



Payroll Admin Guide: Additional Reports



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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.

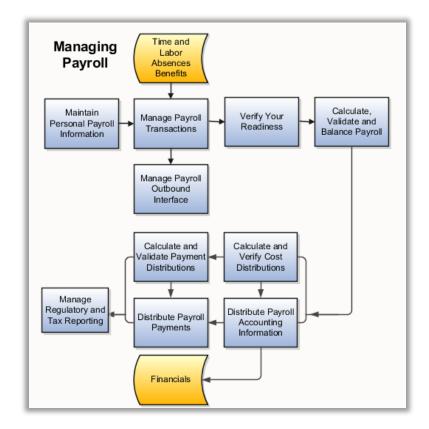
How To Use This Guide

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 thirdparty 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

Additional Reports

Run Deduction Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click My Client Groups

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Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates		

Next, click Payroll

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Employment Contracts					
B Identification Info	Payroll	Workforce	Workforce	Data Exchange	

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

R QuickPay Payments
QuickPay Payments
Simplified QuickPay
Person Results
Balance by Date
Batch Loader
Submit a Flow
Review Journal Entries
Process Results Summary
View Flows
Payroll Dashboard

Select the Legislative Data Group

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	Archive Periodic Payroll Results	Active.Process or Report	
	Assign Control Number for Puerto Rico	Active.Process or Report	
	Business Object Key Map	Active.Process or Report	
	Calculate Accruals and Balances	Active Process or Report	

Search Run Deduction Report and click Search. Click Report Name

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Click Report Name	Submit a report to view payroll deduction details such as actual and scheduled deductions, and th	

Enter General Information

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Next, enter the Flow Parameters such as **Process Start Date and Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, **Person** and additional criteria, if applicable

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To view the **Deduction Report** process results, click **Download**

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1645270	FlowEssJobDefn	Succeeded	00:00:37	ESS_L_1645270	12/7/22 9:03 PM	12/7/22 9:03 PM		
1645271	ElevatedFlowEssJob	Succeeded	00:00:30	ESS_L_1645271	12/7/22 9:03 PM	12/7/22 9:03 PM		
1645272	Archive Information a	Succeeded	00:00:26	ESS_L_1645272	12/7/22 9:03 PM	12/7/22 9:03 PM		
1645273	Generate Output	Succeeded	00:00:15	ESS_L_1645273	12/7/22 9:03 PM	12/7/22 9:03 PM		

Run Gross to Net Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

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

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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

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	Balance by Date
	Batch Loader
	Bubmit a Flow
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	Process Results Summary
	View Flows
	Payroll Dashboard

Select the Legislative Data Group

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Archive End-of-Year Payroll Results Active.Process or Report Submit a process to archive the end-of-year payroll results for use for reporting purposes.	
Archive Periodic Payroll Results Active Process or Report Submit a process to archive the payroll results, which are used for reporting purposes.	
Assign Control Number for Puerto Rico Active.Process or Report Assign Control Number for Puerto Rico Employees	
Business Object Key Mapp Active.Process or Report Business Object Key Mapping for Data Exchange	
Calculate Accruais and Balances Active Process or Report	

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Click Search Sort By A to Z V	
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Next, enter the Flow Parameters such as **Process Start Date and Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, **Person** and additional criteria, if applicable

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To view the Gross-to-Net Report results, click Download

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1645335	FlowEssJobDefn	Succeeded	00:00:29	ESS_L_1645335	12/7/22 9:54 PM	12/7/22 9:55 PM	
1645336	ElevatedFlowEssJob	Succeeded	00:00:21	ESS_L_1645336	12/7/22 9:54 PM	12/7/22 9:55 PM	
1645337	Archive Information a	Succeeded	00:00:17	ESS_L_1645337	12/7/22 9:55 PM	12/7/22 9:55 PM	
1645338	Generate Output	Succeeded	00:00:09	ESS_L_1645338	12/7/22 9:55 PM	12/7/22 9:55 PM	

Run Element Results Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

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

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Next, click Payroll

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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

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QuickPay Payments
Simplified QuickPay
Person Results
Balance by Date
Batch Loader
Submit a Flow
Review Journal Entries
Process Results Summary
View Flows
Payroll Dashboard

Select the Legislative Data Group

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Archive End-of-Year ACA Information Active.Process or Report This is US End of Year ACA Archive definition.		
Archive End-of-Year Payroll Results Active.Process or Report Submit a process to archive the end-of-year payroll results for use for reporting purposes.		
Archive Periodic Payroll Results Active.Process or Report Submit a process to archive the payroll results, which are used for reporting purposes.		
Assign Control Number for Puerto Rico Active.Process or Report Assign Control Number for Puerto Rico Employees		
Business Object Key Map Active.Process or Report Business Objects Key Mapping for Data Exchange		
Calculate Accruals and Balances Active.Process or Report		

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Select	Select	~		
	Process			
Tax Reporting Unit	Select	~		
Select	~			

Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Payroll Statutory Unit**, **Tax Reporting Unit**, **Payroll Relationship Group**, **Person** and additional criteria, if applicable

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	Process	
Tax Reporting Unit	Select	

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To view the **Element Results Register Report** process results, click **Download**

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Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time	
1646744	FlowEssJobDefn	Succeeded	00:00:35	ESS_L_1646744	12/8/22 3:37 PM	12/8/22 3:37 PM	
1646745	ElevatedFlowEssJob	Succeeded	00:00:24	ESS_L_1646745	12/8/22 3:37 PM	12/8/22 3:37 PM	
1646746	Generate Output	Succeeded	00:00:18	ESS_L_1646746	12/8/22 3:37 PM	12/8/22 3:37 PM	
Parameters						~	

Run Employee Active Payroll Balance Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

Good afternoon, Corey Albertson! My Client Groups Benefits Administration Intercompany Accounting Click My Client Groups QUICK ACTIONS දුතු ₽ $\overset{\circ}{\succeq}^*$ Ø \mathbb{A} Add a Contingent Worker Add a Pending Worker \bigotimes Ē MO Pending Workers Performance Career Developmen Ð 8 8 کچک பீ 8 Workforce Structures

From the home screen, click My Client Groups

Next, click Payroll

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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

< Payroll	
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	Balance by Date
	Batch Loader
	Bubmit a Flow
	Click Submit a Flow
	Process Results Summary
	View Flows
	Payroll Dashboard

Select the Legislative Data Group

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Assign Control Number for Puerto Rico Active Process or Report Assign Control Number for Puerto Rico Employees	
Business Object Key Map Active Process or Report Business Objects Key Mapping for Data Eichange	
Calculate Accruals and Balances Active Process or Report	

Search Run Employee Active Payroll Balance Report and click Search. Click Report Name

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Enter General Information

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Payroll Relationship Group		Process Configuration Group Select		
Select				

Next, enter the Flow Parameters such as **Start Date** and **End Date**, **Payroll**, and **Consolidation Group**, **Balance Dimension**, and **Balance Group Usages**. For this example, for the Balance Group Usages, we are running this report for City Run Balances but we can run this report for other criteria. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, **Employee Name** and additional criteria, if applicable

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The **Run Employee Active Payroll Balance Report** process is complete. Click **Report Name**

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To view the **Employee Active Payroll Balance Report** process results, click **Download**

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1646792	Generate Output	Succeeded	00:00:09	ESS_L_1646792	12/8/22 4:11 PM	12/8/22 4:11 PM	
Parameters						~	

Run Payroll Balance Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click My Client Groups

vle My Team My Client Group	s Benefits Adm	inistration Recei	vables General	Accounting Inte	ercompany Accounting
	Click My C	lient Groups			
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Next, click Payroll

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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

R QuickPay Payments
QuickPay Payments
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Person Results
Balance by Date
Batch Loader
Submit a Flow
Review Journal Entries
Process Results Summary
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Payroll Dashboard

Select the Legislative Data Group

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Archive Periodic Payroll Results Active.Process or Report Submit a process to archive the payroll results, which are used for reporting purposes.		
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Search Run Payroll Balance Report and click Search. Click Report Name

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it a Payroll Flow ⁵⁰¹ Balance Report				Submit
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Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Statutory Unit**, **Balance Category**, and additional criteria, if applicable

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Click Submit

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Click Refresh

ayroll Check	Report : Payroll Balance Report_11252022		Click Refresh	Refresh Action
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The Run Payroll Balance Report process is complete. Click Report Name

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To view the Payroll Balance Report process results, click Download

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	Process Log
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Run Payroll Costing Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

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

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Next, click Payroll

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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

< Payroll	
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	Click Submit a Flow
	Process Results Summary
	View Flows
	Payroll Dashboard

Select the Legislative Data Group

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Archive Periodic Payroll Results Active Process or Report Submit a process to archive the payroll results, which are used for reporting purposes.	
Assign Control Number for Puerto Rico Active.Process or Report Assign Control Number for Puerto Rico Employees	
Business Object Key Mapp Active.Process or Report Business Object Key Mapping for Data Exchange	
Calculate Accruais and Balances Active Process or Report	

Search Run Payroll Costing Report and click Search. Click Report Name

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K Flow Submission			
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Click Report Name	Run Payroll Costing Report Submit a report for costing results containing account numbers and amounts used in journal entries.		
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Enter General Information

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Payroll		Payroll Relationship Group		
Select	~	Select v		
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Next, enter the **Flow Parameters.** Select the **Process** from the dropdown. If applicable, we can run this report by **Department, Location, Payroll Relationship Group**, and **Person Name**

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Click Refresh

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The Payroll Costing Report is complete. Click download to view the details

This process is in	Completed status and the	e record count	is 0. This may happen because the	flow pattern doesn't support recor	d actions. (PAY-16366	523)	
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Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time	
1634324	FlowEssJobDefn	Succeeded	00:00:35	ESS_L_1634324	12/1/22 9:38 PM	12/1/22 9:39 PM	
1634325	ElevatedFlowEssJob	Succeeded	00:00:25	ESS_L_1634325	12/1/22 9:38 PM	12/1/22 9:39 PM	
1634326	Generate Output	Succeeded	00:00:18	ESS_L_1634326	12/1/22 9:38 PM	12/1/22 9:39 PM	

Run Payroll Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click My Client Groups

Good afternoon, Cor					
Me My Team My Client Groups		nistration Receiv	ables General .	Accounting Inte	ercompany Accounting
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Next, click Payroll

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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

R QuickPay Payments
QuickPay Payments
Simplified QuickPay
Person Results
Balance by Date
Batch Loader
Submit a Flow
Review Journal Entries
Process Results Summary
View Flows
Payroll Dashboard

Select the Legislative Data Group

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Assign Control Number for Paerto Rico Active.Process or Report Assign Control Number for Paerto Rico Employees				
Business Object Key Map Active.Process or Report Business Objects Key Mapping for Data Exchange				
Calculate Accruals and Balances Active Process or Report				

Search Run Payroll Register Report and click Search. Click Report Name

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	Submit a report to view the balances for earnings, deductions, and	d taxes.	
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Enter General Information

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	Tax Reporting Unit		Run Mode		
	Select	~	Normal		
	Person		Display All Hours		

Next, enter the **Flow Parameters.** If applicable, we can run this report by **Consolidation Group, Payroll Statutory Unit, Reporting Unit, and Person.** We can also enter additional criteria, if applicable

Payroll Flow gister Report				Sub <u>m</u> it
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Click download to view the report details

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1641423	Archive Information a	Succeeded	00:00:26	ESS_L_1641423	12/5/22 7:19 PM	12/5/22 7:20 PM	
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Run Payroll Activity Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

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

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Next, click Payroll

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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

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Select the Legislative Data Group

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Search Run Payroll Activity Report and click Search. Click Report Name

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Next, enter the **Flow Parameters.** Select the **Process Type** from the dropdown. If applicable, we can run this report by **Payroll Statutory Unit**, **Tax Reporting Unit**, **Location**, **Payroll Relationship Group**, and **Person**. We can also enter additional criteria, if applicable

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The Run Payroll Activity Report process is complete. Click Report Name

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1636133	Archive Information a	Succeeded	00:00:47	ESS_L_1636133	12/2/22 9:35 PM	12/2/22 9:36 PM	
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Run Retroactive Notification Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click My Client Groups

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Next, click Payroll

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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

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Person Results
Balance by Date
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Process Results Summary
View Flows
Payroll Dashboard

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Search Run Retroactive Notification Report and click Search. Click Report Name

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Next, enter the **Flow Parameters.** If we are running this process for a specific **Person** or **Payroll Relationship Group**, we can enter that information, if needed

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1617875	ElevatedFlowEssJob	Succeeded	00:00:33		ESS_L_1617875	11/22/22 8:45 PM	11/22/22 8:45 PM	
1617878	Archive Information a	Succeeded	00:00:29		ESS_L_1617878	11/22/22 8:45 PM	11/22/22 8:45 PM	
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Run Retroactive Entries Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

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

Next, click Payroll

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	Payroll Dashboard

Select the Legislative Data Group

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Archive End-of-Year Payroll Results Active.Process or Report Submit a process to archive the end-of-year payroll results for use for reporting purposes.	
Archive Periodic Payroll Results Active Process or Report Submit a process to archive the payroll results, which are used for reporting purposes.	
Assign Control Number for Puerto Rico Active.Process or Report Assign Control Number for Puerto Rico Employees	
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Search Run Retroactive Entries Report and click Search. Click Report Name

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	Run Retroactive Entries Report Submit a report to view retro entries details and the co		Process or Report		
Click Report Name					

Enter the General Information

	ayroll Flow Name	^	
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Payroll Relationship Group			
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Next, enter the **Flow Parameters.** We can run this report for **Payroll, Payroll Period**, and **Report Category.** If we are running this process for a specific **Person**, **Payroll Relationship Group**, and **Element Group** we can enter that criteria. We can also use additional criteria, if needed

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Click Refresh

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The Run Retroactive Entries Report is complete. Click the Report Name

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Click Download to view the report details

troactive Entries Report		ort						Refresh	A
	• This process is in	a Completed status. (PAY-1	636622)						
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	1647079	ElevatedFlowEssJob	Succeeded	00:00:30	ESS_L_1647079	12/8/22 7:55 PM	12/8/22 7:56 PM		
	1647080	Archive Information a	Succeeded	00:00:24	ESS_L_1647080	12/8/22 7:55 PM	12/8/22 7:56 PM		
	1647081	Generate Output	Succeeded	00:00:09	ESS_L_1647081	12/8/22 7:56 PM	12/8/22 7:56 PM		

Run Statutory Deduction Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click My Client Groups

vle My Team My Client Group	s Benefits Adm	inistration Recei	vables General	Accounting Inte	ercompany Accounting
	Click My C	lient Groups			
⊖ [≭] Hire an Employee	പ്പു	Щe		0*	Nr∕l
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Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates

Next, click Payroll

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QUICK ACTIONS	APPS				
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Employment Contracts				~	
	Payroll	Workforce	Workforce	Data Exchange	+

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

R QuickPay Payments
QuickPay Payments
Simplified QuickPay
Person Results
Balance by Date
Batch Loader
Submit a Flow
Review Journal Entries
Process Results Summary
View Flows
Payroll Dashboard

Select the Legislative Data Group

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✓ Flow Submission		
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Select Legislative Data Group		
Flow Pattern Q Show Filters		
	Sort By A to Z	
Adjust Multiple Balances Active_Process or Report Submit a process to create adjustment entries for a batch of balances for one or more workers, su…		
Archive End-of-Year ACA Information Active.Process or Report This is US End of Year ACA Archive definition.		
Archive End-of-Year Payroll Results Active.Process or Report Submit a process to archive the end-of-year payroll results for use for reporting purposes.		
Archive Periodic Payroll Results Active.Process or Report Submit a process to archive the payroll results, which are used for reporting purposes.		
Assign Control Number for Puerto Rico Active.Process or Report Assign Control Number for Puerto Rico Employees		
Business Object Key Map Active.Process or Report Business Objects Key Mapping for Data Exchange		
Calculate Accruals and Balances Active.Process or Report		

Search Run Statutory Deduction Register and click Search. Click Report Name

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Click Report Name	Submit a report to view statutory deduction details such as employee Run Statutory Deduction Register for	and employer tax liabilities. Active.Process or Report	
	Submit a report to view statutory deduction details such as employee		

Enter the General Information

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Next, enter the Flow Parameters. We can run this report for Process Start Date and Process End Date, and Payroll. If we are running this process for a specific Person, Payroll Relationship Group, and Balance category, we can enter that criteria. We can also use additional criteria, if needed

low Parameters	the below information		
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*Process Start Date	Person		
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*Process End Date	Hide Records with Zero Values		
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EWT Biweekly	~ Select	~	
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Click Submit

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Click Refresh

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The Run Statutory Deduction Report is complete. Click the Report Name

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Click **Download** to view the report details

 This process is in 	in Completed status and the	e record count	is 0. This may happen because the	flow pattern doesn't support reco	rd actions. (PAY-16366	23)	
Process Re	sults					~	
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Process Log	tatutory Deduction Register.pdf						Click Download
Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time	
1647114	FlowEssJobDefn	Succeeded	00:00:34	ESS_L_1647114	12/8/22 8:24 PM	12/8/22 8:24 PM	
1647115	ElevatedFlowEssJob	Succeeded	00:00:27	ESS_L_1647115	12/8/22 8:24 PM	12/8/22 8:24 PM	
1647116	Archive Information a	Succeeded	00:00:21	ESS_L_1647116	12/8/22 8:24 PM	12/8/22 8:24 PM	
1647117	Generate Output	Succeeded	00.00:09	ESS_L_1647117	12/8/22 8:24 PM	12/8/22 8:24 PM	

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 <u>learn@camptratech.com</u>