Work Center**: Use this to define an internal organization that represents a facility within your enterprise. You use these organizations for statutory reporting purposes.

- **Section**: Use this to define an internal organization that represents the place where people work. You use these organizations for internal reporting purposes only.

- **Tax Office**: Use this to indicate if the organization is an external tax office.

- **Tax Administration Office**: Use this to indicate if the organization is an external tax administration office.

- **Social Security Office**: Use this to define a social security office as an external organization. If you enable this classification, you can record the social security office details.

- **Social Security Province Office**: Use this to define an organization as an external social security office. If you enable this classification, you can enter the social security province office details.

- **Health Care Organization**: Use this to define an organization as an external health care organization. If you enable this classification, you can enter the insurance company details.

## Korea Legislation

The Korean legislation can use the following classification:

- **Business Place**: Use this classification to define an organization as an employer to which you assign employees. You set up information such as the registration

number, representative information, and the health insurance number for the National Tax Service (NTS).

## Indian Legislation

Your organization hierarchy should contain at least one GRE/Legal Entity (Tax Organization) and Registered Company.

The Indian legislation can use the following classifications:

- **Registered Company**: Records your company's Legal Name, Registration Number, Corporate Identity Number, Permanent Account Number (PAN) of the company and company's representative details.

- **Factory**: Records your factory's Registration Number, License Number, National Industrial Code, Production Commencement Date and factory's representative details.

- **Shops/Establishment**: Records your shops/establishment's registration number and representative details.

- **Contractor Details**: Records a contractor's details, work details, and representative details. A contractor supplies contingent workers to an enterprise and can be either an individual or an external organization.

- **ESI Organization**: Use this to define an external organization that provides Employee State Insurance (ESI) to your employees. Records your Employee State Insurance (ESI) organization's Challan Information, General Information and Representative Details. You can have multiple ESI organizations and select an employee's ESI organization in the Assignment window.

- **Provident Fund Organization**: Records your PF organization's PF challan information, PF information, and PF representative details. You can have multiple PF organizations and select an employee's PF organization in the Assignment window.

- **Professional Tax Organization**: Records your Professional Tax organization's information, Professional Tax Challan information, and Representative Details. information. You can have multiple professional tax organizations and select an employee's professional tax organization in the Assignment window.

## Polish Legislation

The Polish legislation can use the following classifications:

- **PL SII Branch**: Use this classification to represent a local branch of the Social Insurance Institute (SII), a public organization that deals with the social insurance

benefits, such as sickness allowance, maternity allowance, and rehabilitation benefits. You use the SII branch information for social insurance reporting.

- **PL Statistic Office**: Use this to represent a local statistic office. You use this information in reports sent to the statistic office.

- **PL Tax Office**: Use this to define the tax office bank accounts for the employer and for the tax collected from the employees. You use this information in statutory reports.

## Norwegian Legislation

The Norwegian legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **Social Security Office**: Use this to define external social security office organizations.

## Finnish Legislation

The Finnish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **External Company**: Use this to record details of the various types of external organizations with whom your organization deals. Ensure to create organizations with this classification as external organizations.

- **Pension Provider**: Use this to record the basic information about pension insurance providers to which you transfer the appropriate pension insurance deductions.

- **Accident Insurance Provider**: Use this to identify organizations that provide accident insurance coverage, group life insurance, and unemployment insurance.

- **Finnish Magistrate Office**: Use this for identifying the authority responsible for processing the employee court orders.

- **Finnish Trade Union**: Use this to record the basic information about the employees' trade unions to process employee deductions.

- **Provincial Tax Office**: Use this to identify the legal employer's tax office.

### Danish Legislation

The Danish legislation can use the following classifications:

- **Service Provider**: Use this classification to record details of the various types of external service providers with whom your organization deals.

- **Pension Provider**: Use this classification to define external pension providers.

### Swedish Legislation

The Swedish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **Social Security Office**: Use this to define external social security office organizations with which you coordinate medical reimbursements for the employees.

- **Swedish Enforcement Office**: Use this to define external enforcement office organizations with which you coordinate the attachment of earnings deductions for the employees.

### South African Legislation

The South African legislation can use the following classification:

- **Training Provider**: Use this to indicate if an organization is a training provider.

### UAE Legislation

The UAE legislation can use the **Legal Employer** classification to define and enter additional organization information for your legal employer.

### Irish Legislation

The Irish legislation can use the following classifications:

- **Legal Employer**: Use this classification to define and enter additional organization information for your legal employer.

- **Pension Provider**: Use this classification to define external pension provider.

# Creating an Organization

Use the Organization window to create:

- Business groups

- External organizations (for example, tax offices, insurance carriers, disability organizations, benefit carriers, or recruitment agencies)

- Internal organizations (for example, departments, sections or cost centers)

- GREs/Legal Entities

If you use the Configuration Workbench to configure your enterprise structure, then you only need to create the additional internal and external organizations you require. For example, you can set up additional organizations to represent the internal divisions or departments, and external organizations for reporting or third party payments.

See: Extending the Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

### To create an organization:

1. Navigate to the Organization window and click New to create a new organization.

   > **Note:** For information about querying existing organizations, see: Finding an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Enter a name for your organization in the Name field. A check is performed to see if organizations with the same name already exist.

   All Oracle applications you install share the information entered in the Organization window. Therefore organization names must be unique within a business group, and business group names must be unique across your applications network.

   You can create two organizations with the same name in different business groups but this can cause confusion later, if the HR: Cross business group profile option is set to Yes and you decide to share certain information across all business groups. If you decide to create two organizations with the same name, be sure that this will not cause you problems in the future.

3. Optionally, select an organization type in the Type field.

   Organization types do not classify your organization, you use them for reporting purposes only. The type may identify the function an organization performs, such as Administration or Service, or the level of each organization in your enterprise,

such as Division, Department or Cost Center. You create the organization types you require by entering values for the Lookup Type ORG_TYPE.

4. Enter a start date in the From field. This should be early enough to include any historical information you need to enter.

> **Note:** You cannot assign an employee to an organization before the start date of the organization.

5. Enter a location, if one exists. You can also enter an internal address to add more details such as floor or office number.

**Dutch only**: If you are setting up external organizations for a tax office, a social insurance provider or a private health insurance provider, you must enter the postal address and contact details using the NL_POSTAL_ADDRESS Location EIT.

**Mexico only**: When defining a GRE/Legal Entity, if you select a location here, HRMS automatically associates it with this GRE in the Generic Hierarchy.

**US only**: If you are using Oracle Payroll in the US, every organization to which employees can have assignments, including business groups, must have on record a location with a complete address. This is because the system uses the location of the organization of the employee's primary assignment to determine employee work locations for tax purposes. This does not apply to GREs, because the assignment to a GRE exists in addition to the assignment to an organization.

> **Note:** If you are an Oracle Inventory user, then you must not assign a location to more than one organization classified as an Inventory Organization.

6. Enter internal or external in the Internal or External field. You cannot assign people to an external organization.

Examples of external organizations that may require entry are disability organizations, benefits carriers, insurance carriers, organizations that employees name as beneficiaries of certain employee benefits, and organizations that are recipients of third party payments from employees' pay.

7. Save the basic organization details.

# Entering Additional Information

For each classification you set up you can enter additional information. This information can be different for each classification.

For business group see: Business Group, page 1-16

For HR organization see: HR Organization, page 1-17

For representative body see: Representative Body, page 1-18

For constituency see: Constituency, page 1-18

For bargaining association see: Bargaining Association, page 1-19

For company cost center see: Company Cost Center, page 1-19

For professional body information see: Professional Body Information, page 1-20

For GRE/Legal Entity information see: GRE/Legal Entity, page 1-20

For company registration information see: Registered Company, page 1-21

For factory information see: Factory, page 1-21

For Shops/Establishment registration information see: Shops/Establishment information, page 1-21

For contractor information see: Contractor information, page 1-22

For ESI information see: ESI Organization, page 1-22

For PF information see: Provident Fund Organization, page 1-22

For professional tax information see: Professional Tax Organization, page 1-23

See Classification and Additional Information Types, page 1-4 if you need to check which classification to select.

### To enter Business Group additional information:

1.  Click the organization classification for which you want to enter additional information.

2.  Choose the Others button to open the Additional Organization Information window.

3.  Select one of the following:

    *   Business Group Information, see: Entering Business Group Information, *Oracle HRMS Enterprise and Workforce Management Guide*

    *   Budget Value Defaults, see: Business Groups: Entering Budget Value Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*

    *   Work Day Information, see: Business Groups and HR Organizations: Work Day Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*

    *   Benefits Defaults, see: Business Groups: Defining a Default Monthly Payroll, *Oracle HRMS Enterprise and Workforce Management Guide*

    *   PTO Balance Type, see Business Groups: Selecting a PTO Balance Type, *Oracle*

*HRMS Enterprise and Workforce Management Guide*

- Recruitment Information, see: Business Groups: Entering Recruitment Information, *Oracle HRMS Enterprise and Workforce Management Guide*

- Payslip Information, see: Entering Payslip Information, *Oracle HRMS Enterprise and Workforce Management Guide*

- Self Service Preference Information, see: Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*

- Statutory Setup, see: Entering Statutory Setup Information, page 1-24.

- Printed Payslip, see: Entering Printed Payslip Information , page 1-27

- Professional Tax Exemptions, see: Entering Professional Tax Exemptions Information, page 1-25.

- Professional Tax Frequencies, see: Entering Professional Tax Frequencies Information, page 1-26.

- Notice Period Details, see: Entering Notice Period Details Information, page 1-26.

4. Repeat these steps to enter further information.

**To enter HR organization additional information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Oracle HRMS Enterprise and Workforce Management Guide*

   - Costing Information, see: HR Organizations: Entering Costing Information, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Parent Organization, see: HR Organizations: Entering Parent Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Work Day Information, see: Business Groups and HR Organizations: Entering

Work Day Defaults:, *Oracle HRMS Enterprise and Workforce Management Guide*

- Payslip Information, see Entering Payslip Information, *Oracle HRMS Enterprise and Workforce Management Guide*

- Self Service Preference Information, see Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*

- Related Organizations Information, see: Entering Related Organizations Information for an HR Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

**To enter representative body additional information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Representative Body Information, see: Entering Representative Body Information, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Constituency information, see: Entering Constituency Information for a Representative Body, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

**To enter constituency additional information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Location, see Entering Location Information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Organization, see Entering Organization Information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

- Organization Hierarchy, see Entering Organization Hierarchy information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

- Grade, see Entering Grade information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

- Bargaining Unit, see Entering Bargaining Unit information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

- Job, see Entering Job information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

- Collective Agreement Grade, see Entering Collective Agreement Grade information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

4.  Repeat these steps to enter further information.

**To enter bargaining association information:**

1.  Click the organization classification for which you want to enter additional information.

2.  Choose the Others button to open the Additional Organization Information window.

3.  Select Trade Union Information, see: Entering Trade Union Information for a Bargaining Association, *Oracle HRMS Enterprise and Workforce Management Guide*

4.  Repeat these steps to enter further information.

**To enter company cost center information:**

1.  Click the organization classification for which you want to enter additional information.

2.  Choose the Others button to open the Additional Organization Information window.

3.  Select one of the following:

- GL Company Cost Center, see: Entering GL Company Cost Center Information for a Company Cost Center, *Oracle HRMS Enterprise and Workforce Management Guide*

- Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Oracle HRMS Enterprise and Workforce*

4. Repeat these steps to enter further information.

## To enter professional body information:

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select Professional Body Info, see: Entering Additional Information for a Professional Body, *Oracle HRMS Enterprise and Workforce Management Guide*.

4. Repeat these steps to enter further information.

## To enter GRE/Legal entity information:

You must create a registered company before entering GRE/Legal entity information.

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

    • 24Q Receipt Mappings, see: Entering 24Q Receipt Mapping Information, page 1-30

    • Challan Bank, see: Entering Challan Bank details, page 1-31

    • Income Tax Challan, see: Entering Income Tax Challan Information, page 1-29

    • Income Tax Information, see: Entering Income Tax Details, page 1-28

    • Representative Details, see: Entering Representative Details, page 1-23

    • Tax Declaration Information, see: Entering Tax Declaration Information, page 1-28

4. Repeat these steps to enter further information.

**To enter Registered Company information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   • Company Information, see: Entering Company Information, page 1-36

   • Representative Details, see: Entering Representative Details, page 1-23

4. Repeat these steps to enter further information.

**To enter factory information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   • Factory Information, see: Entering Factory Information, page 1-36

   • Representative Details, see: Entering Representative Details, page 1-23

4. Repeat these steps to enter further information.

**To enter Shops/Establishment information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   • Establishment Information, see: Entering Establishment Information, page 1-37

   • Representative Details, see: Entering Representative Details, page 1-23

4. Repeat these steps to enter further information.

**To enter contractor information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   • Contractor Information, see: Entering Contractor Information, page 1-31

   • Employer Representative, see: Entering Employer Representative Details, page 1-32

   • Work Information, see: Entering Work Information, page 1-32

4. Repeat these steps to enter further information.

**To enter ESI Organization information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   • ESI Challan, see: Entering ESI Challan, page 1-33

   • ESI Information, see: Entering ESI Information, page 1-33

   • Representative Details, see: Entering Representative Details, page 1-23

4. Repeat these steps to enter further information.

**To enter Provident Fund information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

- Provident Fund Challan, see: Entering Provident Fund Challan Information, page 1-35

- Provident Fund Information, see: Entering Provident Fund Information, page 1-34

- Representative Details, see: Entering Representative Details, page 1-23

4. Repeat these steps to enter further information.

**To enter Professional Tax Organization information:**

1. Click the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Professional Tax Information, see: Entering Professional Tax Information, page 1-37

   - Professional Tax Challan Information, see: Entering Professional Tax Challan Information, page 1-38.

   - Representative Details, see: Entering Representative Details, page 1-23

4. Repeat these steps to enter further information.

# Entering Representative Details

You can select an active employee to represent each of your organization, such as ESI Organization. A contingent worker cannot be a representative of an organization. You can use the Representative Details Information window to record the representative details of organizations.

You can enter representative details for the following organization classifications:

- GRE/Legal Entity – Income tax representative

- Contractor Details

- ESI Organization

- Provident Fund Organization

- Registered Company

- Factory

- Professional Tax Organization

- Shops/Establishment

### To enter representative details:

1. From the Organization window, query the organization if it is not already displayed and select the organization classification in the Organization Classifications region. Click on the Others button to display Additional Organization Information window.

2. From the Additional Organization Information window, select Representative Details. The Additional Organization Information window appears.

3. Click in the field to display the Representative Details window.

4. Select the representative name from the list of employees.

5. Enter the date on which the employee became a representative. Optionally, enter the end date if you want to end the representative's role.

6. Click OK.

7. Save your work.

# Entering Statutory Setup Information

Use the Statutory Setup window to enter the statutory information that is required for Gratuity and Professional Tax calculation.

### To enter Statutory Setup information:

1. From the Organization window, query the organization if it is not already displayed and select the Business Group in the Organization Classifications region. Then choose the Others button to display additional information.

2. From the Additional Organization Information window, select Statutory Setup. The Additional Organization Information window appears.

3. Click in the field to display the Statutory Setup window.

4. Select Yes in the Use State Level Balance field, to calculate Professional Tax has for more than one state.

5.  Select Yes in the Covered under Gratuity Act, 1972 field, to calculate gratuity for your organization.

> **Note:** Changing Covered under Gratuity Act, 1972 would not effect the existing employees. To change the value for existing employees, see: Entering Additional Assignment Details (Assignment Window), page 4-20

6.  Click OK.

7.  Save your work.

# Entering Professional Tax Exemptions Information

Use the Professional Tax Exemptions window to enter professional tax exemptions information, for each state.

### To enter Professional Tax Exemptions information:

1.  From the Organization window, query the organization if it is not already displayed and select the Business Group in the Organization Classifications region. Then choose the Others button to display additional information.

2.  From the Additional Organization Information window, select Professional Tax Exemptions. The Additional Organization Information window appears.

3.  Click in the field to display the Professional Tax Exemptions window.

4.  Select the state for exemption and the exemption category in the appropriate fields.

5.  Enter the category in the Exemption Category field.

> **Note:** The exemption categories you enter are displayed in the Exemption Reason input value of the Professional Tax Information element. You can select an employee's exemption reason from the list of reason's available. See: Making Manual Element Entries, page 5-21

6.  Click OK.

7.  Save your work.

# Entering Professional Tax Frequencies Information

In the Professional Tax Frequencies window, enter frequencies to calculate professional tax, for each state.

**To enter Professional Tax Frequencies information:**

1. From the Organization window, query the organization if it is not already displayed and select the Business Group in the Organization Classifications region. Then choose the Others button to display additional information.

2. From the Additional Organization Information window, select Professional Tax Frequencies. The Additional Organization Information window is appears.

3. Click in the field to display the Professional Tax Frequencies window.

4. Select the state, frequency, start and end date in the appropriate fields.

   The frequencies for the following states are predefined:

   • Andhra Pradesh

   • Gujarat

   • Karnataka

   • Kerala

   • Maharashtra

   • Madya Pradesh

   • Tamil Nadu

   > **Note:** The frequency for Tamil Nadu and Kerala is 6 months.

5. Click OK.

6. Save your work.

# Entering Notice Period Details Information

Employers and employees are entitled to a minimum period of notice of termination of employment. The number of days of notice depends on the organization policies and employee's category. Use the Notice Period Details window to enter the notice period information. The information is used to calculate the payments during termination

settlement.

**To enter Notice Period Details:**

1.  From the Organization window, query the organization if it is not already displayed and select the Business Group in the Organization Classifications region. Then choose the Others button to display additional information.

2.  From the Additional Organization Information window, select Notice Period Details. The Additional Organization Information window appears.

3.  Click in the field to display the Notice Period Details window.

4.  Select the employee category and the notice period, in the appropriate fields.

    > **Note:** Select Default to apply the notice period details for all employee categories.

5.  In the Notice Period in Days field, enter the number of notice days for the employee category.

6.  Click OK.

7.  Save your work.

# Entering Printed Payslip Information

Use the Printed Payslip window to your printed payslip template details.

**To enter printed payslip information:**

1.  From the Organization window, query the organization if it is not already displayed and select the Business Group in the Organization Classifications region. Click Others to display additional information.

2.  From the Additional Organization Information window, select Printed Payslip. The Additional Organization Information window appears.

3.  Click in the field to display the Printed Payslip window.

4.  Select the template that you would like to use for printing payslips.

5.  Select the number of employees you would like to print in each file, in Number of Employees Per File field.

6.  Click OK.

7. Save your work.

## GRE/Legal Entity: Entering Income Tax Details

The income tax details are captured as a part of the GRE/Legal Entity and are used for statutory reporting purposes and filing your tax returns.

### To enter income tax details:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal Entity in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Income Tax Information. The Additional Organization Information window appears.

3. Click in the field to display the Income Tax Information window.

4. Enter your organization's Tax Deduction Account Number that is provided by the Department of Income Tax.

5. Enter the Ward/Circle/Range where the income tax return is filed.

6. Enter the branch or division to which these tax details apply. You record these details here to ensure that they also appear on Form 24Q.

7. Select the relevant employer classification and registered company for your organization.

8. Click OK.

9. Save your work.

   You must also enter details for your income tax representative.

   Entering Representative Details, page 1-32

## Entering Tax Declaration Information

Use the Tax Declaration Information window to enter the lock period details and new employee's window period details, for tax declaration.

### To enter Tax Declaration information:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal Entity in the Organization Classifications region. Then choose the Others button to display additional information.

2. From the Additional Organization Information window, select Tax Declaration Information. The Additional Organization Information window appears.

3. Click in the field to display the Tax Declaration Information window.

4. Select Yes in the Lock Tax Declaration and enter the lock period start date, to restrict employees from making changes to their tax declaration.

   Employees cannot update their declarations during the lock period. Reviewers can review and approve declarations during the lock period.

5. Enter the window period (in number of days) to be given to a new employee to make tax declarations in the New Joinee Window Period field.

6. Click OK.

7. Save your work.

# Entering Income Tax Challan Information

Use the Income Tax Challan window to record income tax challan details. This information is used to pay the Tax Deducted at Source (TDS) to the Income Tax Department and appears in the Form 16 Form 24Q reports.

**To enter income tax challan information:**

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal Entity in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Income Tax Challan. The Additional Organization Information window appears.

3. Click in the field to display the Income Tax Challan window.

4. Select the tax year relevant to the challan.

5. Enter the quarter for which the organization has made the payment through the challan.

6. Enter the voucher date and number, TDS, surcharge, education cess, interest, penalty, and other charges paid to the bank.

7. Select the bank in which the challan was deposited. To configure challan bank details, see: Entering Challan Bank Details, page 1-31

8. Enter the cheque or demand draft number if income tax was paid through cheque

or DD.

9. Select Yes in the Book Entry field if the income tax was paid by book entry.

10. Click OK.

11. Save your work.

# Entering the 24Q Receipts Mapping Information

Use the 24Q Receipt Mappings window to record receipt number provided by the TIN authorities after submission of the original or corrected 24Q eTDS. This application uses this information while running the 24Q Corrections archival process and generating the 24Q Corrections report.

### To enter 24Q Receipt Mapping information:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal Entity in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select 24Q Receipt Mappings. The Additional Organization Information window appears.

3. Click in the field to display 24Q Receipt window.

4. Select the assessment year and quarter for when you want to submit the 24Q report.

5. Select the return type as Original if you have submitted the income tax returns for the first time. If you have made any changes to the employee or employer information and have submitted the 24Q Corrections Report to the tax authorities, then select Correction.

6. Select the archival reference number of the 24Q Archival process. The application uses this number to identify the correct archival process to submit the 24Q report or 24Q Corrections report.

7. Enter the receipt number that you receive from the TIN authorities after submission of the income tax returns.

8. Select the status as Active or Cancelled. Select Active to submit the original tax statement or corrected statement. To cancel the original statement of income tax submitted to the tax authorities, select Cancelled (when the correction type is Y).

9. Save your changes.

# Entering Challan Bank Details

Enter the details of the bank, in which income tax challan is deposited, in the Challan Bank Details window. The information is used while entering the income tax challan information.

### To enter Challan Bank Details information:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal Entity in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Challan Bank. The Additional Organization Information window appears.

3. Click in the field to display the Challan Bank window.

4. Select the bank name and provide branch details.

5. Click OK.

6. Save your work.

# Entering Contractor Information

It is legally mandatory to record details of the contractor supplying contingent workers to your enterprise. You can use this organization information type to record the contractor's statutory and contact information.

### To enter Contractor information:

1. From the Organization window, query the organization if it is not already displayed and select the Contractor in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Contractor Information. The Additional Organization Information window appears.

3. Click in the field to display the Contractor Information window.

4. Enter the contractor's registration certificate number, license number (provided by the Labour commissioner), PF number, ESI number and PAN.

5. Enter the contact person's name and phone number.

6. Click OK.

7. Save your work.

# Entering Employer Representative for Contractor

You can use this organization information type to record your representative's details. The representative must be an employee and is responsible for communications with the contractor.

### To enter employee's representative information:

1. From the Organization window, query the organization if it is not already displayed and select Contractor in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Employer Representative. The Additional Organization Information window appears.

3. Click in the field to display the Employer Representative window.

4. Select the employer's representative name.

5. Enter the start date of the employee's role as a representative. Optionally, enter the end date if you want to end the representative's role.

6. Click OK.

7. Save your work.

# Entering Work Details for Contractor

You can use this organization information type to record the nature of the contractor's work. It is legally mandatory to record the contractor's nature of work.

### To enter contractor's work information:

1. From the Organization window, query the organization if it is not already displayed and select the Contractor in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Work Information. The Additional Organization Information window appears.

3. Click in the field to display the Work Information window.

4. Enter the nature of contractor's work e.g. supplying contingent workers.

5.   Enter the start date for the work. Optionally, enter the end date of the work.

6.   Click OK.

7.   Save your work.


# Entering ESI Organization Information

Use this organization information type to record the employer code of your Employee State Insurance (ESI) organization. The employer code is used for reporting to the ESI and during transfer of the employee. You can select the ESI organization against an employee's assignment.

### To enter ESI information:

1.   From the Organization window, query the organization if it is not already displayed and select the ESI Organization in the Organization Classifications region. Click Others to display additional information.

2.   From the Additional Organization Information window, select ESI Information. The Additional Organization Information window appears.

3.   Click in the field to display the ESI Information window.

4.   Enter the employer code provided by the ESI Corporation.

5.   Select your ESI organization's registered company. The registered company is displayed in the ESI Form 6 report.

6.   Click OK.

7.   Save your work.

     You must also enter details for the representative for ESI organization.

     See: Entering Representative Details, page 1-32


# Entering ESI Challan Information

Use this organization information type to record the ESI challan information.

### To enter ESI Challan information:

1.   From the Organization window, query the organization if it is not already displayed and select the ESI Organization in the Organization Classifications region. Click Others to display additional information.

2.  From the Additional Organization Information window, select ESI Challan. The Additional Organization Information window appears.

3.  Click in the field to display the ESI Challan window.

4.  Select the relevant six-month contribution period for the challan.

5.  Enter the deposit date and amount of the challan.

6.  Optionally, enter any comments.

7.  Click OK.

8.  Save your work.

# Entering Provident Fund Information

Use the Provident Fund Info window to record the details about your provident fund organization. The information is used for reporting to the Regional Provident Fund Commissioner.

### To enter Provident Fund information:

1.  From the Organization window, query the organization if it is not already displayed and select the Provident Fund Organization in the Organization Classifications region. Click Others to display additional information.

2.  From the Additional Organization Information window, select Provident Fund Info. The Additional Organization Information window appears.

3.  Click in the field to display the Provident Fund Info window.

4.  Enter the PF establishment code provided by the regional PF office.

5.  Select the office type to which you submit your PF returns.

6.  Select your PF trust classification, depending on your organization's policy.

7.  Select your PF organization's registered company. The registered company is displayed in the PF Form 7 report, PF Form 8 report, PF Form 3A report, and PF Form 6A report.

8.  Select the industry to which your organization belongs.

9.  If your PF organization is recognized, select Yes in the Recognized Provident Fund field.

10. If your PF organization provides Employee Deposit Linked Insurance (EDLI), select Yes in the EDLI Coverage field. The EDLI charges are then calculated during the payroll run.

11. Enter the nature of your organization's business.

12. Click OK.

13. Save your work.

    You must also enter the details of the representative for the providend fund organization.

    See: Entering Representative Details, page 1-32

# Entering PF Challan Information

Use the Provident Fund Challan window to record your PF challan information. You must enter your PF organization details before entering the challan information. See: Entering Provident Fund Information, page 1-34

**To enter PF Challan information:**

1. From the Organization window, query the organization if it is not already displayed and select the Provident Fund Organization in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Provident Fund Challan. The Additional Organization Information window appears.

3. Click in the field to display the Provident Fund Challan window.

4. Select the challan's currency period and the month in which it was remitted.

5. Enter the employee PF account number, employer PF account number, employee Pension account number and EDLI account number.

6. Enter EDLI and PF admin charges. The application calculates EDLI deductions only if you set EDLI coverage to Yes, in the Provident Fund Info window.

7. Enter the date on which the challan was remitted. Optionally, enter any comments for the challan.

8. Click OK.

9. Save your work.

# Entering Company Information

Use the Company information window to record the registration information of your enterprise. It is mandatory that your enterprise needs to be registered with the Office of the Registrar of Companies, and this information needs to be recorded.

### To enter Company information:

1. From the Organization window, query the organization if it is not already displayed and select the Registered Company in the Organization Classifications region. Click Others button to display additional information.

2. From the Additional Organization Information window, select Company Information. The Additional Organization Information window appears

3. Click in the field to display the Company Information window.

4. Enter the legal name of your company.

5. Enter the registration number and corporate identification number allotted by the Registrar of Companies.

6. Enter your company's PAN, provided by the Department of Income Tax.

7. Click OK.

8. Save your work.

# Entering Factory Information

A factory is premise where a manufacturing process is carried out, and it is mandatory to register a factory with the Chief Inspector of Factories. Use the Factory information window to record the registration information of your factories.

### To enter Factory information:

1. From the Organization window, query the organization if it is not already displayed and select the Factory in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Factory Information. The Additional Organization Information window appears.

3. Click in the field to display the Factory Information window.

4. Enter the registration number and license number allotted to your factory by the

Chief Inspector of Factories.

5. Enter the national industrial code allotted to your factory.

6. Enter the date on which the factory started production.

7. Click OK.

8. Save your work.

# Entering Shops/Establishment Information

Your shops/establishments have to be registered with the respective Chief Inspector of Shops and Establishment. Use the Establishment Info window to record the registration number of your shop/establishment.

### To enter Factory information:

1. From the Organization window, query the organization if it is not already displayed and select the Shops/Establishment in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Establishment Information. The Additional Organization Information window appears.

3. Click in the field to display the Establishment Info window.

4. Enter the registration number assigned to your establishment by the Chief Inspector of Shops and Establishments.

5. Click OK.

6. Save your work.

# Entering Professional Tax Information

Employers should register with the Department of Commerce for paying professional tax. Use the Professional Tax Info window to record the registration number of your professional tax organization.

### To enter professional tax information:

1. From the Organization window, query the organization if it is not already displayed and select the Professional Tax in the Organization Classifications region. Click Others to display additional information.

2. From the Additional Organization Information window, select Professional Tax Info. The Additional Organization Information window appears.

3. Click in the field to display the Professional Tax Info window.

4. Select the state for your professional tax organization.

   By default, the state lookup displays the following:

   • Predefined states

   • Chennai and Coimbatore corporations for Tamil Nadu

   • Panchayats, corporations, and municipalities for Kerala

   You can define your panchayat, corporation, and municipality for Tamil Nadu as a separate state in the state code lookup.

   See: Adding Lookup Types and Values, *Oracle Configuring, Reporting, and System Administration Guide*

5. Enter the registration number allotted by the Department of commercial tax.

6. Select your PT organization's registered name. You can select from the list of organizations of type Registered Company, Shops/Establishment, and Factory.

7. Enter your PT organization's sales tax registration number. It is mandatory to enter the sales tax registration number if your PF organization's state is Maharastra.

8. Click OK.

9. Save your work.

   You must also enter details of the representative for the professional tax organization.

   See: Entering Representative Details, page 1-32

# Entering Professional Tax Challan Information

Use the Professional Tax Challan Information window to enter information about a professional tax challan.

### To enter Professional Tax Challan Information:

1. From the Organization window, query the organization if it is not already displayed and select the Professional Tax in the Organization Classifications region. Then choose the Others button to display additional information.

2. From the Additional Organization Information window, select Professional Tax Challan Information. The Additional Organization Information window is displayed.

3. Click in the field to display the Professional Tax Challan Information window.

4. Select the financial year, remittance month, date, payment mode, voucher number, and amount for the challan.

5. Optionally, enter the interest or penalty amount in the Interest or Penalty Paid field.

6. Optionally, enter any additional tax paid in the Excess Tax Paid field and comments in the Comments field.

7. Click OK.

8. Save your work.

# 2

## Jobs and Positions

# Job Management

## Job Management

Oracle HRMS's job definition functions can contribute to the efficient management of your business and, where required, help you satisfy statutory reporting requirements. A fully specified job enables you to:

- Select the best candidate for a role.

- Position the job within your industry using standard job evaluation schemes and industry salary surveys.

- Specify privileges or authorities attached to the role.

## Candidate Selection

When you define a job in Oracle HRMS, you can specify:

- The competencies the worker must have. You can copy into the job definition competencies you defined as essential for your enterprise, and you can copy the competencies required for a job to the competence profile of the worker. Thus, you can describe competencies consistently at the business, job, and person levels.

- The grades of potential workers.

- Work choices, such as work locations and work schedules, that are suitable or acceptable for the job.

Having specified the job requirements (and also recorded the competencies and work preferences of individual applicants and employees), you can use Oracle HRMS's suitability matching functions to identify candidates for roles and roles for candidates.

## Industry Positioning

Enterprises usually need to assess key activities of their organization, such as job evaluation and salary setting, in relation to industry standards. Accordingly, Oracle HRMS enables you to:

- Record job evaluation scores. For a particular job, you select an appropriate job evaluation system and record the job's score.

- Compare the salary for a particular job in your enterprise with those for comparable roles in the industry.

- Specify whether a job is a benchmark job or relates to one. A benchmark job is one that represents multiple similar jobs in reports and salary surveys.

## Job Groups

You can define all roles in an enterprise as jobs. Such roles include those associated with the main business of the enterprise, such as sales manager or clerk, as well as those considered supplementary, such as fire warden or safety representative.

Oracle HRMS organizes jobs into job groups. (Some statutory reports require job group as an input value.) For each business group, there is a default job group to which standard HRMS jobs must belong. Supplementary roles, however, must not belong to the default job group. You can define additional job groups for these supplementary roles and for use in Oracle Projects. Job groups you define can apply globally or within a single business group.

# Creating a Job Group

You create job groups in the Job Groups window.

### To create a job group:

1. Enter a name for the job group. If the HR:Cross Business Group profile option is set to Y then this name must be unique across the system. If it is set to N then it must be unique within the business group.

2. Select the required flexfield structure. This will determine the fields that are displayed in the Job window when this job group is chosen.

3. Select a business group if required. If the HR:Cross Business Group profile option is set to N, then your business group will be displayed and you will not be able to amend it. If the profile option is set to Y then you can either select your business group, or leave the field blank to create a global job group.

   > **Note:** The HR Default Job Group that contains all the standard HRMS jobs is business group specific and therefore all jobs held within it are only available within your business group. Global job groups only apply to supplementary roles within Oracle HRMS, and Oracle Projects.

4. Check the Master Job Group check box if this is to be the master job group. The jobs within the master job group can have jobs from other job groups mapped onto them using Oracle Projects.

   If the HR:Cross Business Group profile option is set to Y then you may only have one master job group across the system. If it is set to N then you can have one for

each of your business groups.

**5.** Save your changes.

# 3

## Employment Agreement and Legal Compliance

# Occupational Health

## Occupational Health: Medical Assessments, Disabilities and Work Incidents

Oracle HRMS enables you to record medical assessments, disability information, and work incidents for the people in your enterprise. It also enables you to link this information together. For example, if a medical assessment is required as the result of a work accident, and that assessment then diagnoses a disability in the person, you could relate these records to one another.

> **Note:** The Medical assessments, disabilities and work incidents functionality may not be used by your localization.

### Medical Assessments

The Medical Assessment window enables you to enter information about the medical assessments (consultations) provided to the people in your enterprise. For example, you can record:

• When the assessment took place, and the organization and person who performed it.

• The result of the assessment, for example, if a disability was identified.

• If the purpose of the assessment is to evaluate a particular disability, whether the person is considered fit for work.

• Any work incident that was the reason for this assessment.

A person can have multiple medical assessment records. For example, a person may have a recruitment medical and several annual medicals.

### Disabilities

Using the datetracked Disabilities window, you can enter information about a person's disabilities. For example, you can record:

• The nature and severity of the disability

• The full-time equivalent that this person represents towards your enterprise's quota of disabled employees

• The details of the registration of this disability with an official organization

- Any work incident that was the cause of this disability

- The medical assessment that first identified this disability.

A person can have multiple disability records. Each disability can be linked to one work incident and to one medical assessment that diagnosed (or identified) the condition. Once a disability has been diagnosed and recorded, you can link it to multiple assessments that evaluate the disability.

## Work Incidents

Oracle HRMS enables you to record work incidents, for example, accidents, that involve the people in your enterprise. Work incidents are incidents that occur:

- at work

- on the way to or from work

- in other circumstances that are defined as work-related by your enterprise.

Using the Work Incidents window, you can record:

- The details of the incident, for example, when and where it occurred.

- The health and safety official and/or representative body that were notified of the incident

- Medical details, such as any injury occurred, treatment given, and medical organizations involved

- Whether any compensation was paid

- Whether this person was absent as a result of the incident

- The job the person was doing when the incident occurred

A person can have multiple work incident records.

The graphic illustrates the relationship between the medical assessment, disability and work incident tasks. It shows the full process that you could follow if you wanted to record:

- A work incident that occurred

- The medical assessment that was required as a result of the work incident

- The disability record that was required as a result of a "Disability" result in the medical assessment

- The subsequent "Disability type" medical assessments that were required to evaluate the disability on a regular basis

The "Start" boxes show the points at which you can start the process, depending on the task you need to perform.
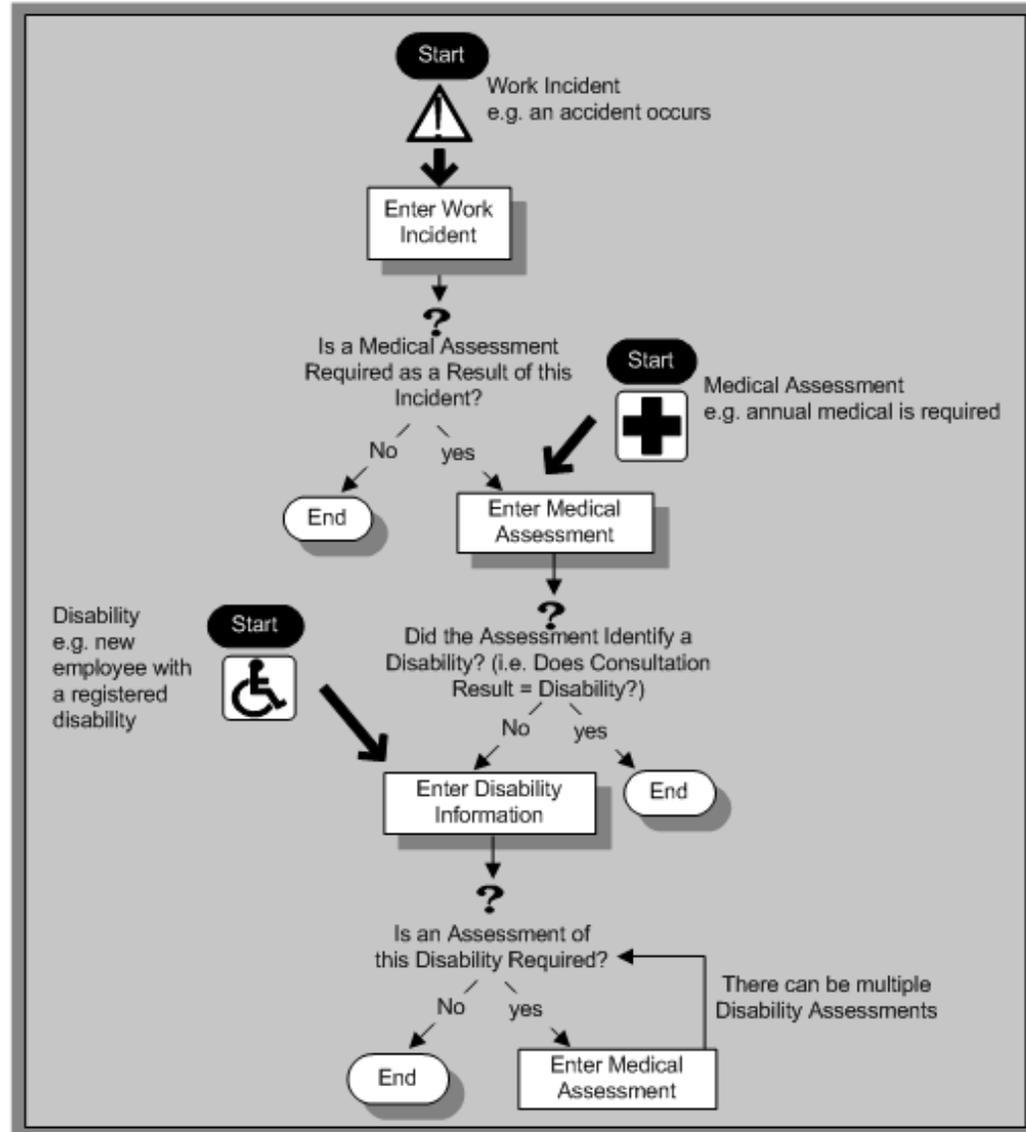
# Entering Work Incident Information

You use the Work Incidents window to enter information about the work incident in which a person was involved.

**To enter work incident information:**

1. Enter information about the incident:

- Enter a unique reference number for this incident.

- Enter the date on which the incident occurred.

- If the incident occurred over time, enter the date on which the incident was identified or reported.

- Select the type of incident that occurred.

- Enter the time at which the incident occurred, if known.

- Check the check box if the incident occurred over a period of time. For example, check this box if the incident was a gas leak.

- Select the circumstances of the incident in the Activity field. For example, you can specify if the incident occurred en route to work.

  **For Russian users only**: Activity is not required in Russia, so this field is not available to Russian users. Select the primary and secondary reasons for the incident. For example, you can select violation of industrial discipline as the primary reason and extreme temperatures as the secondary reason.

- Enter the date on which the incident was reported.

- Enter the reference number for a related work incident. The list is limited to incidents that involved this person and that occurred on or before the date of this incident.

### Incident Description:

1. Choose the Incident Description tab.

2. Enter more detail about the incident:

   - Select the main cause of the incident in the Hazard field.

   - Enter the location of this incident, for example, if the incident occurred in the workplace, identify the room and building.

   - Enter a further description of the incident, if required.

### Incident Reporting:

1. Choose the Incident Reporting tab.

2. Enter the reporting details:

- Select the name of the person who reported this incident. You can only select a person who is on the system and who is in the same Business Group.

- Select the method used to report this incident, for example, a voicemail.

- Enter the date and time when the incident was reported. This cannot be earlier than the date and time recorded for the incident.

     **Note:** You must select the name of the person who reported this incident before you can enter the date and time.

- Enter the organization to whom the incident was reported, for example, the local fire station or police.

- Enter contact details for anyone who witnessed the incident.

     **Note: For Russian users:**The Incident Reporting tab is not applicable.

### Official Notifications:

1. Choose the Official Notifications tab.

2. Enter the official notification details:
   - Select the name of your organization's health and safety representative and enter the date on which they were notified of the incident

   - Describe any remedial action that was taken (or is planned) as a result of this incident.

   - Select the organization and person that are the representative body for this person and enter the date on which they were notified of the incident

        **Note:** You must select the representative body organization before you can enter the person and reporting date.

   See: Entering Representative Body Information, *Oracle HRMS Enterprise and Workforce Management Guide*

### Medical Details:

1. Choose the Medical Details tab.

2. Enter any medical details:

- Select the type of injury and/or disease caused by the incident.

- Enter any further description of the injury or disease.

- Check the box if the person received medical attention as a result of this incident. Then enter the name of the physician and/or the contact details for the hospital that was consulted or that provided treatment.

  > **Note:** If treatment was provided by an internal organization or person, for example, an occupational health organization or a first-aid officer, enter the details into the Hospital Details field.

  > **Note: For Russian users:**The Medical Details tab is not applicable.

### Other Information:

1. Choose the Other tab.

2. Enter other information about this incident:

- If compensation was awarded for this incident, enter the amount. Then select the currency for the compensation amount. The Business Group's currency is shown as the default.

  > **Note:** If you enter a compensation amount, the Currency field cannot be left blank.

- Enter the date on which the compensation was given.

- Enter the job the person was doing at the time of the incident. The list is limited to jobs with effective start dates before the incident and effective end dates, if any, after the incident.

- Enter the time the worker began work on the day of the incident.

See: Defining a Job, *Oracle HRMS Enterprise and Workforce Management Guide*

  > **Note:** If the person was involved in this incident prior to joining your enterprise, leave the Job field blank.

- Check the Resulted in Absence? check box if the person was absent from work as a result of this incident.

3. Enter further information about this work incident in the Further Information field if it has been set up by your Oracle localization team.

   **For Russian users only** see: Entering Work Incident Information, page 3-5

   **For Mexican users only**: Select the type of risk from the available list-of-values.

4. Save your changes.

### What Next?

If a medical assessment is required as a result of this incident, you can choose the Medical Assessment button to open the Medical Assessment window and to enter the details of the assessment. If you enter a medical assessment in this way, its type is Occupational Assessment and it is automatically linked to this incident.

# Entering Disability Information

HRMS enables you to enter detailed disability information for the people in your enterprise.

You use the Disability window to enter this information.

> **Note:** If you want to record that a person is registered as disabled, but you do not need to hold information about that disability, you can just check the Registered Disabled check box on the Personal tab in the Person window.

See: Entering a New Person (People Window), page 4-3

### To enter disability information:

1. Set your effective date early enough to handle any historical disability information that you want to enter.

   > **Note:** If you want to associate this disability record with an existing medical assessment or work incident, your current effective date must be later than the assessment and incident dates. Ask your system administrator to enable the Work Incidents and Medical Assessments windows if they are not available.

2. Select the category of disability, for example, Severely Disabled.

3. Enter into the FTE field the full-time equivalent that this person represents towards your enterprise's quota of disabled employees. If no quota scheme exists, then leave the default value as 1.00.

> **Note:** You can enter a number that is greater than 1.00, depending on the level of disability.

The actual figure will normally be provided by the official disability organization.

4. Select the status of this disability information.

   - Active: This information will be included in reports. You cannot enter an Active status if the record has an end date.

   - Inactive: This information will not be included in reports.

   - Pending: This information is not yet complete because you entered it before you entered the medical assessment confirming this disability (where the consultation result was Disability.)

   - Closed: This information has an end date because the person no longer has this disability.

   **For Russian users only**: Disability status is not applicable in Russia, so the Status field is not available to Russian users. Instead, select the type of disability. You can find this information in the disability certificate provided by the Office of Medical Examination. The application uses this information to calculate any tax benefits and deductions for the employee.

5. Select the reason for the disability, for example, Occupational Incident. If the disability was diagnosed as the result of a medical assessment, select Occupational Assessment.

6. Enter the percentage of disability as determined by the official assessment of this disability.

   **For Hungarian and Spanish users only**: The degree of disability depends on the category of disability. For example, if the person's disability category states that the disability decreases the work capacity by 50%, enter 50 as the percentage.

7. Select the incident that is related to, or caused, this disability. The list of incidents is limited to incidents that occurred before the current effective date of this disability. When you select an incident, its date is displayed automatically.

8. Select the medical assessment that recorded this disability.

   The list of assessments is limited to assessments that:

   - have a result of Disability

   - have a consultation date that is earlier than the current effective date of the disability

- are not already linked to a disability record for this person

- were linked to any incident that you selected in the previous step

To link an incident to an assessment, see: Entering Medical Assessments, *Oracle HRMS Enterprise and Workforce Management Guide*

This field is not datetracked.

## Entering Disability Registration Information:

1.  Choose the Registration tabbed region to enter the disability registration details.

2.  Enter into the ID field the registration number assigned by the disability organization.

3.  Select the name of the official disability organization with whom the person's disability is registered.

    You create disability organizations in the Organization window, selecting the Disability Organization classification.

    See: Creating an Organization, page 1-14

4.  Enter the date on which the employee was registered as disabled with the disability organization and the date on which this registration expires.

## Entering Additional Disability Information:

1.  Choose the Other tabbed region to enter additional details about this disability.

2.  Enter a description of the disability.

    **For Russian users only**: Disability description is not applicable in Russia. Instead, enter the job conditions under which the disabled employee can work. You can find this information in the disability certificate provided by the Office of Medical Examination. You can use this information to identify suitable assignments for the disabled employee.

3.  Enter information about the work restrictions that the employee is subject to as a result of their disability.

4.  Enter further information about this disability if the Further Information field has been set up by your Oracle localization team.

    **For Hungarian users only**: Record if the employee is blind. The application uses this information to calculate any additional holiday or tax benefit for the employee.

    **For Indian users only**: Indicate if the employee has provided proof of disability, for claiming disability benefits.

**For Mexican users only**: Specify the following:

- Disability ID of any related disabilities

  The list-of-values displays all previous disabilities for your employee.

- Number of disability days subsidized by the social security agencies

- Type of disability

  Valid values are:

  - General Disease

  - Maternity

  - Risk Incident

- Result of the disability

  The Consequence field provides the following options:

  - None

  - Temporary Disability

  - Provisional Initial Assessment

  - Definitive Initial Assessment

  - Death

  - Relapse

  - Assessment after start date

  - Provisional re-assessment

  - Relapse without medical discharge

  - Definitive re-assessment

- Disability control

**For Spanish users only**: Record if the employee or dependent contact has a condition with reduced mobility. This information affects the employee's tax withholding rate.

**For UAE users only**: Indicate if the employee's disability will impact their social insurance contribution. Only one disability can be considered for calculating the social insurance contribution.

**5.** Save your work.

### What Next?

To set up an assessment to evaluate this disability, choose the Medical Asse. (Assessment) button.

See: Entering a Medical Assessment, *Oracle HRMS Enterprise and Workforce Management Guide* for more information.

### Maintaining Disability Information

You can make changes to the disability information that you saved previously, but if your disability record includes either incident or medical assessment information, you cannot change or delete this information once you have saved it.

# 4

## People Management

# People

## Person Extra Information Types

You can define as many Extra Information Types as you require to hold information about people.

Oracle HRMS predefines the following EITs:

- Miscellaneous Information: This contains information about the person such as religion, community, caste/tribe, height and weight.

- Passport Information: This contains information about the person's passport such as name in the passport, passport number, place of issue, issue date, expiry date, Emigration Check Not Required (ECNR) and issuing country.

- Oracle Student System (OSS) Person Details: This records OSS identification data for the student employee. The field Synchronize OSS Data controls synchronization of student employee address and telephone information between HRMS and OSS.

    **Note:** To be able to access the predefined EITs, you must link the EIT to your responsibility.

    See: Setting Up Extra Information Types Against a Responsibility, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

## Assignment Extra Information Types

You can define as many Extra Information Types as you require to hold information about assignments. The predefined assignment EITs are:

- ESI Remarks - You use this EIT to record any remarks about employee's ESI, for a particular year and month.

- PF Remarks - You use this EIT to record any remarks about employee's Provident Fund, for a particular year and month.

- PT Remarks - You use this EIT to record any Professional Tax reimbursements that employee receives from the Professional Tax authorities.

- Tax Declaration Details - You use this EIT to view/approve employee's tax declaration for a tax year. You can also enter your approval remarks in the EIT.

- Tax Deduction Exemption - You use this EIT to record employee's tax exemption

rate for a financial year.

To find out how to enter extra information, see: Entering Extra Information, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

# Finding a Person Using the Find Person Window

When you navigate to the People window or any of the FastPath function windows, the Find Person window automatically displays in front of it.

**To query a person using the Find Person window:**

1. Do one or a combination of the following:

   • Enter a full or partial query on the person's name. Where a prefix has been defined for the person, a full name query should be in the format 'Maddox, Miss Julie'.

   • Enter a full or partial query on the person's national identifier (such as social security number).

   • In the Search by number region, select a number type of employee, applicant, or contingent worker to enter your query on. Then enter a full or partial query on the number type selected.

2. Choose the Find button.

   > **Note:** If you choose Find without entering any search criteria, the People window is displayed with the first record shown. You can use the [Down Arrow] key or choose Next Record from the Go menu to display the next person

   If only one person is found, they immediately display in the People window or the appropriate FastPath function window. If more than one person is found, the results display in a separate window.

3. Choose the person from the list and choose OK to display their details in the People window or the appropriate FastPath function window.

# Entering a New Person (People Window)

Use the People window to enter and maintain basic personal information for all person types, including employees and contingent workers.

> **Note:** You can also use one of the template windows such as Entering

Employees or Entering Contingent Workers to enter new people.

The minimum information to enter for all categories of people is name and action type. In addition, for employees you must enter gender, employee number (if your enterprise uses manual number entry), and date of birth (for assignment to a payroll). Your localization may require additional mandatory information.

### To enter a new person:

1. Set your effective date to the appropriate date for adding the person to the application. If you are entering an employee, this should be their hire date.

2. Enter the person's name and other details in the Name region. Only the last name is required for most legislations, but some legislations require a first name too.

   • In the Title field, select a title such as Mrs. or Doctor.

   • You can use the Prefix field to enter the first part of the person's name, such as van der. In the case of someone whose last name is van der Zee, you can sort by the last word of the name, that is Zee. If the whole name van der Zee is entered in the Last Name field, the name is sorted under van.

     **For Russian users only**: Prefix is not required in Russia, so this field is not available to Russian users.

     **For UAE users only**: Prefix is recorded as additional personal information. Therefore, this field is not displayed in the Name region.

   • The Suffix field holds part of the last name, such as Junior or II. You can report on the suffix separately, as required in some government-mandated reports.

     **For Russian users only**: Suffix is not required in Russia, so this field is not available to Russian users.

     **For UAE users only**: Suffix is recorded as additional personal information. Therefore, this field is not displayed in the Name region.

   • **For Russian users only**: In the Genitive Last field, enter the genitive case of the person's last name. For example, Ivanovskogo is the genitive case of the last name Ivanovskii. The genitive last name is required for some statutory reports. If you do not enter the genitive last name, the application uses the nominative last name.

3. Select a gender, if required. In the US, you must choose Male, Female, or Unknown Gender. In the UK, you must enter the gender of each employee. For Poland, the PESEL you enter supplies the gender information.

4. In the Action field, select an action type (such as Create Employment) and a person

type. The person type you select displays immediately in the Person Type for Action field before you save it. If only one user person type exists for the action type, it displays automatically in the Person Type for Action field.

> **Note:** If you enter a contingent worker who has a previous person type such as ex-employee, you can choose to revert the contingent worker back to the previous person type by using the Cancel Placement action.

You create user person types in the Person Types window. If you want to change a person type to another person type with the same system person type you must use the Person Type Usage window.

See: Changing Person Type Usage and Deleting OAB Person Type Usage, *Oracle HRMS Enterprise and Workforce Management Guide*

### Entering Employee Information:

Enter the following information if the person is an employee.

1. If desired, change the Latest Start Date field.

   - The Latest Start Date field displays your effective date.

   - For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of the employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service. The Date First Hired field is situated on the Benefits Tab.

   If the latest start date and the date first hired are the same, when you amend the latest start date, the date first hired is set to the same date.

   If you amend the latest start date to earlier than the date first hired, the date first hired is set to the same date.

   > **Note:** In the US, before making a change to a latest hire date already entered for an employee, ensure that the start date of the employee's primary address is the same as or earlier than the new hire date. This preserves the integrity of the employee's tax records.

### Entering Identification Information:

Enter the person's identification information in the Identification region:

1. If your enterprise uses a manual number generation scheme, enter an employee, applicant or contingent worker number. If your enterprise uses automatic number generation (including Use Employee Numbering for contingent workers), the

employee, applicant, or contingent worker number automatically displays when you save your entries in this window.

> **Note:** If you query a person who has a combination of employee, applicant, and contingent worker numbers, the employee number displays in the Number field. If the person lacks an employee number but has a contingent worker number and an applicant number, the contingent worker number displays. However, you can choose to view any of the identification numbers held for a person by selecting them from the list.

2. Enter the national identifier for your country. For example, enter the National Insurance number in the UK, the Social Security number in the US, the Fiscal Code in Italy, the IRD Number in New Zealand, the Social Security Code (TAJ) in Hungary, the Individual Tax Payer's Number (INN) in Russia or the ID number in South Africa.

> **Note:** If you are an Australian user, leave the National Identifier field blank.

### Entering Personal Details:

Enter personal details in the Personal tabbed region.

1. Enter a date of birth. You must do this before you can assign an employee to a payroll. For Poland, the PESEL supplies the date of birth.

2. Enter additional birth information into the Town of Birth, Region of Birth, and Country of Birth fields.

   **For Hungarian, UAE, and Indian users only**: Enter the place of birth instead of town of birth as this information identifies employees and appears in statutory reports.

   **For Belgian users only**: Region of birth information is not required in Belgium, so this field is not available to Belgian users.

3. **For Russian users only**: Enter the place of birth code in the Place of Birth field. The application uses this information when generating tax and pension statutory reports. You can find this code in the document *All Russian Classification of Subjects of Administrative and Territorial Division (OKATO)*.

4. **For Finnish users only**: Enter the place of residence. The place of residence influences the regional membership. You use the place of residence and regional membership to calculate income tax and other statutory deductions.

5.  If the Work Telephone field is displayed, enter a work telephone number. Otherwise, use the Phone Numbers window to enter this information.

6.  In the Status field, select a marital status.

7.  Select a nationality.

    **For UAE users only**: Nationality is recorded as additional personal information. Therefore, this field is not displayed in the Personal tabbed region.

8.  **For Russian users only**: Enter the employee's statutory Pension Insurance Fund identifier. It is the employee's ID in the Statutory Pension Insurance Fund.

9.  **For Russian and Swedish users only**: Select the person's citizenship. In Russia, you require this information for some statutory reporting to migration authorities. In Sweden, you can use this information to track persons who are not Swedish citizens, since the taxation and pension insurance schemes differ from those for Swedish citizens.

10. Select whether your employee, applicant or contingent worker is:

    - Registered disabled

    - Not registered disabled

    - Partially disabled

    - Fully disabled

        > **Note:** Whether employees are fully or partially disabled affects benefits eligibility calculations.

    In the US, the Americans with Disabilities Act (ADA) Report includes employees set up as registered disabled, partially disabled, and fully disabled.

    **For Finnish, Danish, and Swedish users only**: This field is not available.

11. **For Dutch users only**: Select Yes in the Work Abroad Exceeding One Year field, if your employee has worked abroad for more than a year.

12. **For Belgian users only**: enter the person's preferred correspondence language in the Other region.

13. Save your work.

## Multiple Person Records:

1.  If your data already includes a person with the same national identifier, or with the

same surname and a first name and date of birth that is either the same or not entered, then a list of values shows all the people who share the details.

> **Note:** People who are only entered with a person type of Other, that is someone external to your enterprise, are not shown in this list.

If you have entered neither a first name nor a date of birth, then the list of values displays all the records that match the information you have entered.

> **Note:** The list of values displays only if your system administrator has set the HR: Cross Business Group profile option to Yes.

Do one of the following four tasks:

- If the person you are entering already exists, but in a different business group, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. If your application has person synchronization enabled, then the personal information entered for the new person is copied across to existing records in other business groups. If existing records have values for fields that the new record leaves blank, then these values appear in the new record. See: Person Record Synchronization, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- If the person already exists in your current business group then select that person from the list of values. The application retrieves the existing record and cancels the save you were trying to make, as one business group cannot contain two records for the same person. Close the new record and scroll down to display the existing record.

  > **Note:** You cannot link to any entry in the list of values marked with an asterisk as these either belong to your business group, or are linked to a person in your business group.

- If the person already exists in TCA, but not in HRMS, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. The information held for the person in TCA is updated with that entered in HRMS. See: People in a Global Enterprise, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- If the person you are entering does not match any of the records displayed, then select No Match in the lookup. Your new person record is saved.

**What Next?:**

Optionally, you can enter additional information for people in the tabbed regions.

> **Note:** The Background Information, Medical Information, and Rehire Information tabbed regions appear only if your system administrator has enabled them for you.

# Entering Additional Personal Information (People Window)

Optionally, you can enter additional information for people in the tabbed regions of the People window described in the following steps.

> **Note:** The Background Information, Medical Information, and Rehire Information tabbed regions appear only if your system administrator has enabled them for you.

**To enter office information for a new hire, an existing employee, or contingent worker:**

1. Choose the Office Details tabbed region.

2. Enter the office number.

3. Enter the internal location of this office.

4. Enter the office identifier for internal mail.

5. Enter the person's email address.

6. In the Mail To field, select Home or Office to indicate the person's preferred mail destination.

7. Save your work.

**To enter information for an applicant:**

1. Choose the Applicant tabbed region.

2. If the applicant's resume is on file, check the Exists check box.

3. If the applicant's resume is on file, select the date indicating when the resume was last updated.

4. Select a final date a file is to be maintained for this applicant.

**5.** Save your work.

**To enter background check information:**

**1.** Choose the Background tabbed region.

**2.** Check whether the person background check has been performed.

**3.** Select the date the background check was performed.

**4.** Save your work.

**To enter rehire recommendation information for an applicant who was a former employee or contingent worker:**

**1.** Choose the Rehire tabbed region.

**2.** If the former manager has recommended the applicant for rehire, check the Recommended check box.

**3.** Select the reason for this recommendation.

**4.** Save your work.

**To enter further name information:**

**1.** Choose the Further Name tabbed region.

**2.** Enter one or more honors or degrees (BA, MBA, or JD, for example) that the person has earned.

**3.** Enter the alias name (if one exists) for the person.

**4.** If the person was previously known by a different name, enter the previous last name.

**5.** Save your work.

**To enter medical information for a person:**

**1.** Choose the Medical tabbed region.

**2.** Select the person's blood type.

**3.** Select the date of the person's last medical test.

**4.** Enter the name of the physician who performed this test.

5. Save your work.

## To enter other information for a person:

1. Choose the Other tabbed region.

2. Select the type of schedule in the Availability/Schedule field; for example, the days of the week your employee works.

3. Enter the person's current full time/part time availability to work with your company.

4. Select the language the person prefers for correspondence.

   For example, select German if the person prefers to correspond or receive company information such as terms of pension plan in German.

   > **Note:** The Correspondence Language drop-down lists the languages included in the FND_LANGUAGES table. This table contains languages that Oracle National Language Support Runtime Library (Oracle NLSRTL) supports. Check with your System Administrator for information on NLSRTL supported languages.

5. If the person has died, enter the date of death.

   Date of death defaults to the person's termination date if:

   • in the Terminate window you enter the termination reason of deceased, but

     • you do not provide the actual termination date, and

     • you have not yet entered a date of death

6. Select the current student status, if the person is a student.

7. In the Date Last Verified field, you can enter the date the person last checked this personal information for accuracy.

8. Check the Military Service check box if the person is employed in a military service.

   The value of this field can impact benefits calculations.

9. Check the Second Passport Exists check box if the person possesses multiple passports.

10. Save your work.

### To enter further personal information:

1. Choose the Further Personal Info tabbed region.

2. Enter the Permanent Account Number (PAN) of the person or select Yes in the PAN Applied For field.

3. Enter the PAN reference number if the person does not have a PAN number.

4. Select Yes in the Ex-Serviceman field, if the person is an ex-serviceman.

5. Select the residential status of the person, in the Residential Status field.

6. Save your work.


### To enter further benefits information:

1. Choose the Benefits tabbed region.

> **Note:** All fields in the Benefits tabbed region are optional. Most can help to determine plan eligibility or rates.

> **Note:** If necessary, you can add the Benefits Tab to the People window. Query the BEN_MANAGER menu in the Menus window and add the HR View Benefits function to the menu.

2. Enter the following information for the employee:

   • Provident Fund number - The PF number is mandatory to generate Form 3A and Form 6A reports for the employee.

   • ESI number

   • Superannuation number

   • Group Insurance number

   • Gratuity number

   • Pension Fund number

3. Save your work.

# Entering Previous Employment Details

You enter previous employment information in the Previous Employment Information window.

> **Note:** If your localization currently uses the Employment History window see: Entering Employment History, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

The Previous Employment Information window is divided into three regions with each region recording separate information about an employees previous employment. The three regions in the Previous Employment Information window are:

- Previous Employer

- Previous Job

- Assignment - Previous Job Mappings

**To enter previous employment details:**

1. Enter the previous employer name.

2. Enter an address.

3. Select a country.

4. Select the type of business.

5. Select a subtype for the business type selected at step 4.

6. Enter a description for the employer.

7. Enter start and end dates for the employee's period of employment. The dates entered automatically calculate the period of service in years, months and days.

8. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.

**To enter additional previous employment information**

In the Further Information field:

9. Enter the previous designation and annual salary of the employee.

10. Enter the PF Establishment code of the previous employer.

11. Enter the EPF number given by the previous employer.

12. Select the previous employer's classification, for example, whether the organization is central or state government.

13. Enter the number of times Leave Travel Concession (LTC) has been availed in the previous and current blocks (which are of four years duration). For example, if the current year is 2003, then the current LTC block would be 2002-2005 and the previous block would be 1997-2001. If the employee has availed LTC twice in 2002 and once in 2001, then the number of times LTC was used in the current block will be 2 and in the previous block would be 1.

14. Enter the leave encashment amount, gratuity amount, retrenchment amount and amount received as part of VRS from the previous organization, if relevant.

15. Enter the employee's gross earnings, PF deductions, and entertainment allowance received from the previous employer during the current tax year. The value you enter for the gross earnings should be the difference between the actual gross salary earned by the employee and the amount exempted on allowances under Section 10.

16. Enter the superannuation amount received from the previous organization, during the current tax year.

17. Enter the Exemption under 80GG amount during the current year.

18. Enter the professional tax paid by the employee (while at the previous employer), during the current tax year.

19. Enter the TDS deducted from the employee's earnings during the current tax year.

20. Enter the surcharge and cess deducted from the employee's earnings during the current tax year.

21. Select the All Assignments check box to specify that the service period is taken into account for all assignments.

> **Note:** The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

22. Save your work.

**To enter previous job details**

23. Select an empty row in the Previous Job region or place your cursor within an existing row and choose the New button to add a new row.

24. Enter start and end dates for the previous job. The job entered must be associated with the employer and period of service entered at steps 1 to 11. The dates entered automatically calculate the period of service in years, months and days.

25. Enter a job title.

26. Select an employee category.

27. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.

28. Enter a description for the previous job.

29. Select the All Assignments check box to specify that the previous job period is taken into account for all assignments.

> **Note:** The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once All Assignments check box is selected, no further previous job usages can be defined.

30. Choose the Extra Information button to open the Previous Job Extra Information window.

    See: Entering Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

31. Save your work.

    **To map previous jobs to an assignment:**

32. Select an empty row in the Assignment region or place you cursor within an existing row and choose the New button to add a new row.

33. Select an assignment to map to a previous job specified at steps 12 to 19.

34. Select a job to map to the assignment selected at step 21. Selecting a job automatically displays the Start Date and End Date fields as specified for the job in the Previous Job region.

35. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.

36. Use the Further Information flexfield to enter further previous job usage details.

37. Save your work.

# Defining Assignment Statuses (Assignment Window)

You define both primary and secondary user statuses. In the Assignment Statuses window you can define these statuses for both employee and applicant assignments.

**Defining Primary User Statuses**

### To rename a user status:

1. Delete the contents of the User Status field and type in your preferred name.

### To supply additional user statuses for a system status:

1. Insert a new record.

2. Type in your user status name.

3. If you are using iRecruitment, you can enter an external status for your applicant assignment user statuses. This status is displayed to candidates in iRecruitment. For example, you may want to create an external status of 'Interview' for applicant assignment user statuses of 'Pending Interview' and 'Interview Passed'. The candidate in iRecruitment would see the external status and the manager would see the user status names.

4. Select a Human Resource system status.

5. For employee assignment statuses, you must also select a Payroll system status. You must do this, even if you do not have Oracle Payroll. If you have Oracle Payroll, the payroll system status controls whether payroll processes the assignment in a payroll run.

   > **Note:** If you select a payroll system status of Do Not Process, payroll will still create assignment actions for assignments with this status. It is these assignment actions that will not be processed.

6. Save the new status.

   > **Note:** For each system status, you must have one default user status. The system automatically uses the default in certain situations. For example, when you create a new employee assignment, it automatically has the default user status corresponding to the system status Active Assignment. You can override this default.

When you update the assignment statuses, the application saves the changes in the PER_ASS_STATUS_TYPE_AMENDS table instead of the PER_ASSIGNMENT_STATUS_TYPES table.

You cannot delete a user status, but you can prevent its use by deactivating it. To deactivate a user status, uncheck the Active check box.

**Defining Secondary Statuses**

A user status associated with a system status is called a *primary* status because it determines how the system processes the assignment. You can also define *secondary* statuses not associated with a system status. You use secondary statuses for analysis and reporting, but not to control pay processing for assignments.

**To create a secondary status:**

1.  Insert a new record.

2.  Type in a user status and do not select a system status.

    The Type field displays *Secondary*.

# Entering an Assignment (Assignment Window)

When you enter an employee or contingent worker, or hire an applicant, Oracle HRMS automatically creates a default assignment. You can view and update the default assignment in the Assignment window.

You can then enter additional assignments, if required, using the Assignment window.

**To enter an assignment:**

1.  Set your effective date to the start date of the new assignment.

    > **Note:** If you are a German user and want to link a contract to this assignment you should do so before completing any further fields as some fields in the Assignment window default to values defined on the contract and cannot be overridden here. Add contract details using the Contract field on the Employment Terms tabbed region. If you are assigning a contingent worker, the Employment Terms tabbed region does not display, preventing you from adding a contract.

2.  Select the organization to which you want to assign the employee or contingent worker. By default, the employee has an assignment either to the business group, or to the organization to which he or she applied. Contingent workers have a default

assignment connected to the business group.

If you overwrite these defaults, a window appears asking if the change is an update or a correction. Select Correction.

If you are creating an additional assignment, no default business group or organization is displayed.

3. Select the job or position for which this person has been assigned.

> **Note: France only**: For a public sector type organization, the Position field is read only. Oracle HRMS displays the position details you recorded using the HR Administrator Actions pages.

> **Note: Russia only**: Click the Attachments Menu icon on the tool bar to enter the contingent worker's job description.

> **Note: India only**: The position selected is displayed on the employee's Form 16.

4. For employee assignments, select a grade for information or to use grade rates or grade scales to determine the appropriate compensation levels for the employee.

5. If you defined a location for the business group or other organization, it appears as a default. Change this, if required.

   **Mexico only**: The assignment's location determines its GRE.

   - If you have assigned multiple GREs to a location (through the generic hierarchy), you must choose which one applies to this assignment. Navigate to the Statutory Information tabbed region and make a selection in the Government Reporting Entity field.

   - If you change your assignment's GRE, you must specify a Social Security Leaving Reason (under the Social Security Affiliation tabbed region).

     See: Transferring Employees, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (Mexico)*

6. **France only**: Select the establishment as it serves as the legal point of contact for settling any disputes and manages the personal details of the workforce.

   > **Note:** For a public sector type organization, the Establishment field is read only. Oracle HRMS displays the establishment details you recorded using the HR Administrator Actions pages.

7. **Netherlands only**: Select the reporting employer. The assignment is reported under this employer in the wage report.

> **Note:** By default, the assignment is reported under the employer linked to the assignment's payroll.

8. Select the people group and enter information defined in your people group flexfield. This is optional.

9. Select a payroll if you are paying an employee using Oracle Payroll, or if you intend to record for the employee certain types of compensation and benefits (represented on the system by *nonrecurring elements*).

> **Note:** If Oracle Payroll is installed and you are an HR User, you cannot assign employees to payrolls. Ask your system administrator to change your HR:User Type profile option if you need to assign employees to payrolls.

10. Select a status for the assignment. By default a new assignment has the status Active Assignment (or an equivalent user status defined on your system).

See: Assignment Statuses, page 4-47

11. **Korea Only**: Select the business place to which you assign your employee.

12. Enter an assignment number to uniquely identify the assignment. By default, this number is the same as the employee or contingent worker number, for the first assignment.

13. For employee assignments, select a collective agreement if the employee is covered by one.

You can calculate values based on a collective agreement only for an employee's primary assignment.

14. Select an assignment category, for example part-time or full-time.

**For Hungarian users only**: Select an employment category, for example part-time or full-time.

**For Mexican users only**: Select the employee's Social Security employment type.

See: Define the Social Security Employment Types, *Oracle HRMS Implementation Guide*

**For Dutch users only**: If the Assignment Category is set to Dismissal Pay , then nothing will be sent in the Employment field of the CBS File. Ensure any assignments to be retrieved for the CBS file do not have this value selected in the

Assignment Category.

Change any assignments with the category Trainee to Fulltime-Trainee, to return a value of 1 in the Employment field of the CBS File.

**For Russian users only**: This field is mandatory to enable you to use them for reporting purposes. Use only the four values available for this field. For these values, the suffix Regular refers to an assignment with an indefinite period (permanent). The suffix Temporary refers to an assignment having a limited term.

15. For employee assignments, select the employee category, for example blue collar or white collar.

    **For Mexican users only**: Select the employee's Social Security employment category.

    **For Spanish users only**: Select the professional category, for example administration clerk or civil servant.

16. Enter the information you want to hold in the tabbed regions, for example, supervisor details, special ceiling progression points, or salary information.

    See: Entering Additional Assignment Details, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

    You can use the Oracle HRMS and Common application Components (CAC) integrated schedule features to assign a schedule to the worker's assignment. If you want the application to only display schedules the worker is eligible for, then run the Eligibility Engine process for the worker.

    See: Setting Up Availability, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

# Entering Additional Assignment Details (Assignment Window)

Once you have set up basic assignment details, you can enter additional information, such as supervisor details, special ceiling progression points, and salary information, in the tabbed regions of the Assignment window. The tabbed regions that appear in the Assignment window vary according to person type and localization.

### To enter salary information for an employee:

Use the Salary page to enter a proposed salary change for an employee, associate this change with a performance review, and accept or revise the change later. To administer an employee's salary in this way, you first assign the employee to a salary basis in the Salary Information region.

1. Choose the Salary Information tabbed region.

2. Select a salary basis for the employee.

3. You can also enter the frequency of salary and performance reviews.

> **Note:** When you change salary basis for an assignment, the
> application end dates the existing proposal and creates a new
> salary proposal. The new proposal updates the salary element entry
> automatically. When you remove a salary basis from an
> assignment, the application end dates the existing salary element
> entry, enabling you to manually create a new salary element entry
> effective from the date of the salary basis change.

For more information about salary administration, see: Salary Administration,
*Oracle HRMS Compensation and Benefits Management Guide*

## To enter supplier information for a contingent worker:

You use the Supplier tabbed region to record information about the supplier providing
the contingent worker to your enterprise. The procedure depends on whether you are
using Oracle Services Procurement to provide purchase order information for
contingent worker assignments.

**If you are not using Oracle Services Procurement:**

1. Choose the Supplier tabbed region.

2. Select the names of the supplier and the supplier site for the contingent worker.

3. Enter supplier IDs for the contingent worker and the assignment, if available. These
   values identify the worker and the assignment to the supplier.

**If you are using Oracle Services Procurement:**

1. Choose the Supplier tabbed region.

2. Select a purchase order number for this assignment.

3. If only one purchase order line exists, it appears in the Purchase Order Line field.
   Otherwise, select a purchase order line. Note that the Purchase Order Line field is
   enabled only when you select a purchase order.

4. Information from the purchase order appears automatically in the Supplier Name
   and Supplier Site fields. If the purchase order line includes a job value, it replaces
   any value in the Job field.

5. Enter supplier IDs for the contingent worker and the assignment, if available. These
   values identify the worker and the assignment to the supplier.

**To enter supervisor information for an employee or contingent worker:**

1. Choose the Supervisor tabbed region.

2. Select the name and number of the worker's personal supervisor. If you use assignment-based supervisor hierarchies, select the supervisor's assignment number.

    You can select a contingent worker as a supervisor only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.

    You can select a supervisor from another Business Group if the HR:Cross Business Group user profile option is set to Yes at your site.

    > **Note:** The application does not update this information. Use organization and position hierarchies to show management reporting lines.

**To enter probation period and notice information for an employee:**

The probation period defaults from the employee's position.

1. Choose the Probation and Notice Period tabbed region.

2. Amend the default probation period for your employee's assignment, if required.

3. Enter the notice period for the assignment, if required.

**To enter standard conditions information for an employee or contingent worker:**

The standard work day information (apart from the Hourly/Salaried field) defaults from the position. If standard conditions are not defined for the position, they default from the organization or Business Group.

1. Choose the Standard Conditions tabbed region.

2. Amend the standard work day information for your employee or contingent worker assignment, if required.

3. This step is for employees only. For benefit administration, enter whether the assignment is hourly or salaried. If you are in the US, benefits are often based on whether a person is paid hourly or receives a salary.

    > **Note:** If you are setting up benefits based on salaried or hourly pay you must set up the Hourly/Salaried field in addition to the Pay Basis. The Pay Basis identifies how pay is quoted within Salary

Administration and enables an employee to have their pay quoted as hourly, but be paid a salary. Therefore, for benefits, you need to set up whether your employee is paid hourly or receives a salary.

**To enter statutory information:**

The following information needs to be entered for employees, as it affects the tax calculation.

> **Note:** If the employee is a contingent worker, only contractor name is to be entered for statutory information.

1. Choose the Statutory Information tabbed region.

2. Select the statutory organizations to which the employee to be assigned:

   • GRE (Tax Organization)

   • PF organization

   • Professional Tax organization

   • ESI organization

   • Factory

   • Establishment

3. Select Yes in the Covered by Gratuity Act field, if the employee is covered by Gratuity Act.

   > **Note:** This selection overwrites the value set in the Statutory Setup window, at the Business Group level. See: Entering Statutory Setup Information, page 1-24.

4. Select Yes in the Substantial Interest in Company field, if the employee has substantial interest in the company. This indicates that the employee is an owner of equity shares carrying 20 % or more voting power in the company

5. Indicate if the employee is a director.

6. Indicate if these details are for a Specified Employee. Employees who are designated as Specified may qualify for perquisite tax exemptions.

7. Select whether you want to calculate the Provident Fund (PF) and Employee Pension Scheme (EPS) contributions based on actual salary or the statutory limits only. If you do not select any value, the application calculates the PF on actual salary and EPS based on the statutory limits.

## To enter primary or secondary assignment and miscellaneous information for an employee or contingent worker:

1. Choose the Miscellaneous tabbed region.

2. Enter the internal address details (such as the floor or office number), if required. The system adds the details to the location address.

3. Select a reason for adding or changing the assignment. For example, you can use the Reason field to record promotions for your employees. You define valid reasons as values for the lookup types Reason for Change to Employee Assignment (EMP_ASSIGN_REASON) for employees and Contingent Worker Assignment Reasons (CWK_ASSIGN_REASON) for contingent workers.

4. Select the Manager box if the assignment is at manager level and you want to include this worker in the Organization Hierarchy Report as a manager. (You can select Manager for a contingent worker assignment only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.)

5. By default, the first assignment entered is the primary assignment, and the Primary box is automatically checked. If you are now entering a secondary assignment, you must ensure that the Primary box is unchecked.

   Check the Primary check box to update a secondary assignment to Primary.

   See: Changing Primary Assignments, *Managing Your Workforce Using Oracle HRMS*

6. If you use Oracle Services Procurement to provide purchase order information for contingent worker assignments, the purchase order line may include the projected assignment end date. In this case, the date appears in the Projected Assignment End field. Otherwise, enter the projected end date of the assignment.

## To enter special ceiling information for an employee:

A special ceiling progression point is the highest point to which the Increment Progression Points process can automatically progress the employee.

1. Choose the Special Ceiling tabbed region.

2. Enter a special ceiling only if the employee is assigned to a grade, and if a grade scale is defined for this grade. This special ceiling overrides the ceiling defined for the grade scale.

**To enter a billing title for an employee or contingent worker (Oracle Projects only):**

1. Choose the Project Information tabbed region.

> **Note:** The Project Information tabbed region displays only if you have installed Oracle Projects.

2. Enter a billing title. The information you enter in the Billing Title field serves as the default title on project customer invoices. You can override this information using Project Accounting.

3. Enter a project title.

**To enter grade ladder information for an employee:**

You must enter grade ladder information to use the Grade/Step Progression process.

1. Choose the Grade Ladder tabbed region.

2. Select the grade ladder for this assignment. If you selected a grade for this assignment previously, all the grade ladders that use that grade are available. If you have not selected a grade, all the active grade ladders in your enterprise are available.

**To enter bargaining unit and union membership information for an employee:**

1. Choose the Bargaining Unit tabbed region.

2. Enter a bargaining unit code for your employee's assignment. This is usually the legally recognized collective negotiating organization.

> **Note:** You set up your different bargaining units as values for the Lookup type BARGAINING_UNIT_CODE

3. Select whether the employee associated with the assignment is a member of a union.

**To enter employment terms for an employee:**

1. Choose the Employment Terms tabbed region.

2. Select the contract to be referenced by the assignment. The list of contracts is limited to those entered for the employee that have start dates on or before the assignment

start date.

> **Note:** If you are a German public sector user, selecting a contract defaults some values, for example pay grade, from the contract into the assignment. If you want to amend these values you must change them on the contract as you cannot update them in this window.

3. Select the agreement grade structure for the collective agreement. A window shows the grade factors for that grade structure.

4. Enter values for the grade factors. Or, choose the Combinations button and enter search criteria for one or more grade factors to display the reference grades that meet those criteria.

   If you enter values directly into the grade factor fields, they must correspond to an existing reference grade unless the Override Allowed check box in the Agreement Grades window is checked.

   > **Note:** Any new combinations of values that you enter are unavailable for reuse with other assignments. To reuse a combination, you must define it as a reference grade in the Agreement Grades window.

# Entering Additional Employment Information (Multiple windows)

Just as you can record additional information about people, such as their addresses, contacts, and skills, you can also record additional information associated with each employee assignment. The main items of information are as follows:

1. You can propose or approve a salary change in the Salary Administration window.

   See Entering Salary for a New Employee (or One Assigned to a New Salary Basis), *Oracle HRMS Compensation and Benefits Management Guide*

2. You can make entries to the earnings, deductions, benefits and other elements the employee is eligible for, using the Element Entries window.

   **Mexico only**: You must standard link the following elements for all Mexican employees:

   • Employer State Tax

   • Integrated Daily Wage

   • Mexico Tax

- Social Security Quota

See Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

To confirm they are attached to the assignments, or to add them manually, see Making Manual Element Entries, page 5-21

3. If you use a pay scale and progression point system, you can place the assignment on a pay scale using the Grade Step Placement window.

See Placing an Employee on a Grade Step, *Oracle HRMS Enterprise and Workforce Management Guide*

4. You can select the cost centers or accounts to which the costs of the assignment should be allocated, using the Costing window.

See Data Costed at the Organization and Assignment Levels, *Oracle HRMS Enterprise and Workforce Management Guide*

5. You can use the Assignment Budget Values window to specify the value of the assignment in terms of headcount, full time equivalent (FTE), or any other budgets you have defined.

See Budgeting Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

6. For employees who have assignments to payrolls, you can select the methods by which the employee wants to receive pay for this assignment in the Personal Payment Method window.

See Entering Payment Methods for an Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

7. You can enter secondary assignment statuses for analysis and reporting, if these have been defined on your system.

See Entering Secondary Assignment Statuses, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

8. You can enter extra information about your employee's assignment using the Extra Assignment Information window.

See Enter Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

9. You can enter previous employment information for your employee's using the Previous Employment window.

See Entering Previous Employment Details, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

# Ending an Assignment (Assignment Window)

An employee must always have one active assignment. If an employee has multiple assignments you can end any of their individual assignments by selecting an assignment status of End or Terminate in the Assignment window as long as at least one assignment remains active. If you want to end all employee assignments at the same time you use the Termination window. An employee does not become an ex-employee until you have terminated their last assignment.

The following information explains how to use the Assignment window to end multiple assignments.

### To end one of several assignments:

1. Query the assignment you want to end.

2. Set your effective date to the actual termination date for the assignment.

3. Update the assignment status to End or Terminate Process Assignment (or the equivalent user status on your system) in the Status field:

   - Use *TerminateProcess Assignment* (with a Payroll system status of *Process*) if further pay processing of the assignment is required after the date the assignment ends. This leaves the assignment's final processing date open so that further processing can occur.

     It is often best to use this status, so that you can process any necessary adjustments to the final pay for the assignment.

   - Use *End* (with a Payroll system status of *Do Not Process*) if all pay processing for the assignment is finished. This makes your effective date the assignment's *final processing date,* after which no further processing for the assignment can occur.

   The End status is not recorded on the assignment. It causes the assignment to end as of the effective date of entry of this status.

   > **Note:** To temporarily prevent pay processing for this assignment, use the status *Terminate Assignment* (with a Payroll system status of *Do Not Process*). When no further processing is required and you are ready to set a final processing date, update the status to *End*.

4. **Mexico only**: Specify a Social Security Leaving Reason in the Social Security Affiliation tabbed region. The Social Security Affiliation reports require this information.

# Entering Addresses (Address Window)

You can enter as many addresses as necessary for each person, using the Address window.

> **Note:** You cannot enter or update address information in the Address window for a contact who is also an employee or contingent worker. Instead, update the relevant employee or contingent worker record.

### To enter an address for a person:

1. Select a national address style and click in the Address field.

   If a local address style exists for your country, it is displayed as the default. Otherwise, the international style is displayed.

   **Dutch Users**: When you record foreign addresses, ensure you use the Dutch International address style. This address style enables you to report the address in the wage report in the required format.

   **US and Canadian users**: There is a choice of US address style and International address style if you have Vertex geocode data installed. If you are not maintaining DTW4 data and do not want to enforce the strict tax validation, then you can disable this using the HR:Enable DTW4 Defaults profile option.

   **Singapore Users**: When you record addresses for local employees, ensure you use the Singapore (Formatted) address style. This address style enables you to report the Primary address in the IRAS reports in the required format.

   > **Note:** You can change existing address styles or create new ones if required. See: Changing Default National Address Styles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

   A window opens with the address format for the country you select.

2. Enter your address information in this window.

   > **Note: India Users**: If the city is Delhi, New Delhi, Mumbai, Bombay, Kolkata, Calcutta, Chennai, or Madras, the application sets the metro status to Yes, else it is set to No.

   > **Note:** Use the Phone Numbers window instead of this window to record telephone numbers otherwise you will be maintaining two lists of numbers.

**Kuwaiti users:** You must select the Governorate (Muhafazat) for payroll processing.

See: Adding Telephone Information, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

**Dutch users:** Ensure you enter house number information for the Notification Social Insurance (NSI) reports. Use the House Number Addition field if your house number contains an alpha value. For example, if your house number is 5a, enter 5 in the House Number field, and a in the House Number Addition field. See the following topic for information on the NSI reports:

See: Social Insurance Reporting, *Oracle HRMS Payroll Processing Management Guide*

> **Note:** You must enter the postal code in the following format NNNNAA, for example, 1234AB.

**Russian users:** Ensure you enter the zip code for the Residential address category so that the code appears in statutory reports.

3. Choose the OK button. This returns you to the Address window.

4. Select an address type, such as home, or weekend, or business. You can only have one address of each type at any time.

   **Singapore Users:** If you use company quarters, be sure to choose this address type, so it appears in the A8A report.

5. Check the Primary checkbox to identify the person's main address. Otherwise, leave blank. By default, the first address you enter is the Primary address.

   **Dutch users** - Use the Population Register Address type to record an additional address. The NSI reports use this information to report to the Dutch population register.

   Only one address at any time can be a person's Primary address.

   **Singapore Users:** If you use the Singapore (Formatted) address, you must enter the block number or address number, the street name, and the postal code values within the address to ensure that the IRAS process validates correctly. If you enter the Unit Number, you must enter the Level (Floor) number in the XXX-XXXXX format.

6. Save your work.

### To update the primary address:

1. Enter an end date for the existing primary address.

   Do not save.

2.  Create the new primary address starting the next day and check the Primary Checkbox.

> **Note:** An employee must always have a primary address, but you cannot enter more than one primary address for the same time period.

3.  Save the new primary address.

**To change from an international to a local address style:**

1.  To change from a global (international) address style to a local address style, choose Change Global Style to Local. This button appears only when the current style is international.

    The Personal Address Information window appears showing the new address structure. Values in fields common to both styles appear in the new structure.

    If you choose Change Global Style to Local when there is no local style, Oracle HRMS displays an explanatory message and the style remains unchanged.

2.  Complete the address definition, as appropriate.

3.  Choose OK.

4.  Save your work.

# Entering Next of Kin and Other Contacts

Use the Contact window to hold information about contacts, for example:

*   People to contact in an emergency.

*   Dependents.

*   Beneficiaries of benefits such as insurance policies or stock purchase plans.

*   Individuals receiving payment of a wage attachment/third party payment deducted from the employee's salary.

A person entered as a contact can be one, some, or all of the above.

The coverage start date for an employee contact, is the employee hire date or the contact relationship start date, whichever is later. This can be important in benefits processing, where eligibility for certain benefits starts from the start date of a contact relationship.

**Creating The Same Contact Relationship More Than Once**

You can set up the same relationship more than once between the same two people. However, these relationships must not occur in the same time period. For example, you can set up that Person A married Person B from 01-Jan-1990 to 01-Feb-1991. Person A could then marry Person B again, starting from the 02-Feb-1991. However, you cannot enter that the couple remarried on 01-Jan-1991, as this would mean that they were married twice in the same time period.

**Updating a Contact Relationship Start Date to Make it Earlier**

You can update the contact relationship start date between two people, creating a supplementary record to cover the additional period.

For example, Person A exists on the application as an employee with a hire date of 01-Apr-1990. Person B exists on the application as a contact, with a creation date of 01-Jun-1990. Person A then marries Person B on 01-May-1990. As the application holds a contact coverage start date of 01-Jun-1990, a new contact record is entered to cover 01-May-1990 and 31-May-1990.

## To enter a contact:

1. Do one of the following:

   • Enter the name of a new person.

   • Select from a list of people already entered on the system.

2. If you enter a new person:

   • Enter their gender and date of birth.

   • Select the user person type.

     You can only select user person types which are set up for the system person type of Other, for example contact.

3. Enter details about the different contacts for your employee in the Contact Relationship fields.

## To enter contact relationships:

1. Select the contact relationship, for example child or spouse.

2. Enter the start and end date (if known) of the relationship.

   > **Note:** For Dutch users only, if you set up a spouse as a contact for an employee, whose full name format includes partner's prefix and

surname, the full name of the employee changes automatically based on the spouse's name, if the contact relationship covers the employee's full period of employment. If it does not cover the full period the changes to the full name of the employee must be set manually on all datetrack records.

3.  If you use Oracle Advanced Benefits or Standard Benefits, select a start and end reason for the relationship.

4.  Select whether the contact:

    •   Is the primary contact.

    •   Is the recipient of a third party payment (for example, from a court-ordered deduction/wage attachment).

        This enables you to select this person on the Personal Payment Method window when entering a third party payment method for the employee.

    •   Shares the same residence as the employee.

    •   Has a personal relationship with the employee. This identifies whether the third party should be considered as a possible dependent and/or beneficiary.

    •   Is a beneficiary or dependent. You can only enter these fields if you do not use Standard or Advanced benefits.

5.  You can enter a sequence number for the contact relationship. This must be a unique number for each contact the employee has. However, because sequence numbers are employee based, these numbers only need to be unique within the employee's record.

    For example, Person A has a relationship type of spouse with Person B. This is given the sequence number of 1. Person A also has a relationship type of father to Person C. This is given the sequence number of 2.

    Person A also has a relationship type of emergency contact with Person B. This must also have the sequence number of 1 as a relationship between these two people is already recorded against Person A.

    Person B is also an employee and therefore has her own set of contacts recorded against her. She has a relationship type of spouse with Person A. However, this relationship does not have to have the same sequence number as the relationship recorded against Person A, that is, this relationship has a sequence number of 5.

6.  Select whether you want to create a mirror relationship and enter the mirror relationship type.

> **Important:** You can only enter a mirror relationship and type when you first create the contact. Once the mirror relationship is saved, the relationships are maintained independently of each other, except for mirror relationships that are created automatically.

Oracle HRMS automatically creates a mirror relationships when you enter a spouse, parent or child. For example, if you create the spouse relationship from person A to person B, when you query person B in the Contact window, a mirror relationship of spouse to person A is automatically created.

Furthermore, if you update a relationship that has had a mirror relationship automatically created, the mirror is also updated accordingly. For example, if you end date the relationship of spouse for person A, the spouse relationship for person B is also ended. If the relationship type is changed the relationships become independent.

7. Save your work. If a person already exists on your application with the same surname and a first name that is either the same or not entered, then a list of values is displayed that shows all the people who share the details. See: Multiple Person Records, page 4-7

**Entering Further Contact Relationship Information**

You can enter the guardian details for a contact who is minor from the Further Contact Relationship Information window. These details are mandatory if the employee has nominated the contact for any benefits.

1. Click in the Further Information field to display the Further Contact Relationship Information window.

2. Enter the guardian's name, birth date, address and phone number.

3. Save your work.

**What Next?**

If you want to enter addresses or phones for the contact, choose the Contact Details button.

# Workforce and Applicant Termination

## Workforce and Applicant Termination

Every enterprise needs to be able to terminate employees, contingent workers, and applicants.

## Terminating an Employee or Contingent Worker

When an employee or contingent worker leaves your enterprise you terminate them. Oracle HRMS enables you to terminate an employee or contingent worker by entering a termination date. This is the minimum amount of information required for a termination. You can record further information, including:

- Reason for termination (including death)

- Date notified (employees only)

- Final payroll processing date (employees only)

- Terminated user person type

- Terminated assignment status (employees only)

See: Ending Employment, page 4-40

See: Ending a Placement, page 4-43

### Terminating an Employee or Contingent Worker with Multiple Assignments

If your organization uses multiple assignment functionality, you should take extra care when terminating an employee or contingent worker. If assignment-level security is enabled, you should only terminate an employee or contingent worker if you have access to the primary assignment for that person. To avoid the situation where a manager without access to the primary assignment terminates a person, Oracle recommends that you carry out the termination process in Self-Service Human Resources (SSHR) using the Self-Service Actions functionality.

For more information on security, see: Assignment-Level Security, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

For more information on the Termination process in SSHR, see: Termination, *Oracle SSHR Deploy Self-Service Capability Guide*

## Terminating an Assignment

Each employee and contingent worker in Oracle HRMS must have at least one active

assignment.

If a person has more than one active assignment, you can end any of their individual assignments by selecting an assignment status of End or Terminate Assignment for employees, or an assignment status of End for contingent workers, in the Assignment window. (For employees, the assignment status End ends the assignment immediately. The assignment status Terminate Assignment leaves the assignment effective but changes its status from Active to Terminated.) At least one assignment (the primary assignment) must remain active. If you want to end all assignments at the same time (or end the primary assignment), you must terminate the employment or placement, otherwise a warning is displayed.

**Mexico only**: When you terminate an employee, or an employee's secondary assignment, you must provide a Social Security Leaving Reason.

If you use Oracle Payroll, you can choose to include the employee assignment in a payroll run after the assignment has ended.

See: The Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

See: Ending an Assignment, page 4-28

If you use Oracle Services Procurement to provide purchase order information for contingent worker assignments, the purchase order line may include the projected assignment end date. In this case, the projected assignment end date is copied automatically from the purchase order line to the assignment. Otherwise, you can record the projected assignment end date at any time during the assignment.

## Terminating an Application

When you reject an application for employment you terminate the application. Oracle HRMS enables you to terminate a single application from an applicant with multiple applications or terminate all outstanding applications for an applicant. You can terminate applicants even if future changes, such as application status updates, exist for the person after the proposed termination.

If you want to terminate a single application from an applicant with multiple applications you can do this by updating the applicant assignment status to Terminate Application.

If you want to terminate all applications for an applicant you can do this by entering a termination date. This is the minimum amount of information required for this type of applicant termination. You can choose to record further information including:

• Reason for rejecting the application

• Terminated user person type

• Terminated applicant status

See: Rejecting an Application, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

You can also use Oracle HRMS to trigger the generation of a formal rejection letter.

See: Letter Generation, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

## Canceling a Termination

There are a number of reasons why you may want to cancel a termination for an employee or contingent worker. For example, an employee may decide not to leave, the date of leaving may change for a contingent worker, or you may have terminated an employee or contingent worker in error. In each of these cases Oracle HRMS enables you to cancel or *reverse* a termination.

See: Canceling a Termination, page 4-43

# Termination Processing

Oracle HRMS enables you to calculate the final settlement amount for terminated employees. You can define different termination actions and reasons that trigger specific termination earnings and deductions to include in the employee's final settlement. The termination of employment may be due to the:

• Resignation of an employee

• Retirement of an employee

• Voluntary retirement or premature retirement by an employee

Oracle HRMS also processes leave encashment and leave adjustments on termination. You can easily modify many of these rules to reflect your organization specific absence and termination policies.

The following sections detail the processing of:

• Salary in lieu of notice period

• Leave encashment

• Commuted pension

• Retrenchment compensation

• Voluntary retirement scheme

• Gratuity

  See: Setting up Gratuity, page 4-39

## Processing Salary in Lieu of Notice Period

Employees must give a notice period, during which they should work with the organization, before they can leave the organization. Notice period can range from a day to any duration based on the organization policies.

Oracle HRMS automatically calculates a notice period based on employee's category and employee's resignation date, entered in the Terminate window.

You can define notice period for an employee category in the organization EIT Notice Period Details.

Employee is paid salary in the lieu of Notice Period, as a part of the final settlement, when:

- Employee wants to leave organization before relieving date. In such a case, salary for number of days that are short is deducted from the employee's termination payments.

- Employer wants employee to leave organization before the notice period. In such a case, employees are paid for the notice period or the number of days that are short.

Map the salary elements for notice period pay to the balance Salary for Notice Period. You can set up employee's notice period details in the element Notice Period Information. The calculated notice period pay is stored in element Notice Period Pay.

## Processing Leave Encashment

Employees are paid for their leave balance during termination depending on the leave type and organization policy. Oracle HRMS calculates employee's leave encashment according to government rules.

You can record employee's leave encashment details in the Leave Encashment Information element. Oracle HRMS calculates the taxable and non-taxable leave encashment amounts based on leave type, leave balance days, notice period days, and the salary for leave encashment. You must map the elements used for leave encashment salary to the balance Salary for Leave Encashment.

The calculated leave encashment amounts are stored in the element Leave Encashment.

## Processing Commuted Pension

Commuted pension is a lump sum pension amount (part of the normal pension

amount) paid to the employee at the time of termination.

Oracle HRMS stores commuted pension and normal pension in the Commuted Pension Information element. Oracle HRMS calculates the taxable and non taxable commuted pension amounts in the Commuted Pension element.

## Processing Retrenchment Compensation

Retrenchment compensation paid to employees depends on the company's policy.

You must create elements used to calculate retrenchment salary, and map them to the balance Retrenchment Compensation. Oracle HRMS calculates the exemption amount and stores the taxable and non taxable amounts in the Retrenchment Compensation element.

## Processing Voluntary Retirement Scheme

VRS is a scheme whereby employees are offered to voluntarily retire from services before their retirement date. You must create elements used to calculate VRS compensation and feed them to the balance Voluntary Retirement Benefits.

Oracle HRMS calculates the taxable and non taxable VRS compensation amounts and stores it in the element Voluntary Retirement Information.

# Setting Up the Gratuity

Oracle HRMS for India calculates gratuity according to the Gratuity Act of 1972, only for employees who are covered under gratuity. You calculate gratuity during the termination processing of the employee. You calculate gratuity only if the employee has 5 years of continuous service (and covered by the Gratuity Act of 1972) or if the termination reason is one of the following:

- Death

- Permanent Disability due to accident

- Permanent Disablement due to disease

### To set up Gratuity for your employee:

1. In the Statutory Setup window at the business group level, select if your organization is covered under gratuity.

   See: Entering Statutory Setup Information, page 1-24

   > **Note:** The value set at the Business Group level is defaulted for all employees.

2. Optionally, change the above value in the Statutory Information tab of the employee's assignment.

   See: Entering Additional Assignment details, page 4-20

   For employees, who are not covered by the Gratuity act, enter the gratuity (calculated according to your organization policies) in "Gratuity Amount" input value of the Gratuity Information element.

   > **Note:** If you want to pay more than Rs. 3,50,000 as gratuity for an employee covered by the Gratuity act, enter the amount in the "Gratuity Amount" input value of the Gratuity Information element.

3. Select Yes in the Continuous Service input field of the Gratuity Information element if the employee has had 5 years of continuous service.

   > **Note:** The latest hire date and the actual termination date determine the completed years of service calculation.

4. Optionally, you can enter completed years of service in the Completed Years of Service input field of the Gratuity Information element.

5. Optionally, if you need to forfeit amount from gratuity, enter the forfeiture amount and forfeiture reason in the Gratuity Information element.

   See: Making Manual Element Entries, page 5-21

# Ending Employment

If an employee is leaving your enterprise or agency, you *terminate* them in the Terminate window. The ex-employee's records remain in the application. You can reinstate, or rehire, the person to create a new period of service.

Many Oracle Applications work with employees as of dates in the future. This means any future date terminations you enter here are reflected, and the employee with the future dated termination are not available in such cases. You should take this into account when dealing with terminations where the end date is a sensitive piece of information.

The Final Process date is the last date on which you can process payments for a terminated employee, if you are using Oracle Payroll. To process unanticipated late payments or to make corrections, you can change the Final Process date, provided the new date does not conflict with other information held for the employee.

See: Updating an Employee's Final Process Date, page 4-44

> **Note:** If you perform a *back-to-back* rehire, an ex-employee person type is not recorded for the employee's first period of service. This is because there is no period of time when the employee exists as an ex-employee.
>
> See: Rehiring an Ex-Employee, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

You can also reverse a termination reinstating elements assigned to the employee prior to termination action being taken.

See: Canceling a Termination, page 4-43

> **Note:** If you mistakenly add someone to the application, or if you want to remove all records for an ex-employee, you can *delete* the person in the Delete Person window. However, you cannot delete an employee whom Oracle Payroll has processed in a payroll run.
>
> See: Deleting a Person from the System, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
>
> If you mistakenly hire an applicant, you can cancel the hire in the Person window.
>
> See: Canceling a Hire, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

## Terminating an Employee

### To terminate an employee:

1. Enter the reason for the termination. You can define valid reasons as values for the Lookup Type LEAV_REAS.

   This is an optional step.

   > **Note:** When you enter a termination reason of "Deceased" and an actual termination date, if you have not entered an employee's date of death in the Other Information tabbed region of the People window, this date is set to the actual termination date.

   **UK Payroll only**: If the employee is deceased, you must select the reason Deceased. This records the information on the P45. If the employee is retiring, you must select the reason Retirement. This automatically creates a retiree person record that can be used by your benefits department to trigger payments such as pensions.

2. Enter the termination dates. Only the Actual date is required. This is the date when the employee's person type changes. The Notified and Projected dates are for information only. The Last Standard Process date is the last date for normal

processing, while the Final Process date is the last date for late payments.

For the Final Process date:

- If you need to process pay for the employee after his or her termination, set the Final Process date later than the Actual date, or leave it blank.

- If you do not need to continue processing, set the Final Process date to the Actual date.

  > **Note:** The Final Process field is enabled at all times, you can change the value subject to other information held for the employee.

The application closes the element entries on the Last Standard Process date, the Actual date, or Final Process date, depending on how you have defined the elements.

3. **Canada only**: Click inside the Further Information field, and specify the ROE Reason and ROE Comment. The ROE Reason appears in Block 16 of the ROE. The ROE Comments appear in Block 18 of the ROE.

4. Select a terminated user person type in the Type field.

   > **Note:** The Type field is only enabled when the Actual date is entered for the first time. When you enable the Type field, it is populated by the default value for your system person type of Ex-employee.

Oracle HRMS assigns the person type you select to the person's record following termination. The person type is displayed as the Actual date plus one day.

5. Select a terminated assignment status in the Status field.

   > **Note:** The Status field is only enabled when the Actual date is entered, the Final Process has not been entered, or the Final Process date has been entered but is different to the Actual date. When you enable the Status field, it is populated by a default value.

Oracle HRMS uses the terminated assignment status you select for the primary assignment. This assignment status is displayed as the Actual date plus one day. If you update the primary assignment status, the Termination window still displays the status as the Actual date plus one day.

6. When the information is complete, choose Terminate to complete the termination.

# Ending a Placement

When a contingent worker leaves your enterprise, you end the period of placement in the End Placement window. This action changes the person type to Ex-contingent Worker and ends all assignments.

The ex-contingent worker's record remains in the database. You can reinstate the person to create a new period of placement.

### To terminate a contingent worker:

1. Select the termination reason.

   > **Note:** If you select the termination reason Deceased but have not completed the Date of Death field in the Other tabbed region of the People window, that field is set to the actual termination date.

2. Enter the actual termination date.

3. Select a termination person type value.

   > **Note:** You enable the Termination Person Type field only when you enter the actual termination date. When you enable the field, it contains the value Ex-contingent Worker (or your enterprise's user name for this person type) by default.

4. Choose the Terminate button to complete the termination.

You can reverse a termination for a contingent worker.

See: Canceling a Termination, page 4-43

If you mistakenly add someone to the database or you want to remove all records for an ex-contingent worker, you can delete the person in the Delete Person window.

See: Deleting a Person from the System, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

# Canceling a Termination

If an employee or contingent worker decides not to leave, or the date of leaving changes, you can cancel a termination. You can cancel a termination at any time provided you have not rehired or started a new placement for the employee or contingent worker.

Oracle HRMS reopens the assignments previously closed down and gives each

assignment the status it had before termination. It also restores other information to its state before termination. For example, it removes the end date put on recurring element entries for the assignment. Also, when you terminate an employee or contingent worker, future-dated changes on the assignment are not removed. This means that when you reverse a termination, Oracle HRMS reinstates the elements assigned to the employee or contingent worker prior to termination action being taken.

> **Note:** Any nonrecurring element entries that were deleted for processing periods after the termination date cannot be automatically restored. You must restore them manually.

### To cancel a termination:

1. Choose the Reverse Termination button in the End Employment or End Placement window.

> **Note:** The application clears and disables the Type and Status fields in the End Employment window and the Termination Person Type field in the End Placement window.

### To change the termination date:

1. Cancel the termination by choosing the Reverse Termination button in the End Employment or End Placement window.

2. Enter a new actual termination date and choose the Terminate button.

## Updating an Employee's Final Process Date

You can change an employee's Final Process date, subject to the following conditions:

- The Final Process date must be later than the Actual and the Last Standard Process dates.

- You cannot change the Final Process date to earlier than completed payroll actions.

- You must specify a value for the Final Process date if the employee has a later period of service.

- If you previously entered a Final Process date equal to the Actual or the Last Standard Process date, you cannot change the Final Process date to later than the Actual or the Last Standard Process date.

- If you previously entered a Final Process date later than the Actual or the Last

Standard Process date, you cannot set the Final Process date equal to the Actual or the Last Standard Process date.

> **Note:** If you must set the Final Process date equal to the Actual date since the employee has no activity or assignment between the two dates, the best practice is to reverse terminate the employee and terminate with the new dates. You can follow the same practice to change the Final Process date to later than the Actual or the Last Standard Process date (after previously entering them equal).

If you increase the Final Process date, the end date of the terminated assignment is automatically extended. If you make changes to the terminated assignment between the Actual and the Final Process dates, the latest date to which you can decrease the Final Process date is one day after the last change. For example, if the Actual date is April 10 and the Final Process date is April 15, and you make a change to the assignment on April 12, the latest date to which you can decrease the Final Process date is April 13.

**US and Russian Payroll Only**: If you rehire an employee before the Final Process date for their previous period of service, the employee has overlapping periods of service between the rehire date and the Final Process date. You cannot change the Final Process date to earlier than or equal to the Hire date for the next period of service since this causes a gap between the overlapping periods of service. Similarly, for non-overlapping periods of service, you cannot change the Final Process date to later than or equal to the Hire date of the next period of service since this causes the periods of service to overlap.

Use the Terminate window to update an employee's Final Process date.

### To update an employee's Final Process date:

1.  **US and Russian Payroll Only**: If you rehired the employee before the Final Process date for their previous period of service, the Terminate window displays the service dates for all the overlapping periods of service. The dates for the latest period of service appear by default. Scroll down for the earlier periods of service.

2.  Enter a new Final Process date.

3.  Click Save to apply the changes

## Running the India Final Settlement Report

The India Final Settlement report displays the monthly earnings and termination payments for employees who have been terminated from your organization.

You run the India Final Settlement report from the Submit Requests window.

**To run the India Final Settlement report:**

1. In the Name field, select India Final Settlement report. The Parameters window opens.

2. Select the employee number for whom the report should be run.

3. Click Submit.

# Workforce Information Management

## Assignment Statuses

Statuses enable you to track the progress of your applicants, employees, and contingent workers through your enterprise. If you use Oracle Payroll, they also control how employee assignments are used during a payroll run. Oracle HRMS is installed with a number of predefined system statuses, for which you can set up multiple user statuses.

> **Note:** You do not process contingent workers in a payroll run.

## Primary Statuses

There are four system statuses for assignments:

- **Active Assignment**: For employees and contingent workers you use this status to show that the person is working in accordance with his or her usual conditions of working.

- **Suspend Assignment**: For employees you use this status to show that an employee is on leave of absence, but remains an employee with your enterprise. Similarly for contingent workers the suspend assignment indicates that a contingent worker is not currently working in the assignment they are allocated to. For example, the contingent worker may have taken an unauthorized absence or the assignment may have been suspended due to an internal review.

- **Terminate Assignment**: Use this to show that your enterprise no longer employs the person in that assignment. It can still be possible to make payments through Oracle Payroll for assignments at this status. This status is not available for use with contingent workers.

- **End**:Use this to end any assignment except the primary assignment for an employee or contingent worker with multiple assignments. This status is not recorded on the assignment; it causes the assignment to end. For employees all payroll processing for the assignment is complete and the assignment becomes an historical record.

For information about system statuses for applicants see: Applicant Assignment Statuses, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*.

## User Statuses

On your system, you can give these statuses different *user statuses* appropriate to your enterprise. Each system status can have several user statuses related to it. For example, for the system status Suspend Assignment, you could define the user statuses Paternity

Leave, Disability Leave, or Education Leave. When you use Oracle HRMS, you only see the user statuses.

> **Note:** Each system status has a predefined user status of the same name.

Primary user statuses help you track the current working circumstances of your employees and contingent workers. You can also define secondary user statuses having no associated system statuses. You can use these for reporting purposes.

> **Note:** The User Statuses you define provide the list of values for Status in the Assignment window. If you want to change any of the predefined default values you must overwrite the User Name.

## Using Assignment Statuses to Control Compensation

When you define user statuses, consider how you will use them in reports, inquiries, and processing.

When you use a validation formula to validate entries to element input values, you can make the valid values for an entry dependent on the assignment status.

To use the statuses to control whether the payroll run processes an employee assignment, you choose a Payroll user status of Process or Do not Process for each user status. Additionally, in Oracle Payroll you can set up your pay calculation formulas so that a status change also changes the formula used to calculate the employee's pay. For example, an employee could receive half pay while on Military Leave.

## Secondary Assignment Statuses

For analysis and reporting purposes, you can set up and use *secondary* assignment statuses, for employee, applicant and contingent worker assignments. These statuses have no effect on assignment processing.

For example, suppose your primary status Maternity Leave applies to employees both when a child is born and when one is adopted, and you want to study its use in these two cases. To accomplish this you can set up the secondary statuses Maternity Birth and Maternity Adopt, and enter them for employees taking maternity leave.

You enter secondary statuses in the Secondary Statuses window.

To enter reasons for giving secondary statuses to assignments, define valid reasons as values for the Lookup Type EMP_SEC_ASSIGN_REASON (for employee assignments), CWK_SEC_ASSIGN_REASON (for contingent workers), and APL_SEC_ASSIGN_REASON (for applicant assignments).

## Setup To Allow Processing After Termination

To enable payroll processing for employees after they leave your enterprise, in your system setup you must do the following:

- Set the Termination Rule to *Final* on the element definition of all elements you want to process after the actual leaving date.

  If you use Oracle Payroll and have a Payroll responsibility, you can set the Termination Rule to *Last Standard Process* for elements whose entries should close down after the last normal payroll run. Set the Termination Rule to *Final* for elements you want to process as late payments after the last normal payroll run.

- Use the Assignment Statuses window to make sure your system has a user status that corresponds to:

  - the HR system status of *Terminate Assignment*

  - the Payroll system status of *Process*

    Your startup data includes the user status Terminate Process Assignment, which matches this definition. Use this status (or your own equivalent status) when you terminate employment or end an assignment.

# 5

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# Total Compensation Elements Setup

# Elements

## Survey of the Classifications

The survey of the classifications identifies:

- The function of elements within each primary classification, page 5-2

- The processing priority range, default priority, and cost type for each classification, page 5-3

- A list of the predefined secondary classifications within each primary classification, page 5-4

## Primary Element Classifications

Primary element classifications are supplied as startup data, and you cannot delete or update them as they are designed to meet legislative requirements.

| Classification | Meaning |
| --- | --- |
| Information | Represents information items that are not used in payroll processing. Used to hold information for use in other elements, and to trigger the processing of other elements, for example, Section 88B, Section 88 |
| Absences | Represents elements that store employee absences. Use the classification Information to set up accruals. |
| Earnings | Represents payments made to an employee other than perquisites and allowance. |
| Allowances | Represents the allowances that are paid to an employee, for example, conveyance allowance and house rent allowance. |
| Direct Payments | Represents payments given to the employee that are not a part of the payroll. They are not a part of the gross or net pay but are considered for tax calculations, for example, remuneration received for services rendered outside India. |

| Classification | Meaning |
| --- | --- |
| Perquisites | Represents benefits given to an employee in addition to the salary, for example, domestic maid allowance and rent free accommodation. |
| Employer Charges | Represents employer contributions that are not included in the employee's salary, for example, employer provident fund contribution and provident fund Interest. |
| Termination Payments | Represents employer payments at the time of employee's termination from the organization, for example, voluntary retirement scheme and retrenchment payments. |
| Pre-Tax Deductions | Represents deductions made before tax calculation, for example, pension fund and medical insurance premium. |
| Tax Deductions | Used to store tax deductions, for example, tax deducted at source and surcharge. |
| Involuntary Deductions | Represents statutory deductions, for example, ESI, Professional Tax deduction. |
| Voluntary Deductions | Represents deductions that are initiated by the employee, for example, voluntary provident fund contribution. |
| Fringe Benefits | Represents benefits given to an employee in addition to salary, for example, hospitality expenditure and medical claim. |
| Advances | Represents advance payments given to employees in addition to salary, for example, conference expenditure and sales promotion expenditure. |

## Primary Classification Processing Properties and Cost Types

The following table shows the default processing priority and costing details for the primary classifications.

| Primary Classification | Priority Range | Default Priority | Cost Type |
|---|---|---|---|
| Information | 1-2000 | 1000 | N/A |
| Absences | 4001-6000 | 5000 | N/A |
| Advances | 6001-8000 | 7000 | Debit |
| Earnings | 8001-10000 | 9000 | Debit |
| Allowances | 8001-10000 | 9000 | Debit |
| Direct Payments | 12001-14000 | 13000 | Debit |
| Perquisites | 16001-18000 | 17000 | Debit |
| Fringe Benefits | 18001-20000 | 19000 | Debit |
| Employer Charges | 20001-22000 | 21000 | Debit |
| Termination Payments | 24001-26000 | 25000 | Debit |
| Pre-tax Deductions | 32001-34000 | 33000 | Credit |
| Tax Deductions | 36001-38000 | 37000 | Credit |
| Involuntary Deductions | 40001-42000 | 41000 | Credit |
| Voluntary Deductions | 44001-46000 | 45000 | Credit |

## Predefined Secondary Element Classifications

This table shows the predefined secondary classifications supplied. You cannot update or delete these predefined classifications.

An element automatically receives any default secondary classifications defined for its primary classification.

| Primary Classification | Secondary Classifications | Default |
|---|---|---|
| Information | None | N/A |
| Absences | None | N/A |
| Earnings | Statutory Bonus | N/A |
| | Non Statutory Bonus | |
| Direct Payments | None | N/A |
| Perquisites | Monetary Perquisites | N/A |
| | Non Monetary Perquisites | |
| Employer Charges | Employer Charges Non Taxable | N/A |
| | Employer Charges Taxable | |
| Termination Payments | None | N/A |
| Pre-tax Deductions | None | N/A |
| Tax Deductions | None | N/A |
| Involuntary Deductions | None | N/A |
| Voluntary Deductions | None | N/A |
| Fringe Benefits | None | N/A |
| Advances | None | N/A |
| Allowances | None | N/A |

# Predefined Elements

The following table lists the predefined elements that are specific to Oracle HRMS for India

| Element Name | Description |
| --- | --- |
| House Rent Information | Holds house rent related information. |
| Deductions under Chapter VIA | Holds deductions under Chapter VIA, deducted from the gross income before tax computation. |
| Deduction under Section 80DD | Holds deductions under Section 80DD, applicable to employees with disabled dependents. |
| Deduction under Section 80G | Holds deductions that fall under Section 80G, for donations to listed charitable institutions and funds. |
| Life Insurance Premium | Holds deductions from life insurance premiums. |
| Tuition Fee | Holds details about tuition fees, for up to two children. |
| Other Income | Holds information regarding other income. |
| Income Tax Information | Information element to initialize tax processing. |
| Income Tax | Holds the income tax to be paid in a pay period. |
| Taxable HRA | Information element to calculate the taxable portion house rent allowance. |
| Previous Employment Information | Initiates the previous employment tax calculation. |
| Exemption Under Section 16 | Holds details of exemptions under Section 16. |
| Max Exemption Under Section 80 | Holds the maximum exemption under Section 80. |
| Max Exemption Under Section 80DD | Holds the maximum exemption under Section 80DD. |

| Element Name | Description |
|---|---|
| Max Exemption Under Section 80G | Holds details maximum exemption under Section 80G. |
| Max Exemption Under Section 80GG | Holds details maximum exemption under Section 80GG. |
| Relief Under Section 89 | Information element to hold relief under Section 89. |
| Max Exemption for LIC Premium | Information element to hold the maximum exemption for Life Insurance Corporation (LIC) premium. |
| Employee Statutory PF Contribution | Holds the statutory Provident Fund (PF) contribution of the employee. |
| Professional Tax Information | Information element to initiate Professional Tax calculation. |
| Professional Tax Deduction | Holds the Professional Tax to be deducted. |
| ESI Information | Information element to initiate Employee State Insurance (ESI) calculation. |
| Employee ESI Contribution | Holds the employee's ESI contribution. |
| Employer ESI Contribution | Holds the employer's ESI contribution. |
| PF Information | Information element to hold Provident Fund (PF) calculation. |
| Employee Voluntary PF Contribution | Holds employee's voluntary PF contribution |
| Employer PF Contribution | Holds employer's PF contribution. |
| EDLI Contribution | Holds the contribution made by the employer towards Employee Deposit Linked Insurance (EDLI) or other similar group insurance for the employees. |

| Element Name | Description |
|---|---|
| EPS Contribution | Holds the employer's contribution to towards employee's PF. The contribution is made to two separate funds - Provident Fund and Pension Fund. |
| Gratuity Information | Information element to hold the details of terminated employees' gratuity calculation. |
| Gratuity Payment | Holds the gratuity to be paid to terminated employees. |
| Notice Period Information | Holds notice period information required to calculate notice period pay. |
| Notice Period Pay | Holds the amount to pay employees as notice period pay. |
| Leave Encashment Information | Holds the information required to calculate leave encashment. |
| Leave Encashment | Holds the amount to pay employees as leave encashment. |
| Retrenchment Compensation Information | Holds the information required to calculate retrenchment compensation for terminated employees. |
| Voluntary Retirement Information | Holds the information required to calculate voluntary retirement benefits, for employees who have opted for the scheme. |
| Commuted Pension Information | Holds the information required to calculate taxation for the pension amount received by employees, at the time of termination. |
| Commuted Pension | Holds the pension amount to pay a terminated employee. |
| PF Settlement Information | Holds information regarding the PF settlement amount to be paid to the employee. |

| Element Name | Description |
| --- | --- |
| PF Settlement | Holds the amount to pay employees as PF settlement. |
| Loan Recovery | Holds information regarding any loans to recover from terminated employees. |
| Tax on Bonus | Holds the amount to deduct as tax from bonus. |
| Deduction under Section 80CCE | Holds the deductions declared by employee under section 80CCE. |
| Deduction under Section 80D | Holds the deductions declared by employee under section 80D. |
| Deduction under Section 80DDB | Holds the deductions declared by employee under section 80DDB. |
| Deduction under Section 80E | Holds the deductions declared by employee under section 80E. |
| Deduction under Section 80GGA | Holds the deductions declared by employee under section 80GGA. |
| Deduction under Section 80U | Holds the deductions declared by employee under section 80U. |
| Income Information | Holds employee's income information for tax calculation. |
| Deduction Information | Holds employee's salary deduction information for tax calculation. |
| Form16 Deduction Information | Holds deduction information for Form 16. |
| Form16 Income Tax Information | Holds income tax information for Form 16 |
| Bonus Separate Information | Holds bonus information in case the bonus the processed separately. |

| Element Name | Description |
| --- | --- |
| Separation Income Information | Holds employee's income information to calculate income in case of transfer from a tax unit to the other. |
| Separation Deduction Information | Holds employee's deduction information to calculate deductions in case of transfer from a tax unit to the other. |
| Separation Income Tax Information | Holds a new input value to feed the Tax Unit balance for employer tax on non monetary perquisites. |
| Deduction under Section 80GG | Holds the deductions declared by employee under section 80GG |
| Deferred Annuity | Holds employee's deferred annuity under section 88. |
| Employee Total PF Contribution | Holds employee's total Provident Fund contribution. |
| Employer Excess PF Contribution | Holds the employer's excess contribution towards employee's provident fund. |
| Form16 Income Information | Holds employee's Form 16 income information used for tax calculation. |
| Other Termination Payments | Holds information regarding other termination payments. |
| Pension Fund 80CCC | Hold's employee's contribution towards a pension fund under section 80CCC, for a financial year. |
| Professional Tax Adjustments | Holds the professional tax adjustments for an employee, if any, for the financial year. |
| Income Tax Challan Info | Holds the details of challan payments and tax deducted for an employee. |
| Employer Paid Tax | Holds the overriding value of employer paid tax. |

| Element Name | Description |
|---|---|
| Employer Tax on Non Monetary Perquisite | Holds the calculated value of employer paid tax on non monetary perquisites. |
| Employer Tax on Others | Holds the calculated value of employer paid tax on income other than non monetary perquisites. |
| Employer Tax Iteration | Holds the formula for running the Iterative Engine and calculations. |
| Employer Tax on Bonus | Holds the value employer paid tax on bonus and other standard earnings paid in a separate run. |
| Projected Company Accommodation | Holds the input values for tracking employer tax. |

# Defining an Element

Use the Element window to create an element to represent compensation and benefit types or earnings and deductions.

This procedure describes how to define elements using a Payroll responsibility (that is, a responsibility with the HR User Type profile option set to *Payroll User* or *HR with Payroll User*). If you are an HR-only user, you will not see certain fields relating to element processing information. You can just ignore the steps that apply to these fields.

> **Note:** Depending on your localization and the types of element you want to create, you may not need to start from scratch in the Element window. Check which earnings and deductions are available in the template library in the Configuration Workbench. If these template elements do not meet your requirements, you may be able to generate earnings and deductions using Earnings and Deductions windows or the Element Design Wizard. You can use the Element window to further configure template elements and generated elements.
>
> • For the United States and Canada, see: Earnings and Other Payments Overview, *Oracle HRMS Compensation and Benefits Management Guide* and Deductions Overview, *Oracle HRMS Compensation and Benefits Management Guide*

- For Mexico, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*

- For UAE, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*

- For Norway: For each element, you must enter the End of Year codes using the list of values provided in the Further Information field.

**Dates, Names and Classifications**

## To enter dates, names, and a classification for the element:

1. Set your effective date early enough to handle any historical element entries you want to make. Note that an element cannot be linked or entered until its start date.

2. Enter a unique:

   - Name

   - Reporting name

   Start the names with a letter of the alphabet (not a number or symbol). The reporting name is a short identifier for reports and pay advices.

3. Enter a description for the element.

4. Select a Primary Classification.

   This controls an element's processing priority and the balances it feeds. If you are defining a salary element for Salary Administration, you must select the classification Earnings.

**Processing Information**

## To enter processing information for the element:

1. Select the processing type. Select *Recurring* if an entry of this element applies in every period until the entry is ended, or *Nonrecurring* if an entry applies in one pay period only. The dates of the pay period are determined by the payroll to which the employee is assigned.

   > **Note:** If you are defining a salary element for salary administration, you must select the type Recurring. If you are defining a net-to-gross element you must select the type Nonrecurring.

2. Select a termination rule to determine how entries of the element are processed after termination of the employee:

> **Note: UK only**: Always select Actual Termination for UK proration.

- *Actual Termination* if you want recurring entries to close down on the date the employee leaves. For a nonrecurring element, select Actual Termination if you want the entries to close down at the end of the pay period in which the employee leaves, or on the date the assignment ends (the final process date) if this is earlier.

- *Final Close* if you want the entries to stay open beyond the employee's leaving date so that you can continue to pay the employee.

If you are a Payroll user, you can also select:

- *Last Standard Process* for all recurring and nonrecurring elements if you want their entries to close down on the Last Standard Process date or on the date the assignment ends (the final process date) if this is earlier. The Last Standard Process date defaults to the last day of the pay period in which the employee is terminated, but you can set it to a later period when you terminate an employee.

3. Select the Multiple Entries Allowed check box if you want to give an employee more than one entry of the element at the same time. If you are creating a net-to-gross element, you must select Multiple Entries Allowed.

4. Select the Additional Entries Allowed check box if you want to make occasional one-time entries of a recurring element (instead of, or in addition to, a normal recurring entry).

   **US and Canada only**: The Additional Entry Allowed rule is not applicable for US and Canadian installations.

5. Select the Closed for Entry check box if you want to prevent any new entries being made for the element, either temporarily or permanently. This does not affect any existing entries of the element.

> **Important:** Use this feature with caution. When you perform certain important tasks in Oracle HRMS, the application may automatically create or delete element entries. These tasks include hiring and terminating people, and updating assignments. Therefore, if you check Closed for Entry on an element, this might prevent users terminating employees and updating assignments. If there are standard links for the element, it will also prevent users

hiring people who are eligible for the element.

**HR-only users: Go to Currency.**

**Oracle Payroll Users:**

6. Select the Process in Run check box if you want the element to process in payroll runs.

7. Select the Once Each Period check box to ensure that only the first payroll run of each period processes entries of this element.

> **Note:** If this check box is not available for your localization, you can select a ONCE_EACH_PERIOD skip rule for the element instead.

8. Select the Indirect Results check box if you want the element only to accept entries from indirect formula results. Leave the check box unchecked if you want to accept entries both from indirect formula results and from manual entries in the Element Entries window.

9. Select the Adjustment Only check box if you want to use the element only for creating balance adjustments.

10. Select the Third Party Payments check box if you want to use the element only for creating third party payments.

11. Overwrite the default priority number in the Priority field if you want to determine the order in which the element processes within its classification range. Lower numbers process before higher ones.

    If the order of processing within the element classification is not important, you can accept the default priority number, which is the midpoint of the range.

12. Select a formula in the Skip Rule field if you have written a skip rule formula to determine the circumstances in which the element should be processed.

    **UK only**: If you are using different run types, select the ONCE_EACH_PERIOD skip rule for all earnings, to ensure they are not processed by each child run type.

    **Currency**
    The default currency for element entry values is the currency defined for the Business Group. You can select a different currency for the element if required.

**Advanced Processing Information**
**Oracle Payroll users only**: Use the Advanced tab to enter further processing information if you are defining:

- An earnings type, such as a bonus, that is to be taxed separately from the normal payroll run. The element can also be paid separately.

- An earnings type that requires a net-to-gross calculation. For example, this applies to bonus payments that are a fixed net amount. Oracle Payroll calculates the gross amount needed to meet the net pay.

- **UK:** A pre-tax deduction that you want to reduce if there is insufficient pay to cover the deduction along with taxes and court orders. This requires iterative processing.

  > **Note:** The Advanced tab may not be available for some localizations.

### To define an element as a separate payment:

1. On the Advanced tab, select the Separate Payment check box.

   The Process Separate box is checked automatically.

   **UK users**: Do not select this check box. This functionality is not currently available for UK Payroll.

### To define an element to process separately:

1. On the Advanced tab, select the Process Separate check box.

### To define an element for net-to-gross calculation:

1. On the Advanced tab, select the Gross Up check box.

   The Iterative Flag and Process Separate boxes are checked automatically.

2. Select DEFAULT_GROSSUP in the Iterative Formula field. This formula controls the iterative calculation of the pay value, adjusting an input value as necessary to get a result that is defined to be close enough to the required net payment.

   > **Note:** After saving your element, choose the Iterative Rules button to specify how to use the formula results. Also choose the Exclude Balances button to select which balances are grossed up for the element (meaning that these deductions are paid by the employer).

3. Optionally, enter a value in the Iterative Priority field to determine the sequence in which elements are adjusted during iterative calculations. Elements with lower iterative priority values are adjusted first.

4. Select the Separate Payment box if you want the payment to be made separately from the regular payment. **UK Payroll, Irish Payroll**: Do not select this check box.

**5.** Save your work.

### To set up iterative processing for a pre-tax deduction (UK):

**1.** Check the Iterative Flag box.

**2.** Select PQP_GB_ITERATIVE_ARREARAGE in the Iterative Formula field.

**3.** Enter an Iterative Priority number in the range 1 to 1500. The element with the lowest iterative priority number is reduced first. If this deduction is reduced to zero and net pay is still insufficient to cover taxes and court orders, the element with the next lowest priority number is reduced, and so on.

> **Important:** Iterative priority numbers must be in the reverse sequence of the processing priority numbers. This means that the element that is processed first is reduced last.

**4.** Choose Iterative Rules, and select the L_stopper rule.

### Advance Pay Processing Information

**Oracle Payroll Users only except Ireland**. If Advance Pay by Element is enabled in your legislation, use the Advance Pay tab to:

• Indicate that an element may be processed as an Advance Pay element

• Establish the processing conditions for your Advance Pay element.

### To define an element as an Advance Pay element:

**1.** On the Advance Pay tab, check the Mark as an Advance Pay Indicator check box.

This marks the element as an Advance Pay indicator. This means that when you run the Advance Pay by Element process, it will identify this that this element can be potentially processed as an Advance Pay element according to the processing conditions that you define.

### To set the processing conditions for an Advance Pay element:

On the Advance Pay tab:

**1.** Check the Include as an Advance Element check box if you want to process this element as an Advance Pay element.

**2.** Check the Deduct Advance Amount check box if you want to show the deduction for the advance in the current payroll period. Every advance payment has a deduction associated with it to bring the overall payroll amounts back into balance. You can use this check box to control the point at which the deduction should be

applied.

3. Check the Process Advance Entry in Run check box if you want to include this
element in a payroll run, If you do not check this box, then the element does not
process in a payroll run and is reported as information in your Statement of
Earnings report.

**Continuous Calculation**

For prerequisite steps to set up continuous calculation, see: Setting Up Continuous
Calculation, page 7-9

## To set up an element for continuous calculation:

1. Choose the Recalculation tab and select a RetroPay element. This is an event group
that defines the events that trigger proration for this element.

**Proration**

In some localizations, Oracle Payroll can calculate proportionate earnings amounts
whenever payroll-relevant data changes during a payroll period. The Payroll Earnings
and Deductions section describes the full setup steps for the relevant localizations. To
enable proration for an element, choose the Proration tab.

## To set up an element for proration:

1. Choose the Proration tab and select a proration group. This is an event group that
defines the events that trigger proration for this element.

2. Optionally, select a proration formula. Alternatively you can edit the element's
payroll formula to handle proration.

**Further Information**

1. Enter the Further Information field if:

   • Your Oracle localization team has set up additional fields for element definition

   • You are in the UK, and you use Oracle SSP/SMP

   **French Payroll:**

   • Select a group, which is the name by which this element, and the others in the
   group, appears as one line on the pay advice.

   • On the pay advice, most earnings and deductions are shown as a base, a rate,
   and an amount. Select the base unit if you want this displayed on the pay
   advice.

**South African Payroll**

- Enter a clearance number for Statutory Information and Deduction elements, if applicable. This number appears on the tax certificate.

**Kuwait Payroll**

- Select a deduction type for the Deductions elements. This information is used by the PIFSS report.

2. Choose Input Values to define input values for the element

   See: Defining an Element's Input Values, page 5-19

   **Oracle Payroll Users:**

3. Choose Balance Feeds to select balances you want this element to feed

   See: Creating Balance Feeds for Individual Elements, page 5-51

4. Click Balance Feed Control to add or remove secondary element classifications for this element.

   **Mexico only**: Click this button to attach sub-classifications to your element.

   See: Creating Classes of Balance Feeds, page 5-52

5. Choose Frequency Rules to enter frequency rules to determine when the element should be processed.

   See: Defining Frequency Rules, page 5-38

6. For a net-to-gross element, choose Exclude Balances to select the deductions to be paid by the employer.

7. For a net-to-gross element, or any other element that is processed iteratively, choose Iterative Rules to specify how to use the Iterative Formula results.

**Extra Information**

Choose the Extra Information button to enter extra attribution for the element. You can link as much attribution as you need to an element.

> **Note:** You can only access Extra Information types if your system administrator has set them up for your responsibility.

**Usages**

**To exclude the element from a run type:**

1. Choose the Usages button if you want to exclude this element from a run type, or combination of run types.

2. Select the run type or combination of run types from which you want to exclude this element.

> **Note:** For Norway: You must select the Employer Contributions run type to exclude the elements.

3. Select the effective dates for your exclusions.

4. Save your work.

# Defining an Element's Input Values

Use the Input Values window to define the input values for the element. You can define up to 15 input values for an element.

Depending on the type of element you have defined, Oracle HRMS may have applied one or more default input values.

**North America users**: All elements must have the default Jurisdiction input value.

Payroll users: If you are creating balance feeds for individual elements, ensure you define an input value of the same unit of measure as the balance. Money units must be the same currency.

You can add new input values to a saved element only if you have not entered the element for any employees. To add an input value, you must set your effective date to the element's start date.

### To define input values:

1. Set your effective date early enough to handle any historical element entries you want to make.

2. Enter or query the element in the Element or Element Link window and choose the Input Values button.

3. Enter the name of the first input value. Remember that if you want to define a *pay value* to hold run results, you must name it Pay Value.

4. Select the unit type of your input value (money, hours, character, date, number, or time). A Pay Value must have the unit type Money if the element is in a Payments type classification.

5. You can enter numbers in the Sequence field to change the order in which the input values appear in the Entry Values window.

6. Check the Required check box if all entries of the element must have a value for this

input.

> **Note:** When you have saved an input value, you cannot change it to
> be Required. If you have saved it as Not Required by mistake (or
> you have generated an element that has an input value you want to
> make required), delete the input value and re-enter it with the
> correct values. If you are re-entering a generated input value, be
> careful to enter exactly the same name. You cannot delete the input
> value if you have made any entries of the element for employees.

7.  Check the User Enterable check box if users can enter a value for this input.
    Uncheck it if you want to ensure that the default value is entered for all employees.

8.  Check the Database Item check box if you want the value to be available to
    formulas or QuickPaint inquiries.

    Database Items are simple identifiers that the system uses to find specific items of
    information in the human resources database. Any spaces in the input value name
    are converted to underscores in the Database Item name.

### Entering Element-Level Defaults

If you enter defaults at the element link level, these override the defaults at element
level. If you update an element-level default, remember to check the values on the
element links too.

## To enter a default for an input value:

1.  Enter the value in the Default field.

2.  If you want existing entries to be updated whenever the default is changed, check
    the Hot Default check box. The input value must be required if you want to use this
    option.

    A hot default appears in the Entry Values window in quotation marks.

    > **Important:** If a user overrides a hot default in the Entry Values
    > window, subsequent changes to the default will *not* affect the entry.
    > For this reason, you may prefer to use BEE to change defaults for
    > large groups of employees, rather than the hot default feature.

### Defining Entry Validation

## To enter validation for an input value:

1.  Do *one* of the following:

- Enter maximum and minimum values for the input.

- Select a Lookup Type to act as a lookup supplying a list of valid values.

- Select a formula to validate entries for this input value. Formulas can return messages to users about the success or failure of the validation.

2. Select Warning or Error to determine whether the system warns users that an entry is invalid or prevents them from saving an invalid entry. You cannot select a value if you chose a Lookup because a user cannot enter an invalid value for an input value validated by lookup.

# Making Manual Element Entries

You enter compensation and basic benefits for employee assignments in the Element Entries window. If employees are assigned to a salary basis, you enter their salaries in the Salary page.

You can use the Element Entries window to make entries or to query existing entries. Use the Period field, Classification field, and Processing Types option buttons to restrict the entries you see when making inquiries.

Several Oracle HRMS features, such as Absence Management, RetroPay, and Salary Administration, create element entries automatically. You cannot update these element entries on the Element Entries window. You must update the source record (such as the absence or salary record) to change the element entry.

The Processed check box shows if Oracle Payroll has processed the entry in the current pay period. Notice that you can change an entry that has been processed. This enables you to correct entries for retropay processing. Changing the entry does not alter the payroll run results so you can consult these for a complete record of payroll processing and payments.

See: Setting Up RetroPay, page 7-37

> **Note:** Your system administrator might have restricted the elements you can enter in this window by element set, classification or processing type.

**To enter an element for an employee assignment:**

1. If necessary, change your effective date to:

- The correct start date for a recurring element entry

- Any date in the correct pay period for a nonrecurring element entry

If the pay period is closed at your effective date, you cannot enter any nonrecurring elements that process in payroll runs. If a current or future pay period is closed, you cannot enter any recurring elements that process in payroll runs.

2. To reduce the list of elements to choose from, select a classification, a processing type, or both in the first region.

3. In the Element Name field, select an element.

> **Note:** Elements this employee is eligible for by means of a standard link appear automatically.

The system displays a warning message if the employee fails to meet any qualifying conditions of age or length of service.

4. If the Costing field is enterable, you can enter cost codes, for example to indicate the cost center the employee's time should be charged to.

5. You can select a reason for an element entry you make or update. As part of your system setup, you can enter valid reasons for the Lookup Type ELE_ENTRY_REASON.

6. You can check the Override check box to create an entry that overrides all other entries of this element in the current period. You cannot create an override entry if one already exists, or if any of the entries of this element have been adjusted.

7. If you want to create a one-time entry of a recurring element, check the Additional check box.

An Additional entry is valid only for the current pay period, shown in the Effective Dates fields.

You can only check Additional if:

- The element definition allows additional entries, and

- An additional entry does not already exist for the assignment in this period, and

- The employee is assigned to a payroll

- There is a payroll period defined at your effective date

8. Choose the Entry Values button to open the Entry Values window.

9. Enter values in the Entry Values fields. Notice that:

- Entry to some fields may not be permitted.

- Some fields may be required.

- Some fields may have a list of values; others may be validated as you leave the field. You will receive a message if your entry is not a valid value.

- Some fields may contain default values. If the default value is in quotation marks, it is a "hot default".

> **Important:** You should consider carefully before overriding a hot default. If you override it, then any subsequent changes to the default value on the element or element link definition will *not* affect the element entry. However, you can clear your entry if you want the default value to come back into effect.

**For Kuwait users only:** To enter information about the elements with deduction classification, click on Further Entry Information and enter the following:

- Reference number, which is the sequence number used while setting up the deduction type

- Authority for the deduction account

- Select the type of deduction

- Total deduction amount for the element

- Start and end date for the deduction. The deduction process depends on the start and end dates that you select for the element. Oracle HRMS uses these dates for reporting purpose.

10. For a non-recurring element, optionally select a date within the current payroll period in the Date Earned field. The entry will not be processed until this date (that is, the Date Earned of the Payroll Run must be on or after this date).

11. To enter information about a third party recipient of a payment resulting from a deduction element, use the Payee Details field. Select the name of the third party payment method set up for this payment.

12. To determine the processing sequence of multiple entries in the payroll run, enter a subpriority number in the Processing Priority field. Lower priority numbers process first.

> **Note:** The Processing Priority field is not available to HR-only users. For more information on user types and the HR:User Type profile option, see: User Profiles, *Oracle HRMS Configuring,*

**13.** Save your work.

# Additional Element Setup for Payroll

## Formulas and Payroll Run Results

Elements are processed during payroll runs according to the business rules for each element that you define at setup. Many of these rules are defined in formulas, written using Oracle FastFormula. Formulas specify how the payroll run should perform calculations for the element.

**Example**

This is a basic formula for the calculation for the element Wages:

Wages = Hours Worked in Week * Wage Rate

The processed results for each element are called the *run results*. They become *balance feeds* for different balances. Some balance feeds are predefined to feed required statutory balances, and you can create your own balance feeds to your own user defined balances.

## Formula Inputs from Input Values or Database Items

Formulas obtain some of the data they need from entries to their element's input values. The Wages formula above, for example, could locate each employee's hours worked as an entry to the input value Hours of the Wages element.

Formulas can also obtain information from *database items*. Much of the information in the Oracle HRMS database, including extensive information on employees and their assignments, is available to formulas as database items. For example, the Wages formula can locate each employee's wage rate as a database item.

## Varying the Processing by Employee Group or Statuses

There are several ways to vary the processing performed by formulas:

- You can use conditional logic (IF..THEN) within a formula to perform different calculations depending on any information taken from input values or database items (such as length of service).

- You can associate more than one formula with an element, each triggered by a different assignment status (such as Active Assignment or On Sabbatical).

- You can use one formula but associate different formula results with each assignment status.

- You can associate a skip rule formula with an element. This formula can check balances, other element entries, the assignment status or any other database items

to determine whether the payroll run should process the element for an assignment.

**Mexico only**: Mexican implementations do not support skip rules by default. They must be enabled manually.

## Types of Formula Results

Formulas can produce different types of run results:

- The *direct result* is the amount of an earnings or deduction, for example, the dollar amount of wages an employee has earned that week. As well as calculating the amount to be paid, direct results can be used for costing purposes and analysis (such as tracking hours of overtime).

- *Indirect results, updates,* and *stops.* A formula result can make an entry to the input value of another element for its formula to use. An indirect result is an entry to a nonrecurring element. An update is an entry to a recurring element. A stop puts an end date on a recurring entry of another element, to prevent it being processed in the run.

- *Order indirect*. This result updates the subpriority of an element that has not yet been processed.

- *Messages*. For example, you can write a formula that checks the length of a text string, and have it issue a message for payroll users if the string is too short or too long.

You set up *formula result rules* to determine the type of each result, and the names and input values of any other elements the result may affect.

## Formulas Included in Oracle Payroll Startup Data

Oracle Payroll comes with formulas specific to your legislation. Generally, you receive all the calculations required for employee tax withholding and employer taxes. When there are changes to taxes, you receive updates. You may also receive formulas for other earnings and deductions, depending on your legislation.

# Pay Values

When you have occasion to look at the structure of an element online, you may see an input value named *Pay Value* at the top of its input value listing.

The Pay Value is different from other input values. Its purpose is to store an element's *run result*. For example, suppose the formula for the Wages element is:

Wages = Hours Worked * Wage Rate

If an employee whose wage rate is $10/hour works 40 hours in a week, the payroll run

produces a run result of $400 for this assignment's Wages element. It stores this result in the element's Pay Value.

If you give an entry to a Pay Value *before* a run, this entry becomes the element's run result. For example, suppose you enter 40 in the Time Worked input value of the Wages element for an employee who earns $10/hour, but also enter $100 in the element's Pay Value. The run ignores the entry of hours worked and the Wages formula, and simply produces a run result of $100 for this employee.

You must define a Pay Value as one of the inputs for the element if you want Oracle Payroll to process an element for pay. You can have only one Pay Value for each element and it must have the name 'Pay Value'.

# Predefined RetroPay Elements

Oracle HRMS enables you to define separate elements or use the same user defined (organization specific) elements for making retrospective payments. For example, if your organization pays Basic and Dearness Allowance, you can pay the arrears or salary adjustments retrospectively either by using the same user defined element (Basic or Dearness Allowance) or by using a separate Retro element (Retro Basic or Retro Dearness Allowance).

To compute the income tax correctly, use the retropay elements to pay retrospectively rather than the same user defined element. When you use the same user defined elements to make retro payments, the application computes the income tax incorrectly as the retropay values of such elements get projected.

The following table describes predefined list of Retro Pay elements for India.

| Element Name | Classification | Input Values |
|---|---|---|
| Retro EDLI | Employer Charges | Pay Value |
| | | Organization |
| Retro EPS | Employer Charges | Pay Value |
| | | Organization |
| Retro Employer PF | Employer Charges | Pay Value |
| | | Organization |
| Retro Employee Statutory PF | Involuntary Deductions | Pay Value |
| | | Organization |

| Element Name | Classification | Input Values |
|---|---|---|
| Retro Employee Voluntary PF | Voluntary Deductions | Pay Value<br>Organization |
| Retro Professional Tax | Pre-Tax Deductions | Pay Value<br>Organization<br>State |
| Arrears EDLI | Employer Charges | Pay Value<br>Organization |
| Arrears EPS | Employer Charges | Pay Value<br>Organization |
| Arrears Employer ESI | Employer Charges | Pay Value<br>Organization |
| Arrears Employee ESI | Employer Charges | Pay Value<br>Organization |
| Arrears Employer PF | Employer Charges | Pay Value<br>Organization |
| Arrears Income Tax for Section 89 | Information | Pay Value |
| Arrears Employee ESI | Involuntary Deductions | Pay Value<br>Organization |
| Arrears Employee Statutory PF | Involuntary Deductions | Pay Value<br>Organization |
| Arrears Employee Voluntary PF | Voluntary Deductions | Pay Value<br>Organization |

| Element Name | Classification | Input Values |
|---|---|---|
| Arrears Professional Tax | Pre-Tax Deductions | Pay Value |
| | | Organization |
| | | State |

> **Note:** You must attach the element Relief under Section 89 to employees for whom you want to compute the Section 89 relief. If you do not attach the predefined element, then the application does not compute the value.

# Retropay Component Usages

Oracle enables you to record retro components for all user defined elements. The Retro Component enables you to determine whether the recomputation is an arrears payment or salary correction or Section 89 relief related computation. Retropay Component Usages assign the components to the elements you created, ensuring all the elements recalculate with the latest values.

The following table lists the predefined Retro Components and Element Span Usages.

| Element /Classification | Retro Component | Reprocess Type | From Time Span | To Time Span | Retro Element |
|---|---|---|---|---|---|
| EDLI Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears EDLI |
| EDLI Contribution | Recalculations | Reprocess | Start of Time | End Of Time | Retro EDLI |
| EPS Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears EPS |
| EPS Contribution | Recalculations | Reprocess | Start of Time | End Of Time | Retro EPS |
| Employee ESI Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears Employee ESI |

| Element /Classification | Retro Component | Reprocess Type | From Time Span | To Time Span | Retro Element |
|---|---|---|---|---|---|
| Employer ESI Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears Employer ESI |
| Employee Statutory PF Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears Employee Statutory PF |
| Employee Statutory PF Contribution | Recalculations | Reprocess | Start of Time | End Of Time | Retro Employee Statutory PF |
| Employee Voluntary PF Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears Employee Voluntary PF |
| Employee Voluntary PF Contribution | Recalculations | Reprocess | Start of Time | End Of Time | Retro Employee Voluntary PF |
| Employer PF Contribution | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears Employer PF |
| Employer PF Contribution | Recalculations | Reprocess | Start of Time | End Of Time | Retro Employer PF |
| Professional Tax Deduction | Salary Adjustments | Reprocess | Start of Time | End Of Time | Arrears Professional Tax |
| Professional Tax Deduction | Recalculations | Reprocess | Start of Time | End Of Time | Retro Professional Tax |
| Income Tax | Section 89 Relief Calculations | Reprocess | Start of Time | End Of Time | Arrears Income Tax for Section 89 |
| PF Information | Recalculations | Reprocess | | | |

| Element /Classification | Retro Component | Reprocess Type | From Time Span | To Time Span | Retro Element |
|---|---|---|---|---|---|
| PF Information | Section 89 Relief Calculations | Reprocess | | | |
| Professional Tax Information | Recalculations | Reprocess | | | |
| Professional Tax Information | Section 89 Relief Calculations | Reprocess | | | |
| Relief Under Section 89 | Recalculations | Reprocess | | | |
| Earnings | Arrears | Reprocess | | | |
| Earnings | Salary Adjustments | Reprocess | | | |
| Earnings | Section 89 Relief Calculations | Static | | | |

For the PF Information and Professional Tax Information elements, you do not require any retro element span. For the Earnings classification based usages, you can use set up your own elements.

# Proration

Oracle HRMS enables you to calculate proportionate earnings amounts whenever payroll-relevant data is changed during a payroll period, for example, if an employee joins or leaves the company during a payroll period or if an employee's pay grade changes during a payroll period. Oracle HRMS performs a proration calculation to ensure that the employees' earnings are calculated correctly after taking account of these changes.

If you want to prorate an earnings element, such as basic salary, assign an event group to it. An event group is a collection of proration points that share similar characteristics. You can create an event group to group together all proration points that affect an employee's salary, for example. This event group could contain proration points such as

salary increases, assignment changes, and pay rate changes.

You then process the element using a formula that handles proration. You can either use a payroll formula that handles proration, or create a separate proration formula that runs after the main payroll formula only in payroll periods when a proration event occurs.

See: Sample Payroll Formulas Enabled for Proration (UK), *Oracle HRMS FastFormula User Guide*, Sample Proration Formula, *Oracle HRMS FastFormula User Guide*, and Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

When you define the event group, you select the events that will activate proration calculation, such as:

• An employee joining or leaving the enterprise

• Changes to pay grades or grade rates

• Changes to pay scales and progression points

• Changes to hourly or annual pay rates

• Changes to working hours

• Changes to allowances or deductions

> **Note:** The proration unit can be periods, days, or hours. Proration can be applied to a monetary, time-based, or numeric amount.

# Net-to-Gross Processing of Earnings

You can define a bonus or other payment, which is a fixed net amount, using Net-to-Gross Processing. Oracle Payroll calculates the gross amount needed to meet the net pay. You define which taxes and other deductions the employer is willing to pay by selecting the balances that can be used in the net-to-gross processing.

The following formulas are used in net-to-gross processing:

• DEFAULT_GROSSUP

This iterative formula calculates the amount that the employer must pay in addition to the desired net amount.

• CALC_GROSSUP_PAY_VALUE

This formula adds the additional amount returned by the iterative formula to the desired net amount to return the payment amount. Create a formula result rule to return this payment amount as a direct result to the element's pay value.

Net-to-gross elements always process separately, after you process the main payroll.

For details of how to set up a net-to-gross element, see Setting Up Elements for Net-to-Gross Processing, *Oracle HRMS Compensation and Benefits Management Guide*

## Balances for Net-to-Gross Processing

When you define the element for net-to-gross processing, you select which balances to exclude from the gross-up calculations. The employer pays all deductions *except* the ones you exclude.

## Processing for Net-to-Gross Calculation

The formulas for net-to-gross processing do the following:

- The iterative formula takes as input the desired net amount (Amount input value), the amount by which net can diverge from the desired amount (To Within input value), and the method of calculation (Method input value).

- In the first run the formula sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount. Then it runs a function to provide the first guess of the gross. The formula returns three values--low gross, high gross, and additional amount--to the element's input values.

- The element's payroll formula runs (CALC_GROSSUP_PAY_VALUE). It adds the additional amount to the desired amount to create the gross and returns this value to the element's pay value for the payroll run to process.

- In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for grossup for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in *To Within* field.

  - If the additional amount equals the balance total, then the iterative processing ends.

  - If the additional amount is above or below the balance total by an acceptable margin, then the processing ends and the formula returns the remainder (additional amount - balance) to the element's Remainder input value.

  - Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

# Setting Up Total Compensation Elements for Payroll

Follow this process to set up earnings, deductions, and other items in the compensation package you offer to employees. This process assumes you are defining elements,

formulas, balances, and other rules from scratch. However, you may be able to use template earnings and deductions that you select in the Configuration Workbench, or generate certain earnings and deductions using the Element Design Wizard or template windows, depending on your localization. You can then follow this process to configure the generated or template earnings and deductions, if required.

There are additional steps for setting up the following types of compensation and benefits:

- Salaries for Salary Administration; see: Setting Up Salary Administration, *Oracle HRMS Compensation and Benefits Management Guide*

- Absence elements and PTO accrual plans

  See: Setting up Absence Management, *Oracle HRMS Compensation and Benefits Management Guide*

  See: Setting Up PTO Accrual Plans, *Oracle HRMS Compensation and Benefits Management Guide*

- Benefits; see: Standard and Advanced Benefits Setup: Overview, *Oracle HRMS Compensation and Benefits Management Guide*

- Items subject to collective agreements; see: Setting Up a Collective Agreement, *Oracle HRMS Enterprise and Workforce Management Guide*

*Compensation and Benefits Setup*
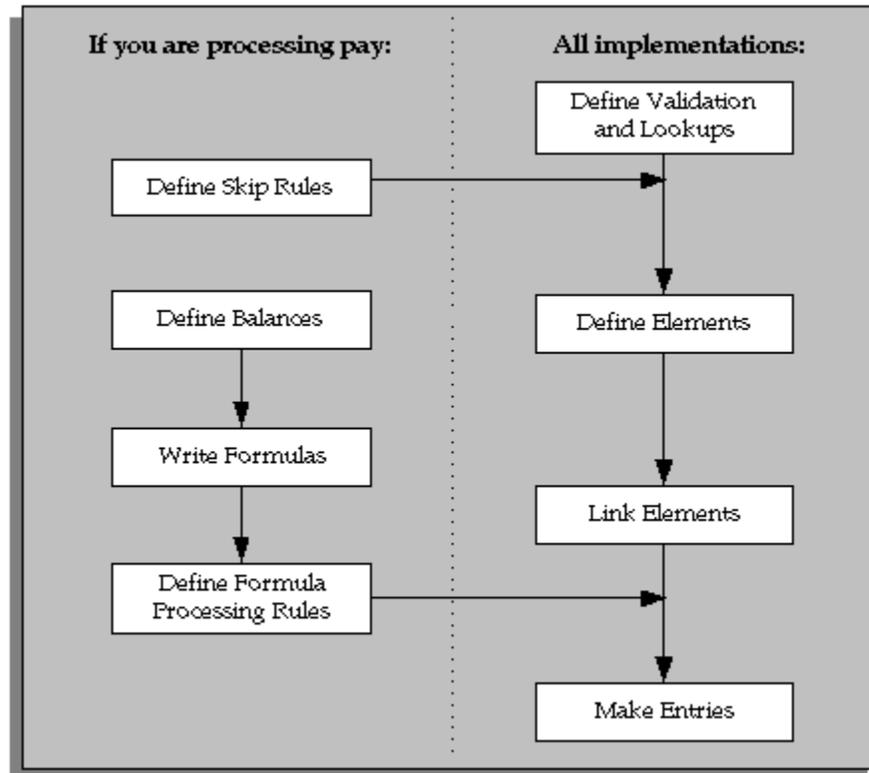


## Define Validation and Lookups

Define validation for entries of any new elements you are creating.

1.  To restrict compensation entries to a list of valid values, define a new Lookup Type and add Lookup Values for this new lookup.

    See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration*.

2.  To validate compensation entries using formulas, write a formula of type Element Input Validation.

    See: Writing Formulas for Validation, *Oracle HRMS FastFormula User Guide*.

3.  To create a matrix of values (such as bonus amount against years of service) for use in formulas or QuickPaint reports, set up user tables.

    See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

## Define Element Skip Rules

4. If some elements should not be processed in every payroll run, write formulas for element skip rules defining the conditions when the run should process these elements.

See: Writing Formulas for Element Skip Rules, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

### Set Up Proration

5. If the Proration tab is available on the Element window for your localization, you can set up proration. For earnings or deductions that the payroll run should prorate when relevant factors (such as pay rates, grades, or working hours) change during a pay period, make sure you have completed the basic proration setup steps. See: Setting Up Proration, page 5-45.

### Define Elements

6. Define elements and element input values:

- To record information about employee compensation, benefits, and equipment

- For processing earnings and deductions. (Note that some elements for legislative deductions are predefined.)

  See: Defining an Element, page 5-11.

  See: Defining an Element's Input Values, page 5-19.

  See also: Deleting an Element, *Oracle HRMS Compensation and Benefits Management Guide*.

7. Define frequency rules, if necessary, to determine the periods in which the element should be processed.

See: Defining Frequency Rules, page 5-38.

### Define Links for Predefined and User-defined Elements

8. If the payroll costs of an element should be distributed over other elements, define a distribution set.

See: Defining an Element or Distribution Set, *Oracle HRMS Compensation and Benefits Management Guide*

9. Define element links to identify one or more groups of employees who are eligible to receive an element.

See: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*.

See also: Running the Element Link Details Report, *Oracle HRMS Compensation and*

*Benefits Management Guide*.

### Define Balances

Oracle Payroll has many predefined balances installed with the system. You can define other balances.

10. Define secondary element classifications.

    See: Defining Secondary Element Classifications, page 5-50.

11. Create classes of balance feeds by entering or removing secondary classifications for your elements.

    See: Creating Classes of Balance Feeds, page 5-52.

12. Define user balances and create balance feeds for individual elements.

    See: Defining User Balances, page 5-52.

    See: Creating Balance Feeds for Individual Elements, page 5-51.

    For information on uploading initial balances, please refer to the appropriate *Legislative Balance Initialization* technical essay.

### Write Payroll Formulas

13. Oracle Payroll provides formulas for processing legislative deductions. For other elements, you can write formulas to calculate element results and other processing outcomes in payroll runs.

    See: Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*.

### Define Formula Processing and Result Rules

14. To define which formula processes an element for Active assignments (and optionally for other assignment statuses), define processing rules for the element. To specify what happens to formula results (that is, the values you include in the formula's Return statement), define formula result rules.

    See: Defining Formula Processing and Result Rules, page 5-39.

### Define Rules for Net-to-Gross Processing

If your localization supports net-to-gross processing, you can define rules for iterative processing of earnings and for excluding balances.

15. Define rules for the processing of the iterative formula. See: Defining Iterative Processing Rules, *Oracle HRMS Compensation and Benefits Management Guide*.

16. Specify which balances to exclude from the net-to-gross calculation. See: Excluding Balances From an Element's Grossup Calculation, *Oracle HRMS Compensation and*

*Benefits Management Guide.*

**Make Entries**

17. For elements without Standard links, make entries of your elements for all employee who should receive them.

    See: Making Manual Element Entries, page 5-21.

# Defining Frequency Rules

Recurring elements may require frequency rules to determine in which pay periods they should process. For example, a monthly deduction might be processed in the third period of the month for weekly-paid employees and in the second period of the month for employees paid on a semi-monthly basis.

It is possible to set frequency rules to process once- or twice-yearly deductions on monthly, quarterly, or semi-annual payrolls. These rules' periods then refer to periods within a year (months, quarters or half years) instead or periods within a month. However, for infrequent deductions, you may prefer to define them as nonrecurring and use BEE to make entries when required.

Use the Frequency Rules window to define or change an element's frequency rules at any time.

**US and Canada Payroll only**: Use the Deduction form to define or change a deduction's frequency rules.

**Mexico only**: Use the Element Design Wizard to define or change a deduction's frequency rules.

### To define frequency rules:

1. Select the name of the payroll for which you want to define frequency rules.

2. In the Date field, you can override the default date that the payroll run uses to assess the frequency rule, if required.

   For example, suppose you are defining frequency rules for a monthly deduction. If you select Effective Date for a Weekly payroll and check Processing Period 1, the payroll run only takes the deduction if the run's effective date is in the first week of the month.

3. Check the boxes for the processing period or periods in which you want the element to process for each payroll.

   For example, if you want a monthly deduction to process in the second week of the month for a weekly payroll, check the box under 2 for that payroll.

   Notice that some periods are not available for all payrolls. For example, a bi-weekly

payroll can only have, at most, three periods a month, so periods 4, 5, and 6 are not relevant to this payroll.

# Defining Formula Processing and Result Rules

Use the Formula Result Rules window to associate one or more formula processing rules with an element.

At minimum, an element needs one standard processing rule. This identifies the formula the payroll run uses to process the element for employees with an Active assignment status (and a Payroll system status of Process). It is also the default formula for other assignment statuses. However, you can define other processing rules if you need to use different formulas for assignments at other statuses. For example, you could have two rules for a Wages element: Standard Wages and Paid Training Leave.

Also use this window to define how each formula result is used by the payroll run.

### Correcting and Updating Processing Rules

When you add a formula result, it takes on the effective end date of its processing rule. Any date effective changes you make to existing processing rules can affect formula results as follows:

- **Update**: If you update a processing rule or give it an effective end date, all the rule's currently effective and future-dated formula results automatically get identical end dates.

- **Correction**: If you correct a processing rule, all its currently effective and future-dated formula results remain unchanged.

- **Future delete**: If you delete all future changes scheduled for a processing rule, this also deletes any future changes scheduled for the rule's formula results.

### To associate processing rules with elements:

1. Set your effective date to the start date for the processing rule.

2. Select the element for which you are entering rules. The element's description and classification automatically display.

3. Click Find to display any existing processing rules for this element.

4. In the Processing Rules region, select Standard and the regular formula for the element. If you have other formulas for this element, select them and the assignment statuses you want to associate with them.

   **Note:** If you select a formula with inputs that do not match the

element, you will receive a warning message, but you can still save your rule. Remember to update the formula before running the payroll.

5. Save your entries.

**To define formula result rules for each processing rule:**

1. Click on a processing rule to select it.

2. In the Formula Results region, select a formula result name from the list of results specified when the formula was written.

3. Select the appropriate formula result type. There are five possible types:

   **Direct result**: This is the element's run result (if you send the result to the element's pay value), or a direct result updating another of the element's input values.

   **Indirect result**: This result passes as an element entry to another nonrecurring element not yet processed.

   **Message**: The formula issues messages under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message "Loan is repaid." You read formula messages using the View Run Messages window.

   **Order Indirect**: This result updates the subpriority of the element you select in the Element field.

   **Stop**: This formula result uses the Date Earned of the payroll run to put an end date on a recurring entry of this or another element (which must be defined with multiple entries not allowed.)

   **Update recurring entry**: This result updates recurring entries of this or another element on the effective date of the payroll run. The receiving element must be defined with multiple entries not allowed unless you are passing a recurring element's entries to itself, that is updating another entry of the same element.

   > **Important:** If your result type is Update Recurring Entry, then any future dated changes to the entry will be overwritten by the results of the current payroll run.

4. For all formula result types except Direct Result or Message, select the name of the element to which you want to pass the formula result. This element must have a processing priority causing it to process after the element sending the result.

5. For the formula result types Direct Result, Indirect Result, and Update Recurring

Entry, select the input value to update.

6. If you select Message as the formula result type, select a message severity level. There are three choices:

**Fatal**: When a message with this severity results from your formula, the run rolls back all processing for the employee assignment.

**Warning**: A message with this level of severity does not affect payroll processing but warns the user of a possible problem.

**Information**: A message with this level of severity simply gives information.

# Setting Up Elements for Net-to-Gross Processing

Follow these steps to set up elements for net-to-gross processing.

### To set up elements for net-to-gross process:

1. Define the elements, making sure you select the following rules:

   - On the Standard tab of the Element window:

     - Non-recurring

     - Final close for the termination rule

     - Multiple entries allowed

     - Skip rule of ONCE EACH PERIOD

       **Mexico only**: Skip rules are not enabled by default.

   - On the Advanced tab of the Element window:

     - Check the Gross Up check box

     - Select DEFAULT_GROSSUP in the Iterative Formula field

2. Choose the Input Values button to define the input values for these elements, as follows:

*Input Values for Net-to-Gross Earnings Types*

| Input Value Name | Purpose of Entry | Checkbox: Required | Checkbox: User Enterable | Checkbox: Database Item |
|---|---|---|---|---|
| Pay Value | Oracle Payroll returns the gross pay to this input value when it has completed the net-to-gross calculations. | No | Yes | Yes |
| Amount | Gives iterative formula the desired net pay. | Yes | Yes | No |
| Low Gross | Used by the iterative formula to hold the lower gross pay guess, to feed into the next iteration of the formula. | No | No | No |
| High Gross | Used by the iterative formula to hold the higher gross pay guess, to feed into the next iteration of the formula. | No | No | No |

| Input Value Name | Purpose of Entry | Checkbox: Required | Checkbox: User Enterable | Checkbox: Database Item |
|---|---|---|---|---|
| Remainder | The amount by which the additional pay to be paid by the employer (gross minus desired net) differs from the total of the balances that are eligible for grossup processing. Returned by the iterative formula. | No | No | No |
| To Within | The amount by which actual net can differ from desired net after normal processing. Must not be zero but can be a nominal amount such as 0.01. | Yes | Yes | No |

| Input Value Name | Purpose of Entry | Checkbox: Required | Checkbox: User Enterable | Checkbox: Database Item |
|---|---|---|---|---|
| Method | The method of iterative calculation: binary or interpolation. This determines which function the iterative formula calls. Use the lookup type ITERATIVE_METHOD and select the default INTERPOLATION, since this is usually the more efficient method. | Yes | Yes | No |
| Additional Amount | The amount to add to desired net to calculate gross pay. Returned by the iterative formula. | No | No | No |

See: Defining an Element's Input Values, page 5-19

3. Click Balance Feeds to confirm which balances feed your net-to-gross element.

   See: Creating Balance Feeds for Individual Elements, page 5-51

4. Click Balance Feeds Control to modify balance feeds that are not correct.

   See: Creating Classes of Balance Feeds, page 5-52

5. Click Iterative Rules to set up the processing rules for the iterative formula.

   See: Defining Iterative Processing Rules, *Oracle HRMS Compensation and Benefits Management Guide*

6. Click Exclude Balances to select the deductions to be paid by the employer.

See: Excluding Balances From an Element's Grossup Calculation, *Oracle HRMS Compensation and Benefits Management Guide*

7.  Define the formula result rules for your elements:

    1.  Select the CALC_GROSSUP_PAY_VALUE formula for the Standard processing rule.

    2.  Create a formula result rule to feed the PAYMENT_AMOUNT result as a direct result to the element's pay value.

    See: Defining Formula Processing and Result Rules, page 5-39

8.  Define element links for your elements.

# Setting Up Proration or Retro-Notification

Follow these steps if you want to set up your system for proration or retro-notification.

### To complete basic setup for proration or retro-notification:

1.  In the Table Event Updates window, ensure that the events you want to use are already included in the required tables. Enter the table name. The lower half of the screen displays the fields that trigger proration or retro-notification if their values are changed.

    If the table has already been defined but the required event is missing, create either an Update, Delete, or Insert event and enter the table row or column to which the event refers. You can only enter a column name if you are creating an Update event. Select the change type defined by the event.

    > **Note:** The Table Event Update window is not available in all localizations.

    See: Making Table Event Updates, *Oracle HRMS Payroll Processing Management Guide*

2.  If the events you require have not been defined in the Table Event Update window, set up the dynamic triggers for proration or retro-notification in the Dynamic Trigger Generation window. The triggers you need depend on the method you use to compensate your employees. For example, the tables required for compensation using Salary Administration are different from those required for compensation using pay grades. The tables you are likely to use are:

    *   PER_ALL_ASSIGNMENTS_F

    *   PER_ALL_PEOPLE_F

- PAY_ELEMENT_ENTRIES_F

- PAY_ELEMENT_ENTRY_VALUES_F

- PER_SPINAL_POINT_PLACEMENTS_F

- PER_GRADE_RULES_F

See: Defining Dynamic Triggers, *Oracle HRMS Payroll Processing Management Guide*

> **Note: French users**: Ensure you enable the dynamic triggers for
> PAY_ELEMENT_ENTRIES_F and PER_ALL_ASSIGNMENTS_F.

3. Create an event group for your proration or retro-notification events. You must create the event groups before you can create your elements.

   See: Defining Event Groups, page 5-47

4. Select the Incident Register functional area in the Functional Area Maintenance window. Make sure that your triggers are included in this functional area. If your triggers are not included, insert them.

   You must also activate the triggers according to legislation or business group. For more information, see: Grouping Dynamic Triggers into Legislative Functional Areas, *Oracle HRMS Payroll Processing Management Guide*

   Setup for retro-notification should now be complete, meaning you can proceed to running the appropriate report. However, if you are setting up proration continue with the next steps.

   See: Running the Retro-Notifications Report, page 7-51

### To set up the elements for proration:

1. Create your proration element. **US and Mexico users**: Initiate the earnings type or deduction, then query the generated element in the Element window to add a proration group and, optionally, a proration formula.

   - Make sure that you select a proration group for each element

   - Select a proration formula if you are using a separate proration formula to handle proration events (rather than enabling your payroll formula to handle proration)

   - Select Actual Termination as the termination processing rule

2. Define the input values for the element. For example, if you were using the sample payroll formulas that are enabled for proration, you would create the following

input values:

- Amount for a salary management element

- Date Worked for a spinal point/pay scale element

- Annual Deduction for a deduction or allowance

See: Defining an Element's Input Values, page 5-19

3. Link the element to a specific payroll or payrolls. If you want the element to be used automatically each time the payroll is assigned, select the Standard check box. If you do not select this check box, you must enter the element for each assignment.

See: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

**To create the formula:**

1. Check that the database items to be used in your formula are available. If the required database items are not available, please create them.

2. Create the proration formula or write a payroll formula that is enabled for proration.

   To create a proration formula, see: Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

   **UK users**: For examples of payroll formulas enabled for proration, see: Sample Payroll Formulas Enabled for Proration, *Oracle HRMS FastFormula User Guide*

   For more information on writing formulas, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide* and Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*

3. Link the formula to your element in the Formula Result Rules window.

   See: Defining Formula Processing and Result Rules, page 5-39

4. Attach the element to the salary basis if the salary is relevant for proration. Select the input value you created (such as Amount) in the Input Value Name field of the Salary Basis window.

   See: Defining a Salary Basis, *Oracle HRMS Compensation and Benefits Management Guide*

# Defining Event Groups

You define an event group from the Table Event Group window. You use an event group to group together all proration or retro-notification points that affect an

employee's salary, such as salary increases.

### To define an event group:

1. Enter a name for your event group.

2. Select one of the following event group types:

   Proration for a proration event group

   Retro for a retro-notification event group

3. Select the proration or retro period.

4. Save your entries.

5. Select the events that can trigger proration or retro-notification in the Datetracked Events region. To do this, select the update type, the table containing the data, and the table column.

6. Save your work.

# Balances

## Payroll Balances

Balances show the positive or negative accumulation of particular values over periods of time. They are fed either by the direct run results (that is, Pay Values) of elements processed in the payroll run, or by input values. For example, in North American installations, the input value Hours of the element Time Entry Wages feeds the balance Regular Hours Worked.

## Balance Dimensions and Levels

Balances exist for various time *dimensions*, such as current run, period to date, month, quarter to date, and year to date.

Balances also exist at different *levels*, such as assignment level or person level. Balances for individual employee assignments are at the assignment level (in North America, they can be at the assignment level within a GRE). If your enterprise permits employees to hold more than one assignment at the same time, you can hold balances at the person level. For example, a person level Gross Earnings balance is the sum of an employee's assignment level Gross Earnings balances.

## Choosing Elements To Feed a Balance

You can select elements to feed a balance in three ways:

• Select a primary classification. The run results of all elements in the classification feed the balance. However, you must have an input value of Pay Value if you want to create a feed between an element and a balance.

• Select a secondary classification. You choose which elements from a primary classification (such as Earnings) are to feed the balance by giving these elements a secondary classification. Again it is the run results of the elements that feed the balance.

> **Note:** Secondary classifications are not used in the North American versions of Oracle Payroll at this time.

• Select an individual element. You can select either the run result or an input value to feed the balance. The input value must have the same unit of measure (such as hours or number) as the balance.

You can choose any number of classifications or any number of elements to feed a balance. However you cannot use a mixture of classifications and individual elements

to feed a balance. When you select an element or classification as a balance feed, you specify whether the run results (or input values) should add to or subtract from the balance.

## Startup and User Defined Balances

The balances and balance feeds for the elements supplied with Oracle Payroll are present in the system when you receive it. For North American users, when you initiate earnings types, deductions and other items that process in the payroll run, the system generates the appropriate balances and balance feeds together with the necessary elements.

You can define any additional balances your enterprise requires. For example, you may require a Pensionable Earnings balance for a pension plan your enterprise offers employees.

# Defining Secondary Element Classifications

Oracle Payroll users can define secondary classifications to create subsets within primary classifications. You decide which elements, from a primary classification, are in each secondary classification, then you use the secondary classification to feed balances.

> **Note:** If you are an HR-only user, you cannot define secondary classifications. For more information on user types and the associated HR: User Type profile option, see: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

### To create secondary element classifications:

1.  Query a primary element classification. The check box indicates whether it is for nonpayment elements. These are elements that do not feed the Payments balance.

    On the Priority, and Costing tabs, you can view the following information about the classification:

    **Priority**: The processing range displays together with the default priority.

    **Costable**: If this check box is checked, you can select all costing options on the element link for elements of this classification, including Not Costed.

    **Distributable**: If this check box is checked, you can create a distribution set from elements of this classification over which you can distribute costs.

    **Debit** or **Credit**: These option buttons display the cost type for elements in the classification, that is, whether the accounts they feed are to be debited or credited.

    On the Frequency Rules tab, you can view the following information about the classification:

**Enabled**: If this check box is checked, you can define frequency rules for elements of this classification. The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element.

**Date:** The date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

2. Enter a unique name for the secondary classification you want to associate with the displayed primary classification. You can also add a description.

3. Select the Default check box if you want all elements in the primary classification to be in the secondary classification by default. Then, if there are any exceptions, you must manually remove these elements from the secondary classification. You can do this at any time using the Balance Feed Control window, which opens from the Element window.

> **Note:** For some legislations, Oracle Payroll has already defined a number of secondary classifications. Some of these are default classifications, but not all. You cannot delete these classifications, and you cannot delete them from the Balance Feed Control window for predefined elements.

# Creating Balance Feeds for Individual Elements

Use the Balance Feeds window to select balances to be fed by the input values of an element. Balances are either fed by whole classifications of elements or by individual elements, but not by both. Therefore, in this window you cannot select balances that are fed by classifications. You can query a balance in the Balance window and choose the Classifications button to view the list of classifications that feed it.

You can use an element to feed as many balances as you require.

### To create balance feeds for one element:

1. Set your effective date to when you want the balance feed to start.

2. Enter or query the element in the Element window and choose the Balance Feeds button.

3. In the Balance Feeds window, select the input value that you want to feed the balance with.

   The list displays all the input values defined for the element. These input values may have different units of measure. When you select an input value its unit of measure displays in the Units field. To feed a balance with the element's direct run result, select Pay Value.

4. Select the balance you want the input value to feed.

   The list restricts your choice to balances having the same unit of measure as the input value you selected.

5. Select Add or Subtract for the balance feed.

   > **Note:** Secondary classifications and balance feed controls currently do not apply to the US version of Oracle Payroll.

# Creating Classes of Balance Feeds

In the Balance Feed Control window, you can classify an element using secondary classifications. These determine the balances that the element feeds. You can query a balance in the Balance window and choose the Classifications button to view the list of classifications that feed it.

### To select or remove secondary element classifications:

1. Set your effective date to when you want the element to begin feeding the balances that the secondary classifications feed.

2. Enter or query the element in the Element window and choose the Balance Feed Control button.

3. In the Balance Feed Control window, delete any default secondary classifications you do not require for the element.

   When this window opens, it displays any default secondary classifications for the element's primary classification. Unless they are predefined, you can delete any of these classifications, and you can change their effective start dates.

4. Select any non-default secondary classifications you require.

# Defining User Balances

Defining a balance includes defining its feeds and dimensions. When selecting feeds for the balance you have to choose between specifying element input values directly, and selecting element classifications to determine the feeds. You cannot choose both methods together.

You can group similar balances - such as all earnings balances - in a single *category* for quicker and easier processing. Each localization has a defined set of categories. If there are no categories in the list of values, this means your legislation is not yet using the category functionality.

Balances often share a common relevancy to certain assignments. In some localizations, you can define *base balances* to imply a relationship between the balances that can be relied upon when processing and reporting. For example, "Loan Repayment" could be the base balance for "Loan Repayment Arrears".

You define balances in the Balance window.

### To define a user balance:

1. Do *one* of the following:

   • Enter a unique name and a reporting name for the new balance. If you do not provide a reporting name, the first seven characters of the balance name appear on reports.

   • Query any user balances you want to change.

2. Optionally, select a balance category in the Category field.

   **Australian Users:** Attach all user-defined balances to the relevant balance category and to the _ASG_RUN and _ASG_YTD dimensions to populate the run balances. You must attach all user-defined allowance balances required to be reported individually on the Payment Summary to the Balance Category of Allowance and to the _ASG_LE_RUN and _ASG_LE_YTD dimensions.

   **New Zealand Users:** You must assign a balance category for each element that you define.

3. Optionally, select a Base Balance.

4. Enter the unit of measure for the balance. The choices are days, hours (listed in different formats), integer, money and number. If you select money as the unit you must also select a currency.

   > **Note:** Do not select the Use for Remuneration check box. This displays the balance that has been predefined as the Remuneration balance. Only one balance within a legislation can have this value.

5. To define a primary balance - one fed by a single element - select an element and input value in the Primary Balance region (if this region is available for your localization).

6. Go to the Balance Feeds window *or* the Balance Classifications window.

   **In the Balance Feeds window:**
   • Set your effective date to the start date for the balance feeds.

- Select one or more elements to feed the balance. Only those elements whose input values have the same unit of measure as the balance are listed.

  When you select an element, its classification is displayed. You can select elements with different classifications.

- Select the input value that is to feed the balance.

  For most payroll balances select Pay Value so that the element's run result feeds the balance.

- Select Add or Subtract for the balance feed.

**In the Balance Classifications window:**

- Select one or more element classifications and select Add or Subtract for each. The run results of all elements in the classification will feed the balance.

  The list includes all the primary and secondary element classifications that are valid for this balance. If you select a secondary classification, you cannot also select its parent primary classification.

  > **Note:** Secondary classifications are not used in the North American or Singapore versions of Oracle Payroll at this time.

**Balance Dimensions Window**

7. Choose the Dimensions button.

8. Select the dimensions you require.

   **New Zealand Users:** For each new balance, you must attach the balance dimension _ASG_RUN for it to generate run balances.

   **Australian Users:** Select the _ASG_RUN and _ASG_YTD dimensions for all user-defined balances. You must attach the _ASG_LE_YTD and _ASG_LE_RUN dimensions to the allowance balances required in the Payment Summary reports.

   You can remove any dimension previously selected for a user-defined balance. You can also add dimensions to the startup balances included with your system, and later remove these additional dimensions. However, you cannot remove the dimensions that were predefined for the startup balances.

   > **Note:** To hold balances for a fiscal year that is different from the calendar year, you must supply the fiscal year start date for your Business Group.

9. Optionally, select the Grossup Balance check box for *one* of the dimensions, to make

the balance eligible for grossup.

**UK users:** If you want to make the balance eligible for grossup, you must select this check box for the _ASG_RUN dimension.

### Initial Balance Feed Window

10. Choose the Initial Feed button.

11. In the Initial Balance Feed window you can see details of the element and input value used for the Initial Balance feed. This feed is defined by implementation consultants prior to performing an initial balance upload at implementation time.

### Balance Attributes window

12. Choose the Attributes button.

13. Select an attribute definition and a dimension.

    Balance attributes identify which balances can be used in which reports. Attributes can be predefined by localizations, created as a result of predefined defaults, or you can enter them in this window.

    > **Note: Saudi Users:** Oracle Payroll provides Saudi SOE Balance Attributes to view the SOE report. You can use the predefined balance attributes or create your own balance attributes.

# Uploading Initial Balances

Setting initial values for balances is an essential task for new customers migrating from other systems.

Such balances typically consist of both legislative and customer defined balances. For example, a legislative balance could be the amount of tax deducted for each employee during the tax year. A customer defined balance could be the number of vacation days taken by each employee during the calendar year.

The correct initial setting of these balances is essential for subsequent processing to be valid.

The Initial Balance Upload process allows the specification and loading of initial balances into the system. System implementers use this process once only, on migration. After that, balance maintenance is carried out automatically by Oracle Payroll.

### To load initial balances into Oracle Payroll:

1. Define an element and input value for the initial balance feed. Select the

classification Balance Initialization for this element.

2. Set up initial balance values in the tables

   **PAY_BALANCE_BATCH_HEADERS**

   **PAY_BALANCE_BATCH_LINES**

   For more information, see the technical essay: Balances in Oracle Payroll, *Oracle HRMS Implementation Guide*.

3. In the Submit Requests window, select Initial Balance Upload.

4. Run one or more of the four modes as appropriate:

   **Validate:** checks the details in the batch to be uploaded

   **Transfer:** creates the balances in the batch

   **Undo transfer:** reverses the effects of a transfer

   **Purge:** removes the batch from the batch tables

5. Select the batch to be processed.

6. Choose the Submit button.

7. Continue to run the process for as many modes as you require.

# Running the India Initial Balance Structure Creation process

The India Initial balance Structure Creation process automatically creates entities necessary to perform balance initialization such as elements and links, input values and link input values, and initial balance feeds.

You run the process from the Submit Requests window.

### To run the India Initial Balance Structure Creation process:

1. In the Name field, select India Initial balance Structure Creation process. The Parameters window opens.

2. Enter the maximum input values you want for an element.

3. Select the batch to process.

4. Click Submit.

# 6

# Payroll Statutory Deductions and Reporting

## Payroll Statutory Deductions and Reporting Overview

Oracle Payroll enables you to calculate an employer's tax liability and deduct the appropriate sums from employee earnings. You can calculate employer and employee tax liabilities for all the taxes and statutory deductions that are applicable to your country. For example, this includes employer liability for state taxes such as State Unemployment Insurance and employee liability for federal, state and local taxes in the US, PAYE and NIC in the UK, PAYE and PRSI in Ireland, Social Security, Unemployment and Complementary Pension in France, Standard and Special tax and Social Insurance in the Netherlands, and so on.

In each instance, Oracle Payroll enables you to enter details of the tax liability and process it at regular intervals.

## Reporting on Payroll Statutory Deductions

See: Reports and Processes in Oracle HRMS, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

## Payroll Statutory Deductions and Reporting

Oracle Payroll allows you to process tax and insurance deductions for employers and employees, and helps you comply with the legislative requirements applying to your organization.

## Is Oracle Payroll flexible enough to calculate different legislative taxes?

Yes. Oracle Payroll supports many country specific models of taxation, including the local, federal and state tax requirements of organizations operating in the US.

## Is the entry of tax details flexible enough to meet my organizational needs?

Yes. You can calculate taxes for different types of employer to represent the diversity of your organization. You can also make retrospective adjustments to allow for overpayments and underpayments.

## Is Oracle Payroll capable of processing the latest taxation updates?

Yes. The details of taxation policy and social security entitlements are constantly changing, but Oracle Payroll is always promptly updated so that your processing includes the most recent updates.

## Can Oracle Payroll transmit PAYE information electronically? (UK only)

Yes. EDI allows two-way electronic transmission of documents between the Inland Revenue and employers. Oracle UK Payroll has developed a specified formatted file that, if used in conjunction with third party software, can be transmitted electronically to the Inland Revenue.

## Can you record P11D details and submit an annual return? (UK Only)

You can use Oracle HR to update your records throughout the year to show all the Class 1A National Insurance contributions for which your organization is liable. You can make this information available to employees so that they can their NI liabilities. You can then generate a report to view the final details and you can submit the complete and validated records to the Inland Revenue to comply with all reporting requirements.

# Payroll Statutory Deductions and Reporting

## India Tax and Deductions Information

Oracle Payroll for India supports the following types of statutory deductions and social insurance:

- Income Tax

- Employee State Insurance

- Professional Tax

- Provident Fund

## Income Tax

Oracle Payroll calculates Income Tax based on the planned and actual tax declaration of the employees. Employees must declare their tax declaration at the beginning of the tax year. These figures are used to calculate the tax to deduct for the employee. Employees can update their declaration at any time, except during the freeze period. During the freeze period, the employees submit physical proofs supporting their tax declaration. A reviewer checks the proofs and updates the tax declaration of the employee. You can view the employee's tax declaration review status through Oracle self-service.

*Income Tax Calculation Process*



## Income Tax Calculation Process

Regular Earnings
Taxable Allowance
Taxable Perquisites
Taxable Employer Charges

→ Compute Gross Salary
→ Add Previous Employment Earnings
→ Add Direct Payments
→ Apply Deductions U/S 16 ← Entertainment Allowance Exemption / Professional Tax Exemption
→ Add Other Income
→ Compute Gross Total Income

Medical Insurance Premium 80D
Disease Treatment 80DDB
Higher Education Loan 80E
Donation for Research 80 GGA
Section 80GG exemption
Permanent Disability 80U
Donations under 80G
Deductions under 80DD

Deductions under 80CCE
1. House Loan Repayment
2. Deferred Annuity
3. Public Provident Fund
4. Interest on NSC
5. Mutual Fund or UTI
6. National Housing Bank
7. ULIP
8. Notified Annuity Plan
9. Notified Pension Fund
10. Public Sector Scheme
11. Superannuation Fund
12. Infrastructure Bonds
13. Pension Fund 80CCC
14. Govt Pension Scheme 80CCD
15. Tuition fee

→ Compute Deductions under Chapter VI A
→ Compute Total Income
→ Compute Tax on Total Income
→ Add Surcharge
→ Add Marginal Relief
→ Add Education Cess
→ Reliefs under Section 89
→ Compute tax payable on Total income in this period

Oracle Payroll supports the following types of earnings for IT calculation:

• Regular Earnings

• Bonus

• Termination Payments

• Direct Payments

The computation of Section 89 and any termination payments (such as gratuity and others) made in installments are not supported. You can use the element Relief Under Section 89, and write you own fast formulas to support Section 89.

For retrenchment and VRS termination elements, you must define an input value Component Name and default it to Retrenchment or Voluntary Retirement.

See: Setting up Income Tax, page 6-11

### Employee Transfer

You can change employee's GRE organization at any time. To change employee's GRE organization, you must map the employee to the new GRE (on the effective date) before you process payroll for the old GRE.

## Employee State Insurance

Oracle HRMS for India supports the following ESI calculations and subsequent deductions from the employee's salary:

- Checking employee eligibility (eligibility is calculated based on the employee's ESI eligible salary)

- Calculating ESI actual salary

- Calculating the employee and employer contribution

- Deducting employee's contribution from the employee's salary for each pay period

- Calculating ESI during transfers between ESI organizations

See: Setting up Employee State Insurance, page 6-27

### Employee Transfers

There are two types of transfers for employees:

- Employees are transferred within the same ESI organization. Employee details and reporting do not change.

- Employees are transferred from one ESI organization to the other. The Employer ESI code and the employee's ESI number do change. You assign the new ESI organization to the employee's assignment, and change employee's ESI number in the Further Benefits tab of the People window.

## Professional Tax

Some of the state governments levy Professional Tax on any employee working in the state. Employers must register with the state and have a professional tax registration number. Professional Tax deductions differ for each state. You can create multiple professional tax organizations for an employer.

Oracle HRMS for India supports the following Professional Tax calculations:

- Checking employee eligibility (eligibility depends on the state in which the employee is working. Employers can assign exemptions to the employees)

- Calculating Professional Tax eligible salary

- Calculating employee's professional tax deduction (deduction depends on the professional tax rules for the state)

- Checking for employee's exemption from professional tax

    **Note:** Professional Tax is calculated based on the frequency set at the Business Group level, and deducted monthly from the employee's salary.

Professional Tax deductions are predefined for Andhra Pradesh, Gujarat, Maharastra, Karnataka, Madhya Pradesh, Kerala, and two corporations in Tamil Nadu (Chennai and Coimbatore). You can configure the tax slabs for other states by configuring the respective user tables.

    **Note:** Professional Tax calculation frequency is six months for Tamil Nadu and Kerala.

See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide* and Setting up Professional Tax Deduction, page 6-28

## Employee Transfers

You can transfer employees from a PT organization to the other, in the same state or a different state. You must map the respective state level balances (if you are using state level balances), if the employee is transferred to a new state.

# Provident Fund

Oracle HRMS for India supports the calculation and deduction of Provident Fund (PF) contributions for employees. Oracle HRMS supports provident calculation for both exempted and un-exempted PF trusts, however, excluded PF trusts can use the predefined Provident Fund elements.

Arrears are also taken into account for PF calculation. Oracle HRMS for India supports Voluntary Provident Fund (VPF) contribution. You can enter either the VPF contribution amount or the VPF contribution percentage. Oracle HRMS for India also supports the calculation of Employee Pension Scheme (EPS) contributions and Employee Deposit Linked Insurance (EDLI).

See: Setting up Provident Fund, page 6-32

## Employee Transfers

You can transfer employees from one PF Organization to the other, or within the same PF organization. If the transfer occurs within the same PF organization, the calculation

of PF does not change.

If you transfer the employee to a different PF Organization:

1. Employee needs a new PF Membership code. You update the code in the Further Benefits Tab of the People form.

2. You store the summary of the following figures summation for each month (and the current pay period), beginning from the transfer date for the new PF organization:

   • Actual salary for PF

   • Employees Contribution

   • EPS Contribution

   • Employers PF Contribution

3. The above values are end dated from the transfer date, for the old PF organization.

### Employee Deposit Linked Insurance (EDLI)

Oracle HRMS for India supports the calculation of EDLI, if the employer chooses to enable it. You can select if the PF organization supports EDLI in the PF Organization Information window.

See: Entering Provident Fund Information, page 1-34

## Reimbursements Overview

Oracle Payroll enables you to pay reimbursements towards expenditure incurred due to professional or personal reasons to employees. You can also calculate the tax on those reimbursements.

You can set up and process various types of reimbursements in HRMS, such as:

• Accommodation Maintenance

• Aircraft Expense/Depreciation

• Club Facilities Expenditure

• Conference Expenditure

• Conveyance Expenditure

• Employees Welfare Expense

• Entertainment Expenditure

- Festival Celebrations

- Free Ticket for Journey

- Gifts Expenditure

- Health Club Expenditure

- Hospitality Expenditure

- Hotel Expenditure

- Motorcar Expense/Depreciation

- Sales promotion Expenditure

- Scholarships Expenditure

- Telephone Expenditure

**The Reimbursement Business Process**

You can process reimbursements by paying an advance to an employee towards expenses, and claiming the amount as reimbursements, or settle the claim based on bills. You can recover the excess advance amount by deducting it from the payment and pay the balance as a reimbursement. For reimbursements that are pending, you can adjust the excess advance amount by deducting it from the employee's net pay.

After you have calculated the reimbursement amount, you can pay the employee by running it in the current month's payroll, add the amount to the employee's net pay and tax the excess amount.

- You must process all reimbursements as fringe benefits elements except leave travel concession (LTC). You must process LTC reimbursements as Earnings element.

- You must process medical claims under Employees Welfare Expense category.

**Reimbursements Processing**

The following figure summarizes the flow of tasks associated with processing reimbursements.
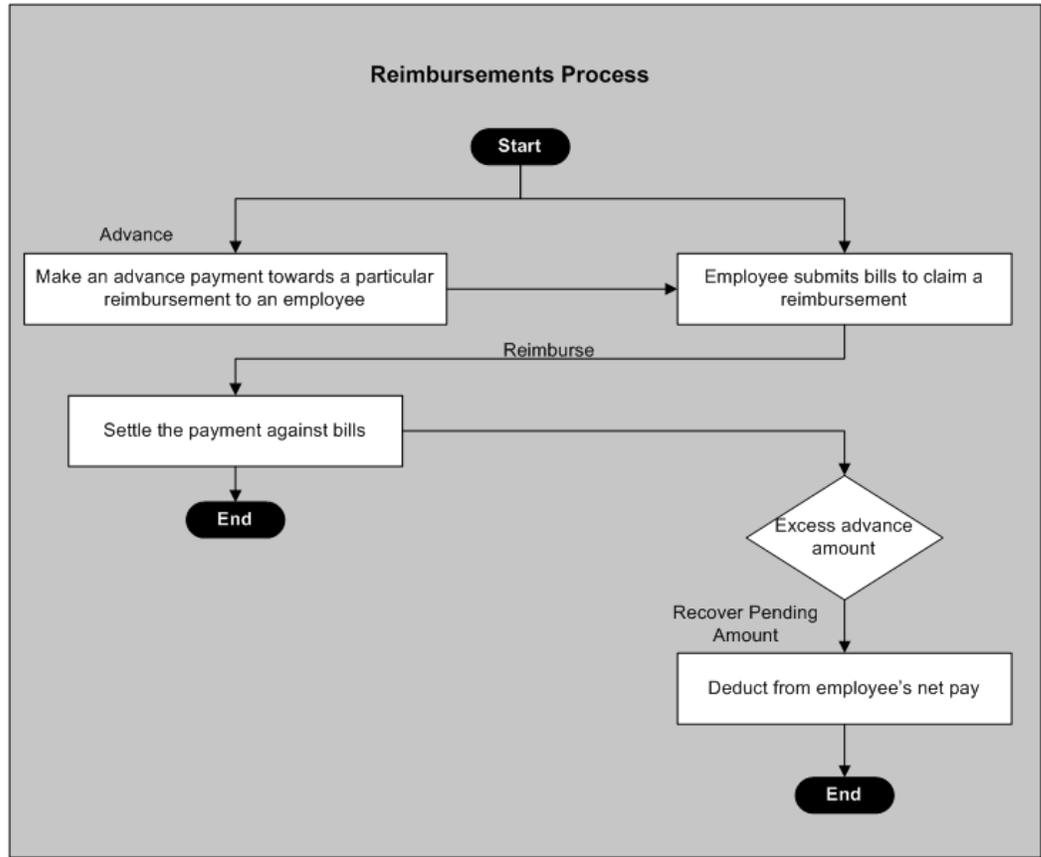
## Employer Paid Tax Overview

Oracle HRMS enables you to pay tax on specific salary components of your employee. Using this functionality, you can calculate the average tax rate and use this rate to calculate the tax on the following:

- Non-monetary perquisites

- Monetary perquisites

- Any other income other than perquisites such as earnings

If you are paying tax on your employee's non-monetary perquisite, the tax amount is not a part of an employee's salary according to the tax rules. The application automatically deducts the tax amount from the employee's income tax for that particular payroll.

If you are paying tax on your employee's monetary perquisite or other Earnings other than non-monetary perquisites, the tax amount is again a monetary perquisite according to the tax rules. You must include the tax amount in the income tax calculations.

You can choose to calculate the employer tax by using the default system-calculated values or by manual entry. If you choose to calculate tax manually, the manual entry will overwrite the system calculated values.

> **Important:** You can pay tax on your employee's salary component, on or after 1st April 2006.

## Employer Paid Tax : The Business Process

After you have decided to pay tax on behalf of your employee, check for any other employer taxable salary components other than perquisites. Choose between manual entry and the default system calculated values. If you are paying tax on non-monetary perquisites, calculate the employer tax and adjust it against the tax that is due from the employee. If you are paying tax on a monetary perquisite, the employee's income tax returns will display this amount as a perquisite. If the employer tax amount is a perquisite, an employee can choose to add it to net pay.

The following figure summarizes the tasks associated with processing employer paid tax.

*Employer Paid Tax Process*
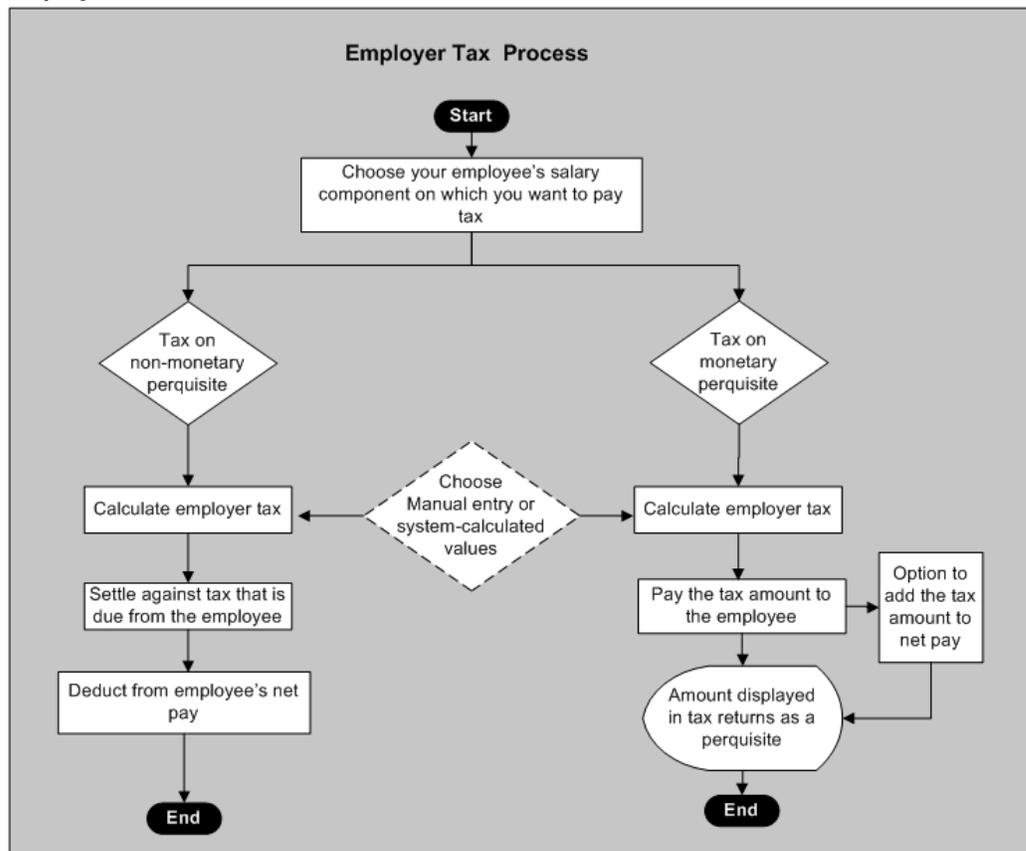


## Setting up Income Tax Deductions

Before you can set up your income tax, you must create your GRE/Legal entity organization and link it to your employee at the assignment level. The application calculates income tax based on the employee's tax declaration and estimated annual income, and distributes the deduction equally across the remaining pay period of that tax year.

See: Tax Declaration (India), *Oracle HRMS Configuring, Reporting, and System Administration Guide*

The Taxation Information element triggers a formula which determines the tax that is applicable for the employee and respective deductions.

### To set up income tax deductions for your employee:

1. Define your earnings elements and select relevant balances.

   Define your regular earnings element with the input values Pay Value and

Standard Value

See: Defining an Element, page 5-11, See: Predefined Elements, page 5-5, and Survey of the Classifications, page 5-2.

2. Attach the standard value input value of your regular earnings element to the balance Earnings for Projection.

3. Define your allowance and perquisites elements using element template wizard.

   See: Setting up Allowances, page 6-20, Setting up Perquisites, page 6-22.

4. Create a standard link for the information elements Income Tax Information, Income Information, and Deduction Information and link to all payrolls.

   See: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

5. In the Element Entries window, create the requirement element entries for the employee.

   See: Making Manual Element Entries, page 5-21

# Setting up Regular Earnings

Oracle HRMS for India calculates income tax and deductions based on regular earnings. Oracle HRMS recommends you create your earnings elements using the Element Design Wizard (EDW). However, if you have existing elements created previously in the Element window, you can continue to use them.

> **Note:** For taxation purpose, Oracle HRMS enables you to setup and process Leave Travel Concession under the classification Regular Earnings.

**To set up Regular Earnings element using the Element Design Wizard:**

1. Create an earnings element using the EDW.

2. Select the primary classification as Earnings.

3. Specify if the earnings is recurring or non recurring.

   > **Note:** You must create LTC earnings element as non recurring.

4. For LTC, you can set the Enable Advances flag to Yes if you want to process advance payments.

> **Note:** If you set the Enable Advances flag to Yes, the system creates the following user defined elements:
>
> - <USER_NAME> Advance: Element to record the advance payment against LTC.
>
> - <USER_NAME> Recovery: Element to recover pending advance payments.
>
> - <USER_NAME> Adjust: Element to adjust the advance payment.
>
> The system creates the user defined formula <USER_NAME>_LTC_ADV_CALC, and links it to the Advance element for processing advances.

5. Specify the calculation rule by selecting earnings for regular earnings or leave travel concession for LTC earnings.

6. Set the values to No for recurring statutory earnings to create the following corresponding balance feeds:

- Net Pay

- Earnings

- Earnings For Projection

Set the values to Yes for recurring statutory earnings to create the following corresponding balance feeds:

- ESI Eligible Salary (Standard Value - SV)

- ESI Computation Salary (Projected Value - PV)

- PF Computation Salary (PV)

- PF Computation Standard Salary (SV)

- Professional Tax Salary (PV)

- Salary for HRA and related Exemptions (PV)

- Standard Salary for HRA and Related Exemptions (SV)

- Salary for Company Accommodation (PV)

- Standard Salary for Company Accommodation (SV)

- Salary for Notice Period (SV)

- Salary for Leave Encashment (SV)

- Gratuity Eligible Salary (SV)

- Earnings for Projection (SV)

Set the values to Yes for non recurring statutory earnings to create the following corresponding balance feeds:

- ESI Computation Salary (PV)

- PF Computation Salary (PV)

- Professional Tax Salary (PV)

- Salary for HRA and Related Exemptions (PV)

- Salary for Company Accommodation (PV)

Set the values to No for non recurring statutory earnings to create the following corresponding balance feeds:

- Net Pay

- Earnings

Create an LTC element with Enable Advances flag set to Yes to create the following corresponding balance feeds:

- Bills Submitted

- Employer Contribution for LTC

- Salary under Section 17

- Adjusted Advance for Earnings

- Outstanding Advance for Earnings

- Earnings

- Net Pay

Create an LTC element with Enable Advances flag set to No to create the following corresponding balance feeds:

- Bills Submitted

- Employer Contribution for LTC

- Salary under Section 17

- Earnings

- Net Pay

> **Note:** You can configure the Add to Net Pay input value in the
> Advance element, to ensure the advance is added to the net pay
> and project the advance in the payslip. If you do not want to project
> the advance in the payslip do not configure the Add to Net Pay
> input value. This way, you can ensure that the advance is outside
> the payroll, at the same time, it is still considered in the particular
> payroll.

7. Link the element to the employee.

## To set up Regular Earnings using the Element Window:

1. In the Element window, create an element for your regular earnings and map it to
   the primary classification Earnings.

   You must define your regular earnings element with the following input values:

   - Pay Value: Holds the actual value of the earnings element.

   - Standard Value: Holds the value to be projected for the earnings element, for
     the remaining payroll periods of the year.

2. Attach the input value Standard Value of the element to the balance Earnings for
   Projection.

3. To calculate house rent allowance exemption of the employee, feed the following
   earnings element's input values to the respective balances:

   - Pay Value - feed to the balance Salary for HRA and Related Exemptions

   - Standard Value - feed to the balance Standard salary for HRA and related
     exemptions

4. Attach the element to the employee's assignment.

   See: Entering Additional Assignment Details (Assignment Window), page 4-20

# Setting up Direct Payments

Oracle HRMS for India uses the element classification Direct Payments to support the calculation of any ad hoc earnings such as taxable reimbursements.

### To set up Direct Payments:

1. In the Element window, create an element for your direct payments elements and map it to the primary classification Direct Payments.

   You must create an input value TDS on Direct Payments, to record the tax deducted at source for the direct payment.

2. Attach the input values of the element to the respective balance:

| Input Value | Balance |
| --- | --- |
| Pay Value | Direct payments |
| TDS | TDS on Direct payments |

3. Attach the element to the employee's assignment.

   See: Entering Additional Assignment Details (Assignment Window), page 4-20

# Setting up Bonuses

You can process bonus both as a part of the regular payroll or as a separate payroll run. Oracle HRMS distributes the tax on bonus across the remaining pay periods, if the bonus is run as a part of the regular payroll.

Oracle HRMS enables you to pay employer paid tax on bonus and other standard earnings. See: To set up Employer Paid tax on Bonus and Other Standard Earnings, page 6-17

The following additional steps are required to run bonuses as a separate payroll run.

### To set up separate bonus payroll run:

1. In the Element window, create an element for bonus with the following input values:

   • Pay Value

   • Bonus Amount

From the Advanced tab, select the Process Separate check box.

See: Defining an Element, page 5-11.

2. In the Extra Element Information window, select Bonus Tax Information.

3. In the Extra Element Information window, select the tax type for the bonus element:

   • Fixed percentage - to calculate tax based on the percentage entered in the TDS Percentage field.

   • Lump Sum Deduction - to calculate tax based on projected earnings and bonus. The application then deducts the tax as a lump sum amount.

   • Distributed Over Pay periods - to calculate tax based on projected earnings and bonus. The application then distributes the tax over the remaining pay periods.

4. Save the element and close the window.

5. In the Formula Result Rules window, attach the formula IN_BONUS_XFER to the bonus element, and attach formula results to the bonus element as given below:

| Formula Result | Element | Input Value |
|---|---|---|
| Bonus | Bonus element (as defined) | Pay Value |
| Bonus_amount | Bonus Separate Information | Bonus Amount |
| Tax_Percentage | Bonus Separate Information | TDS Percentage |
| TDS_Type | Bonus Separate Information | TDS Type |

See: Defining Formula Processing and Result Rules, page 5-39

## To set up Employer Paid Tax on Bonus and Other Standard Earnings:

Follow these steps to process employer paid tax on bonus and other standard earnings using the Payroll Run Type 'Process Separate':

1. Follow steps 1, 2 and 3 described above, and then do the following to pay employer tax on the bonus payment.

2. On the Advance tab, select the Gross Up check box to define an element for net-to-gross calculation, and the Iterative Engine check box to calculate the net pay. Enter the formula DEFAULT_GROSSUP in the Iterative Formula field in the Advance Tab

3. Choose Input Values to define Input Values for the element, and specify the unit as Money:

| Input Value Name | Required | User Enterable | Default | Unit |
|---|---|---|---|---|
| Pay Value | N | N | | Money |
| Bonus Amount | N | Y | | Money |
| Additional Amount | N | N | | Money |
| Amount | N | Y | | Money |
| Remainder | N | N | | Money |
| Low Gross | N | N | | Money |
| High Gross | N | N | | Money |
| Method | N | N | INTERPOLATION | Character |
| To Within | N | N | 1 | Money |

See:Defining an Element's Input Values, page 5-19

4. Choose the Iterative Rules button to specify how to use the following rules:

| Return Name | Type | Input Values |
|---|---|---|
| Additional Amount | Adjust | Additional Amount |
| High_Gross | Adjust | High Gross |
| Low_Gross | Adjust | Low Gross |
| Remainder | Adjust | Remainder |
| Stopper | Stop | |

| | | |
|---|---|---|
| Target_Amount | Adjust | Amount |

5. Create the following balance feed:

| Balance Name | Element Name | Input Value | Add/Subtract |
|---|---|---|---|
| ER Tax on Bonus Monetary Perquisite | User Defined | Additional Amount | Add |
| ER Taxable Earnings | User Defined | Pay Value | Add |

6. Query for the bonus element in the Formula results window, and set the Name as Standard and Formula as IN_BONUS_XFER.

7. Define the following Formula Results:

| Name | Type | Element | Input Value |
|---|---|---|---|
| Additional_Amount | Indirect result | Employer Tax on Bonus | Pay Value |
| Bonus | Direct Result | | Pay Value |
| Bonus_Amount | Indirect Result | Bonus Separate Information | Bonus Amount |
| Tax_Percentage | Indirect Result | Bonus Separate Information | TDS Percent |
| TDS_TYPE | Indirect Result | Bonus Separate Information | TDS Type |
| COMPONENT_NAME | Indirect Result | Employer Tax on Bonus | Component Name |

8. Save the Formula Result Rules information.

9. Create links for the bonus element and attach the element to an assignment. See Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

10. Run the Payroll.

# Setting up Allowances

You can set up the following allowances through the Element Design Wizard:

- Fixed Allowances: Holds allowances that you can claim for a fixed exemption amount. You can create the following templates under fixed allowances:

  - Children Education Allowance: holds the allowance paid for children education.

  - Hostel Expenditure Allowance: holds the allowance paid for hostel expenditure.

  - Transport Allowance: holds the allowance paid for transport

    The nature of Fixed allowances can be recurring or non recurring. However, the default in the system is recurring.

- Actual Expense Allowance: Holds allowances that you can claim based on submission of bills. You can create the following templates under actual expense allowances:

  - Border Area Allowance

  - Compensatory Field Allowance

  - Conveyance Allowance

  - Entertainment Allowance

  - Helper Allowance

  - High Altitude Allowance

  - Highly Active Field Allowance

  - Island Duty Allowance

  - Research Allowance

  - House Rental Allowance

  - Special Compensatory Allowance

  - Transfer Allowance

- Travel Allowance

- Tribal Area Allowance

- Underground Allowance

- Uniform Allowance

Actual Expense allowances can be recurring, non recurring, and also have scenarios where the allowance is recurring but the expense is non recurring in nature such as:.

- Non Recurring Allowance: A one time expense that an employee claims by submitting bills such as a travel kit for overseas travel.

- Recurring Allowance and Expense: Continuous expense that an employee claims, such as conveyance and helper allowance. In such circumstances, the allowance and expense are both recurring.

- Recurring Allowance, Non recurring Expense: In this scenario, the allowance is recurring but the expense is non recurring, such as uniform expense and shoe expense. For example, monthly allowance is given for uniform and shoes but you may not purchase these items every month

### To set up Allowances:

1. Create an Allowance Element using the EDW.

2. Select the primary classification as allowance.

3. Specify the calculation rule depending on the nature of allowance you are creating. Example, for Fixed Allowance, choose a rule within this type and for Actual Expense Allowance, choose a rule within this type. Specify if the allowance is recurring or non recurring.

4. Set the Enable Advances flag to yes if you are paying an advance. Advance elements are automatically created.

> **Note:** If you set the Enable Advances flag to Yes, the system creates the following user defined elements:
>
> - <USER_NAME> Advance: Element to record the advance payment against the allowance.
>
> - <USER_NAME> Recovery: Element to recover pending advance payments.

- <USER_NAME> Adjust: Element to adjust the advance payment.

5. Link the element to the employee.

> **Note:** The predefined formula creates the following user defined formulas based on the entries you make to process the allowance:
>
> - Fixed Allowancse: <USER_NAME>_FIXED_CALC
>
> - Actual Expense Allowances: <USER_NAME>_ACTEXP_CALC

# Setting up Perquisites

Oracle HRMS enables you to create perquisite elements through the Element Design Wizard (EDW). You can also set up employer paid tax on perquisites.

You can create the following perquisite elements through the Element Design Wizard:

- Company Accommodation

- Loan at Concessional Rate

- Company Movable Assets

- Transfer of Company Assets

- Free Education

- Other Perquisites. Predefined other perquisites are:
  - Domestic Servant

  - Gas/Water/Electricity

  - Shares

The wizard creates the input values, balance feeds, processing rules, formula results, and Further Element Entry DFF for the element, according to the options you choose in the element templates.

> **Note:** Only Government Employees must enter the government license fee amount for accommodation as the Rent Paid by Employer input value of the Company Accommodation element.

You can enter an employee's perquisite details in the respective element's input values. The following table lists the input values in each of the perquisite elements:

| Element | Input Value | Description |
|---|---|---|
| Company Accommodation | Pay Value | Holds the perquisite value. |
| | Benefit Start Date | Holds the state date for the company accommodation perquisite. |
| | Benefit Start Date | Holds the end date for the perquisite. |
| | Place | Holds the population of the city where company accommodation is provided. |
| | Property | Holds the property details. |
| | Cost of Furniture Owned | Holds the cost of the furniture provided by the employer. |
| | Rent of Furniture Leased | Holds the monthly rental value of the leased furniture. |
| | Rent Paid by Employer | Holds the rent paid by the employer towards the accommodation. |
| | Employee Contribution | Holds employee's contribution towards the company accommodation. |
| | Projected Taxable Value | Holds the projected taxable value of the perquisite for the remaining months in the financial year. |
| | Flat Reference No | Details of the accommodation |
| | Furniture Perquisite | Calculated value of the furniture perquisite. |

| | | |
|---|---|---|
| | Monthly Cost of Furniture | Holds the monthly cost of the furniture |
| | Employer Contribution | Amount reimbursed by employer. |
| Loan at Concessional Rate | Pay Value | Holds value of the perquisite. |
| | Loan Number | Holds a unique loan number. |
| | Loan Type | Holds the loan type - Housing, Car, Education or Personal. |
| | Loan Principal Amount | The amount of loan taken. |
| | Monthly Installment | Holds the employee's monthly installment. |
| | Loan Duration in Months | Holds the duration for which the loan was taken. |
| | Concessional Interest rate | Holds the interest rate at which employee was given loan. |
| | Taxable Flag | Holds yes if the calculated aggregate principal amount for a tax year exceeds Rs. 20,000. |
| | Outstanding Balance | Holds the calculated outstanding balance. |
| | Principal Amount Balance | Holds the calculated outstanding loan principal amount. |
| | Projected Taxable Value | Holds the projected taxable value of the perquisite for the remaining months in the financial year. |
| Company Movable Assets | Pay Value | Holds the perquisite value. |

| | | |
|---|---|---|
| | Benefit Start Date | Holds the perquisite's beginning date. |
| | Benefit End Date | Holds the perquisite's end date. |
| | Asset Category | Holds the asset's category - Laptop/Computer or Mobile. |
| | Asset Description | Holds the asset details. |
| | Usage | Holds if the asset is owned or hired for temporary use. |
| | Original Cost or Rental | Holds the actual cost of the asset. |
| | Date of Purchase | Holds the purchase date of the asset. |
| | Employee Contribution | Holds employee's contribution towards the benefit. |
| | Projected Taxable Value | Holds the calculated projected taxable value spread across the remaining months in the current financial year. |
| Transfer of Company Assets | Pay Value | Holds the value of the perquisite. |
| | Asset Category | Holds if the asset is Laptop/Computer/Electronic Items, Motor Car or other asset. |
| | Asset Description | Holds the asset details. |
| | Original Cost | Holds the original cost of the asset. |
| | Date of Purchase | Holds the asset's date of purchase. |

| | | |
|---|---|---|
| | Employee Contribution | Holds the employee's contribution. |
| Free Education | Pay Value | Holds the perquisite value for the current month. |
| | Relationship | Holds the relation availing free education - Child or Others. |
| | Benefit Start Date | Holds the start date of the perquisite. |
| | Benefit End Date | Holds the end date of the perquisite. |
| | Cost to Employer | Holds the employer's monthly contribution towards free education. |
| | Employee Contribution | Holds the employee's monthly contribution towards free education. |
| | Projected Taxable Value | Holds the projected taxable value of the perquisite for the remaining months in the financial year. |
| Other Perquisites | Pay Value | Holds the perquisite value for the current month. |
| | Cost to Employer | Holds the cost incurred by employer towards the perquisite. |
| | Employee Contribution | Holds the employee's contribution towards the perquisite. |
| | Projected Taxable Value | Holds the projected taxable value of the perquisite for the remaining months in the financial year. |

| | |
|---|---|
| Component Name | Holds the other perquisite name. |

You can create additional perquisites by defining a new table value in the IN_PERQUISITES user table.

See: Setting Up User Tables, Columns and Rows: , *Oracle HRMS Configuring, Reporting, and System Administration Guide*

and Entering Table Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

> **Note:** For Other Perquisites, you must select the perquisite type in the Element Design Wizard.

You can process perquisites in the application for income tax only when you define them as given below.

### To set up Perquisites:

1.  Create a perquisite element using the EDW.

2.  Attach the element to the employee's assignment.

    See: Entering Additional Assignment Details (Assignment Window), page 4-20

3.  To process employer paid tax against this perquisite, set the Employer Paid Tax flag to Yes, and link the Employer Tax Iterations element to the assignment to calculate the employer paid tax amount. For more information on the Iterative Engine, see: Setting Up Elements for Net-to-Gross Processing, page 5-41.

    > **Note:** You can link the employer paid tax element to override the employer tax values.

4.  Run the Payroll using the Run Type 'Employer Tax Run'

## Setting Up Employee State Insurance

Oracle HRMS calculates employee's eligibility for ESI and employee's ESI contribution. You must create a ESI organization and attach to your employee's assignment, before you can set up the ESI deduction for your employees.

See: Entering ESI Organization Information, page 1-33, Creating an Organization, page 1-14, and Entering Additional Assignment Details (Assignment Window), page 4-20

Oracle Payroll calculates the contributions, if the employee is eligible, and stores them

in the elements Employee ESI Contribution and Employer ESI Contribution.

**To set up ESI for your employee:**

1. Enter employee's ESI number in the ESI Number field, of the Further Benefits tab in the People window.

   See: Entering Additional Personal Information (People Window), page 4-9

2. Attach your ESI organization to the employee's assignment.

3. Attach the ESI Information element to the employee assignment. The element initiates a formula to check the eligibility of the employee.

4. Map the earnings elements used for ESI calculations to the balances:

   • ESI Eligible Salary: Attach the elements that are used to calculate the employee's eligibility for ESI.

   • ESI Computation Salary: Attach the elements that are used to calculate employee ESI contribution.

5. Optionally, if the employee is exempt from ESI, select Reason for Exemption in the ESI information element.

   See: Making Manual Element Entries, page 5-21

# Setting up Professional Tax Deduction

You can set up professional tax deductions for both predefined states and any user-defined jurisdiction.

**To set up Professional Tax deduction predefined states:**

1. Employers must register with the state government and have a Professional Tax Registration number, before setting up Professional Tax deductions for employees. You must create your Professional Tax Organization, select the state for it, and enter the registration number of the organization.

   See: Entering Professional Tax Information, page 1-37

2. Enter the details of your organization's representative.

   See: Entering Representative Details, page 1-23

3. If required, enter the information for exemption from professional tax at the Business Group level.

   See: Entering Professional Tax Exemptions Information, page 1-25

4. Enter the details of the challan through which the professional tax is submitted for the employee.

    See: Entering Professional Tax Challan Information, page 1-38

5. Select the frequency to calculate professional tax in the Professional Tax Frequencies window at the Business Group level.

    See: Entering Professional Tax Frequencies., page 1-26

6. You must select if you would like to use state level balances at the Business Group level.

    See: Entering Statutory Setup Information, page 1-24

    If you are using state level balances, Professional Tax Information element feeds to the balance for the state. E.g. For Professional Tax organization in Karnataka, the element feeds the balance Professional Tax Salary for KA. If you are not using state level balances, Professional Tax Information element feeds the balance Professional Tax Salary.

    The application provides predefined tables for professional tax rates. The format for the tables is India Professional Tax for XX, where XX is the state code. The following table lists out the user tables for each state:

    *States and respective User Tables*

    | State | User Table |
    |---|---|
    | Andaman & Nicobar Islands | Professional Tax Salary for AN |
    | Andhra Pradesh | Professional Tax Salary for AP |
    | Arunachal Pradesh | Professional Tax Salary for AR |
    | Assam | Professional Tax Salary for AS |
    | Bihar | Professional Tax Salary for BR |
    | Chhattisgarh | Professional Tax Salary for CG |
    | Chandigarh | Professional Tax Salary for CH |
    | Daman and Diu | Professional Tax Salary for DD |
    | Delhi | Professional Tax Salary for DL |

| | |
|---|---|
| Dadra and Nagar Haveli | Professional Tax Salary for DN |
| Goa | Professional Tax Salary for GA |
| Gujarat | Professional Tax Salary for GJ |
| Himachal Pradesh | Professional Tax Salary for HP |
| Haryana | Professional Tax Salary for HR |
| Jharkhand | Professional Tax Salary for JH |
| Jammu and Kashmir | Professional Tax Salary for JK |
| Karnataka | Professional Tax Salary for KA |
| Kerala | Professional Tax Salary for KL |
| Lakshadweep | Professional Tax Salary for LD |
| Maharashtra | Professional Tax Salary for MH |
| Meghalaya | Professional Tax Salary for ML |
| Manipur | Professional Tax Salary for MN |
| Madhya Pradesh | Professional Tax Salary for MP |
| Mizoram | Professional Tax Salary for MZ |
| Nagaland | Professional Tax Salary for NL |
| Orissa | Professional Tax Salary for OR |
| Punjab | Professional Tax Salary for PB |
| Pondicherry | Professional Tax Salary for PY |
| Rajasthan | Professional Tax Salary for RJ |
| Sikkim | Professional Tax Salary for SK |

| | |
|---|---|
| Tamil Nadu | Professional Tax Salary for TN |
| Tripura | Professional Tax Salary for TR |
| Uttaranchal | Professional Tax Salary for UA |
| Uttar Pradesh | Professional Tax Salary for UP |
| West Bengal | Professional Tax Salary for WB |

7. Set up the elements related to professional tax calculation.

   See: Defining an Element, page 5-11

8. Attach the Professional Tax Information element to the employee assignment.

   See: Entering Additional Assignment Details (Assignment Window), page 4-20

   On processing the payroll, the element initiates a formula that checks the eligibility of the employee, and subsequently calculates the Professional Tax deduction for the employee.

   See: Predefined Elements, page 5-5 and Survey of the Classifications, page 5-2.

   > **Note:** If you have received any reimbursements from the PT authorities, you must use the Professional Tax Adjustment Element and make any adjustments only after you process the payrolls for that frequency (for example, half-yearly frequency).

9. Optionally, if the employee is exempt from professional tax, select Exemption Reason in the Professional Tax information element.

   See: Making Manual Element Entries, page 5-21

**To set up professional tax declaration for user-defined jurisdiction:**

1. Create a new state code with description for the jurisdiction in the IN_PT_STATES lookup. When entering the code for your jurisdiction, start the code with the code of the state in which the jurisdiction exists.

   For example, to define Madhurai corporation in Tamil Nadu, you can use TMNC as the code for the jurisdiction and provide description as Tamil Nadu Madhurai corporation.

   See: Adding Lookup Types and Values, *Oracle Configuring, Reporting, and System Administration Guide*

2. Create a user table with the name India Professional Tax Rate for XX where XX is the jurisdiction code, and then define tax rates in the table.

   See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide* and Entering Table Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

3. Create a balance Professional Tax Salary for XX, where XX is the jurisdiction code, and attach dimensions to it.

   See: Balances in Payroll, page 5-49 and Defining User Balances, page 5-52

4. Feed the balance with the pay value of the earnings element.

5. Define the frequency for deducting professional tax for the jurisdiction at the Business Group level.

   See: Entering Professional Tax Frequencies Information, page 1-26

6. Enable state-level usage at the Business Group level.

   See: Entering Statutory Setup Information, page 1-24

7. Set up the elements related to professional tax calculation.

   See: Defining an Element, page 5-11

8. Create an organization with Professional Tax Organization classification and enter state as XX where XX is the code for your jurisdiction.

   See: Entering Professional Tax Information, page 1-37

9. Attach the organization to all those assignments that exist for the user-defined jurisdiction.

   See: Entering Additional Assignment Details (Assignment Window), page 4-20

# Setting Up Provident Fund

Oracle HRMS for India supports the calculation and deduction of provident fund from employee's salary. You must create your Provident Fund organization and enter your PF trust information in the Provident Fund Information window at the organization level.

See: Entering Provident Fund Information, page 1-34

You must feed the PF Computation Salary Balance and the PF Computation Standard Salary Balance to Earnings element.

**To set up Provident Fund for your employee:**

1.  In the Further Benefits Information tab of the People Window, enter the employee's Provident Fund Number.

    See: Entering Additional Personal Information (People Window), page 4-9

2.  Attach your Provident Fund Organization to the employee's assignment.

    See: Entering Additional Assignment Details (Assignment Window), page 4-20

3.  Attach the PF Information element to the employee assignment.

    Oracle Payroll creates the following elements entries during the payroll run for the employee:

    *   Employee Statutory PF Contribution - In the classification Involuntary Deduction and feeds the balance Employee Statutory PF Contribution.

    *   Employee Voluntary PF Contribution - In the classification Voluntary Deduction and feeds the balance Employee Voluntary PF Deduction

    *   Employer PF Contribution - In the classification Employer Charges and fed to balance Employer PF Contribution.

    *   EPS Contribution - In the classification Employer Charges and fed to balance EPS Contribution.

    *   EDLI Contribution - In the classification Employer Charges and fed to the balance EDLI Contribution.

4.  Map the PF Computation Salary Balance to the Earnings Element and the PF Computation Standard Salary Balance to Earnings element. The pay value of the Earnings element feeds the PF Computation Salary Balance and the standard value of the Earnings element feeds the PF Computation Standard Salary Balance.

5.  Optionally, you can enter the employee's Voluntary PF percentage or Voluntary PF amount in the Voluntary PF Amount or Voluntary PF Percent input values of the PF Information Element.

    See: Making Manual Element Entries, page 5-21

    > **Note:** If you enter both voluntary PF amount and voluntary PF percent, the amount overrides the percentage.

# Setting Up Fringe Benefits

Oracle HRMS enables you to create the following categories of Fringe Benefits through the Element Design Wizard (EDW):

- Accommodation Maintenance

- Aircraft Expense/Depreciation

- Club Facilities Expenditure

- Conference Expenditure

- Conveyance Expenditure

- Employees Welfare Expense

- Entertainment Expenditure

- Festival Celebrations

- Free Ticket for Journey

- Gifts Expenditure

- Health Club Expenditure

- Hospitality Expenditure

- Hotel Expenditure

- Motorcar Expense/Depreciation

- Sales promotion Expenditure

- Scholarships Expenditure

- Telephone Expenditure

**To set up Fringe Benefits through Element Design Wizard:**

1. Create a Fringe Benefit element.

2. Select the classification as Fringe Benefits.

3. Specify the calculation rule.

4. Choose the category.

5. Set the Enable Advance flag to YES, if you are paying an advance.

6. Set the Is Medical flag to YES if you are claiming medical bills.

> **Note:** You can process Medical Bills under the category Employees Welfare Expense.

7. Link the element to the employee.

# Running the India PF Form 3A Report

The India PF Form 3A report shows the monthly PF summary for an employee, for the specified year.

You run this report from the Submit Requests window.

### To run the India PF Form 3A report:

1. In the Name field, select India PF Form 3A Report. The Parameters window opens.

2. Select the contribution period for which you want to run the report.

3. Optionally, select the Provident Fund Organization if you want to run the report only for a specified PF organization. If you do not select a PF Organization, the report displays PF summary for all available PF organizations.

4. Select the employee type for which you want to run the report.

5. Optionally, select a PF number if you want to run the report for a specified PF number. If you do not select a PF number, the report displays PF summary for all available PF numbers.

6. Click Submit.

# Running the India PF Form 6A Report

The India PF Form 6A report shows the consolidated annual Provident Fund (PF) contributions of all employees in the specified Provident Fund organization.

You run this report from the Submit Requests window.

### To run the India PF Form 6A report:

1. In the Name field, select India PF Form 6A. The Parameters window opens.

2. Select the contribution period for which you want to run the report.

3. Select the Provident Fund Organization for which you want to run the report.

4. Click Submit.

# Running the India Pension Form 7 Report

The India Pension Form 7 report shows the monthly PF summary of an employee, for the specified year.

You run this report from the Submit Requests window.

### To run the India Pension Form 7 report:

1. In the Name field, select India Pension Form 7 Report. The Parameters window opens.

2. Select the contribution period for which you want to run the report.

3. Optionally, select the Provident Fund Organization for which you want to run the report. If you do not select a PF organization, the report displays PF summary for all available PF organizations.

4. Select the employee type for which you want to run the report.

5. Select the Pension Number of the employee, for whom you want to the run the report.

6. Click Submit.

# Running the India Pension Form 8 Report

The India Pension Form 8 report shows the consolidated annual contributions for each employee towards Pension Fund.

You run this report from the Submit Requests window.

### To run the India Pension Form 8 report:

1. In the Name field, select India Pension Form 8. The Parameters window opens.

2. Select the contribution period for which you want to run the report.

3. Select the Provident Fund Organization for which you want to run the report.

4. Click Submit.

# Running the India ESI Form 6 Report

The India ESI Form 6 report lists the employee and employer ESI contributions. The report also includes information about challan filled by the employers while depositing the ESI contribution.

You run this report from the Submit Requests window.

### To run the India ESI Form 6 report:

1. In the Name field, select India ESI Form 6. The Parameters window opens.

2. Select the contribution period for which you want to run the report.

3. Select the ESI Organization.

4. Optionally, select Yes in the Exempted from ESI Act field to generate the report for all employees contributing to the ESI Organization. Select No to generate the report only for eligible employees.

5. Click Submit.

# Running the India PT Form III for Maharashtra report

You can generate professional tax returns to submit to the Professional Tax office using the India PT Form III report. You must set up a professional tax organization and enter the professional tax challan details before you generate the Form III report.

See: Entering Professional Tax Information, page 1-37 and Entering Professional Tax Challan Information, page 1-38

You run this report from the Submit Requests window.

### To run the India PT Form III for Maharashtra report:

1. In the Name field, select India PT Form III for Maharashtra report. The Parameters window opens.

2. Select the frequency, year and period details for the report.

3. Optionally, select the Professional Tax Organization for which you want to run the report. The report is generated for all PT organizations if you do not select a PT organization.

4. Click Submit.

# Running the End of Year Archival (India) process

The End of Year Archival (India) process archives employee and employer data for a specific year and employee type by GRE organization. The archival process archives data for Form 16, Form 16AA, Form 12BA, Form 24 and Form 27.

Once archived, this data is available for end of year reporting.

See: Employee Annual Tax Return (India), page 6-38 and Employer Annual Tax Returns (India), page 6-39.

You run the process from the Submit Requests window.

### To run the End of Year Archival (India) process:

1. In the Name field, select End of Year Archival (India) process. The Parameters window opens.

2. Select the year and GRE organization for the archival process. The process is run for all GREs if you leave the GRE organization field blank.

3. Select the employee type you want to archive.

4. Click Submit.

# Running the Employee Annual Tax Returns (India) process

You run the Employee Annual Tax Returns (India) process to generate Form 16, Form 16AA and Form 12BA for employees. You must run the End of Year Archival (India) process before you run the Employee Annual Tax Returns (India) process.

See: Running the End of Year Archival (India) process, page 6-38

The process generates the reports for employees based on the following eligibility criteria:

1. Form 16AA: Form 16AA is generated for employees if:

    • Employee's income for the year before applying Section 16 deduction is not more than Rs. 1,50,000.

    • Employee does not have any income which classifies as Profits and Gains from Business and Profession or Capital gains.

    • Employee has income from previous employment during the year and TDS has not been deducted by the previous employer.

    The process also generates the Assessee form along with Form 16AA

2. Form 16: Form 16 is generated for employees who have worked in the organization during the financial year and are not eligible for Form 16AA..

3. Form 12BA: Form 12BA is generated for employees who meet any of the following conditions:

   • Gross income, before Section 10 exemption, is more than Rs. 1,50,000.

   • Gross income is less than Rs. 1,50,000 and have received either perquisites or profit in lieu of salary.

You run the process from the Submit Requests window.

### To run the Employee Annual Tax Returns (India) process:

1. In the Name field, select Employee Annual Tax Returns (India) report. The Parameters window opens.

2. Select the assessment year, GRE and employee type for the report. The report is generated for all GREs and employee types, if you leave the fields blank.

3. Optionally, select an employee number if you want to run the process for a specific employee. The process is run for all employees if you leave the field blank.

4. Click Submit.

# Running the Employer Annual Tax Returns (India) Request Set

The Employer Annual Tax Returns (India) Request Set generates two reports for employers. The reports are India Form 24 and the India Form 27A report. The Form 24 and Form 27A reports are required by the employer to file returns for the financial year.

You must run the End of Archival (India) process before you run the Employer Annual Tax Returns (India) returns.

See: Running the End of Year Archival (India) process, page 6-38

**India Form 24**

Oracle HRMS generates the Form 24 e-TDS file containing the annual returns of salaries paid by the employer for the financial year.

**India Form 27A**

Oracle HRMS generates Form 27A that is a summary of TDS (Tax Deducted at Source) and is submitted along with Form 24 to the Tax Authorities.

**India Form 24 Report Parameters**

The following parameters exist for the India Form 24 Report:

- Assessment Year: Select the financial year you want to run the report for.

- GRE Organization: Select the GRE you want the run the report for.

- Upload Type: Select Regular if the return is regular return, else select Revised.

- Provisional Receipt Number: Optionally, enter the provision receipt number in case of revised returns.

- Change in Employer Address: Select Yes if there is change in employer address after last returns.

- Change in Responsible Person Address: Select Yes if there is a change in the representative address after last returns.

**India Form 27A Report Parameters**

The following parameters exist for the India Form 27A Report:

- Assessment Year: Select the financial year you want to run the report for.

- GRE Organization: Select the GRE you want the run the report for.

You run the Employer Annual Tax Returns (India) Request Set from the Submit Requests window.

### To run the Employer Annual Tax Returns (India) Request Set:

1. In the Submit Requests window, select Request Set as the type of run.

2. In the Request Set field, select Employer Annual Tax Returns (India). The Parameters window opens.

3. In the Program list, click in the Parameters field of each of the reports, and enter the parameters for each. See the above sections for information on parameters.

4. Click OK to close the Parameters window.

5. Click Submit.

# Viewing Archive Results

The Payroll Archiver preserves payroll run information, so you can use it for accurate payroll reporting or third-party tax filing. You can view the archive results by payroll and by assignment through PUI.

**To view Archiver Values by payroll:**

1. Navigate to the Payroll Process Results window (View | Payroll Process Results).

2. Specify the name, pay period, and action type of the payroll you want to query.

3. Click Find.

4. Select the date you want to view, and click Assignment Process.

5. Select the name of the employee you want to view, and click View Results.

   The View Archive Values for the assignment appears.

6. Select any of the "Details" to view them.

**To view Archiver Values by assignment:**

1. Navigate to the Assignment Process Results window (View | Assignment Process Results).

2. Specify the name and pay period for the employee you want to query.

3. Click Find.

4. Select "Magnetic Report" type, and click View Results.

5. In the Line Level Archiver section of the View Archive Values window, you can select any of the "Details" to view them.

# Generating Quarterly Income Tax Returns

Oracle HRMS for India enables employers to generate quarterly income tax returns for all employees for submission to the Income Tax Authority of India. To generate quarterly income tax returns:

1. Run the payroll at the end of the quarter.

   See: Starting a Payroll Run, page 7-8

2. Run the prepayment process to prepare payments generated by the payroll run.

   See: Running the Prepayments Process, *Oracle Payroll Processing Management Guide*

3. Ensure that each challan detail in the quarterly tax returns includes the TDS details for employee whose TDS has been submitted through that challan. For this, map employee records with the challan number used for submitting the tax.

   See: TDS Challan Mapping, page 6-42

4. Archive the payroll to fetch data for generating the Form 24Q e-TDS report.

See: Running the Quarterly Returns Archival Process , page 6-42

5. Generate Form 24Q electronic file (e-TDS) for quarterly submission of income tax returns.

See:Generating Form 24Q e-TDS Report , page 6-43

## TDS Challan Mapping

In Form 24Q, each challan record includes the details of the employees for whom the tax has been deposited through that challan. To display this information, you need to map the Tax Deducted at Source (TDS) details for employees with the challan number used to submit the deducted tax.

### To map challan details:

1. Use the TDS Challan Mapping SSHR page to search for employee records by entering search parameters in appropriate fields.

> **Note:** Only professional users can access the SSHR page based on security profile access rights.

2. The SSHR page displays the search result in a table. Download the search result to a spreadsheet.

3. Update the TDS details of the employees, if required. For example, if you have deposited the tax deducted on a single payment to an employee through two different challans, you can add another row for the employee specifying tax deposit details through the other challan.

4. Upload the updated employee records to the Oracle HRMS application database.

Oracle HRMS uses Web ADI to download data from the SSHR page to spreadsheet and upload the data from spreadsheet back to the application database.

See: Data Download and Upload Using Web ADI ' Overview, page 8-2

See: Creating Integrators in Web ADI, page 8-6

See: Uploading Data Using Web ADI, page 8-8

## Running the Quarterly Returns Archival Process

The Quarterly Returns Archival (India) process archives employee payroll data for a specific quarter. Employers can use this archived data for generating quarterly tax returns through Form 24Q.

You run the process from the Submit Requests window.

### To run the Quarterly Returns Archival process:

1. In the Name field, select Quarterly Returns Archive (India). The Parameters window opens.

2. Select the assessment year and the specific quarter for which you want to archive the data. By default, the application displays the current assessment year and the quarter preceding the current quarter.

3. Select the GRE or legal entity for which you want to run the archival process. If you do not select any GRE or legal entity, the application archives data for all the existing GREs or legal entities for the organization.

4. Enter the archival reference number for a particular GRE. The application references this number to identify the correct archival process while running the 24Q Corrections report.

5. Click OK and then click Submit to start the process.

# Generating Form 24Q e-TDS Report

The Form 24Q e-TDS report displays tax deducted at source for employees for a specific quarter.

You generate the e-TDS file from the Submit Requests window.

### To generate the e-TDS file:

1. In the Name field, select Employer Quarterly Tax Returns (India). The Parameters window opens.

2. Select the assessment year and quarter for which you want to generate the report.

3. Select the legal entity for which you want to run the report. By default, the application displays only those legal entities for which you have archived the data for the selected assessment year.

4. If you are generating the report for any of the first three quarters, you can indicate whether to include salary details for the employees in the report. If you select Yes, the report includes salary details for Sections 10 and 16, and Chapter VIA.

5. Indicate whether there has been any change in the address of the employer or the employer's representative after the last return to the income tax authority.

6. Click OK and then click Submit to generate the report.

# Generating Form 24Q Corrections Report

Oracle HRMS for India enables employers to update or correct any incorrect entries within the quarterly income tax returns for all employees. Employers can then submit the corrected 24Q statements to the Tax Authorities using the 24Q Corrections Report. To generate these corrections to the quarterly income tax returns, you must:

1.  Generate Form 24Q electronic file (e-TDS) for quarterly submission of income tax returns.

    See:Generating Form 24Q e-TDS Report , page 6-43

2.  Update or correct any employee or employer information such as deductor or deductee details, PAN, or submission of a new challan. These changes include the C1, C2, C3, C5, C9, and Y types.

    See: Entering Additional Personal Information, page 4-9

    See: Entering Additional Assignment Information, page 4-20

    See: Entering Income Tax Challan Information, page 1-29

3.  Run the 24Q Corrections archival process for generating the Form 24Q Corrections report.

    See: Running the 24Q Corrections Archival Process, page 6-44

4.  Generate Form 24Q Corrections report to submit any corrections to the income tax returns.

    See: Running the Form 24Q Corrections Report, page 6-45

5.  Enter the receipt number that you receive from the TIN authorities for the original or corrected tax statement submitted within the 24Q Receipt Mappings window. The application uses this information to identify and map the corrections made to the Form 24Q for each legal entity.

    See: Entering 24Q Receipt Mappings Information, page 1-30

# Running the 24Q Corrections Archival Process

The 24Q Corrections Archival process archives any changes to employee or employer information (such as the C1, C2, C3. C5, C9 and Y) for a specific quarter. Employers can use this archived data for generating the Form 24Q Corrections Report that includes the corrections to the Original eTDS 24Q.

You run this report from the Submit Request window.

**To run the 24Q Corrections Archival Process:**

1. In the Name field, select Form 24Q Corrections Archive (India) Process. The Parameters window opens.

2. Select the assessment year and quarter for which you want to archive the data. By default, the application displays the current assessment year and the quarter preceding the current quarter.

3. Select the GRE/Legal Entity for which you want to run the process.

4. Select the type of correction to run the archival such as C1, C2, C3, C5, and C9. If you do not select any value, the application archives the data for all the correction types except when the correction type is Y. Select Y to run the process to cancel the income tax return statement (Original eTDS 24Q) submitted to the tax authorities.

5. Enter a unique archival number for the 24Q Correction process. You use this reference number within the 24Q Receipt Mappings window to identify the correct archival process when you generate the 24Q Corrections report.

6. Select the receipt number when the correction type is Y to cancel the income tax statement. Record this receipt number within the 24Q Receipt Mapping window to identify the report.

7. Indicate whether there has been any change in the address of the employer or the employer's representative after the last return to the income tax authority.

8. Click OK and then click Submit to run the archival process.

# Running the 24Q Corrections Report

Employers submit the Form 24Q Corrections Report to the tax authorities if there are any corrections to the Original 24Q eTDS, such as changes to the employee and employer information or the amount of tax deducted (C1, C2, C3, C5, and C9) or to cancel the tax statement.

You can run this report at any time of the year for any previous quarter or current quarter to identify the correction types based on when you have last archived.

You run this report from the Submit Request window.

**To run the 24Q Corrections Report:**

1. In the Name field, select Form 24Q Corrections Report (India). The Parameters window opens.

2. Select the assessment year and quarter for which you want to archive the data. By

default, the application displays the current assessment year and the quarter preceding the current quarter.

3. Select the GRE/Legal Entity for which you want to run the process.

4. Select the archival reference number of the 24Q Archival process to generate the report. If you do not select any reference number, the application processes the latest archival. You enter this archive number within the 24Q Receipts Mapping window to identify the correct archival process.

5. Click OK and then Submit to generate the report.

# 7

# Payroll Processing and Analysis

## Payroll Processing and Analysis Overview

Using Oracle HRMS you can run a payroll, perform post processing on a successful payroll, and also make changes and corrections for a payroll that has not completed successfully.

## Payroll Processing and Analysis in Oracle HRMS

You can run your payroll as:

- A batch process if you want to include all employees or a group of employees in the same run

- A QuickPay process if you want to run a payroll for an individual employee

You can perform all the necessary post processing to generate payment for your employees once you are satisfied that your payroll run results are correct:

- The PrePayments Process enables you to allocate employee payments between the payment methods that you have defined.

- The Payments Processes enable you to make automated payments to a bank account, generate cheques/checks and report on the amounts paid to your employees. You can also verify that cheques/checks have been cashed.

- The External/Manual Payments Process enables you to make cash payments or to pay employees from external sources.

You can analyze your payroll run results to get early notification of possible discrepancies:

- The Payroll Exception report enables you to identify overpayments or underpayments.

- The Void Cheque/Check Payments Process allows you to cancel a cheque/check that was produced in error.

- Employee Run Results give you a list of all results created for this payroll run.

You can use these processes for correcting a payroll run:

- Correction of Run Results: Retries. Retries enable you to correct a payroll run before post-processing has occurred.

- Correction of Run Results: Reversals. Reversals enable you to correct a payroll run when post-processing has already occurred.

- Correction of Run Results: Rollbacks. Rollbacks enable you to correct a payroll run without keeping any record of the original run.

You can run these processes to make accurate provision for current payments backdated from a previous pay period, or current payments received in advance for a future pay period:

- The RetroPay process enables you to retrospectively distribute current payments to the period in which they were earned.

- For non-North American legislations, the Advance Pay process enables you to pay employees in advance for an absence recognized by your legislation.

## Key Concepts

To enable you to process and analyze payrolls, you need to understand these concepts:

- QuickPay, page 7-7

- Continuous Calculation, page 7-8

    > **Note:** You can use this if it is enabled for your localization.

- PrePayments, page 7-13

- Retries, *Oracle HRMS Payroll Processing Management Guide*

- Reversals, *Oracle HRMS Payroll Processing Management Guide*

- Rollbacks, *Oracle HRMS Payroll Processing Management Guide*

- RetroPay, page 7-23

- For non-North American legislations: Advance Pay, *Oracle HRMS Payroll Processing*

### Reporting on Payroll Processing and Analysis

See Reports and Processes in Oracle HRMS, *Oracle HRMS Payroll Processing Management Guide*

# Payroll Processing and Analysis

The main purpose of the payroll run is to calculate employee pay correctly at regular intervals. In addition you can perform other payroll processes to ensure accuracy and provide flexibility for your organization. For example, you can roll back a payroll run when you want to carry out a test run without keeping any record of it having taken place. You can also run a RetroPay process when you want to make retrospective adjustments to allow for backdated pay awards.

## Does Oracle Payroll enable you to run part payrolls?

Yes, Oracle Payroll enables you to run part payrolls. This is useful in each of the following circumstances where you do not want to process a payroll for the entire organization.

### Calculating Pay for an Individual Employee or Group of Employees

If an employee leaves the company before the end of a payroll period, you will need to calculate the individual pay entitlement.

You may also want to calculate individual pay to check the details for an employee before starting a payroll run for all employees.

### Specifying What Details You Can Include in a Payroll Run

You may want to specify that only particular types of earnings or particular categories of employee should be included in a payroll run.

## Can you verify that a payroll run has completed successfully?

On completion of a payroll run you will need to verify that the run completed successfully. You can display run messages and view latest balances and assignment level results. You may also need to have relevant information grouped by topic in report format so that you can review the outcome of processing. Payroll runs can be monitored through the Payroll Progress Monitor, enabling you to view the name of the run and the percentage/time of completion.

## Can you make adjustments after a payroll run has completed?

Oracle Payroll enables you to make each of the following types of adjustment when a

payroll run has completed.

- Addition of late entries that were not included in the initial run

- Corrections to details that were wrongly entered in the initial run

- Retrospective distribution of current payments to the period in which they were earned

When you have made these corrections and modifications you can then run the payroll again. However, you do not need to rerun the entire payroll. You need only to perform a retry, and Oracle Payroll will reprocess only those items that were incorrect in the initial run.

## Can you produce payment and costing information from a completed payroll run?

Oracle Payroll enables you to use the results of a payroll run to allocate payments to your employees, and to provide costing information.

### Ensuring that Employees are Paid by the Correct Payment Method

When a payroll run has completed you need to pay each employee according to the payment methods that you have specified. You may also need to override the predefined payment methods where employees are receiving special payments such as bonuses, which may not be paid by the usual methods of payment. You also have the ability to pay an employee, who has multiple assignments within your organization, a regular single payment.

### Ensuring that Costing Information Can be Provided

On completion of a payroll run you may need to distribute the associated costs across particular cost centers. For information on this, see: Cost Analysis Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

## Can Oracle Payroll run payroll processes throughout a payroll period?

Yes, the continuous calculation process enables you to process static employee data throughout the payroll period, leaving you extra time for validation and correction at the end of the payroll period.

## What if you want to know how much gross pay is required to produce a given net amount?

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

## Can you process external and manual payments

Yes, Oracle Payroll enables you to make external and manual payments.

# The Payroll Run

## Process Part of a Payroll

Oracle Payroll enables you to run a payroll and conduct post-processing on a payroll that has completed successfully. You can also enter subsequent changes and corrections for a payroll that has not completed successfully.

Oracle Payroll makes use of the following concepts when implementing payroll procedures:

### Assignment Sets

Occasions when you need to use assignment sets for the payroll run include:

- You need to process the night shift earlier than the rest of the payroll as they must receive their pay advices the night before the rest.

- You need to process a correction run, as entries were not received in time for the normal run and the overtime must be paid this period.

- You want to process an additional run for a long service award, which the enterprise is presenting as a cheque/check to each qualifying employee.

To fulfil these requirements, you can select from a range of assignments:

- Include all assignments

- Include or exclude individually identified assignments

- Use a formula to include or exclude certain groups of assignments

### Consolidation Sets

A consolidation set is a grouping of payrolls that simplify post-run processing and reporting. It enables you to produce a single set of reports, costing results, and other results for all payrolls in a consolidation set. When you run a payroll, make sure that you have named the consolidation set to which the payroll belongs.

### Element and Distribution Sets

With a normal payroll run, you would want to include all elements, but for a long service award bonus you would want to include only the bonus element and the statutory elements. You first calculate gross pay for ascertaining the gross amount to transfer into the payroll account. Then you complete the gross to net calculation.

You can select element sets as follows:

- Include all elements

- Include or exclude individually identified elements

- Include or exclude classifications of elements.

**Canada only**: When creating a Run set, you need to explicitly add the Canadian Tax recurring element to your element set.

**US only**: When creating a Run set, you need to explicitly add the VERTEX recurring element to your element set.

The predefined elements for Oracle Payroll are processed for every payroll run in which they have been included. The deductions are recalculated using the period totals, the amount already paid in previous runs is deducted, leaving the remainder as the deduction for the new payroll run.

## QuickPay

QuickPay enables you to carry out payroll processing for individual employees. You can use QuickPay to pay employees who are leaving and who require payment immediately. If an employee asks what their net pay will be this month, you can run QuickPay to find the answer, then roll it back to remove all results from the database.

### QuickPay: Two Options for PrePayments:

Once the QuickPay run has a status of Complete, you have a choice of two options for post-run processing:

- Include the QuickPay in the batch prepayments processing for the assignment's payroll.

  Choose this option if, for example, you have a new employee who joins after the payroll run for the current period has taken place. Instead of rolling back the whole payroll and resubmitting it with the new employee added, you run QuickPay instead so that you can include the new employee in the consolidation set for batch prepayments.

- Start the PrePayments process from the QuickPay window, if necessary overriding the default payment method.

  Choose this option if, for example, an employee is leaving and is waiting to be paid by cash or cheque/check.

### Troubleshooting QuickPay: Concurrent Manager

When you start the QuickPay process, the screen freezes, and you cannot delete or update the QuickPay definition until the process completes.

You may receive one of the following error messages:

- **The process has not started**

  This means either that the concurrent manager has not been started, or that there are other requests of a higher priority. Ask your system administrator to start your request or change its priority.

- **The process has started but has not finished**

  Ask your system administrator to investigate the reason for this.

# Continuous Calculation

Continuous Calculation enables you to distribute your payroll processing throughout a payroll period. You can run processes such as the payroll run, prepayments steps, and costing, which deal with predominantly static employee data, at the start of the payroll period, leaving more time for validation and correction of changed data.

Continuous Calculation works by using triggers. You define triggers and events which inform the system when data has changed. For example, if an employee receives a bonus, the corresponding event is triggered. When you subsequently run the Continuous Calculation process, the system identifies these triggers and marks the corresponding payroll processes (such as the payroll run) to be repeated. The affected processes are repeated in a batch process which can be run as often as required. You define the frequency of the batch process when you run the Continuous Calculation process.

# Starting a Payroll Run

You start a payroll run in the Submit Requests window.

### To run a payroll:

1.  In the Name field, select the name of your payroll run process.

2.  In the Parameters window, which opens automatically, select the payroll.

3.  Select the default consolidation set name for the payroll, then select the current payroll period display.

4.  Select a new consolidation set for the run if required.

    Use the consolidation set to control post-run processing of the results.

5.  Select the payroll period for the run.

6.  Select an element set and assignment set if required.

**US only**: Make sure that you have included the VERTEX seeded recurring element in your element set if you are using an element set.

7.  Select a run type.

8.  If your legislation supports Regular and Supplemental runs, then select R for a Regular run or S for a Supplemental run.

    **India only**: Select "Bonus" run type for paying bonus.

9.  You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message.

10. Choose Submit.

# Setting Up Continuous Calculation

To set up your system for continuous calculation:

1.  In the Table Event Update window, check that the events are defined for the tables you require for continuous calculation.

2.  If the table has already been defined, but the required event is missing, create either an Update, Delete, or Insert event and enter the table column to which the event refers. Select the change type defined by the event.

3.  If the tables you require for continuous calculation have not been defined in the Table Event Update window, define them now in the Table Event Updates window.

    See: Making Table Event Updates, *Oracle HRMS Payroll Processing Management Guide*

4.  In the Functional Area Maintenance window, choose the Incident Register functional area. Make sure your triggers are included in this functional area. If your triggers are not included, insert them.

    You can also activate the triggers according to legislation or business group.

    See: Grouping Dynamic Triggers into Legislative Functional Areas, *Oracle HRMS Payroll Processing Management Guide*

    > **Note:** When you save a single trigger, this has the effect of regenerating all triggers contained in the same package.

5.  Run the Continuous Calculation process from the Submit Reports and Processes window.

    See: Running the Continuous Calculation Process, page 7-10

# Running the Continuous Calculation Process

The Continuous Calculation process enables you to process static employee data throughout a payroll period.

You run the Continuous Calculation process from the Submit Requests window.

### To run continuous calculation:

1. Enter Continuous Calculation in the Name field of the Submit Requests window.

2. Select a payroll.

3. Schedule your process.

   You can choose how often you want to run the continuous calculation process. For example, you can run the process every day, every week, or on specific days.

4. Choose Submit.

# Running QuickPay

You navigate to the QuickPay window from an employee assignment.

### To define a QuickPay run for an employee assignment:

1. Set your effective date to the day you want to make the QuickPay payment.

   The Payroll Period displays for the date selected, and the Date Paid and Date Earned for this period also display. Date Paid is the regular payment date for your legislation. You can update the Date Paid field, but only to another period's regular payment date.

   > **Note:** If you select an effective date for which there is no valid payroll period, all three fields remain blank. You cannot select an effective date earlier than the start date of the parent record - the employee assignment.

2. Select a consolidation set.

   The default is the consolidation set for the assignment's payroll.

   > **Note:** The Number field remains blank and the status field remains set to Unprocessed until the QuickPay run process is completed.

3. If your legislation makes use of run types, select the run type for this QuickPay.

4. Enter a pay advice date and message if required. These fields are for information only.

5. Save your QuickPay definition.

> **Note:** All assignment processes for the assignment's payroll must have a status of Complete for you to save the definition. If not, you see an assignment interlock failure message. Check the status of the assignment processes in the Assignment Processes window, and delete, roll back or rerun any non-Complete processes.

If the QuickPay Run itself displays In Error or Marked for Retry, choose the Retry Run button to run the process again.

### To execute a QuickPay run for an employee assignment:

1. Choose the Element Selection button if you want to check or verify element entries for the QuickPay run. All the elements for the assignment that exist as of Date Earned are listed in the Element Selection window. Select or clear the Include in Run check box for elements you want to include or exclude from the run.

2. You can choose the Entry Values button to view entry values for each element.

> **Note:** You cannot create, update or delete entries or entry values in the Element Selection and Entry Values windows. You can only select or clear the Include check box for entries.

3. Choose Start Run to run the QuickPay process.

You run QuickPay from the QuickPay window, not from the Submit Requests window. You can view the status of the run in the View Requests window. If necessary, you can then mark it for retry or roll it back either from the QuickPay window or the Payroll Processes window.

When the run is processed, the Status and Number fields in the QuickPay Run block display values for the run as follows:

- **Number**: Numbering is consecutive, starting from 1, for each QuickPay run in a payroll period. There is a separate series for each separate payroll. The numbering restarts from 1 for each successive period.

- **Status**: Values displayed for processed QuickPay runs are Complete, In Error, Mark for Retry. You cannot enter or update values directly in this field. Choose Retry Run to rerun the QuickPay process for runs with the status In Error or Marked for Retry.

# Running the Generate Run Balances Process

Run this process when you want to recalculate run level balance values that may have become invalid, such as through changes to historical data.

You run this process in the Submit Requests window.

**To run the Generate Run Balances process :**

1. In the Name field, select Generate Run Balances.

2. Select the Parameters field to open the Parameters window.

3. In the Parameters window, optionally enter a start date from when you want run balances recalculated. If you do not enter a date, Oracle Payroll recalculates the balances for the entire life of the balances.

4. Select a mode to determine which balances to include. There is no specific time required to run these, such as once a month. All Invalid Balances is likely to be run most often, with Single Balances and All balances run as required. You can choose from the following:

   • A Single Balance

   • All Invalid Balances

   • All Balances

   If you select Single Balance mode, the Defined Balance field becomes active.

5. Select the option that shows the route for retrieving balance values, even if its status is Invalid.

   The Defined balance field is only enabled if Single Balance mode is selected from the Mode field.

6. Select a balance level to determine which balances are to be recalculated. The following is the complete list of balance choices available, depending if enabled for your localization:

   • Assignment

   • Group

   • Assignment and Group

7. Choose OK and then Submit.

# Post Processing for a Payroll

## Post-Processing for a Payroll

### PrePayments Process

Within Oracle Payroll the PrePayments process enables you to select a payment method to pay your employees. You can distribute employee pay over more than one method using either a percentage or monetary split.

You can override the PrePayments process. For example, suppose you have run the normal payroll run and made payments via one payment method. You then have to run supplementary payments for some employees and pay them by a different payment method. The PrePayments process, having distributed the regular payments over the payment methods entered, allocates the supplementary payments to the override method.

### Cheque/Check Writer Process

Run the Cheque/Check Writer process to determine the generation of cheques/checks for a specified payroll and consolidation set over a specified time period.

You can generate contiguous serial numbers for cheque/check printing, and you can use this feature to account for cheque/check stationery used during the cheque/check printing process. If you do this, you also need to take into account the cheques/checks you use to carry out the alignment of your printer.

A sample cheque/check report is supplied with the Cheque/Check Writer process. You can customize this report, or add your own cheque/check style to meet your enterprise requirements.

Oracle Payroll provides automatic cheque/check numbering for the Check Writer process. You can keep track of cheque/check numbers when you process multiple cheques/checks per day.

> **Note:** Your System Administrator can enable the HR: Default Check/Cheque Number Method profile which enables you to use the automatic check/cheque numbering process.

See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

### Void Cheque/Check Payments Process

Run the Void Cheque/Check Payments process when you want to void cheques/checks you have issued using Oracle Cheque/Check Writer. You may want to do this if there is

a printing error or if the cheques/checks you print are afterwards lost. The process cancels the cheques/checks issued, records details of the cancellation, and enables you to give a reason for cancelling.

## Check Writer - Override Payment Date Process

When you reissue a check after voiding it using the Void Check Payments process, the Check Writer process prints the check with the original Payment Date by default. Using the Override Check Date feature, you can replace the original check date with a check date of your choice. For reporting purposes, the Payment Register Report captures the replacement date from the reprinted check.

## External/Manual Payments Process

Use the External/Manual Payments window to record cash or cheque/check payments to employees from external sources or petty cash. The window enables you to record details of each payment.

# Data Locks for Payroll Processes

Data locking is a mechanism that enables you to protect your data from unwanted updates. For example: If you are running a monthly report at the end of each month, the data contained in the report has to remain unchanged for as long as the report exists. If you want to change this data, you must first rollback the report.

## Data Locks: Automatic or User Selectable

### Automatic

Some payroll processes automatically lock your data and you do not need to take any additional action to apply a lock. For example, whenever you run the prepayments process, your data is automatically locked against update while the prepayments process completes.

### User Selectable

Some payroll processes do not apply a lock automatically, but do provide you with the option of selecting a process to apply a lock. Where this is the case, the lock process can usually be selected from the Submit Requests window for your legislation.

For example, if you are using Oracle Payroll for Ireland you can select the P30 Data Lock process which specifies a date at which you want to lock the P30 monthly report before generating the report output. By applying the data lock you also maintains the lock date as a historical record so that you can be confident that subsequent monthly reports start from the correct point.

### Data Locks: Rollbacks Can Override Them

You should also be aware that some payroll post-processes can override any data locks that you have established. Oracle Payroll does not provide validation to prevent this, since it is a legitimate action that you may need to perform. For this reason we recommend that you should always refer to the individual topics in Oracle Applications Help before attempting to work with user selectable data locks.

## Running Post-Run Processes for QuickPay

### To run PrePayments and other processes from the QuickPay window:

1. Choose the Start PrePayments button. If required, you can override the default payment method for the assignment. You have a choice of Cash or Cheque/Check for prepayments run from the QuickPay window.

   The status for the completed process displays in the Status field in the QuickPay PrePayment block.

2. When a status of Complete displays, do *one* of the following:

   • Choose the External Payment button to make payment by cash or cheque/check from the External/Manual Payments window.

   • Leave the payment to be made by a batch Cash or Cheque/Check Writer process for the consolidation set.

      **Note:** If you have already included the QuickPay run in the default consolidation set for the assignment payroll, it can take part in the batch PrePayment process for the payroll without further action on your part.

## Viewing Payroll Process Results

### To view, retry or roll back payroll processes:

1. Select the name, period dates and action type of the payroll you want to view results for.

   If you leave the Period To field blank, the end date in the Period From field becomes the end date for the query. If you run the query directly without entering payroll or period details, the window displays all payroll process results for all payrolls in the Business Group.

2. Choose Find.

   The window displays details of all payroll processes for the payroll and period selected. See below for further display details.

3. To mark a payroll process for retrial, select the Retry check box for the record. You can then run the Retry process from the Submit Requests window.

4. To monitor the progress of a payroll run, select the record and choose the Process Info button. This activates the Payroll Progress Monitor, allowing you to view the name of the run currently processing and the percentage/time of completion. You can update these details through the Refresh button or check the Automatic Refresh box to enable changes to display as they occur.

5. To roll back a payroll process, select the record and choose the Delete Record icon. This deletes the process from the database and returns all values to their former state.

   > **Note:** Use the Payroll Processes window to roll back small processes only. It is better to roll back large processes such as payroll runs from the Submit Requests window. This runs the process under concurrent manager control, freeing you to carry out other tasks during processing and handling the process more quickly. You can also run processes for assignment sets in Submit Requests.

6. To see further information about the assignments making up the payroll process, select the record and choose from the buttons at the bottom of the window. Information then displays for the records you select.

   - **Assignment Process:** Lists details of the assignment processes making up the payroll process.

   - **Message:** Displays any system messages relating to the payroll process.

   - **Process Info:** Summarizes processing status information for the assignment processes.

   - **Conc Manager:** Enables you to query details of the run to view log file details.

   - **Breakdown:** Summarizes costing process information as follows:
     - Costings that were correctly costed (Normal Number)

     - Costings posted to the suspense account

> **Note:** Costings can be posted to the suspense account if costing codes are wrong or, for example, values missing for distributed costing. Such costings still have a status of Complete. For costing processes to be given a status of Error there must be a serious breakdown at system or process level.

- **Output:** This button is enabled for 1099R, W2 and W2-C (US) reports only. It enables you to verify that these magnetic tape processes have completed successfully with the full set of output files. A greyed output button may indicate either that:

    - Your magnetic tape processes are of a type other than 1099R, W2, or W2-C.

    - You are attempting to view retrospective 1099R, W2, orW2-C information that predates your installation of the output feature.

- **Reconciliation Details** Allows you to see whether a specific payment has been cleared by the system. One of the following statuses will be displayed:

    - Cleared

    - Uncleared

    - In error

You can also see the messages produced by the reconciliation process.

# Printing the Payslip

You can generate your payslips to be printed and distributed to your employees using a report that picks up the payroll information you extracted previously through the payslip archive process, and converts it into a formatted file ready for printing. The payslip consists of a header and a body section, with the information you enter in the Parameters window appearing on the header page and the payslip figures in the main body.

You run the payslip report from the Submit Request window.

### To run the payslip report:

1. Select your country's payslip report in the Name field.

2. In the Parameters window, enter the start and end dates for the period of time you want the report to cover. You run the report for the same period as the payslip information extracted by the payslip archiver.

3. In the Parameters window, select a payroll, consolidation set and assignment set. This selects the employees for whom you want to run the report. Selecting a payroll overrides the consolidation set and processes the report only for the selected payroll. You can opt to select just a consolidation set, but cannot do the same with the assignment set.

4. The Sort Order fields that appear on the header section of the payslip enable you to divide the payslips into areas of your choice. For example, the current defaults divide the payslips into Person Info 1(Employer), Organization and Full Name areas. You can change the default values that appear by selecting another item from the list of values, selecting information about Additional Employee Details, Address Details, Payroll Information and Employee Details.

5. Choose the Submit button.

6. Choose the View Output button to view or print the payslip report file.

# Running the Employee Assignments Without Payroll Report

Use the Employee Assignments without Payroll report to identify any employee assignments that do not have a payroll.

### To run the Employee Assignments without Payroll report:

1. Enter the beginning date. This is the date from which you want to begin identifying assignments without a payroll.

2. Enter the end date. This is the date at which you want your report to conclude.

3. If you are running the PDF version of this report, select a template for your PDF template.

4. Click OK.

5. Click Submit.

# Running the Payroll Actions Not Processed Report

Use the Payroll Actions Not Processed report to identify all payroll actions not yet processed.

You run the Payroll Actions Not Processed report from the Submit Requests window.

### To run the Payroll Actions Not Processed Report:

1. Enter a start date for the report to begin from.

2. Enter an end date to indicate the end of the reporting period.

3. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, consolidation set name, and Government Reporting Entity (GRE).

4. Select the mode, for example, Costing, Payroll Archive and so on.

5. If you are running the PDF version of this report, select a template for your PDF template.

6. Click OK.

7. Click Submit.

# Running the Employee Assignments Not Processed Report

Use the Employee Assignments Not Processed report to produce a list of all unprocessed employee assignments and decide on sort criteria for the list.

You run the Employee Assignments Not Processed report from the Submit Requests window.

### To run the Employee Assignments Not Processed report:

1. Enter a beginning date for the start of your reporting period.

2. Enter an end date to specify the end of your reporting period.

3. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, default consolidation set name, Government Reporting Entity (GRE), and location.

4. Enter the sort options for your report.

5. If you are running the PDF version of this report, select a template for your PDF output.

6. Click OK.

7. Click Submit.

# Running the Element Register Report

Use the Element Register report after a payroll or QuickPay run to display a listing of the elements and pay values for each employee. You can specify selection criteria to

determine what the report includes. For example, you can select elements by element set, element classification or by individual element name. You can also specify a report output type for browser display, or for export to an editable spreadsheet.

You run the Element Register report from the Submit Requests window.

**To run the element register report:**

1. Enter the Beginning Date Paid and the Ending Date Paid to specify your reporting period.

2. Select the criterion for determining which elements appear in your report. You can select one of the following:

   • Element set - your report includes all elements in an element set

   • Element classification - your report includes all elements belonging to a classification.

   • Element Name - your report only includes a single element

     When you have selected the criterion, enter a name to identify the particular element set, element classification or element for reporting. For example, if your criterion is element set, you enter the name of the particular element set that you want to report on.

3. Select the Payroll, or Consolidation Set for your report. If you select a payroll, the consolidation set appears by default. You must select either a payroll, or a consolidation set.

4. If you want to report on a single GRE, select the GRE name. If you do not make a selection, your report contains information for all valid GREs.

5. If you want to report on a single organization, select the Organization name. If you do not make a selection, your report contains information for all valid organizations.

6. If you want to report on a single location, select the Location name. If you do not make a selection, your report contains information for all valid locations.

7. If you want to report on an individual employee select Employee name. If you do not make a selection, your report contains information for all valid employees.

8. Select an assignment set if you want to report on all assignments in a particular assignment set. You can only select a static assignment set. Dynamic, or formula-based assignment sets do not appear in the list of values.

9. Select an Output File Type:

- HTML - this file type produces an output file that you can view in your browser.

- Comma Delimited - this file type produces a comma delimited file that you can view in a browser. Additionally, you can save the comma delimited file as csv or txt so that you can open it for editing in a spreadsheet.

# Element Result Listing

This report sums all the run results processed for a particular element over a defined period, and displays them by individual assignment. In addition, it lists the run results of each employee's last assignment process for input values you select.

You run the report in the Submit Requests window.

### To Run the Element Result Listing:

1. In the Name field, select the report name.

2. In the Parameters window, select the name of either the consolidation set or payroll for which you want to see information.

3. Select the element and date range for which you want to see information.

4. You can further restrict information you see by selecting an organization.

5. Select up to three input values for which you want to see run results of each employee's last assignment process. These input values appear on the report in the order in which you select them.

6. Select additional sort parameters for assignment information if you require them. The default is payroll, which is always the first parameter. You can also select from organization, employee name and assignment number.

7. Choose the Submit button.

# Running the Electronic Fund Transfer Report (India)

Electronic Fund Transfer report lists employees, salary amounts, and account details required for electronic transfer of funds into the employee's bank account.

You run the Electronic Fund Transfer report from the Submit Requests window.

### To run the Electronic Fund Transfer (India) report:

1. In the Name field, select Electronic Fund Transfer Report (India). The Parameters

window opens.

2. Optionally, select the payroll if you want to run the report for a specified payroll.

3. Select the consolidation set for which you want to run the report.

4. Select the start and end dates to specify the period for which you want to run the report.

5. Select the payment method, registered company, and payment date for which you want to run the report.

6. Click Submit.

# RetroPay Processing

## Overview of RetroPay Processing

### Purpose of the RetroPay Process

Run the RetroPay process to ensure that your payroll run for the current period reflects any backdated payments or deductions. Backdated adjustments can occur when:

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

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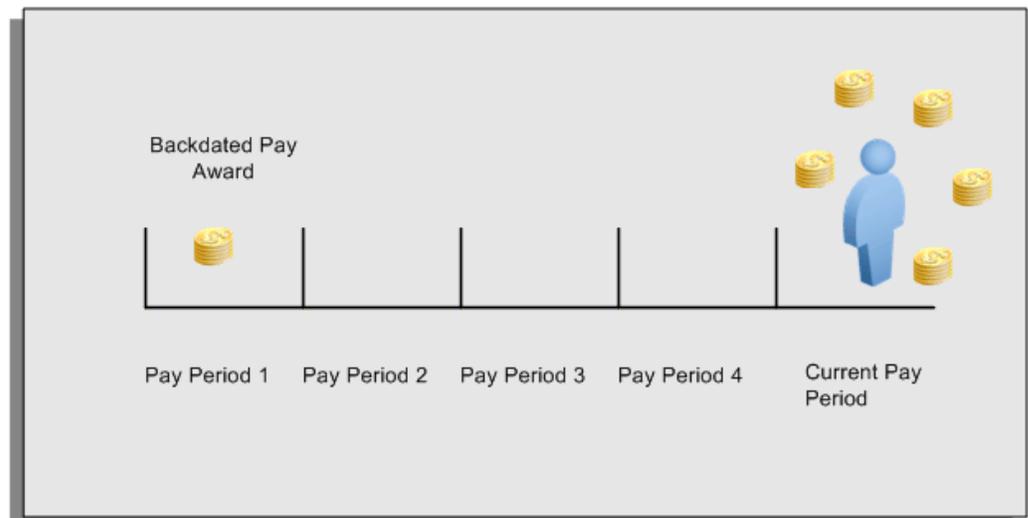


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

- Each of the preceding payroll periods (pay periods 1 to 4)

- The current pay period

You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

## Period Earned is Distinct from Period Paid
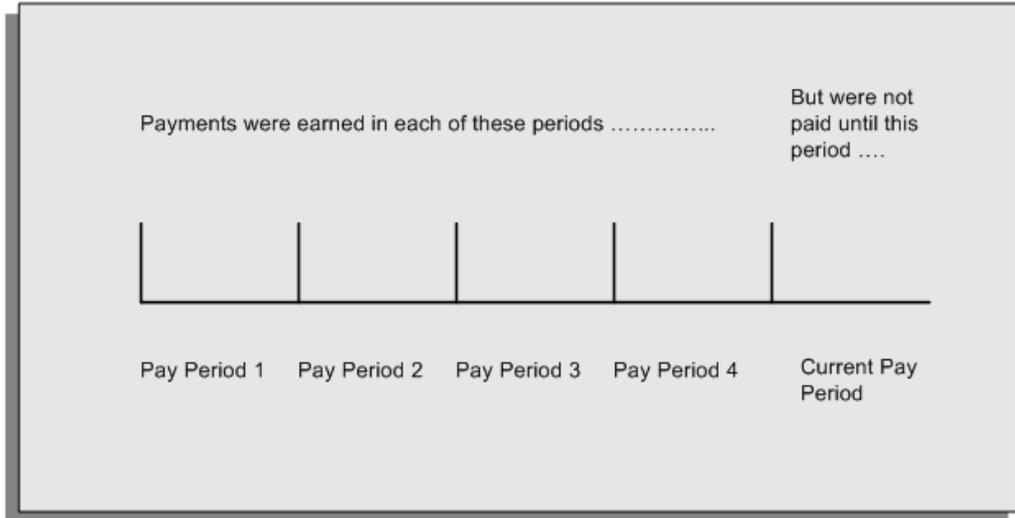


When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

- The period in which the payment was earned

- The period in which the payment was made
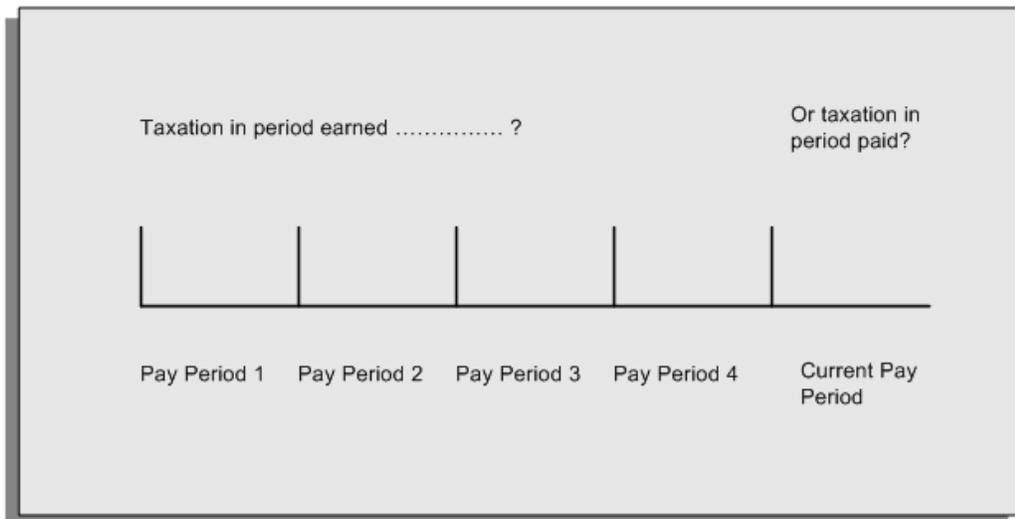


For example, the taxation implications are different for:

- A pay award backdated to period 1 and not paid until the current period. You may want to tax this award in the current period.

- A correction to an underpayment in period 3 which is paid to the employee in the current period. You may want to tax this correction in period 3 rather than in the current period.

## The RetroPay Process Does Not Overwrite Your Historical Payment Records
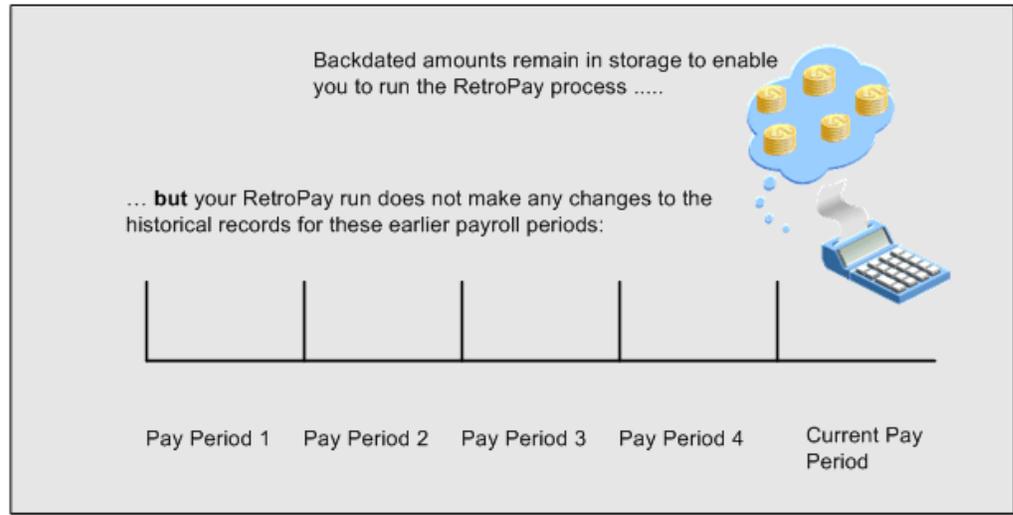


You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

Think of the RetroPay process as a calculator holding results in memory so that it can process a final set of results. The RetroPay process uses your historical results to calculate the changes for the current period. The results for your current period change, but your historical records remain unchanged.

# RetroPay Processes Available in Oracle Payroll

Oracle Payroll provides several versions of RetroPay, for example Enhanced RetroPay, RetroPay by Element, and so on. However, in most situations, you only have access to a single version of RetroPay.

## How To Identify Your Version of RetroPay

Navigate to the Submit Requests window, and search for RetroPay. Your search returns the name of the single version of RetroPay enabled for your use, for example, Enhanced RetroPay.

An exception occurs in transitional situations. If you are replacing RetroPay by Element with Enhanced RetroPay, the Submit Requests window enables you to select each

version of RetroPay so that you can complete the transition.

## Summary of Available RetroPay Processes

We recommend Enhanced RetroPay as the standard version of RetroPay for new customers to adopt. Older RetroPay versions do exist, and this table exists as reference so that you can distinguish between each version. In practice however, your System Administrator determines which version of RetroPay you can use, and you are unlikely to see any reference to RetroPay versions that are unavailable to you .

| RetroPay Process | Distinguishing Features |
|---|---|
| Enhanced RetroPay | Enables you to<br><br>• Identify the reasons for backdated changes to individual elements,<br><br>• Reprocess an assignment from the exact point at which a change occurred rather than reprocessing the entire pay period because it contains a backdated change. |
| RetroPay by Element | Enables you to identify the value of backdated changes for individual elements |
| RetroPay by Run | Only for use with Oracle HRMS (Japan) |
| RetroPay (by Aggregate) | Does not differentiate backdated payments at element entry level.<br><br>Produces a single aggregated RetroPay This is the original version of RetroPay. You can continue to use RetroPay (by Aggregate) but we recommend that new customers should implement Enhanced RetroPay rather than RetroPay (by Aggregate) |

## Implications of Migrating Between RetroPay Processes

You cannot run one category of RetroPay with data that you have already run on a different category of RetroPay. For example, if your localization has moved from RetroPay by Run to Enhanced RetroPay, you cannot use Enhanced RetroPay on data previously processed in RetroPay by Run.

# When to Run the RetroPay Process

## The RetroPay Process and the Payroll Cycle

Run RetroPay **before** you run your
payroll for the current period

Cut-off

Payroll Run
Pre-payment
Payment
Costing

Data Entry

Start

End

(Current Pay Period)
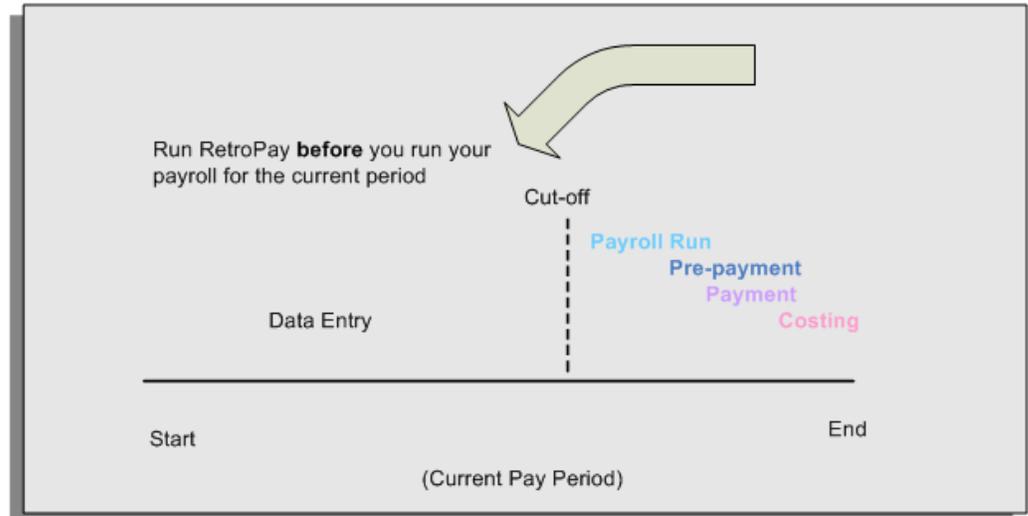
It is important to run your RetroPay process at the correct point in the payroll cycle.
Always run RetroPay immediately before you run a payroll, and, for greatest accuracy,
as close to the cut-off date as possible. The cut-off date is the point at which all data
entry for the payroll is complete.

## The RetroPay Process Always Precedes a Payroll Run
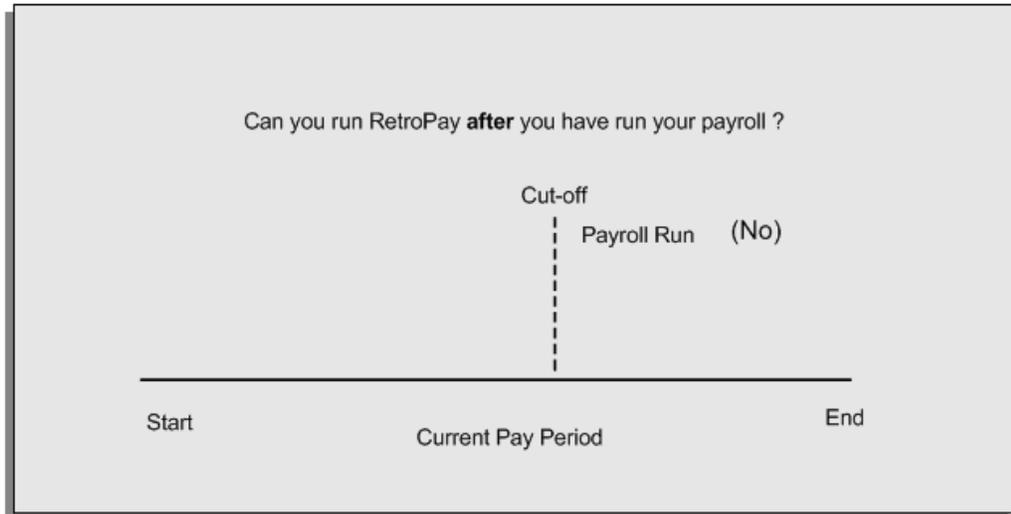


The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

## Backdated Adjustments Are Always Paid in the First Open Payroll Period
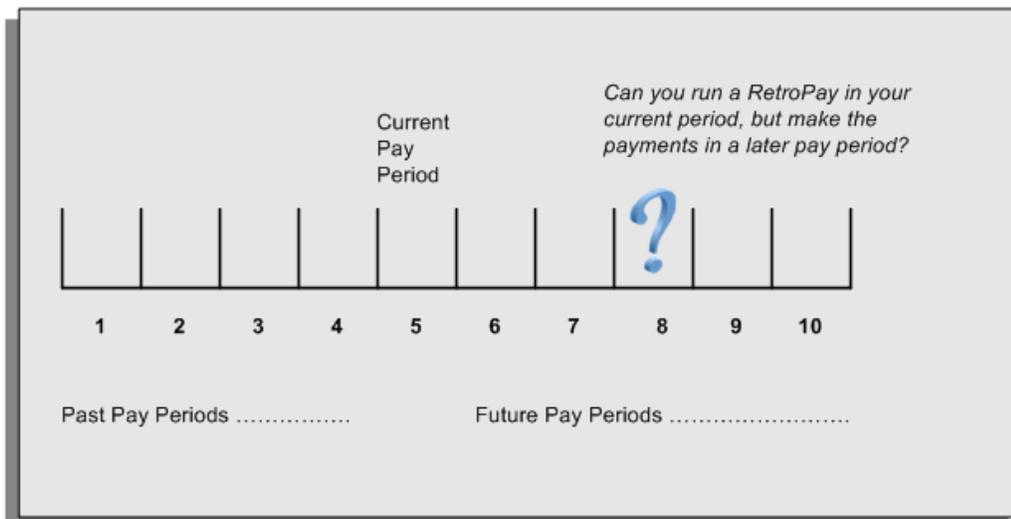


When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

You cannot stipulate that a RetroPay process in period 5 should withhold any resulting payments until a future pay period. For example, you cannot stipulate that a RetroPay run in period 5 should withhold payments until period 8.

If you want to use a future payroll period such as period 8 to make payments of backdated amounts for periods 1 to 4, then you must wait until period 8 before you run your RetroPay process.

# Troubleshooting RetroPay

The most common RetroPay problems occur when the RetroPay process completes, but produces unexpected results.

Consult these tables for quick reference on common RetroPay difficulties and their solutions. The problem description links or refers to extra information where you need more details to solve a problem.

- Troubleshooting Enhanced RetroPay and Retro-Notification, page 7-29

- Troubleshooting Earlier Versions of RetroPay, page 7-30

## Troubleshooting Enhanced RetroPay and Retro-Notification

| Problem Description | What to Do |
|---|---|
| Enhanced RetroPay is not available when you expected it to be, or you do not have the Retro Components button on the Recalculation tab of the Elements window. | This is a single problem - your localization has not implemented the legislation rule ADVANCED_RETRO. |
| View RetroPay Status does not display some of my expected choices | Contact your System Administrator. The configuration of View RetroPay Status is determined at setup.

If the legislation rule RETRO_STATUS_USER_UPD is set to Y, then you have a choice when you view RetroPay status. You can either exclude the assignment from RetroPay processing (you select Deferred), or include it (you select Confirmed Awaiting Processing).

However, if RETRO_STATUS_USER_UPD is set to N, then the assignment is automatically included in the next RetroPay run (it displays in View RetroPay Status as Included Awaiting Processing). |

| Problem Description | What to Do |
|---|---|
| After setting up Enhanced RetroPay for the United States, the Enhanced RetroPay run does not produce any results.<br><br>Also: the Retro-Notification report (Enhanced) for the United States does not record a salary change for an employee unless you add the changed details from View RetroPay Status. | In both cases:<br><br>Navigate to the Element window and ensure that the Default Component check box is checked.<br><br>The United States has one component only (RetroPay) and one reprocess type (Reprocess) - you must check the Default Component check box for the element. |
| RetroPay Element field is missing when Enhanced RetroPay is enabled. | This is intended behavior.<br><br>The RetroPay Element field is hidden when Enhanced RetroPay is enabled.<br><br>You now add your RetroPay elements from the Retro Components button available from the Recalculation tab of the Elements window. |
| How do I know whether Enhanced RetroPay is enabled for my legislation? | System Administrators can run the following SQL code to determine whether Enhanced RetroPay is enabled.<br><br>select * from pay_legislation_rules<br><br>where rule_type like '%ADVANCED%RETRO%'<br><br>and legislation_code = 'xx';<br><br>(Where "xx" is your legislation code).<br><br>If the SQL query returns a rule mode of Y, then Enhanced RetroPay is enabled for your legislation. |

## Troubleshooting Earlier Versions of RetroPay

| Problem Description | What To Do |
|---|---|
| RetroPay process element entry not generated for one or more assignments. | Check that the element links exist, then check your RetroPay setup., page 7-31 |

| Problem Description | What To Do |
|---|---|
| Unexpected value returned. | Check your RetroPay setup., page 7-32 |
| Start and end times ignored. | Check for a previous RetroPay run that overlaps with your current run. If there is an overlap, rerun a new RetroPay with dates that fully include the period processed by the earlier RetroPay. |
| RetroPay Warning: *Process Log shows zero employees in error – did not create element entries for processed employees.* | Check that you are using the correct balance in the RetroPay set. If you are processing RetroPay within a single calendar year, choose a balance that represents gross pay for year to date. If your RetroPay spans two years, do not select a balance with the _YTD dimension. |
| Cannot use the Element Entries window to delete RetroPay generated elements. | Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay.  **Note:** The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error. |
| RetroPay Error: *APP-6370 Cannot create an entry past the termination rule date.* | The setup of your RetroPay element (specifically, the termination rule) does not enable you to process terminated employees. Remove the assignments of terminated employees from your assignment set and then rerun RetroPay. |

## Detailed Problem Resolutions

This section provides step-by-step solutions for more complex problems.

### Check that the Element Links Exist, and then Check Your RetroPay Setup

If the RetroPay process does not generate a RetroPay element for one or more assignments, follow this sequence to correct the problem,:

1.  Check that there is a valid, current element link for each assignment in the RetroPay set. If the links do not exist, the RetroPay process can still calculate a retro-payment but cannot attribute the calculation results to an assignment.

2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR_HRPROC_EE_NOT_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.

3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

   **Example (from U.K. Payroll)**

   If you specify an NI balance in your RetroPay setup and then make changes to element entries that are not subject to tax or NI, your run results will be different when you compare the original run and the retro-paid run. However, the RetroPay element does not include these changes because it can only report on those differences that affect the NI balance.

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.

5. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the _YTD balance at the end of year in preparation for the next year.

6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2004 to pay back pay in October 2004, your start date should be 01-JUN-2005 and your end date 01-OCT-2005.

## Check Your RetroPay Setup

If the RetroPay process returns an unexpected value follow this sequence to correct the problem,:

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.

2. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using _YTD balances. Errors occur because the payroll

run clears the_YTD balance at the end of year in preparation for the next year.

3. Establish whether there are changes elsewhere in the application that might impact the value of a balance. This can be a difficult area to identify because anything that feeds the balance specified in the RetroPay definition can potentially affect the RetroPay.

In particular:

- Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.

- Generic changes such as updates to a formula can affects the results of associated elements, and introduce balance value changes that subsequently affect RetroPay values.

# Setting Up Retro-Notification and RetroPay

Follow this process to set up the Retro-Notifications report, and the correct RetroPay process for your payroll.

1. **Set Up the RetroPay Component**

The RetroPay component determines the default style of RetroPay processing for your localization. For example, you can specify that your default style is Tax When Paid, rather than Tax When Earned.

You can use either of the following methods to set up your RetroPay component:

| Method | How To | Advantages |
|---|---|---|
| Set Up the Organization DFF | From the Additional Organizational Information window:<br>1. Select Retro Component Usages.<br>2. Select the Tax Area.<br>3. Enter a Retro Style, for example, Tax When Paid.<br>4. Enter an Effective Start Date.<br>5. Enter an Effective Date.<br>6. Choose OK to confirm your choices. | Processing the retrospective payments for all employees in the same style is a faster alternative than setting up details at the element level for each assignment.<br><br>This method does not prevent you from making changes for individual assignments when you view RetroPay status. |
| Set Up Retro Components and Spans at Element Level | From the Element window:<br>1. Query the element.<br>2. Choose the Recalculation tab.<br>3. Choose the Retro Components button.<br>4. Select a Recalculation Reason.<br>5. Select a Reprocess Type.<br>6. Select an Element Span to indicate the start date and end date on which you want to report. | You can modify entries at element level to make exceptions for particular assignments. |

**Note:** Your localization may advocate one of these as the preferred

method.

2. **Set Up the Retro-Notifications Report**

   Determine whether a retrospective change in Oracle Payroll will appear in the Retro-Notifications report. Set up an event group to contain all the retrospective change events that you want to record.

   See: Setting Up the Retro-Notifications Report, page 7-35

3. **Set Up Your RetroPay Process**

   Although Enhanced RetroPay is the recommended RetroPay process for most localizations, your System Administrator can also set up these earlier versions of RetroPay.

   See: Setting Up RetroPay by Element, page 7-37

   See: Setting Up RetroPay by Run and RetroPay (by Aggregate), page 7-38

# Setting Up the Retro-Notifications Report

You use the Retro-Notifications report to identify any changes that have a retrospective effect for payrolls that you have already run. You can define the relevant types of change by setting up an event group to specify the changes. Follow these steps to set up the Retro-Notifications report:

## To enable dynamic triggers:

1. Navigate to the Dynamic Triggers window.

2. Enable any dynamic triggers that the application generates. It is important to enable these triggers to ensure your payroll processing updates each database table correctly. The recommended minimum list of triggers to enable for the Retro-Notifications report is as follows:

| Table Name | Trigger Type |
| --- | --- |
| PAY_ELEMENT_ENTRY_VALUES_F | Update |
| PAY_ELEMENT_ENTRIES_F | Update |
| PAY_ELEMENT_ENTRIES_F | Insert |
| PAY_ELEMENT_ENTRIES_F | Delete |

## To define an event group:

1. Navigate to the Table Event Group window.

2. Enter a name for your Event Group, for example, Retro-Notification Events.

3. Select Retro as your event groups type.

4. Save your entries.

5. Select the events that will produce notification if retrospective changes occur. Specify the following information to identify the type of update and the database table to which it applies:

   • Update Type

   • Base Table Name

   • Column Name

   For example:

| Update Type | Table | Column Name |
|---|---|---|
| DateTrack Correction | PAY_ELEMENT_ENTRY_VALUES_F | SCREEN_ENTRY_VALUE |
| DateTrack Update | PAY_ELEMENT_ENTRIES_F | EFFECTIVE_START_DATE |
| DateTrack Update | PAY_ELEMENT_ENTRIES_F | EFFECTIVE_END_DATE |
| DateTrack End Date | PAY_ELEMENT_ENTRIES_F | |
| DateTrack Insert | PAY_ELEMENT_ENTRIES_F | |
| DateTrack Delete | PAY_ELEMENT_ENTRIES_F | |

## To enable the Incident Register:

1. Navigate to the Functional Area Maintenance window.

2. Query the Incident Register and ensure that you have triggers defined.

3. Decide whether to capture the triggers by legislation, business group, or payroll. Navigate to each tab to make your selection.

# Setting Up RetroPay by Element

RetroPay by Element is the recommended RetroPay process for most localizations, and is required if you use Enhanced RetroPay.

### To set up RetroPay by Element:

1. Create the retroactive element. The recommended settings are:

   • Non-recurring

   • Multiple entries allowed

   View this element in the RetroPay field of the Element Description window. By default, retroactive elements use the same name as the element that they represent, but you can change this name for user-defined elements.

2. Enter retroactive changes using DateTrack.

3. Create assignment and element sets including the assignments and elements for retroactive processing. The element set type is Run Set.

   > **Note:** North American HRMS: For earnings elements defined as Reduce Regular, include the Special Features element in the element set.

   Use one of two methods to create your assignment set:

   • Use the Assignment Set window. This method is useful when you have a few employees to include in a RetroPay run and you are confident that you can identify all the employees that you want to include.

   See: Creating an Assignment Set, *Oracle HRMS Payroll Processing Management Guide*

   • Run the Retro-Notifications report to automatically generate an assignment set of all employees with retrospective changes.. This method is useful if you want to be certain that your assignment set includes all potential changes. You can edit this assignment set to add and remove assignments.

   See: Running the Retro-Notifications Report, page 7-51

# Setting Up RetroPay by Run and RetroPay (by Aggregate)

You should consider setting up Enhanced RetroPay in preference to RetroPay by Run or RetroPay (by Aggregate). However, we include setup information on these older types of RetroPay as reference.

### To set up the RetroPay process for RetroPay (by Aggregate) and RetroPay by Run:

Each step applies to both RetroPay (by Aggregate) and RetroPay by Run unless explicitly indicated otherwise.

1. Create an assignment set to define the set of employee assignments that you want to change. There are two methods of doing this:

    • Use the Assignment Set window. This method is useful when you have a few employees to include in a RetroPay run and you are confident that you can identify all the employees that you want to include.

    See: Assignment Sets, *Oracle HRMS Payroll Processing Management Guide*

    • Run the Retro-Notifications report to automatically generate an assignment set of all employees with retrospective changes. This method is useful if you want to be certain that your assignment set includes all potential changes. You can edit this assignment set to add and remove assignments.

    See: Running the Retro-Notifications Report, page 7-51

2. In the Element Entries window, make the necessary date effective updates to element entry values for each employee assignment in the set.

    See: Making Manual Element Entries, page 5-21

3. Make other changes if necessary to salary information or to other database values relevant to the backdated changes.

4. In the Element window, define the RetroPay elements you require to receive entries of the retroactive adjustments. Your definition must include the following:

    • An appropriate element classification such as Earnings or Voluntary Deduction (not Information)

    • The processing type Nonrecurring

    • The rule Multiple Entries Allowed

    • Input values with these names:

        • Pay value

- Start date (not necessary for RetroPay by Run)

- End date (not necessary for RetroPay by Run)

See: Defining an Element (Payroll Users), page 5-11

5. In the Element Link window, link the element to define your eligibility criteria.

   See: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

**To create a RetroPay set:**

1. In the RetroPay Set window, enter a name and a description for the RetroPay set you are creating. Save this information before moving to the next block.

2. Select the balance in which the RetroPay process will create new values, such as Gross Pay to Date. You can select more than one balance. However, for RetroPay by Run the balance dimension must always be ASG_RETRO_RUN.

   For RetroPay (by Aggregate), if you plan to run the process over several past payroll periods, check that you are not going through an end of year or similar period where the application resets balance totals to zero. If necessary, adjust the balance dimension span to ITD.

3. Select the RetroPay element you have defined to receive the values of the updated balance.

4. Select an input value for the element. Normally this value is Pay Value, but you can also calculate RetroPay hours by including an Hours input value.

# Setting Up Enhanced RetroPay with Component Usages and Element Time Spans

Standard RetroPay is the default RetroPay processing method for the Netherlands. It enables you to deal with any earnings changes made in the previous or current year, and any changes to tax and social insurance, impacting payroll calculations made in the current year. To carry out RetroPay processing, for every earnings element defined, you must set up two RetroPay elements, both with the skip rule Once Each Period assigned. These elements require the primary classifications Earnings, for changes in the previous year, and Retro Earnings, for changes in the current year. The same rule applies to imputed elements with the classifications Imputed Earnings and Retro Imputed Earnings. You set up RetroPay component usages to define how RetroPay will process the component. For each of these components you define an element time span to specify the start and end dates of the retro processing, and which RetroPay element applies for each time span.

> **Note:** Each RetroPay element you create must have the skip rule, Once Each Period, assigned to it. Users in the Netherlands select a particular RetroPay method by running the concurrent program Enable Dutch RetroPay Method and selecting, either standard or replacement. The default entry is standard.
>
> Only add assignments requiring RetroPay processing to the RetroPay set. Adding an assignment to the retropay set, processes assignment and post retro entries, if there are changes to relevant tax and SI information in the current period, even if there are no retrospective earnings entries.
>
> Each pre-tax or pre_si and pre-tax deductions element processed by RetroPay must have a corresponding RetroPay element with a primary classification of Retro Pre-Tax Deduction or Retro Pre-SI and Pre-Tax Deduction. You must also define a RetroPay Component Usage and an Element Span Usage for the original element for each RetroPay method used, whether Standard or Replacement. All earnings elements require a corresponding RetroPay element and link.

For further information on the methods of RetroPay available for the Netherlands, see: RetroPay for the Netherlands, *Oracle HRMS Payroll Processing Management Guide*.

For further information on how to enable your RetroPay method of choice, see:Enabling the Method of RetroPay, *Oracle HRMS Payroll Processing Management Guide*.

For further information on how to override the Replacement RetroPay method for the Netherlands, see: Business Groups: Entering Dutch Business Group Information, *Oracle HRMS Enterprise and Workforce Management Guide*.

> **Important:** If you do not require the Replacement method of RetroPay, you do not have to enable the Standard method, as it is the default method.

### Defining Retropay Earnings Elements:

You enter element information in the Element window.

An example of defining an earnings element for Netherlands payroll appears in the notes below.

1. Define your salary element with the primary classification of Earnings.

2. Choose the Balance Feeds Control button. In the Balance Feed Control region select the appropriate element classifications from the list of values.

> **Note:** Netherlands users, for example, select the classifications SI

Income Subject to Standard Tax: Earnings and Subject to Standard Tax: Earnings.

3. Choose the Balance Feeds button to view the resulting balances feeding the element.

> **Note:** You must now set up two retropay elements with the skip rule Once Each Period assigned.

4. Define the retropay element for the previous salary year, with the primary classification Earnings.

> **Note:** Netherlands users, in the Processing region, click on the Skip Rule and select NL_ONCE_EACH_PERIOD from the menu.

5. Choose the Balance Feeds Control button. In the Balance Feed Control region select the appropriate element classifications from the list of values. Retropay elements for the previous year that are subject to tax must always be subclassified as subject to special tax, regardless of the tax category of the original earnings element. If an original earnings element is subject to standard tax, then the retropay element must be subject to special tax. This includes SI Income and SI Gross Salary elements that are subject to tax.

> **Note:** Netherlands users, for example, select the classifications SI Income Subject to Special Tax: Earnings and Subject to Special Tax: Earnings.

6. Choose the Balance Feeds button to view the resulting balances feeding the element.

7. Save your work.

8. Define the retropay element for the current salary year, with the primary classification of Retro Earnings.

> **Note:** Netherlands users, in the Processing region, click on the Skip Rule and select NL_ONCE_EACH_PERIOD from the menu.

9. Choose the Balance Feeds Control button. In the Balance Feed Control region select the appropriate element classifications from the list of values. Retropay elements for the current year, subject to tax, must always be subclassified the same as the tax

category of the original earnings element. If an original earnings element is subject to standard tax, then the retropay element must be subject to standard tax also. This includes SI Income and SI Gross Salary elements that are subject to tax.

> **Note:** Netherlands users, for example, select the classifications SI Income Subject to Standard Tax: Earnings and Subject to Standard Tax: Earnings.

10. Choose the Balance Feeds button to view the resulting balances feeding the element.

11. Save your work.

12. You can now set up your retropay components and element span usages.

### Setting Up Retropay Component Usages:

Retropay component usages assign the components to the salary elements you created, ensuring all the elements recalculate with the latest values.

1. Query your defined salary element, in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

3. In the Retropay Components region of the Retropay Element window, choose the component field, and an appropriate component from the list of values.

> **Note:** Netherlands users select the Retro Component Standard, or Replacement as required.

4. Select the Reprocess Type. If you select Static, then Retropay will not process any changes to the element when running the relevant component. Opting for the Reprocess Type ensures the element changes process.

> **Note:** Netherlands users select the Reprocess Type, Reprocess. Dutch Retropay processes the period of change, and not the nature of change, such as a correction or backdated change. As a result, the whole retro period reprocesses.

5. Save your work.

6. You can now enter the element time spans.

*Example of a standard retropay component set up for an earnings element*

| Element | Component Name | Reprocess Type | Comments |
|---|---|---|---|
| User Defined Element | Standard | Reprocess | Retro Earnings |

*Example of a replacement retropay component set up for an earnings element*

| Element | Component Name | Reprocess Type | Replace Run | Use Override Dates |
|---|---|---|---|---|
| User Defined Element | Replacement | Reprocess | Yes | Yes |

## Setting Up Element Span Usages for Earnings Elements:

The element time span usages defines the start and end dates for retropay processing. Most elements have the standard time span of Start of Current Year to End of Time already assigned, to cover any changes made in the current year. The exceptions for the Netherlands are standard taxable income and standard tax deduction, which include the timescales Start of Current Year to End of Previous Quarter, and Start of Current Quarter to End of Time, to cover student taxation. For each earnings element, or imputed earnings element with a defined retropay component usage, you must define two element span usages. These element span usages cover the earnings for both the current and the previous year, defining not only how far back processing should cover, but also up to where a particular retropay element carries forward the retro changes. You must define your retropay elements and components before defining the element time spans.

Set up the Element Span Usages in the Retropay Elements window.

1. Query your defined salary element in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

3. In the Retropay Elements region, select the appropriate time spans from the From and To fields, to define the time period the retropay element is covering.

> **Note:** In the Time Spans fields, for each earnings element or imputed earnings element with a standard retropay component usage defined, you must define the element span usages for both

the current and previous years. For example, for the retropay element, Retro Salary Previous Year, you define the time span from Start of Time to End of Previous Year. For each earnings, or imputed earnings element with a replacement retropay component defined, you must define the element span usage for the current year. You can set up a second time span to cover the previous year, if required.

4.  Select the retropay elements you created from the Retropay Element field.

5.  Save your work.

*Example of earnings element span definitions for both standard and replacement components*

| Element | Component | Span From | Span To | Retropay Element |
|---------|-----------|-----------|---------|------------------|
| User Defined Element | Standard | Start of Time | End of Previous Year | Retro Earnings Previous Year |
| User Defined Element | Standard | Start of Current Year | End of Time | Retro Earnings Current Year |
| User Defined Element | Replacement | Start of Current Year | End of Time | Retro Earnings Current Year |
| User Defined Element | Replacement | Start of Time | End of Previous Year | Retro Earnings Previous Year |

# Understanding the Sequence of Your RetroPay Activities
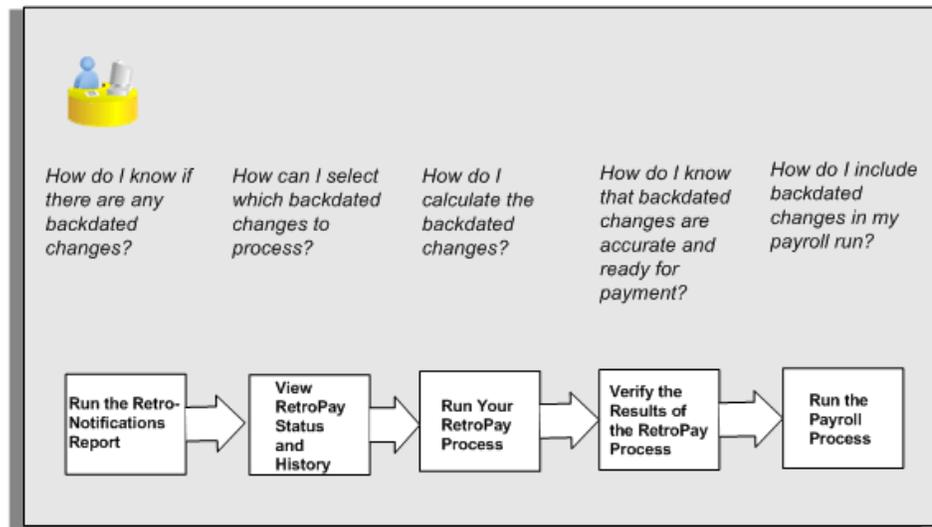


Follow this sequence to:

1. Identify outstanding backdated adjustments

2. Monitor and control the processing of backdated adjustments

3. Include backdated adjustments in your next payroll run.

You can only run the Retro-Notifications report and view RetroPay status if you are using RetroPay by Element, or the version of RetroPay by Element sometimes referred to as Advanced or Enhanced RetroPay.

This sequence does not apply to RetroPay by Run and RetroPay (by Aggregate)

1. **Run the Retro-Notifications Report**

   Run the Retro-Notifications report to identify any backdated changes that have not been included in a payroll run.

   You can save your summary of backdated changes into either an assignment set or an event group.

   Once you have identified the retrospective changes, you can then decide whether to include them in your RetroPay process.

   The Enhanced Retro-Notifications report uses the Payroll Events Model to identify what changes have occurred to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

   See: Setting Up Retro-Notification and RetroPay, page 7-33

See: Running the Retro-Notifications Report, *Oracle HRMS Payroll Processing Management Guide*

2. **View RetroPay Status and History**

   Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes. Depending on how your View RetroPay status access has been set up, you can either make manual changes to RetroPay status or view an automatically generated statement of status. If you have manual access, you receive this choice of status action:
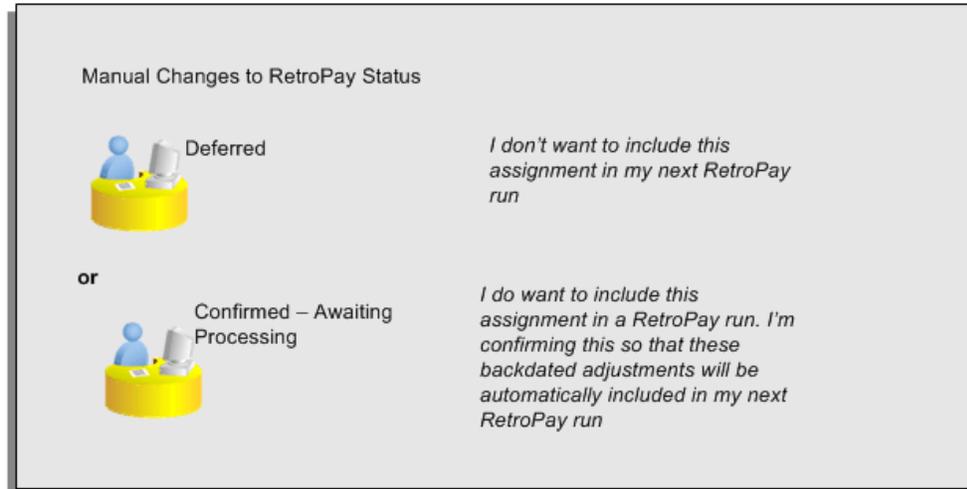
   

   The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay. If you confirm, then the assignment is included when you next run RetroPay.

   You can also include additional assignments that the Retro-Notifications report did not identify. This typically occurs when you discover additional backdated adjustments that were not known about when you ran the Retro-Notifications report.

   However, if you receive automatic notification, the status is as follows:

Automatic Notification of RetroPay Status

Included – Awaiting Processing

The Retro-Notifications report has identified a backdated adjustment for this assignment, and is informing you that the assignment will be processed next time you run a RetroPay.

This is for information only, you cannot change the status.

The following diagram shows the sequence of statuses for each RetroPay status:

Summary of RetroPay Statuses

| Initial Status | Intermediate Status | Final Status |
|---|---|---|
| Deferred | (n/a) | (n/a) |
| Confirmed Awaiting Processing | Processing → | Completed after Confirmation |
| Included Awaiting Processing | Processing → | Completed by Default |
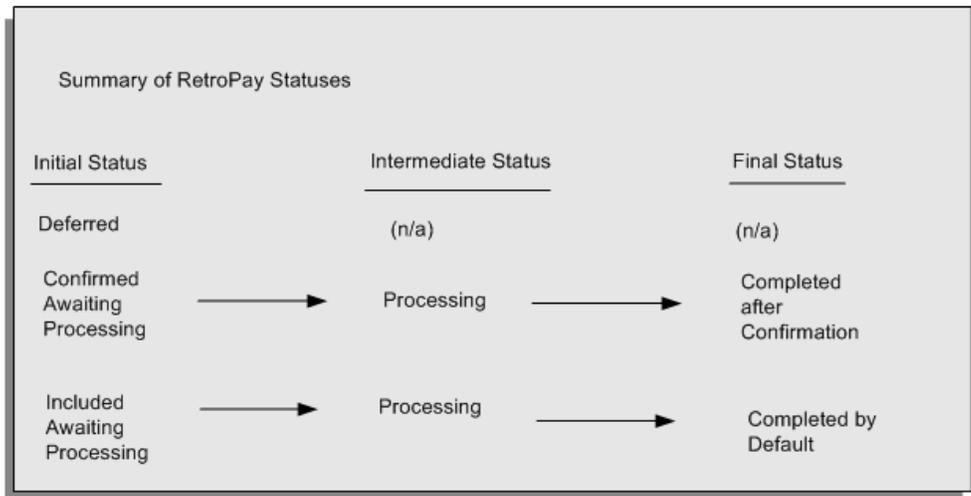
Remember that the initial status available to you is dependent on whether you have manual access or automatic notification. Once RetroPay processing begins, the initial status changes to an intermediate status of Processing. This status changes applies regardless of whether the RetroPay was initiated manually or automatically. However, the final status does indicate how the processing request was initiated. A manual selection shows a final status of Completed after Confirmation whereas automatic processing shows a final status of Completed by Default.

You can query all items that are at the initial (outstanding) status, and all items at the final (completed) status.

The following diagram shows what statuses are included when your query All Outstanding, and All Completed:

Outstanding and Completed Categories for RetroPay Statuses

| Initial Status | Final Status |
|---|---|
| *These items are reported as All Outstanding* | *These items are reported as All Completed* |
| Deferred | Completed after Confirmation |
| Confirmed Awaiting Processing | |
| Included Awaiting Processing | Completed by Default |

See: Viewing RetroPay Status and History, page 7-49

3. **Run the RetroPay Process**

You enable Oracle Payroll to make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

See: Running Enhanced RetroPay, page 7-54

See: Running RetroPay by Element, page 7-54

RetroPay by Element already enables you to distribute retrospective payments across individual elements.

**Example**

If you have Enhanced RetroPay you can decide whether each retrospective payment requires:

- A full reprocessing in which you recalculate all amounts for the current payroll. This option is typical when you are processing backdated payments, or when you want to deduct tax for backdated amounts in the period when it was earned, rather than in the current payroll period.

- A limited reprocessing in which you recalculate only some of the amounts for the current payroll. This option is typical when you are processing corrections, or when you want to deduct tax for retrospective changes in the current payroll period rather than in the period when it was earned.

**Components for RetroPay**

Oracle Payroll describes each different type of Enhanced RetroPay run as a component. For example, you could set up a component *Earnings Correction* for the element *Basic Salary*. A component always has:

- A name (for example, Earnings Correction)

- A reprocess type (Static, Partial, Reprocess) to determine how to process the component

**Element Spans for RetroPay**

You can also attach element spans to your selected element. An element span provides a start and end date for retrospective processing.

See Setting Up Retro-Notification and RetroPay, page 7-33

4. **Verify Your RetroPay Results**

   When you have run the RetroPay process, verify your results and correct any errors.

5. **Run Your Payroll**

   Finally, run your payroll to reflect the adjustments that you have made for the retrospective payments.

# Viewing RetroPay Status and History

You use the RetroPay Status window to control how you want to process changes that have a retrospective impact. You typically find outstanding retrospective changes where changes are entered in Self-Service HRMS independently of Oracle Payroll.

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.

- Specify how you would like to process any outstanding retrospective changes.

- Confirm that your application has processed the specified requests.

You can still use the Retro-Notifications report to identify all outstanding retrospective changes that have not been applied, and group them into an assignment set ready for processing.

See: Running the Retro-Notifications Report, page 7-51

However, the advantage of using the RetroPay Status window is that you can identify what you want to process, or exclude from processing, and then mark your selections for automatic completion.

## To search for assignments that have retrospective changes:

1. Select the search criteria for assignments that you want to view. If you do not select any criteria, then your search returns all assignments that have retrospective changes. You can search for any of these criteria:

**Name:** Specify a name, or search for all names.

**Assignment Number:** Specify an assignment or search for all assignments.

**Recalculation Date:** Use this start date and end date to determine the period for retrospective changes.

**Status:** Select the status that you want to identify.

- All Completed. This status displays all assignments with retrospective implications that are already processed.

- All Outstanding. This status displays all assignments with retrospective implications that are not yet processed.

- Completed: After Confirmation. This status indicates that this assignment was explicitly confirmed for processing, and that it has now been processed.

- Completed by Default. This status indicates that this assignment was not confirmed for processing, but that the processing has completed by default.

- Confirmed: Awaiting Processing. This status indicates that this assignment has cleared for processing and that the processing will occur in the next payroll run.

- Deferred. This status indicates that an assignment was scheduled for processing, but that the processing was deferred and will not occur until you change the status to Confirmed: Awaiting Processing, or Included: Awaiting Confirmation.

- Included: Awaiting Processing. This status indicates that your System Administrator has specified that the next payroll run will process pending assignments automatically. You cannot select this status if your System Administrator has not enabled it.

- Excluded: Awaiting Confirmation. This status indicates that your System Administrator has specified that the next payroll run will not process pending assignments automatically processed, and that processing will only occur after you confirm. You cannot select this status if your System Administrator has not enabled it.

**Recalculation Reason:** This criterion indicates why retrospective processing is necessary and enables you to search particular categories of retrospective change to process them independently of other retrospective changes.

2. Choose Go when you have selected all your search criteria.

## To change the status of an assignment:

You typically change the status of an assignment when you want to defer processing

that was previously scheduled, or to indicate that you have already processed this change even though it was automatically scheduled.

1. Select the assignment that you want to change.

2. Select the new status for the assignment from the Change Status list of values.

3. Click Change Status.

**To view the elements included on each assignment:**

1. Select the assignment name in the Name column.

2. View the elements for this assignment, and the Recalculation Reason for each element.

**To update or delete elements for each assignment:**

1. Select the assignment name.

2. Choose Update to add an element to the assignment.

3. Choose Delete to remove an element from the assignment.

**To confirm that your specified requests have been processed:**

1. Query the individual assignment, but leave the status field blank.

2. Alternatively, query all assignments with a status of All Completed or All Outstanding and check the details for your individual assignment.

# Running the Retro-Notifications Report

Use the Retro-Notifications report to

- Identify all retrospective changes that have occurred since the last payroll run.

- Automatically save these changes into an assignment set or as an event, depending on which Retro-Notifications report that you use in your localization.

- Produce a report that lists the employees included in the assignment set and the trigger event that included them. You can view this output through Concurrent Manager by clicking the View Output button. Your reporting output is stored under the title Retro-Notifications Report (Internal).

Retro-Notification information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

The Retro-Notifications report does not perform any RetroPay processing. It only identifies element entries that have changed. You must still run your RetroPay process separately to process these changes. When you produce the assignment set, or event group, you can decide whether to:

- Run your RetroPay process on all assignments in this assignment set.

- Edit the assignment set or event group to remove or add assignments, and then run your RetroPay process.

- Take no retrospective action on any of the assignments in the assignment set.

You can use the RetroPay Status window to schedule automatic processing.

You run the Retro-Notifications report from the Submit Processes and Reports window.

### To run the Retro-Notifications report:

1. Select Retro-Notifications report in the Name field. If the parameters window does not open automatically, click in the Parameters field to open it.

2. Select the payroll. You can only run this report for a single payroll.

3. Select the last Report Period that you want to run the report for. The List of Values contains all periods for your selected payroll. The report runs for all periods up to and including the one you select.

4. Select an Event Group for the report to use. You can only run this report for a single event group. A default event group captures changes made at element level, but you can override the default, if, for example, you are testing your initial setup.

5. Enter the name of the Assignment Set that you want the report to generate. You can use this assignment set as a starting point for further processing of the assignments identified in the report.

     **Note:** The assignment set name generated by the report will include what you enter in the Generated Assignment Set field followed by the Report ID.

6. If you want to produce this report in Portable Document Format, (PDF), select a template.

7. Select OK and Submit.

   When you have generated the assignment set remember to run your RetroPay process for those retrospective changes that you want to process. You can either run your RetroPay process directly or, if your RetroPay process is RetroPay by Element, or Enhanced RetroPay you can use the RetroPay Status window to schedule your

processing.

# Running the Retro-Notifications Report (Enhanced and Enhanced PDF)

Use this report to

- Identify all retrospective changes that have occurred since the last payroll run.

- Automatically save these changes into an assignment set, or as an event, depending on which Retro-Notifications report you use in your localization.

- Produce a report (.a01) that lists the employees included in the assignment set and the trigger event that included them. You can view this output through Concurrent Manager by choosing the View Output button.

This information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

The Retro-Notifications report does not perform any RetroPay processing. It only identifies element entries that have changed. You must still run your RetroPay process separately to process these changes. When you produce the assignment set, or event group, you can decide whether to:

- Run your RetroPay process on all assignments in this assignment set.

- Edit the assignment set or event group to remove or add assignments and then run your RetroPay process.

- Take no retrospective action on any of the assignments in the assignment set.

You can use the RetroPay Status window to schedule automatic processing.

You run the Retro-Notifications (Enhanced) report from the Submit Processes and Reports window.

### To run the Retro-Notifications (Enhanced) report:

1. Select the payroll. You can only run this report for a single payroll

2. If you want to see the retro-notifications for a particular event group, select an overriding event group.

3. If you are running the PDF-enabled version of this report, select a template for your PDF output.

4. Select OK, and submit.

# Running Enhanced RetroPay

Use the Enhanced RetroPay process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the Enhanced RetroPay process from the Submit Requests window.

### To run the Enhanced RetroPay process:

1. Enter an effective date to indicate the date from which you want to begin your RetroPay processing

2. Select the payroll

3. Click Submit

# Running RetroPay by Element

Use the RetroPay by Element process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the RetroPay by Element process from the Submit Requests window.

### To run the RetroPay by Element process:

1. Select an assignment set.

2. Select an element set.

3. Select a start date and end date.

   The end date must be within the current payroll period and must have a date after the latest effective check/cheque date.

4. Click Submit

   Oracle Payroll temporarily rolls back and reprocesses all the payrolls for all assignments included in the assignment set from the start date specified. The application compares the old balance values with the new ones, and creates entry values for the RetroPay elements based on the difference.

   These entries are processed for the assignments in the subsequent payroll run for your current period.

   There are no changes to your audited payroll data.

# Running RetroPay by Run or by Aggregate

You run the RetroPay processes in the Submit Requests window.

### To run the RetroPay processes:

1. In the Name field, select your RetroPay process.

2. In the Parameters window, select the assignment set.

3. Select the RetroPay set.

4. Enter the start date and end date for the recalculation. The default end date is the current date. The application will create the RetroPay element in the payroll period that includes the current date.

   The end date must be within the current payroll period and must have a date after the latest effective check/cheque date. If you already processed a run for the pay period, for example, because of an earlier supplemental run, you cannot include the RetroPay elements for the current regular payroll run. To process these RetroPay elements you must include them in the subsequent run.

5. Click Submit.

   Oracle Payroll temporarily rolls back and reprocesses all the payrolls for all assignments included in the assignment set from the start date specified. The application compares the old balance values with the new ones and creates entry values for the RetroPay elements based on the difference.

   These entries are processed for the assignments in the subsequent payroll run for your current period.

   There are no changes to your audited payroll data.

# Workforce Intelligence (HRMS) for Payroll Processing and Analysis

## Costing Detail Workbook

The Costing Detail workbook enables you to review cost allocations for an element, element set, or a particular element classification.

## Business Questions

*Are my costs assigned to the correct cost center?*

*What are my cost totals for an element, element set, or element classification?*

## Worksheets

Costing Detail worksheet.

## Parameters

You need to specify values for the following parameters:

• Costing Effective Date Begin

• Costing Effective Date End

• Element Set (only mandatory if you do not specify an Element, or Element Classification)

• Element Classification (only mandatory if you do not specify an Element, or Element Set)

• Element (only mandatory if you do not specify an Element Set, or Element Classification)

Use the following optional parameters to further restrict the values in the workbook:

• Costing Process

• Payroll

• Consolidation Set Name

• Organization

- Location

- Employee

- Reporting Currency

- Include Estimate Costing

# Costing Summary Workbook

The Costing Summary workbook enables you to view total costing details for a payroll, consolidation set, or organization name.

## Business Questions

*What are my overall debits and credits for a particular costing period?*

## Worksheets

Costing Summary worksheet.

## Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin

- Costing Effective Date End

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process

- Payroll Name

- Consolidation Set Name

- Organization Name

- Reporting Currency

- Include Estimate Costing

# Element Detail Workbook

The Element Detail workbook enables you to select an element effective date and

element classification and then view further details for all elements within these reporting criteria.

## Business Questions

*What are the attributes for each element within a particular element classification?*

*Do any of my selected elements belong to a proration group or recalculation group, and if so, which group?*

*Are any of my selected elements paid separately or processed separately?*

## Worksheets

Element Detail worksheet.

## Parameters

You need to specify values for the following parameters:

• Effective Date

• Classification

Use the following optional parameters to further restrict the values in the workbook:

• Processing Type

• Standard Links

• Separate Payment

• Process Separate

• Recalculation Group

• Proration Group

# Element Link Detail Workbook

The Element Link Detail workbook enables you to select a group of elements by effective date and classification. You refine your selection by specifying whether you want view elements that are available to all payrolls, or those elements that only available to some payrolls. When you have defined your subset of elements, you can see link details for each of them.

## Business Questions

*What are the costable types and costing codes for a group or elements?*

*Do these elements belong to a distribution set?*

*Are there any service criteria or age criteria for these elements?*

## Worksheets

Element Link Detail worksheet.

## Parameters

You need to specify values for the following parameters:

• Effective Date

• Classification

• All Payrolls

Use the following optional parameters to further restrict the values in the workbook:

• Element

• Processing Type

• Standard Links

• Link Status

• Payroll

• Job

• Organization

# Employee Assignments Without Payroll Workbook

The employee assignments without payroll workbook enables you to identify those assignments that do not belong to a payroll. You can also view assignment status.

## Business Questions

*Is there a valid reason for these assignments not to belong to a payroll, or is there an error requiring correction?*

## Worksheets

Assignments Without Payroll worksheet.

## Parameters

You need to specify values for the following parameters:

- Beginning Date

- Ending Date

# Employee Assignments Not Processed Workbook

The employee assignments not processed workbook enables you to identify all assignments excluded from processing and view further detail such as employee name, assignment number and payroll.

## Business Questions

*Is there a valid reason for excluding these assignments from processing, or is there an error requiring correction?*

## Worksheets

Assignments not Processed worksheet.

## Parameters

You need to specify values for the following parameters:

- Beginning Date

- Ending Date

Use the following optional parameters to further restrict the values in the workbook:

- Payroll

- Organization

- Location

- Government Reporting Entity (Hidden)

# Employee Payment Methods Workbook

The employee payment methods workbook enables you to view payment method totals and run type totals from an effective date that you select.

## Business Questions

*Are the employee totals for this payment method as expected for the given period?*

*Did each run type produce the expected totals for this payment method, or is there a discrepancy requiring correction?*

## Worksheets

Employee Payment Methods worksheet.

## Parameters

You need to specify values for the following parameters:

• Effective Date

Use the following optional parameters to further restrict the values in the workbook:

• Payment Method

• Run Type

# Organization Payment Methods Workbook

The organization payment methods workbook enables you to see summary information for each payment method from an effective date that you select. You can view third party details and source bank details.

## Business Questions

*Were payments correctly allocated for the duration of the reporting period?*

*What were the total payments for each payment type for the duration of the reporting period?*

## Worksheets

Organization Payment Methods worksheet.

### Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Type

# Payroll Message Workbook

The Payroll Message workbook enables you to view the total number of messages for each payroll process, payroll, and pay period.

## Business Questions

*Was there an unusual number of messages for any particular process, payroll or pay period?*

*Were messages of the greatest severity level concentrated in any particular process, payroll or pay period?*

## Worksheets

Payroll Message worksheet.

## Parameters

You need to specify values for the following parameters:

- Payroll Name

- Start Date

- End Date

Use the following optional parameters to further restrict the values in the workbook:

- Process Type

- Severity Level

# Payroll Register Workbook

The predefined Payroll Register Workbook enables you to reconcile payroll runs for a specific HR organization, check their correctness and generate standard reports. You can download reports in an easy-to-understand spreadsheet format for further analysis.

If you create Payroll Register Discoverer Workbooks immediately after the payroll run, you can identify discrepancies and implement necessary changes.

## Business Questions

- Are my earnings and deductions entered and calculated correctly?

- What business organizations have my employees been assigned to?

- Are my payroll run results error-free?

- What is the total pay value for an employee at a grade level?

## Payroll Run Results With Net Pay Worksheets

The Payroll Run Results With Net Pay worksheet enables you to report on each employee, summarize run results at department and grade levels and calculate the subtotal and grand total for each classification.

The worksheet includes run results information on HR Organization, Payroll and Run Type.

## Parameters

You must specify values for the following parameters:

- Start Date

- End Date

- HR Organization

- Payroll

- Run Type

# 8

## HR Information Systems

# Desktop Integration

## Data Download and Upload Using Web ADI - Overview

You can download data from your Oracle HRMS application to spreadsheets or word processing documents on your desktop using Web ADI.

You can query the data in a window, download the queried data to your desktop, and view the data in spreadsheet format or in a word processing document.

In some cases, you can manipulate the data you have downloaded and upload your changes to Oracle HRMS. Validation of the data takes place by the Application Programmatic Interfaces (APIs) used to upload the data, and any errors are flagged. If errors occur, no data is uploaded to the database.

You can create a mail merge by downloading the data directly into a template letter.

You can create an empty spreadsheet and enter new data or import data from a text file, and then upload the data to Oracle HRMS. The data is validated using the usual HRMS validation.

Standard Oracle security is maintained.

## Methods of Running Web ADI

You can invoke Web ADI from an icon in an HRMS Professional User Interface window (including OLM windows), or you can launch it directly from a Web ADI self-service menu option.

You cannot invoke Web ADI from the People Management templates, nor the Self-Service HRMS (SSHR) pages, nor the following windows:

- Absence Detail

- Mass Update of Applicant Assignments

- Mass Update of Employee Assignments

- Mass Update of Assignments

- Position Copy

- Mass Position Update

In addition, you cannot invoke Web ADI from the Assignment window when you access it by task flow from the Person window.

> **Note:** If you access the Assignment window by task flow from the
> Person window, you will not be able to invoke Web ADI from that
> Person window for the current person query. To restore Web ADI
> function, perform the query in the person form again.

You can invoke Web ADI from the Assignment window when you access it directly
from the Navigator.

Your access to Web ADI depends on the access rights set up for your responsibility.

## Integrators

The functionality available with Web ADI depends on the information stored in an
"integrator". Each integrator contains all relevant information about a particular data
download, upload, or create process, such as whether you are downloading data from
an HRMS window, from a Web ADI self-service window, or from the Request Letter
window. It also specifies whether you can download one-way or whether you require
the ability to upload edited data again, whether the data is being downloaded into a
mail merge, and so on. The integrator details also indicate whether you can use it to
create new data or just update existing data.

When you create your spreadsheet or word processing document using Web ADI, you
select an appropriate integrator, and Web ADI handles the transfer and validation of
data accordingly.

## Predefined Integrators

Oracle HRMS supplies some sample integrators that enable you to download data from
the following windows and folders for reporting or analysis purposes:

| Window or Folder | Integrator |
| --- | --- |
| People Window | HR People Details Integrator |
| People Folder | HR People Folder Detail Integrator |
| Assignment Window (accessed directly from the Navigator) | HR Assignment Detail Integrator |
| Assignments Folder | HR Assignment Folder Detail Integrator |
| Salary Management Folder | HR Update Salary Proposals Integrator |

Using the HR Update Salary Proposals integrator, you can edit the downloaded data
and upload it to HRMS. The remaining four sample integrators support data download

only.

> **Note:** These five predefined integrators demonstrate the supplied function but are not supported solutions, and you cannot create your own layouts for these integrators. However, you can create your own integrators to enable download and upload of HRMS data.
>
> See: Configuration of Data Download and Upload, *Oracle HRMS Configuring, Reporting, and System Adminstration Guide*

## Key Concepts

An understanding of the following terms may assist you in downloading and uploading data between Oracle HRMS and your desktop using Web ADI.

### API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

### Content

When you create a spreadsheet or word processing document, the *layout* defines the columns that appear in the document and the content identifies the data in the document. Content is usually downloaded from the Oracle application database, so that the spreadsheet contains the data you have queried from a window in Oracle HRMS. You can also create a spreadsheet with no content, so that you can enter new data using the spreadsheet and upload it to the application. Another method is to bring in the content of the spreadsheet from a text file on your desktop. This enables you to upload the data from the text file to the application, for example to upload legacy data or information from third-party applications to Oracle HRMS.

### Download

This is the process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

### Integrator

An integrator defines all the information that you need to download or upload from a particular window or database view or for a particular purpose (the type of integrator determines the purpose for which you can use it). Your system administrator can set up the appropriate integrators depending on whether you want to download for reporting or mail merge purposes, or in order to manipulate the data and upload it again.

**Interface**

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa. In HRMS, interfaces can be views (for downloading data) or APIs (for uploading data). The integratorincludes all the columns that are available in the interface, whereas the *layout* specifies only those that the user needs to see.

**Layout**

A layout identifies the columns to appear in a spreadsheet or Word document. A single integrator can have multiple layouts for different purposes. If more than one layout is available for an integrator, you select a layout when you create a document. If only one layout is available, the application selects it for you automatically.

**Mapping**

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns. When Web ADI creates the spreadsheet, it ignores any columns from the text file not included in the mapping.

**Template Letter**

This is a form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

**Upload**

This is the process of transferring the data from a spreadsheet on your desktop back to the Oracle HRMS application, overwriting the existing data in the application database. This process can take place only if Web ADI created the spreadsheet.

**View**

A view is an example of an interface that you can use to download data from the application to a spreadsheet. The integrator definition includes the name of the view. Views to access many windows are already available with Oracle HRMS. System administrators can create additional views if necessary.

**Viewer**

A viewer is a desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS.

# Creating Integrators in Web ADI

Creating integrators is a system administration step required to enable download or upload of data from and to windows for which no seeded integrator exists.

Web ADI has two types of integrators:

• Application Integrators

• Standalone Integrators

An Application Integrator links to a specific form. You typically use the form to download HRMS data, using some form restriction, modify the data, and then upload the data.

You use standalone integrators directly from the self-service menu function. These integrators allow you to create new data or download and update existing data. You can set up a query restriction to use at runtime. For Standalone Integrators the form name is GENERAL.

> **Note:** You must not call Application Integrators directly from the self-service menu function. These integrators rely on information passed to them from the form for which they are defined. In addition, you can link custom Application Integrators to Oracle-supplied forms only.

## To create an integrator:

1. Select HR Create Document from the menu. The Settings page of the Web ADI wizard appears.

   > **Caution:** When moving between Web ADI pages, do not use your browser's Back or Forward buttons, as this causes information to be lost; instead, use the Back, Next and Cancel buttons displayed on the Web ADI page.

2. In the Settings page, select a spreadsheet viewer in the Viewer field.

3. Deselect the Reporting check box, as this integrator is used to upload data to the database.

4. In the Integrator page, select the seeded integrator "HR Integrator Setup".

5. In the Layout page, select the default layout "HR Integrator Setup".

6. In the Content page, select None.

7. In the Review page, you can see full details of the document that will be created. Choose the Back button if you want to change any of the information, or choose the Create Document button to continue.

8. A spreadsheet document is created, containing all the fields you need to enter to create your own integrator.

**Download-only Integrators**

If you are creating download-only integrators, including letter generation integrators, enter details in the following columns:

• METADATA_TYPE - select DOWNLOAD from the list of values.

• APPLICATION_SHORT_NAME - select the Application Short Name of your custom application from the list of values. The name appears from the FND_APPLICATION table.

• INTEGRATOR_USER_NAME - the name that appears when the end user selects the integrator in the Web ADI Create Document pages.

• VIEW_NAME - Web ADI uses a view to determine the tables and columns to download. Enter the name of the view you want to use to base the download on.

• FORM_NAME - the name of the window from which you want the integrator to be available to the user. Select GENERAL from the list of values, or select LETTER for a letter generation integrator.

If you are creating download-only and letter generation integrators, leave the remaining columns blank.

## To upload the integrator:

Follow the steps for uploading a spreadsheet. See: Uploading Data using Web ADI, page 8-8

## Controlling Access to the Integrator:

You must associate at least one form function with the integrator for granting user access. See: Controlling Integrator Access, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

> **Note:** Your System Administrator must grant access for each new integrator to the Web ADI responsibility. Without this, you cannot create layouts for the integrators.

# Uploading Data using Web ADI

You can upload data to the Oracle applications database using a spreadsheet created in Web ADI. See: Data Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

### To upload data from a spreadsheet using Web ADI:

1.  If you have saved the spreadsheet on your local PC, locate and open the spreadsheet in Excel.

2.  In the **Upl** column of the spreadsheet, each row in which you have changed data in any field is flagged for upload. As you change data in a field, the row is flagged for upload.

3.  Select the Oracle menu on the Excel toolbar, and choose Upload.

4.  If you are not already logged in to Oracle applications, a login page appears. Enter your user name and password, then choose the Login button.

5.  In the Set Responsibility page, choose your responsibility, and then choose Select.

6.  In the Upload Parameters page, choose the Parameters button. If you want to upload flagged rows only, choose the Flagged Rows option button. To upload all rows (for example, if uploading from a text file), choose the All Rows option button.

7.  Choose the Proceed to Upload button, then choose the Upload button in the page that appears next. The upload takes place, and a series of upload messages is displayed, indicating the success or failure of the upload.

8.  If the upload fails, return to the spreadsheet and correct any errors, then retry the upload. Further details of errors are available in the Messages column at the end of each row of the spreadsheet. If the upload is successful, the data is uploaded to the database. Confirmation messages indicate the success of the upload.

    > **Note:** Web ADI uploads all rows to the database if the data is error-free. If any errors occur, no rows are uploaded.

# Administering Workforce Intelligence

## Discoverer End User Layer Business Area Descriptions

The HRMS Discoverer End User Layer provides folders that access the data from the HRMS transactional tables. You can use these folders to create your own Discoverer reports. The End User Layer organizes the folders into two types of business areas: Administrative, and Functional.

## Administration Business Areas

Use the Administration business area to produce detailed ad-hoc reports specific to the needs of your enterprise.

### HRMS - Administration - Oracle Human Resources

The HRMS – Administration – Oracle Human Resources business area is a composite set of Discoverer folders focusing on different entities of the Oracle Human Resources system, such as salaries, benefits, jobs, grades and assignments. The related Lists of Values folders are in a separate business area.

Use the HRMS – Administration – Oracle Human Resources business area to produce detailed ad-hoc reports specific to your human resources needs.

### HRMS - Administration - Oracle Human Resources (Lists of Values)

The HRMS – Administration – Oracle Human Resources (Lists of Values) business area contains all the Lists of Values folders relating to the Oracle Human Resources system. The folders in this business area do not appear anywhere else.

This business area is for internal use only.

### HRMS - Administration - Oracle Training Administration

The HRMS – Administration – Oracle Training Administration business area is a composite set of Discoverer folders focusing on different entities of the Oracle Training Administration system, such as training events, training activities, student enrollments and event resources.

Use the HRMS – Administration – Oracle Training Administration business area to produce detailed ad-hoc reports specific to your training administration needs.

### HRMS - Administration - Oracle iRecruitment

The HRMS – Administration - Oracle iRecruitment business area focuses on the vacancy and job posting details, recruitment activities, candidate details and applicant information within your enterprise.

### HRMS - Administration - Oracle iRecruitment (List of Values)

The HRMS – Administration - Oracle iRecruitment (List of Values) business area contains all the Lists of Values folders relating to the Oracle iRecruitment. The folders in this business area do not appear anywhere else.

This business area is for internal use only.

### HRMS - Administration - Oracle Payroll (Core)

The HRMS - Administration - Oracle Payroll (Core) business area contains folders to enable you to produce ad-hoc reports on action parameters, balance attributes, element classifications, payroll actions and so on.

This business area also contains a generic folder that can be used by any legislation to create and use complex sub folders.

### HRMS - Administration - Oracle Payroll (List of Values) (Core)

The HRMS - Administration - Oracle Payroll (List of Values) (Core) business areas contains the list of values for elements, input values, organization payment methods and so on.

### HRMS - Administration - Oracle Payroll (US)

The HRMS - Administration - Oracle Payroll (US) business area contains folders to enable you to produce ad-hoc reports for US payroll processing, for example, on costing, RetroPay and so on.

### HRMS - Administration - Oracle Payroll (IN)

The HRMS - Administration - Oracle Payroll (IN) business area contains a folder that enables you to produce payroll run results and other standard reports.

## Functional Business Areas

These business areas are grouped by function. They enable you to restrict users to a functional area in which they can develop or access workbooks specific to their functional role.

### HRMS - Compensation and Benefits

The HRMS – Compensation and Benefits folders focus on entities specific to employee remuneration. From these folders you can produce ad-hoc reports summarizing and detailing such information as salary against grades and jobs.

### HRMS - Employee Pay Detail - Oracle Payroll (Core)

The HRMS – Employee Pay Detail folders contain information about employee

payment history and the composition of employee payments.

## HRMS - General Employment Practices

The HRMS – General Employment Practices folders focus on entities specific to employment practices. Using this functional business area you can produce ad-hoc reports covering such issues as equal opportunities, minority employment, disability accommodations, work related injuries, health and safety, disciplinary actions, grievances and interpersonal conflicts.

## HRMS - Implementation and Data Set-Up

The HRMS – Implementation and Data Set-up folders provide information on system setup and data.

## HRMS - Payroll Configuration - Oracle Payroll (Core)

The HRMS – Payroll Configuration folders contain information about payroll setup and configuration. You can use this information to produce ad-hoc reports on the defining characteristics of a payroll, or to compare the setup of several payrolls.

## HRMS - Payroll Process Result - Oracle Payroll (Core)

The HRMS – Payroll Process Result folders contain information about the results of each payroll process that you run. You can use this information to produce ad-hoc reports identifying completed and pending processes.

## Payroll Actions With Run Results and Net Pay Detail (Core)

The Payroll Actions With Run Results and Net Pay Detail folder contains the payroll run results. You can use this information to reconcile your payrolls, verify correctness of your payroll runs, and produce other standard reports.

## Payroll Run Results With Net Pay (IN)

The Payroll Run Results With Net Pay folder contains the payroll run results. You can use this information to reconcile your payrolls, verify correctness of your payroll runs, and produce other standard reports.

## HRMS - Training Management

The HRMS Training Management folders relate to the management of training, where the enterprise is a training provider.

## HRMS - Workforce Budgeting

The HRMS – Workforce Budgeting functional business area covers all aspects relating to creating budgets. The folders contain budget information together with assignment, job, location, organization assignment, and supervisor information.

## HRMS - Workforce Composition and Activity

The HRMS – Workforce Composition and Activity folders show how employees are spread throughout various areas such as jobs, geography, minority groups, and business groups. Activity information is concerned with changes in the workforce (for example, organization transfers).

## HRMS - Workforce Costing

The HRMS – Workforce Costing business folders focus on costs associated with the workforce, such as the cost of training, direct payments to employees, and assignment costings.

## HRMS - Workforce Development and Performance

The HRMS – Workforce Development and Performance folders focus on issues such as competency information, internal training and success.

## HRMS - Workforce Recruitment

The HRMS – Workforce Recruitment folders provide information on workforce recruits, such as competencies, employment history, education, and qualifications. It also provides analysis of employee movement within and between organizations.

## HRMS - Workforce Separation

The HRMS – Workforce Separation folders provide information on staff turnover, including categorizing the reasons people leave or move within an organization.

## HRMS - Workforce Utilization and Productivity

The HRMS – Workforce Utilization and Productivity folders focus on issues such as how well the workforce is utilized (working hours, absence) and how productive they are.

## HRMS - Pay Period Archived Data - Oracle Payroll (US)

The HRMS - Pay Period Archived Data - Oracle Payroll (US) folders provide information on federal, state and local tax archives.

# 9

# Additional Implementation Steps

## Additional Implementation Steps for India

If you are implementing Oracle HRMS for India you must complete the following additional implementation steps.

## Additional Implementation Steps

### Step 1: Set Up Indian Organization structures *Required Step*

You must set up your GRE/Legal Entity, Business Group and Registered Company organizations in order to:

- Configure company information, statutory setup information, income tax details, income tax declaration information, professional tax details, and termination notice period details.

- Record challan bank details, income tax challan information, and representative details.

- Process statutory tax deductions, social insurance contributions and retirement benefits contributions.

In addition to the above, set up the following organizations to suit your organization structure:

- Factory

- Shops/Establishment

- ESI Organization

- Provident Fund Organization

- Professional Tax Organization

- Contractor

See: Organization Classifications, page 1-4, Creating an Organization, page 1-14, and Entering Additional Organization Information, page 1-15

### Step 2: Create Allowances, Perquisites, Earnings, and Fringe Benefits Elements using the Element Design Wizard
*Required Step*

If you are using Oracle payroll, you must set up Allowances, Perquisites, Earnings and Fringe Benefit Elements. Oracle HRMS for India supports the following:

**Element Classifications**

| | |
|---|---|
| Allowances | • Fixed Allowances such as Children's Education, Hostel Expenditure, and Transport Expenditure |
| | • Actual Allowances based on bill submission |
| Perquisites | • Company Accommodation |
| | • Free Education |
| | • Company Movable Assets |
| | • Transfer of Movable Assets |
| | • Loan at Concessional Rates |
| | • Other Perquisites such as Domestic Maid and Shares |
| Earnings | Leave Travel Concession |

| | |
|---|---|
| Fringe Benefits | Fringe Benefits such as:<br><br>• Medical Bills<br><br>• Conference Expenditure<br><br>• Sales Promotion Expenditure,<br><br>• Hospitality Expenditure |
| Termination Payments | Elements that represent employer payments in regard to employee termination from the services of company. |

> **Note:** For Fringe Benefits Elements, set the Enable Advances flag to Yes

- Allowances, See:Setting up Allowances, page 6-20

- Perquisites, See:Setting up Perquisites, page 6-22

- Earnings, See:Setting up Regular Earnings, page 6-12

- Fringe Benefits, See:Setting up Fringe Benefits, page 6-34

- Termination Payments, See:Termination Processing, page 4-37

**Step 3: Set up Statutory Earnings and Deductions information**

If you are using Oracle payroll, you must set up your statutory tax and social insurance deductions. Oracle HRMS for India supports the following:

- Income Tax, See:Setting up Income Tax Deductions, page 6-11

- Employee State Insurance, See: Setting up Employee State Insurance, page 6-27

- Professional Tax, See: Setting up Professional Tax Deduction, page 6-28

- Provident Fund, See:Setting up Provident Fund, page 6-32

- Gratuity, See: Setting up Gratuity, page 4-39

See: India Tax and Deductions Information, page 6-3

**Step 4: Set up Discoverer for Payroll Register Reporting** *Optional Step*

You can set up Discoverer to generate payroll run results workbooks. Ensure that you

use the India Professional User Self Service Responsibility.

To set up Discoverer for Payroll Register Reporting, see: Workforce Intelligence, *Oracle HRMS Implementation Guide*

For information on the Payroll Register Workbook, see: Payroll Register Workbook, page 7-62

### Step 5: Setting Up Bonus *Optional Step*

You can set up your bonus elements using the Elements window. You can also process employer paid tax on your bonus element. See:Setting Up Bonus, page 6-16

# Index

Work telephone information
    entry of, 4-7