



2024

Payroll Admin Guide: Third Party Tax Submission



Camptra Technologies
1309 W 15th Street
Suite 240
Plano, TX 75075



info@camptratech.com

V1

Camptra Technologies

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Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at learn@camptratech.com.

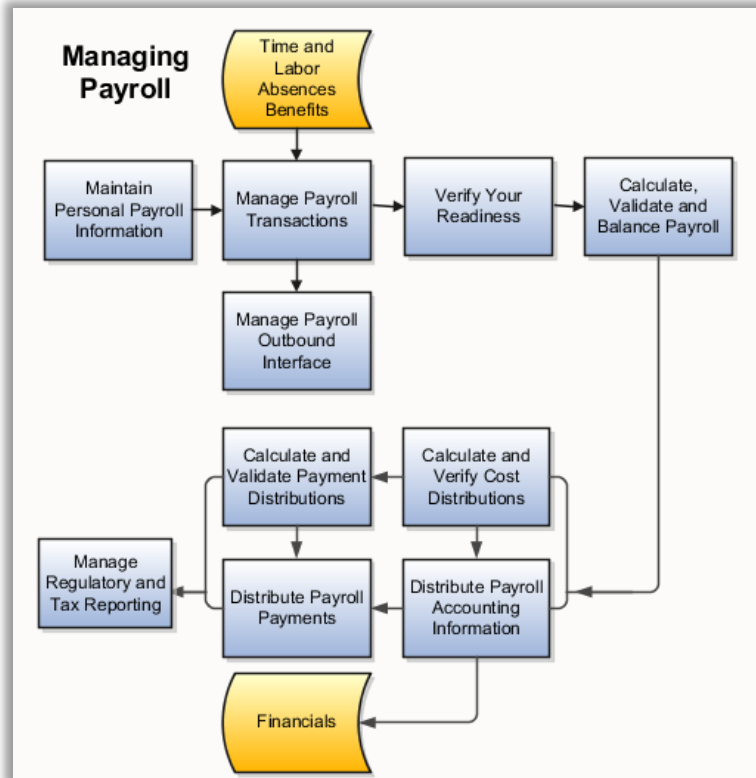
How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Payroll module.



Glossary of Terms

Here we've included common terms associated with the Payroll module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Element Entries

- There are 2 types of element entries: recurring and nonrecurring. Element entries are details of compensation or a deduction. For example, medical premiums, garnishments, salary, etc.

Payroll Relationship

- A payroll relationship exists between a person and a payroll statutory unit, which is the legal entity responsible for employee payment.

Payment Methods

- A method in which money is transferred to the third-party vendor or employee. For example, direct deposit, check, or EFT.

Tax Reporting Units

- Represents a legal entity for tax and social insurance reporting in global legislation.

Calculation Entries

- Specifies how a value is provided or calculated

Third Party Payment Methods

- A third party is any person or entity outside of your organization and a third-party payment method determines how you pay them.

Object Groups

- Object groups are user-defined sets of elements or people used to restrict which of these items to include in various processes and reports.

Quickpay

- A process executed by the payroll team to pay an employee or group of employees outside of the regular payroll run.

Retro Pay

- Payment owed to an employee or payment due from an employee due to an incorrect amount being withheld from a prior payroll.

Payroll Reconciliation

- ✦ Payroll processes transfer your payment entries to Cash Management for manual or automatic reconciliation with bank statements

Reporting

- ✦ OTBI or BI contains numerous reports used for payroll verifications and processing.

Data Loader

- ✦ HCM Data Loader validates the data and creates valid records in the HCM cloud. The Data Loader is also used to load multiple elements entries for payment for multiple employees.

Effective Date

- ✦ Effective Dates are used to store historical, current, and future information. Effective Dates are the date in which a line of data is active.

Element Classification Components

- ✦ Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions. In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Costing

- ✦ If the classification is Costable, you can select any costing option for elements when you define the element links. If the classification is Distributable, you can create a distribution set from elements of this classification over which you can distribute costs. You can also view the cost type for elements in the classification, whether they debit or credit the accounts they feed.

Frequency Rules

- ✦ The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element. You can view which 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.

Calculate Absence Duration

- ✦ Calculate the duration of an absence from the start and end dates.

Accrual Start Rule

- 💡 You use an accrual start rule to determine when newly enrolled employees start to accrue time. For example, some accrual plans allow new hires to accrue time from the date of their hire. If the predefined start rules that are available on the Accrual Plan page do not meet your requirements, you can add your own rule directly in the accrual formula.

Tax Card

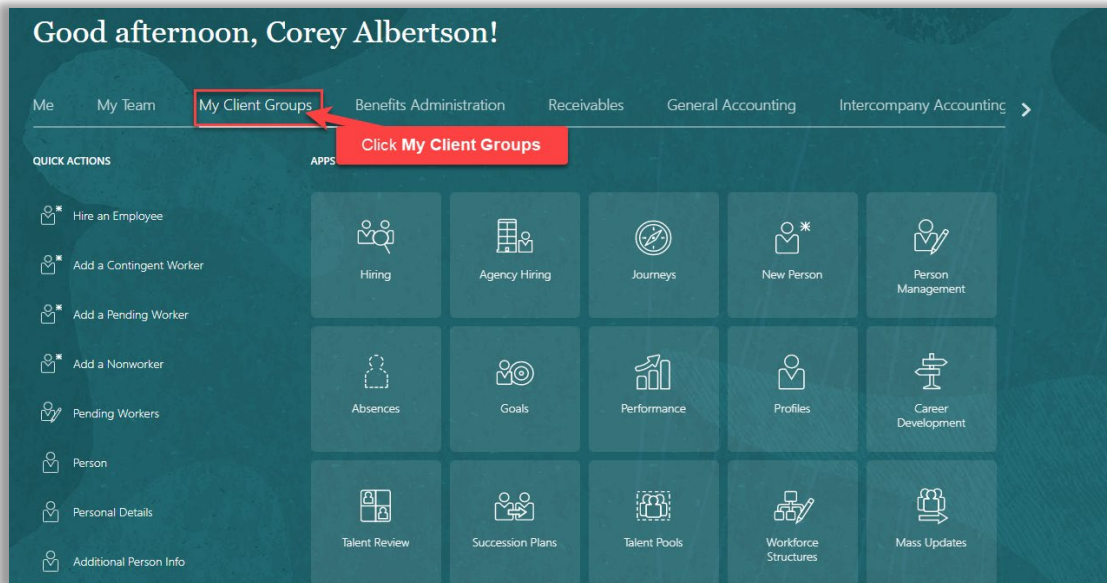
- 💡 Contains the Federal, State, and Local tax withholding information for the employee

ADP Or Ceridian Tax Filing Submission

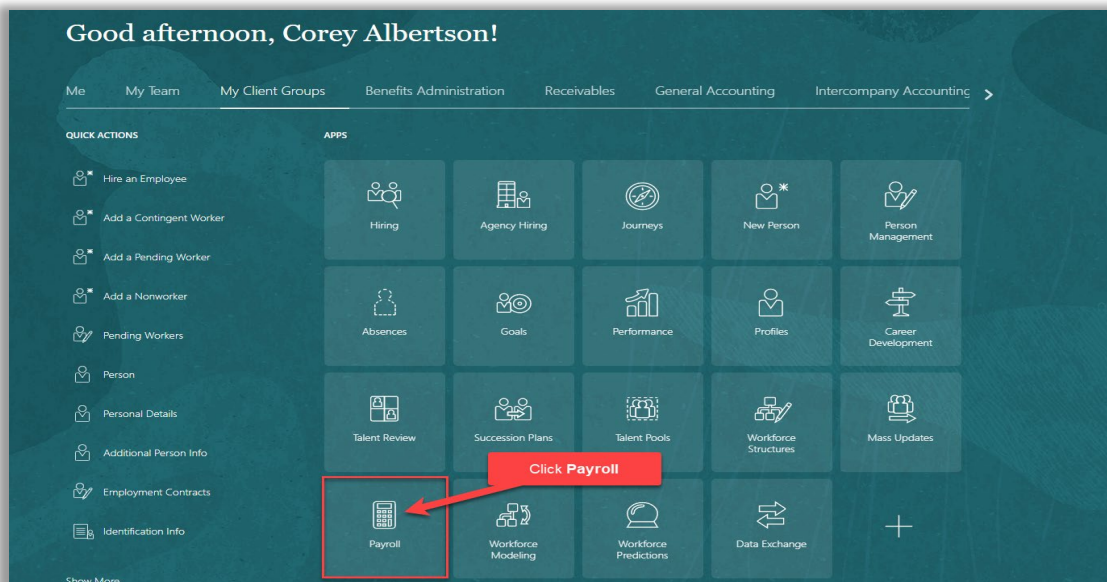
Run Third Party Periodic File

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Parameters>Submit>Download File>Send to ADP

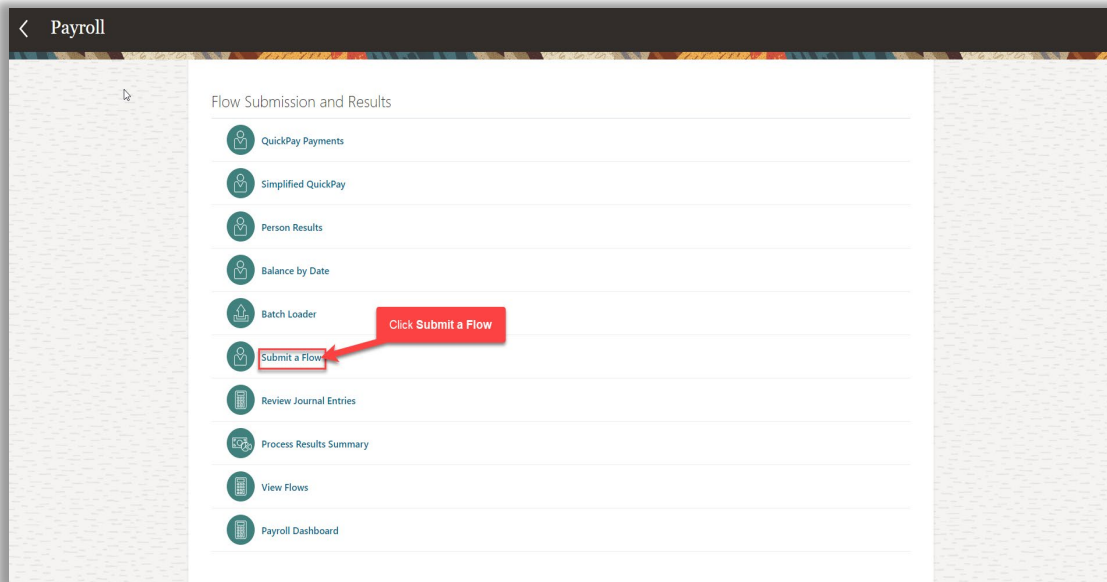
From the home screen, click **My Client Groups**



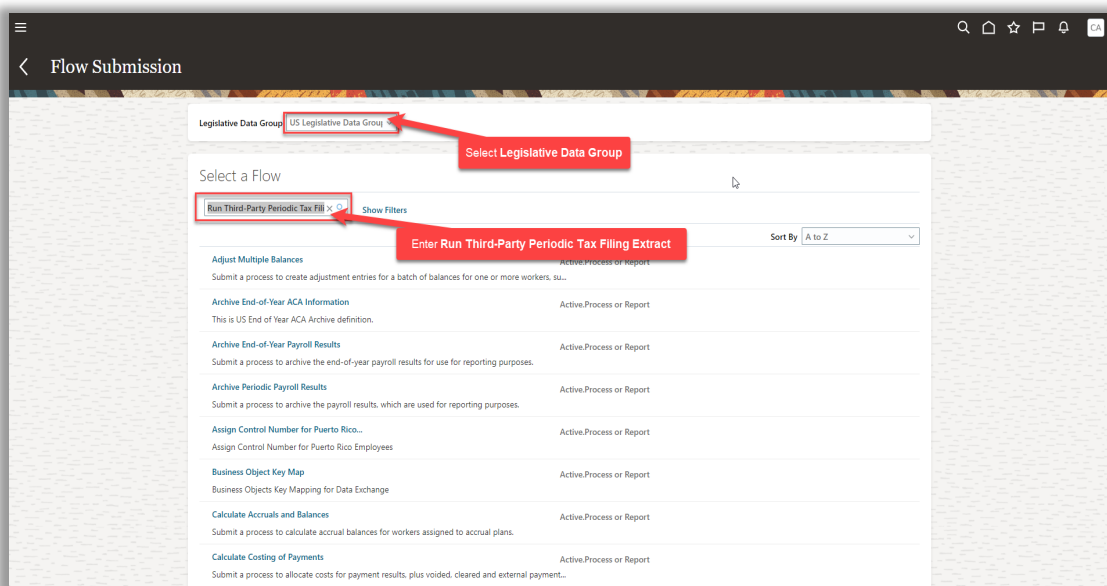
Next, click **Payroll**



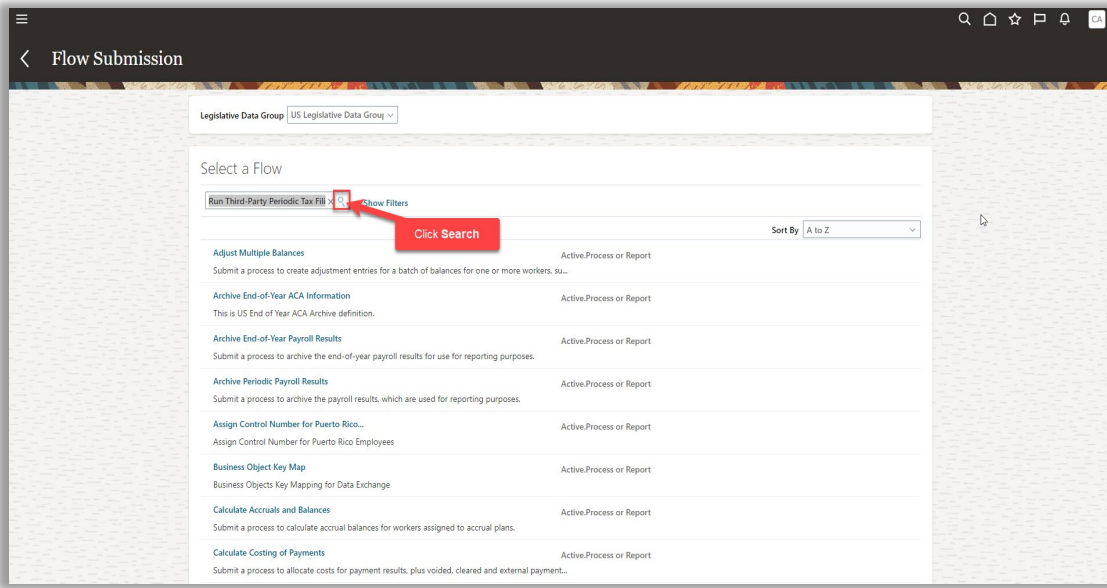
From the Payroll menu, scroll down and click **Submit A Flow**. We can also search for **Submit A Flow** in the search box at the top of the page



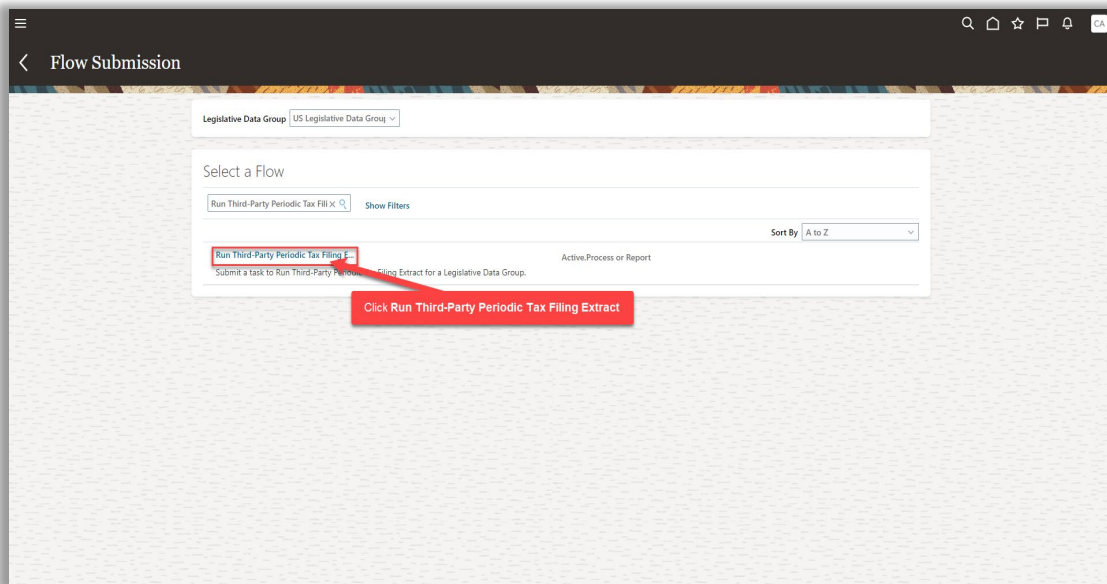
Select the **Legislative Data Group** and enter **Run Third-Party Periodic Tax Filing Extract** into the search box



Click **Search**



Click **Run Third-Party Periodic Tax Filing Extract**



Enter the **General Information** and the **Flow Parameters**. The **Periodic Extract Start and End Date**, the paydate of the payroll for which we are running this extract will be enter in these fields

Submit a Payroll Flow
Run Third-Party Periodic Tax Filing Extract

Submit Cancel

General Information Enter the below information

*Payroll Flow
US_BW_PERIODIC_TAX_110422_1

Flow Parameters

*Periodic Extract Start Date
11/4/22

*Periodic Extract End Date
11/4/22

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Check Date
m/d/yy

Create Employee Detail Report
Yes

Process Configuration Group
Select

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Run Third-Party Periodic Tax Filing Extract

Submit Cancel

Click Submit

General Information

*Payroll Flow
US_BW_PERIODIC_TAX_110422_1

Flow Parameters

*Periodic Extract Start Date
11/4/22

*Periodic Extract End Date
11/4/22

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Check Date
m/d/yy

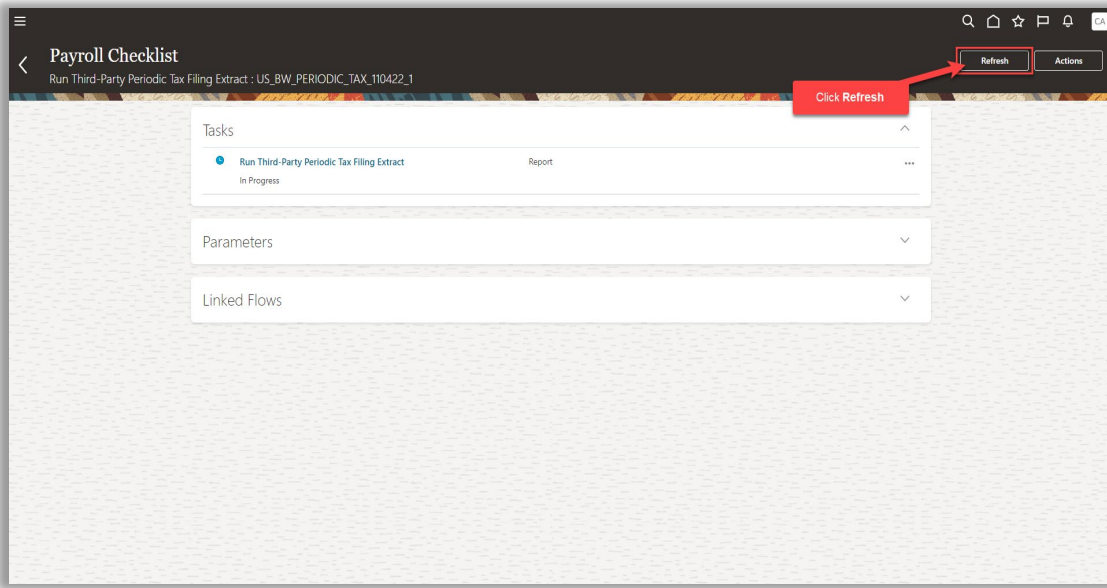
Create Employee Detail Report
Yes

Process Configuration Group
Select

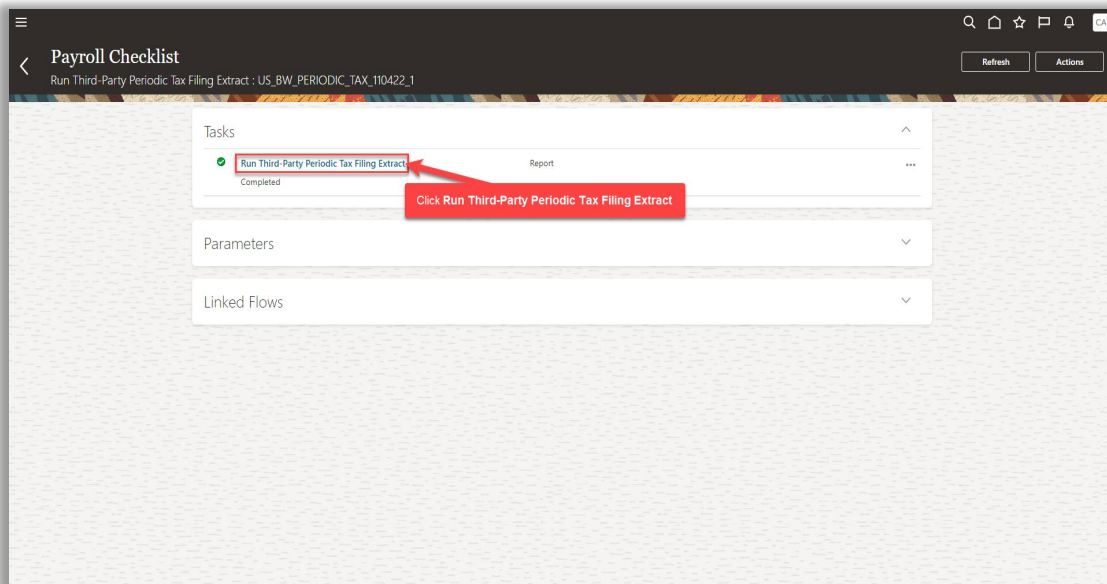
Schedule

Linked Flows

Click Refresh



Click Run Third-Party Periodic Tax Filing Extract



Now we can download the files and send the files to our tax provider. The first file is the file that needs to be submitted to ADP or Ceridian

Run Third-Party Periodic Tax Filing Extract
US_BW_PERIODIC_TAX_110422_1 - Report

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7158_URL
ESS_BI_7158_URL
ESS_BI_7159_OP
ThirdPartyPeriodicTaxExtractAudit.pdf
ESS_BI_7160_OP
ThirdPartyPeriodicTaxExtractAuditDetail.txt

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1593929	FlowEssJobDefn	Succeeded	00:00:53	ESS_L_1593929	11/9/22 8:13 PM	11/9/22 8:14 PM
1593930	ElevatedFlowEssJob	Succeeded	00:00:42	ESS_L_1593930	11/9/22 8:13 PM	11/9/22 8:14 PM
1593931	Archive Information a...	Succeeded	00:00:36	ESS_L_1593931	11/9/22 8:13 PM	11/9/22 8:14 PM
1593932	Generate Output	Succeeded	00:00:15	ESS_L_1593932	11/9/22 8:13 PM	11/9/22 8:13 PM
1593933	Generate Output	Succeeded	00:00:15	ESS_L_1593933	11/9/22 8:13 PM	11/9/22 8:13 PM
1593934	Generate Output	Succeeded	00:00:18	ESS_L_1593934	11/9/22 8:13 PM	11/9/22 8:13 PM

Parameters

Click Download

Run Third Party Monthly File (For Illinois & Applicable States)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Parameters>Submit>Download File>Send to ADP

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

QUICK ACTIONS

APPS

Click My Client Groups

Hiring Agency Hiring Journeys New Person Person Management

Absences Goals Performance Profiles Career Development

Talent Review Succession Plans Talent Pools Workforce Structures Mass Updates

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

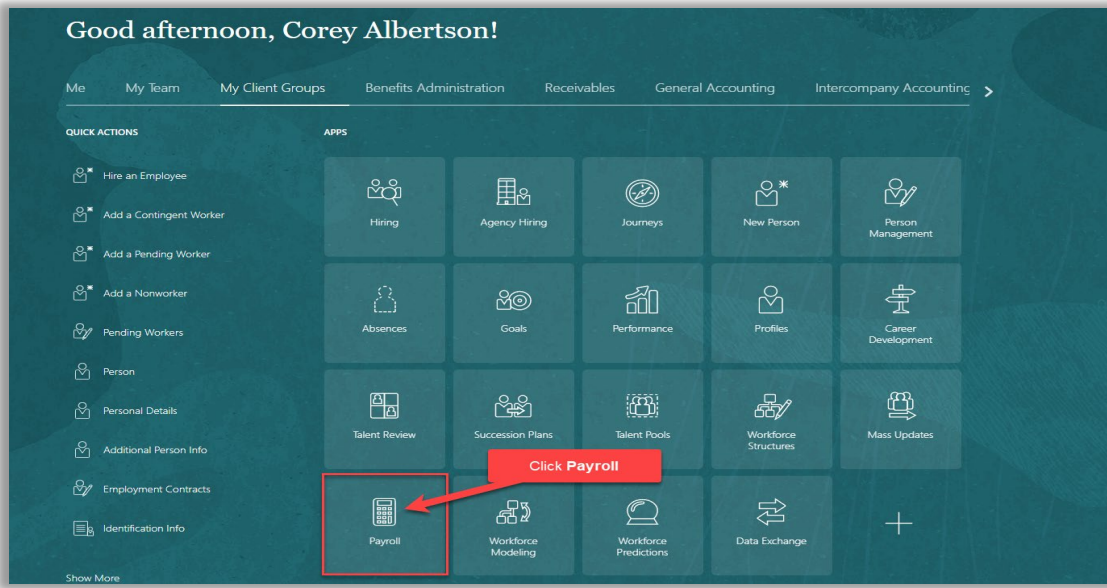
Pending Workers

Person

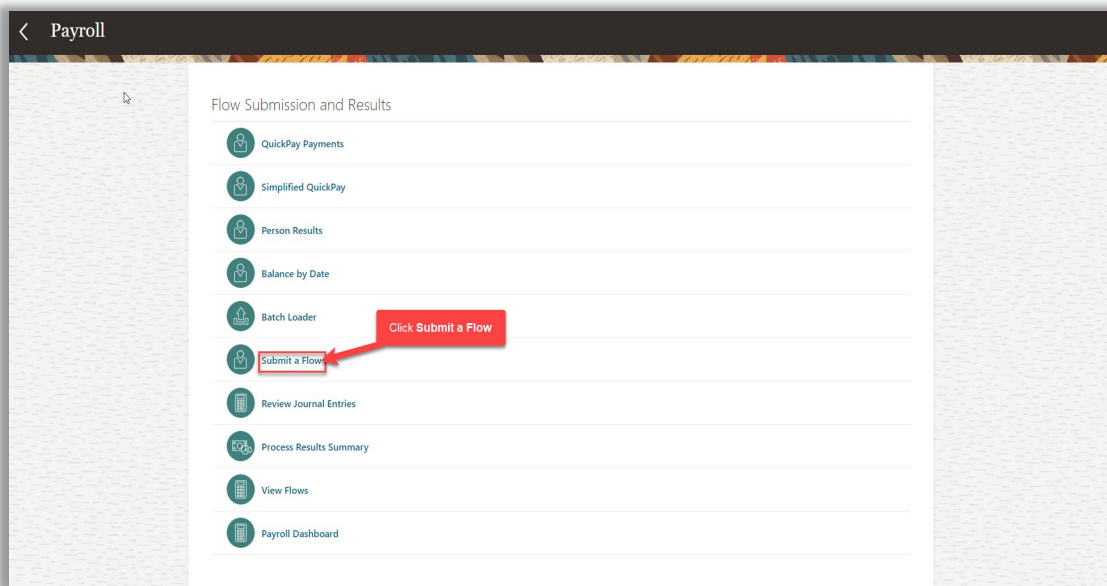
Personal Details

Additional Person Info

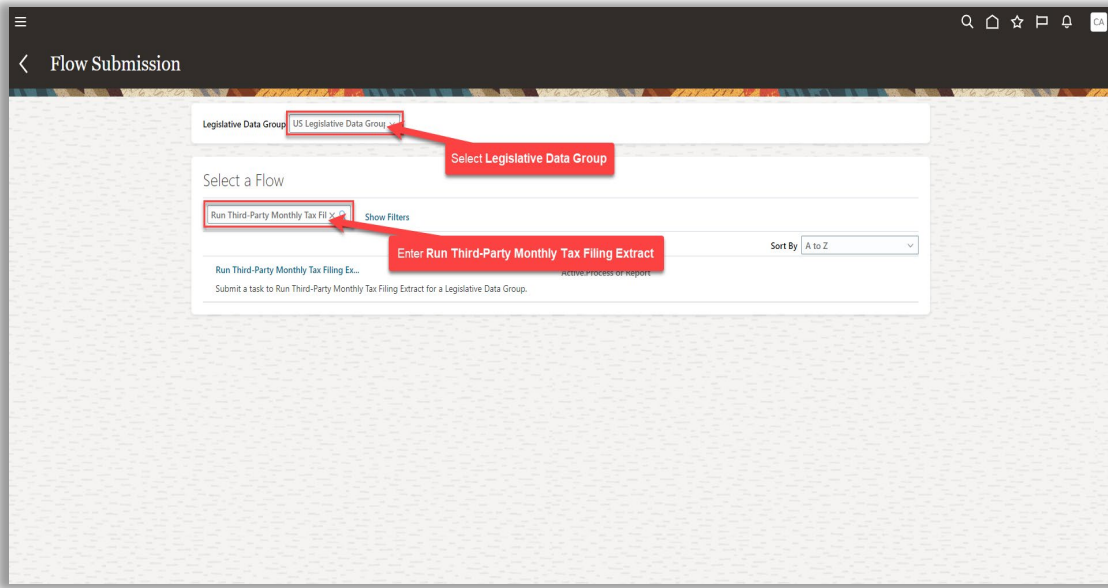
Next, click **Payroll**



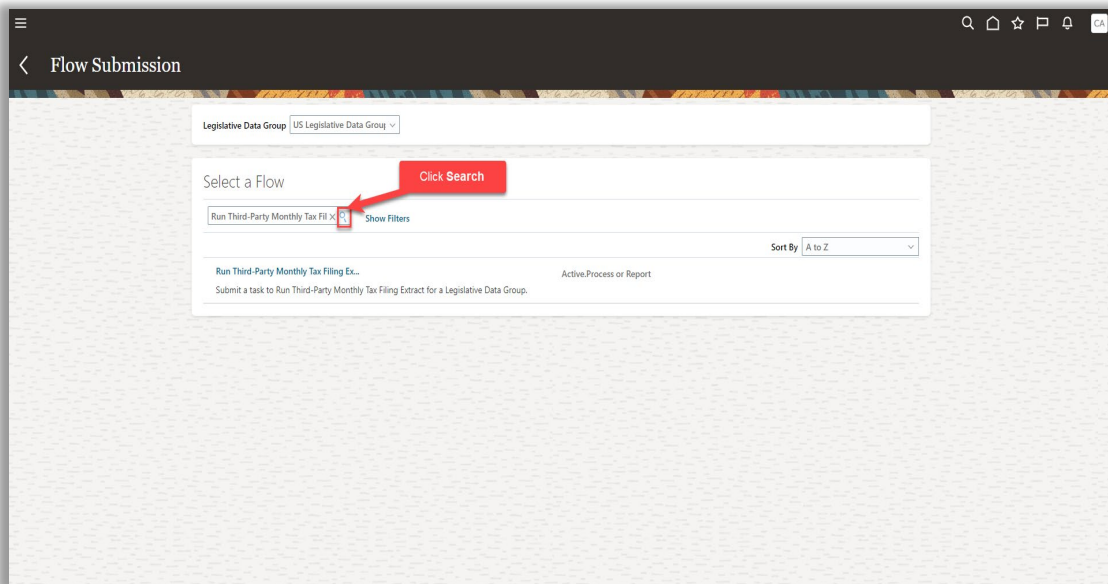
From the Payroll menu, scroll down and click **Submit A Flow**. We can also search for **Submit A Flow** in the search box at the top of the page



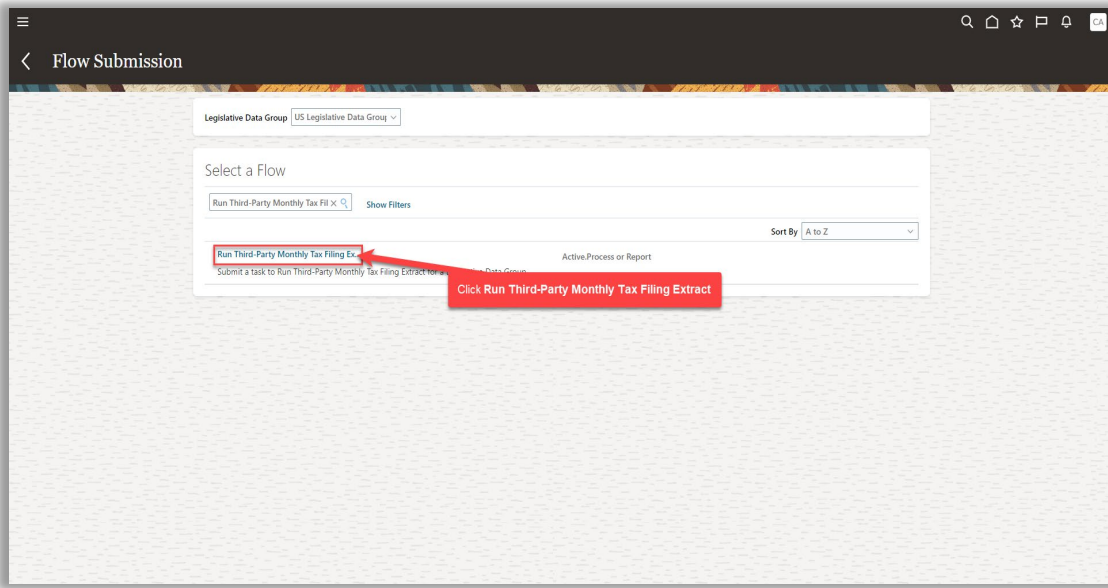
Select the **Legislative Data Group** and enter **Run Third-Party Monthly Tax Filing Extract** into the search box



Click Search



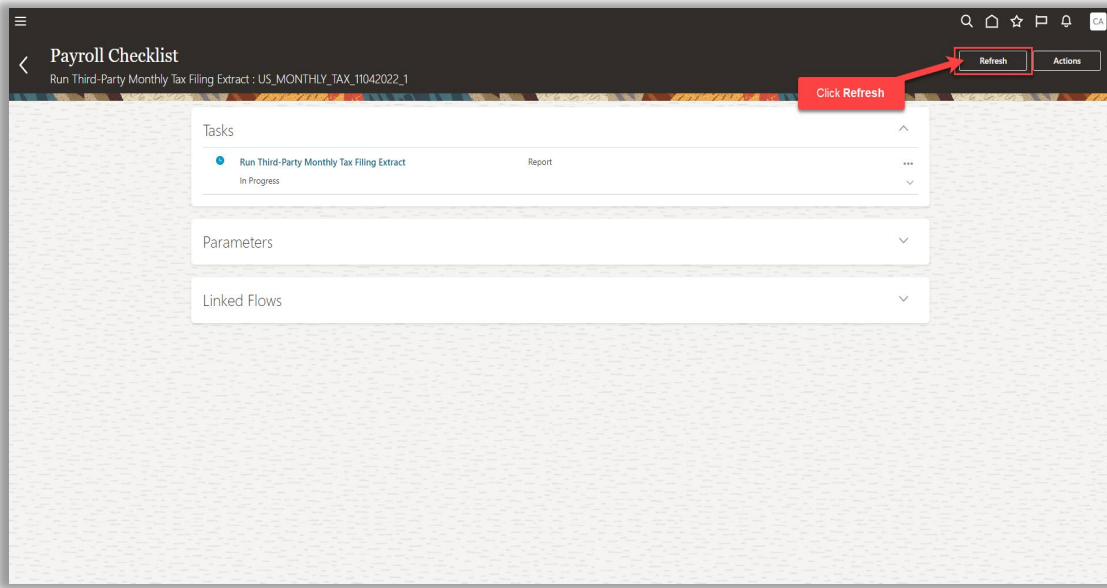
Click Run Third-Party Monthly Tax Filing Extract



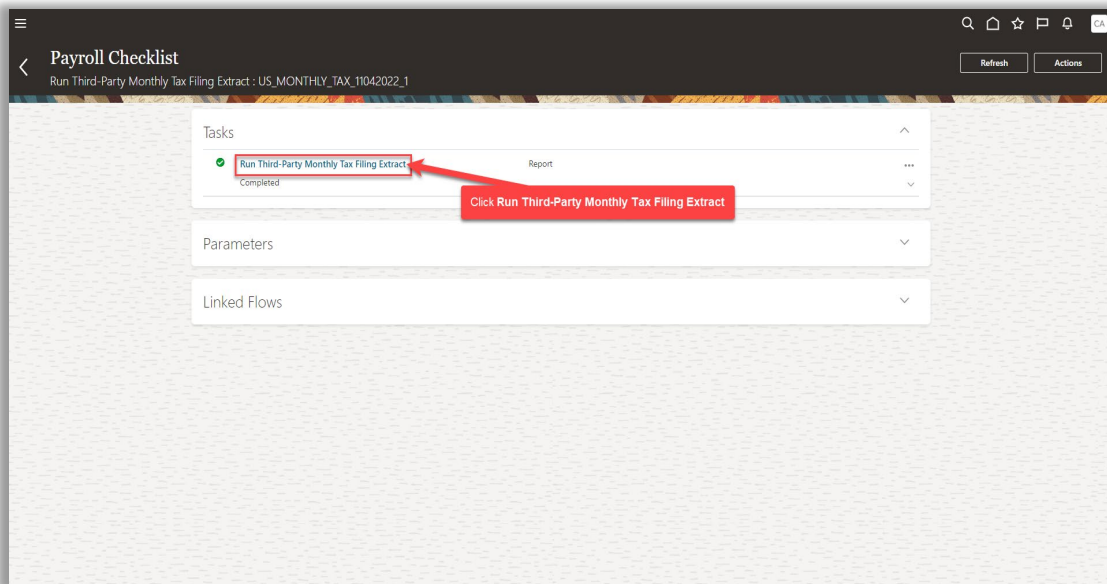
Enter the **General Information** and the **Flow Parameters**. Click **Submit**

The screenshot shows the 'Submit a Payroll Flow' page. The title is 'Submit a Payroll Flow' with the subtitle 'Run Third-Party Monthly Tax Filing Extract'. The 'General Information' section contains a 'Payroll Flow' dropdown menu with the value 'US_MONTHLY_TAX_11042022_1'. The 'Flow Parameters' section contains several dropdown menus: 'Month' (October), 'Year' (2022), 'Tax Reporting Unit' (ERPWebTutor USA Inc.), 'Include Pennsylvania Data for Combined Filing' (No), 'Payroll Statutory Unit' (ERPWebTutor USA Inc.), and 'Process Configuration Group' (Select). A red arrow points from a red callout box with the text 'Click Submit' to the 'Submit' button in the top right corner.

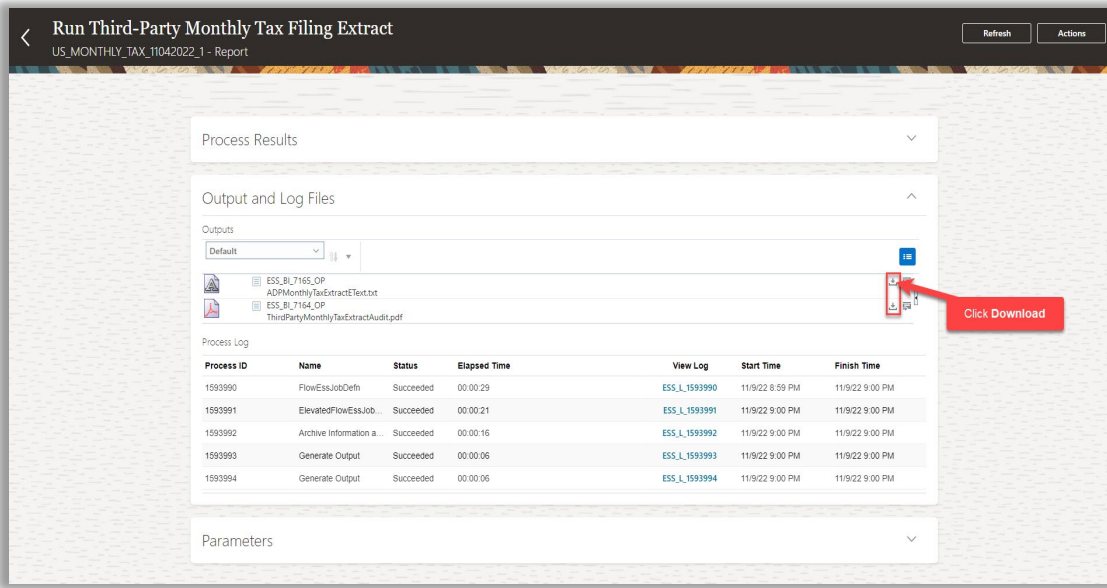
Click **Refresh**



Click Run Third-Party Monthly Tax Filing Extract



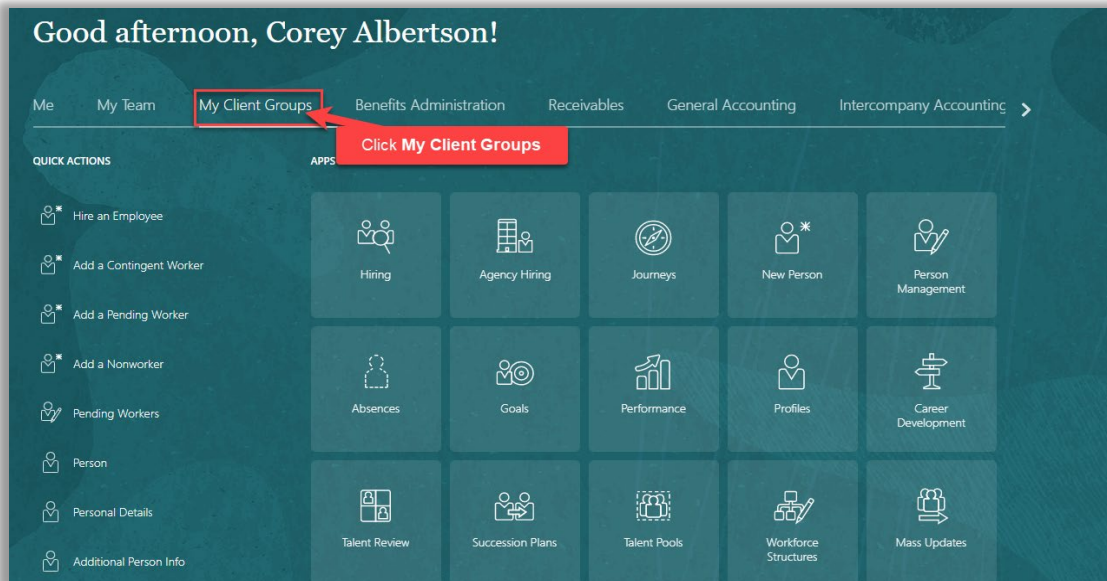
Now we can download the files and send the files to our tax provider. The first file is the file that needs to be submitted to ADP or Ceridian



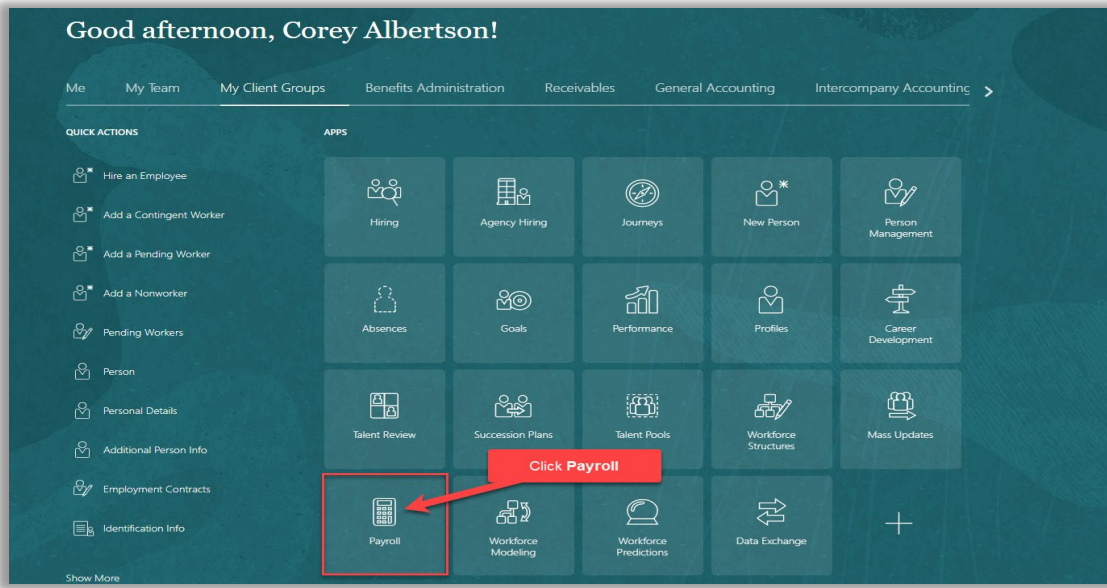
Run Third Party Quarterly File

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Parameters>Submit>Download File>Send to ADP

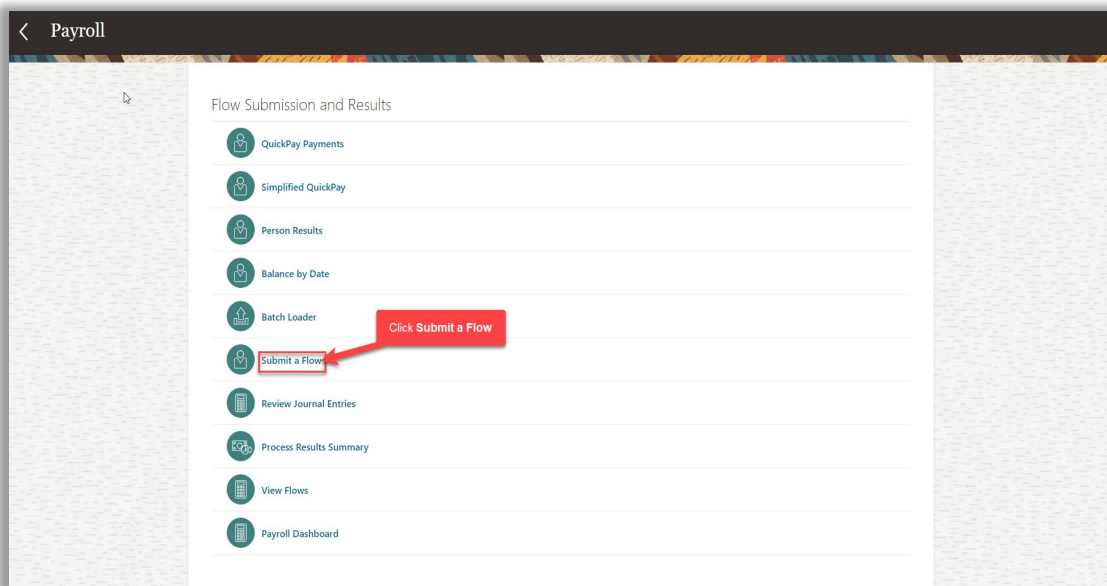
From the home screen, click **My Client Groups**



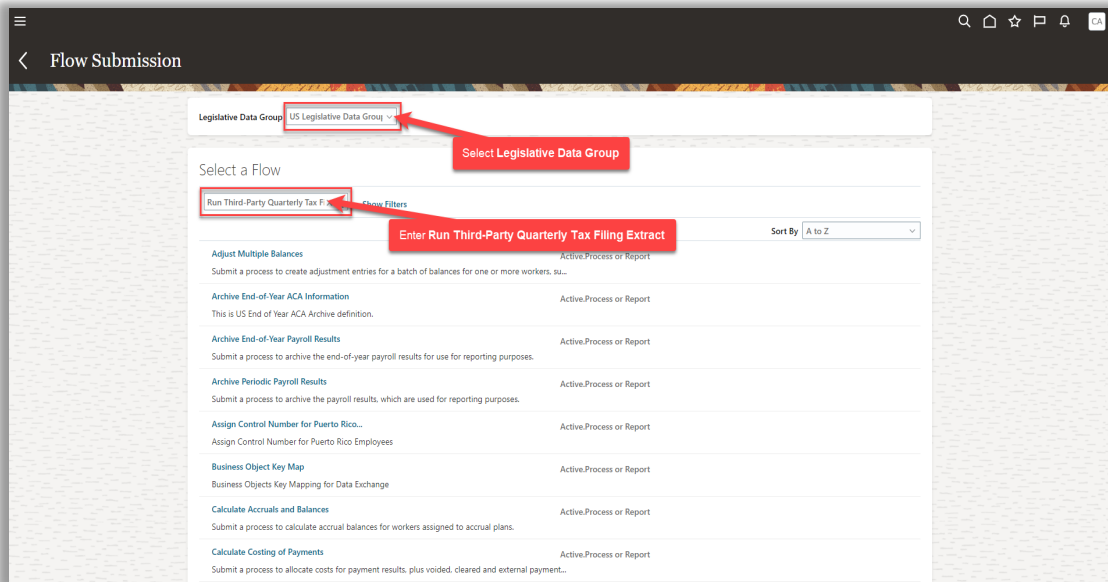
Next, click **Payroll**



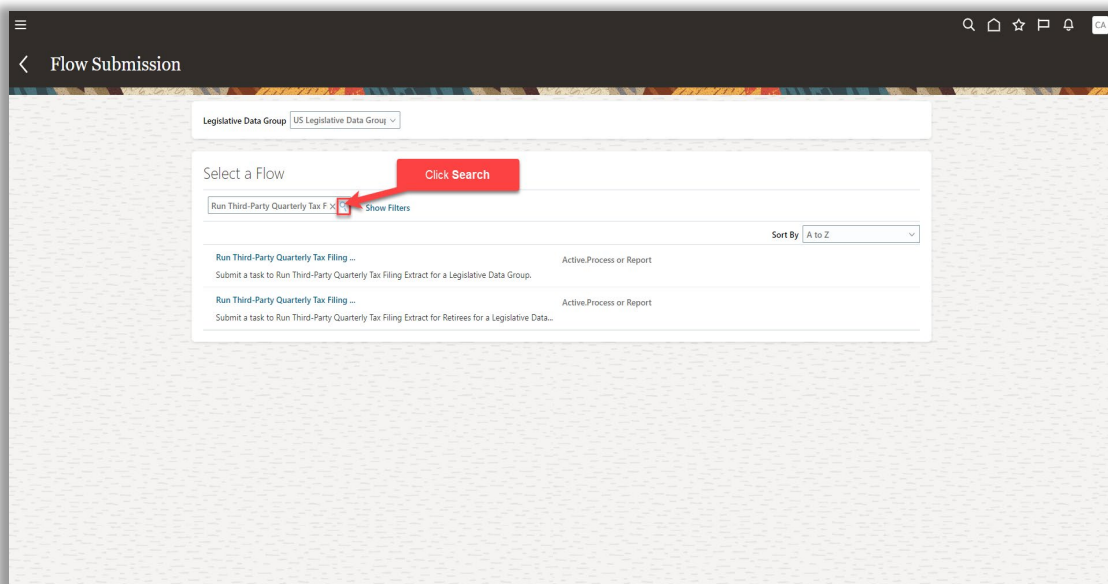
From the Payroll menu, scroll down and click **Submit A Flow**. We can also search for **Submit A Flow** in the search box at the top of the page



Select the **Legislative Data Group** and enter **Run Third-Party Quarterly Tax Filing Extract** into the search box



Click Search



Click Run Third-Party Quarterly Tax Filing Extract

Flow Submission

Legislative Data Group US Legislative Data Group

Select a Flow

Run Third-Party Quarterly Tax Filing X

Show Filters

Click Run Third-Party Quarterly Tax Filing Extract

Sort By A to Z

Run Third-Party Quarterly Tax Filing ...

Submit a task to Run Third-Party Quarterly Tax Filing Extract for a Legislative Data Group.

Active Process or Report

Run Third-Party Quarterly Tax Filing ...

Submit a task to Run Third-Party Quarterly Tax Filing Extract for Retirees for a Legislative Data...

Active Process or Report

Enter the **General Information** and the **Flow Parameters**. The **Extract Tax Quarter** represents the quarter of the current year. Click **Submit**

Submit a Payroll Flow

Run Third-Party Quarterly Tax Filing Extract

Click Submit

General Information

*Payroll Flow

US_3RD_QTR_TAX_1

Enter the below information

Flow Parameters

*Extract Tax Quarter

3

*Extract Tax Year

2022

Payroll Statutory Unit

EBRWelTutor USA Inc.

Tax Reporting Unit

EBRWelTutor USA Inc.

Process Configuration Group

Select

Submission Type

0 Original File

Issue Identification Date

m/d/yy

Reason Code 1

Select

Reason Code 2

Select

Reason Code 3

Select

Reason Code 4

Select

Reason Code 5

Select

Reason Code 6

Select

Reason Code 7

Select

Reason Code 8

Select

Reason Code 9

Select

Reason Code 10

Select

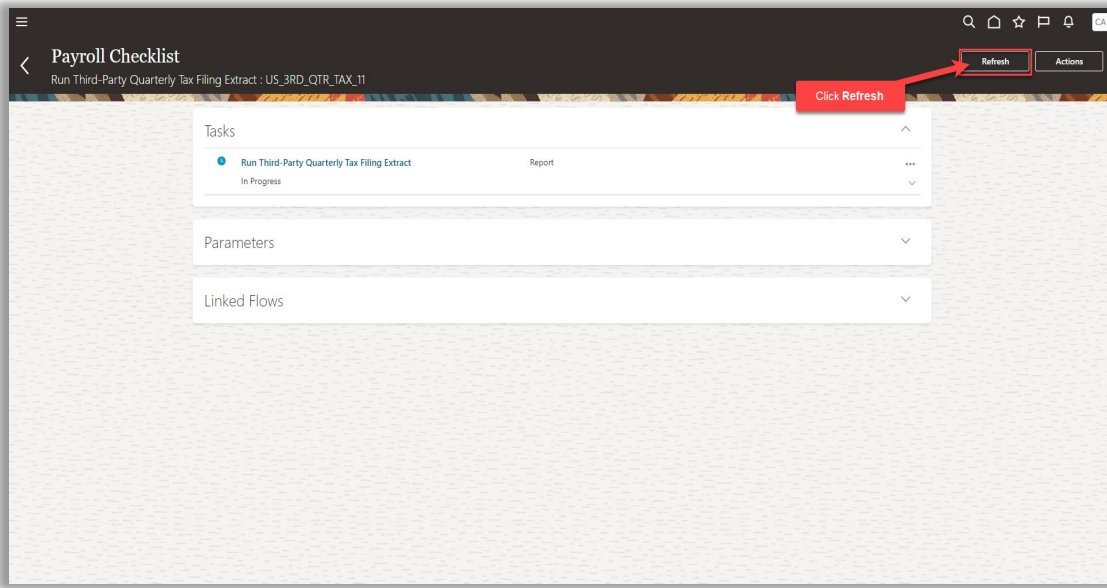
Special Instructions Needed

Select

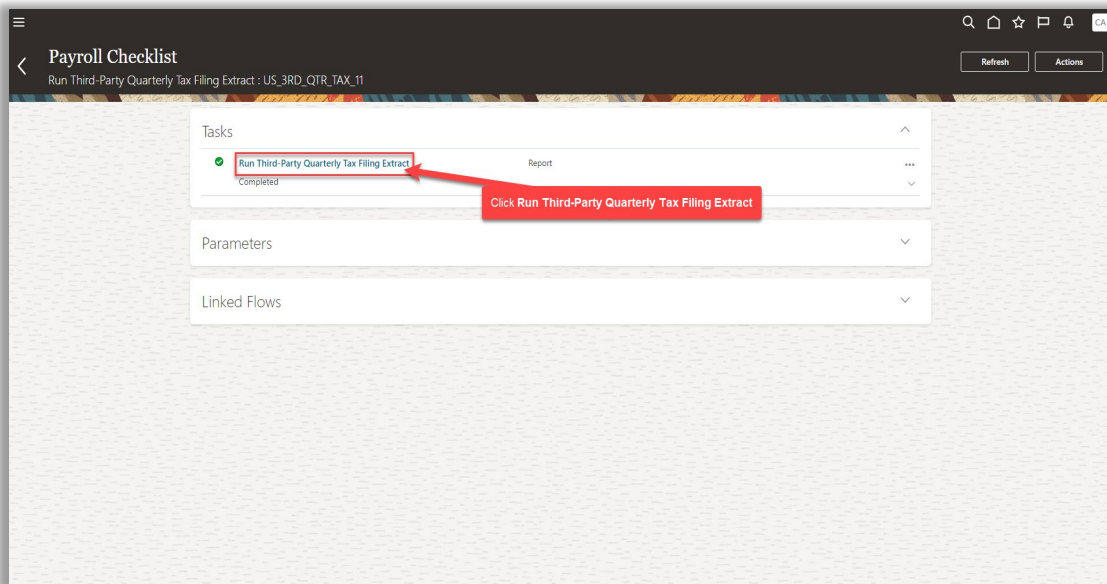
Schedule

Linked Flows

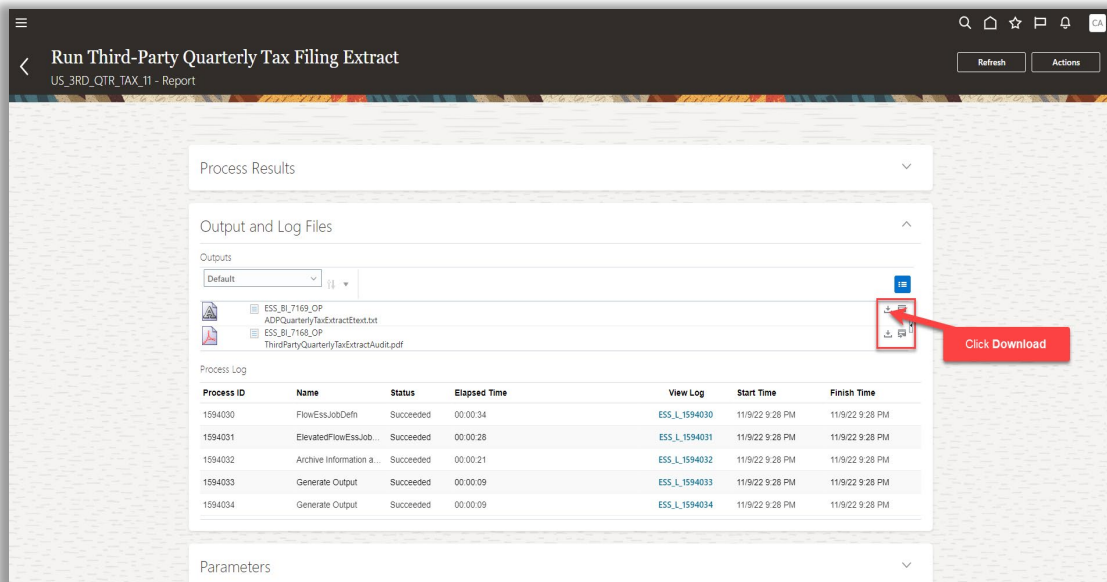
Click **Refresh**



Click Run Third-Party Monthly Tax Filing Extract



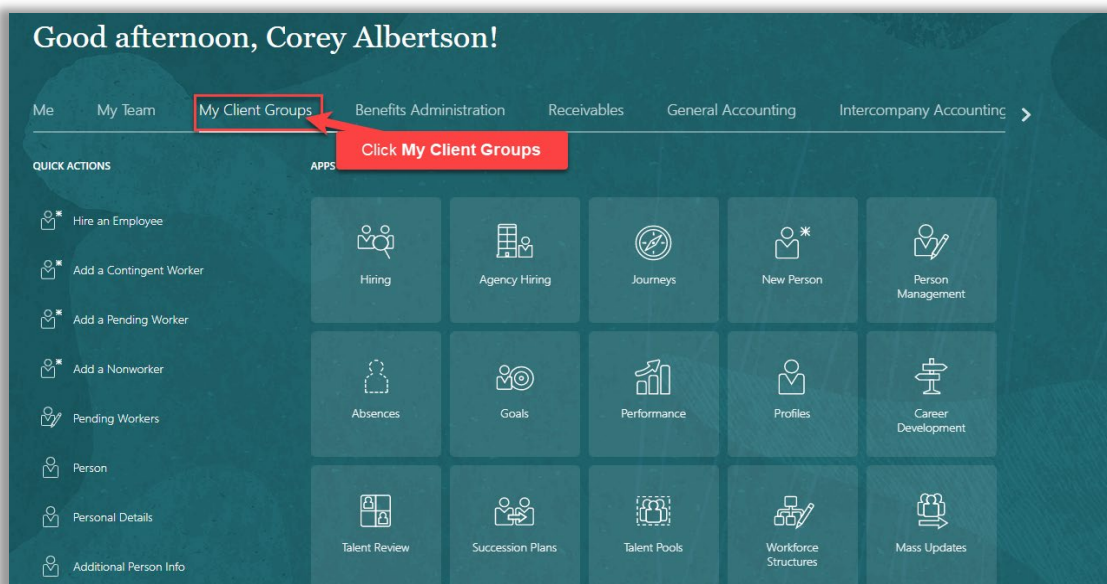
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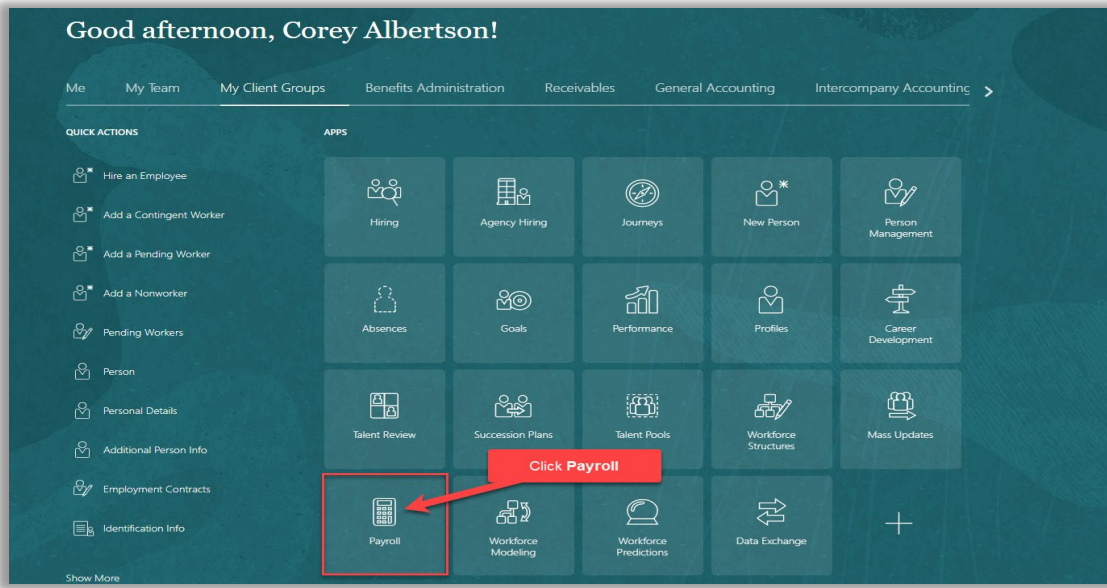
Run Employee Active Payroll Balance Reports (Federal, State, County, City, School District)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Parameters>Submit>Download File>Send to ADP

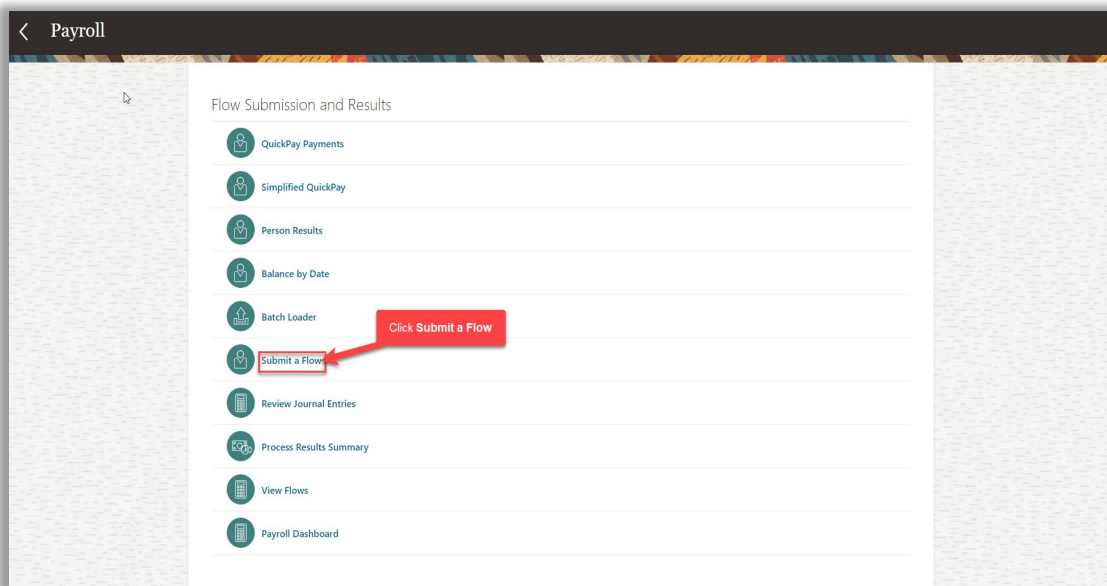
From the home screen, click **My Client Groups**



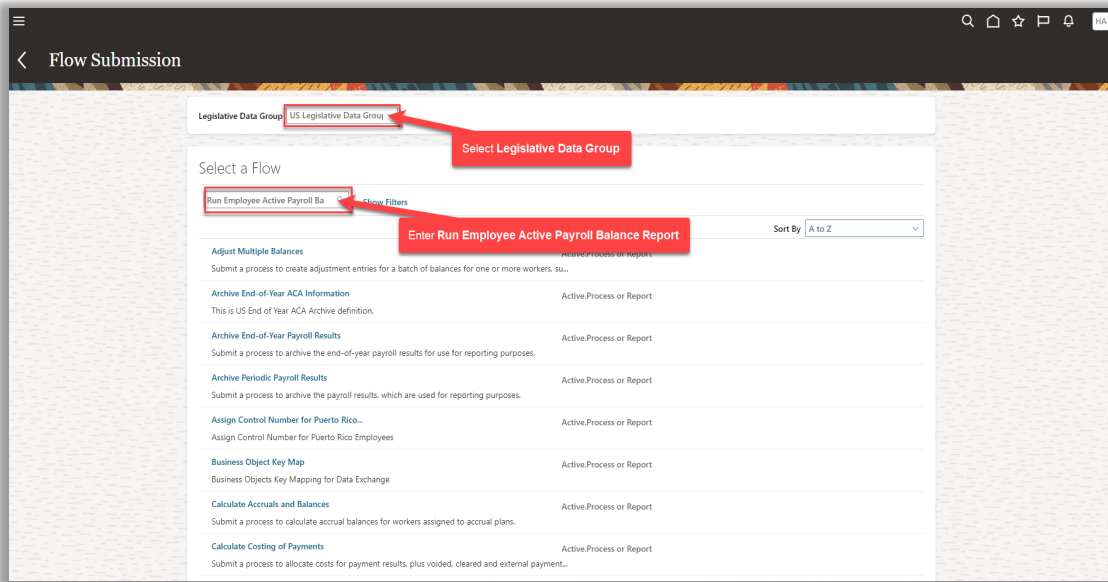
Next, click **Payroll**



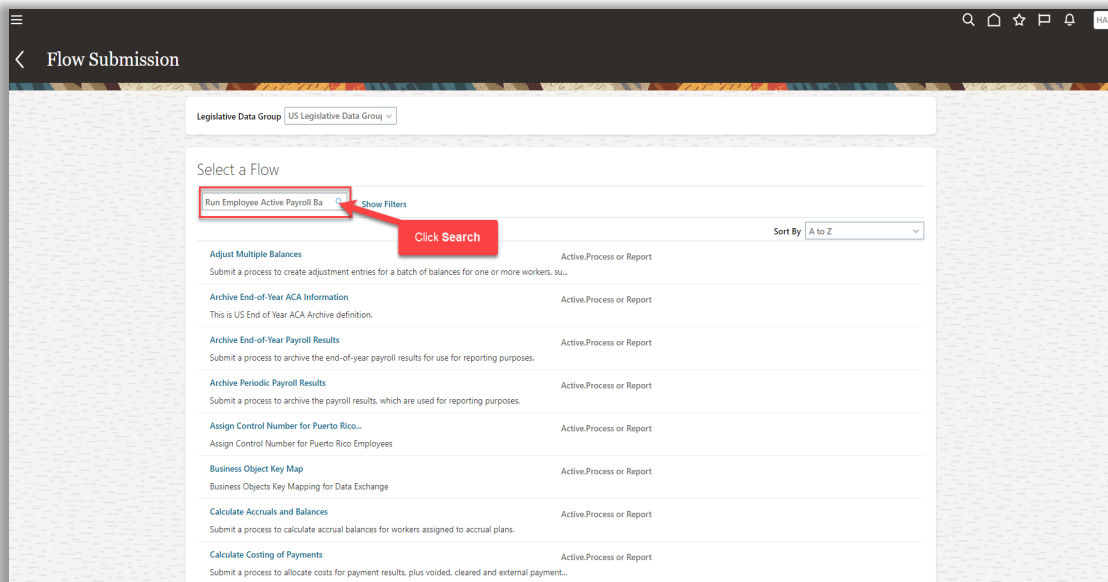
From the Payroll menu, scroll down and click **Submit A Flow**. We can also search for **Submit A Flow** in the search box at the top of the page



Select the **Legislative Data Group** and enter **Run Employee Active Payroll Balance Report** into the search box



Click Search



Click Run Employee Active Payroll Balance Report

Enter the **General Information** and the **Flow Parameters**. The **Balance Level** contains the City, County, Federal, Pennsylvania Locals, School District and State options. We can also run this report for an **Employee, Payroll Relationship Group**, if applicable.

Click **Submit**

Submit a Payroll Flow
Run Employee Active Payroll Balance report for the US

General Information

* Payroll Flow
Employee Active Payroll Balance Report_November 2022

Flow Parameters

* Balance Level
City

Employee Name
Select

Payroll Relationship Group
Select

Tax Reporting Unit
ERPWebTutor USA Inc.

Start Date
11/1/22

* End Date
11/30/22

Include Year-to-Date Balance Values
No

Include Quarter 1 Balance Values
No

Include Quarter 2 Balance Values
No

Include Quarter 3 Balance Values
No

Include Quarter 4 Balance Values
No

Include Run Balance Values
No

Payroll
EWT Biweekly

Consolidation Group
Select

Process Configuration Group

Click Submit

Click Refresh

Payroll Checklist
Run Employee Active Payroll Balance report for the US : Employee Active Payroll Balance Report_November...

Refresh **Actions**

Click Refresh

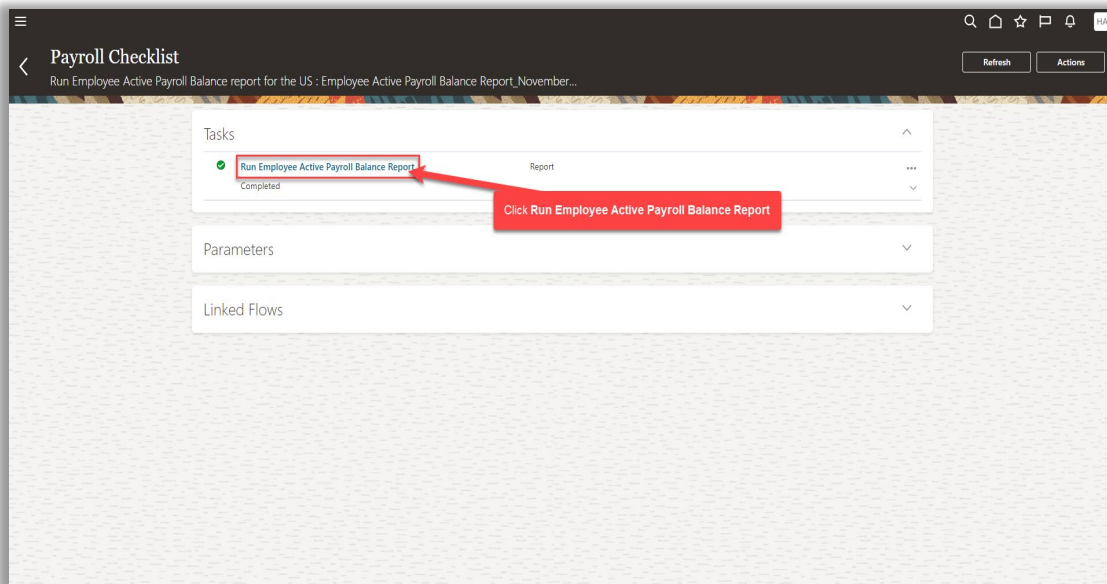
Tasks

Run Employee Active Payroll Balance Report
In Progress Report

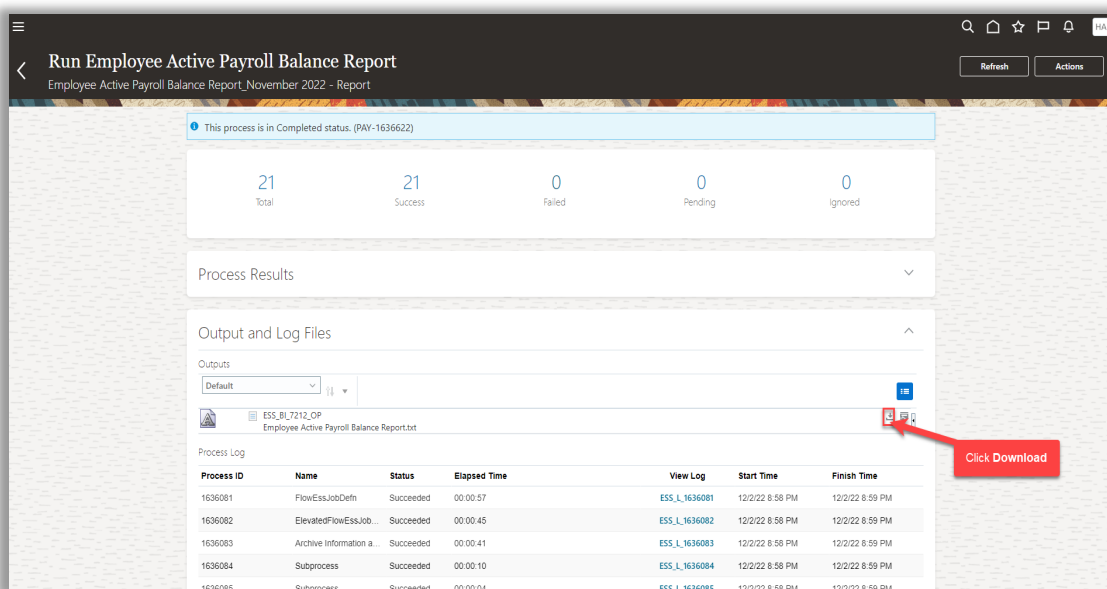
Parameters

Linked Flows

Click Run Employee Active Payroll Balance Report



Click **download** to view the City data for the entire payroll population. To view the **County, Federal, Pennsylvania Locals, School District** and **State** options, follow this process to rerun the report and for the **Balance Level**, change the selection for the new output information



Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at learn@camptratech.com