CAMPTRA TECHNOLOGIES

DYNAMIC SOLUTIONS, TRUSTED SERVICE

2024

Payroll Admin Guide: Additional Reports

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V1

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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.

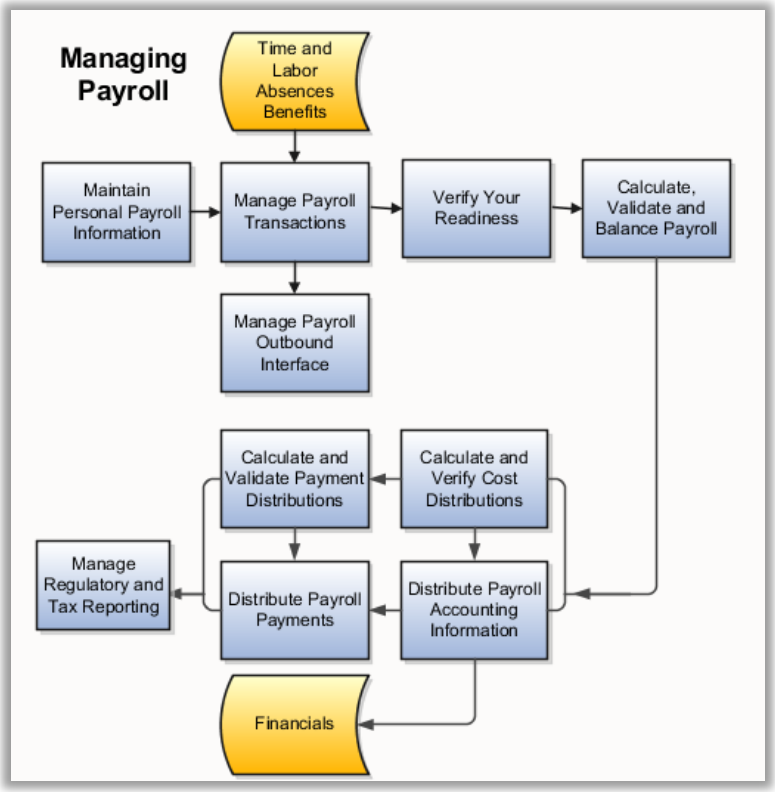
How To Use This Guide

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

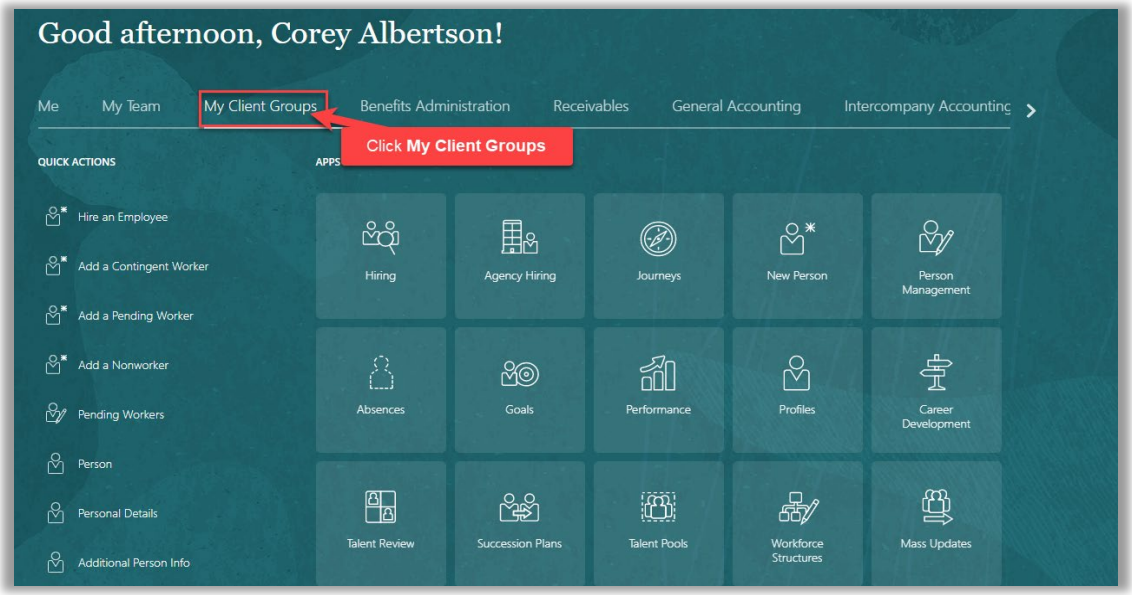
- Contains the Federal, State, and Local tax withholding information for the employee

Additional Reports

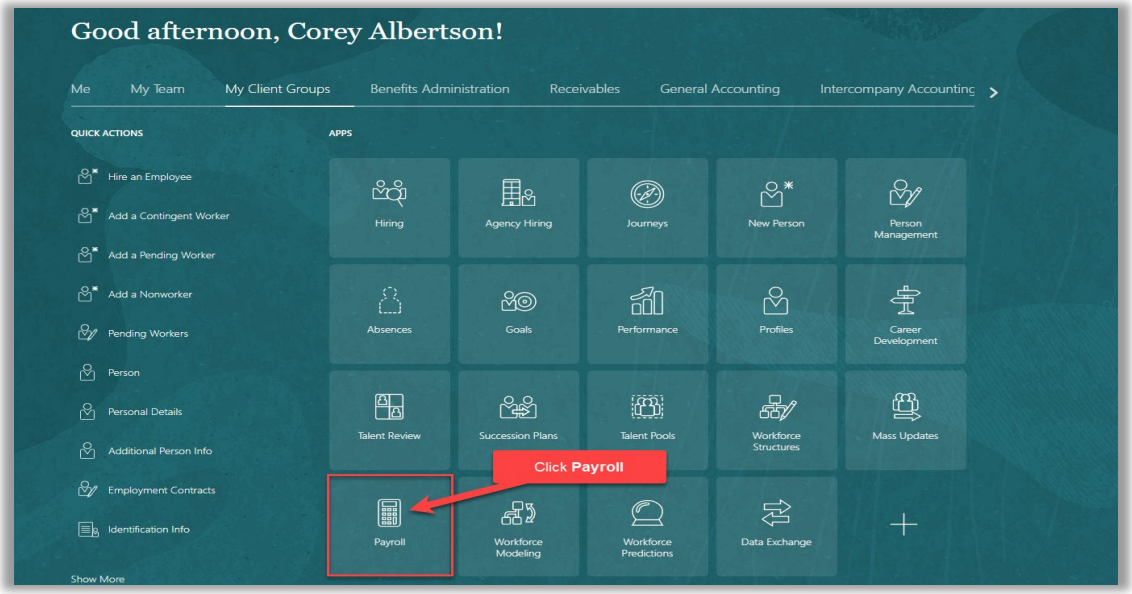
Run Deduction Report

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

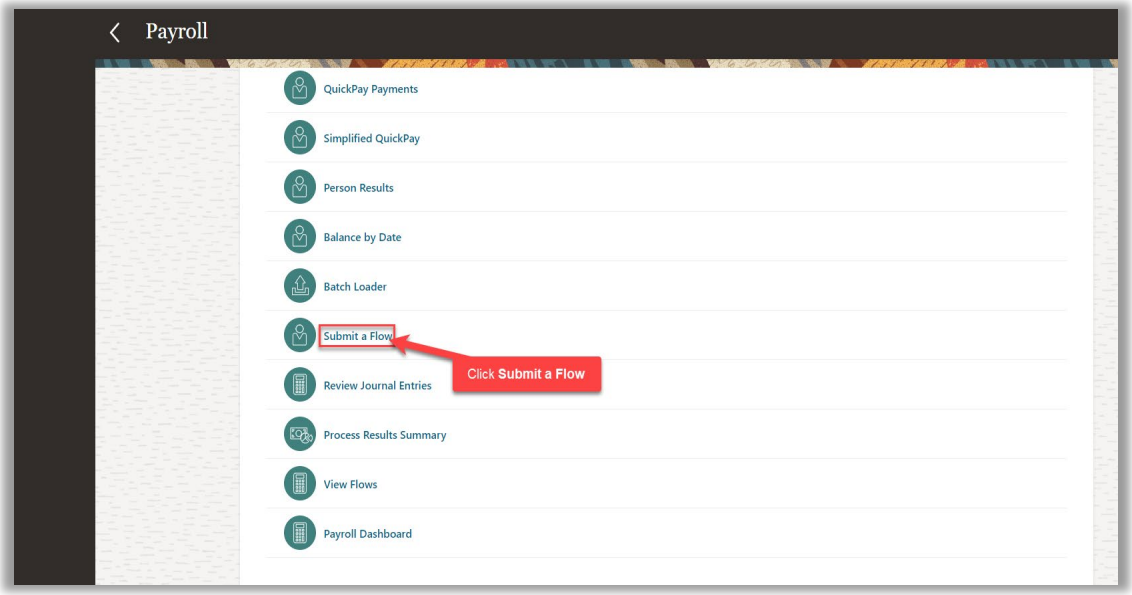
From the home screen, click **My Client Groups**



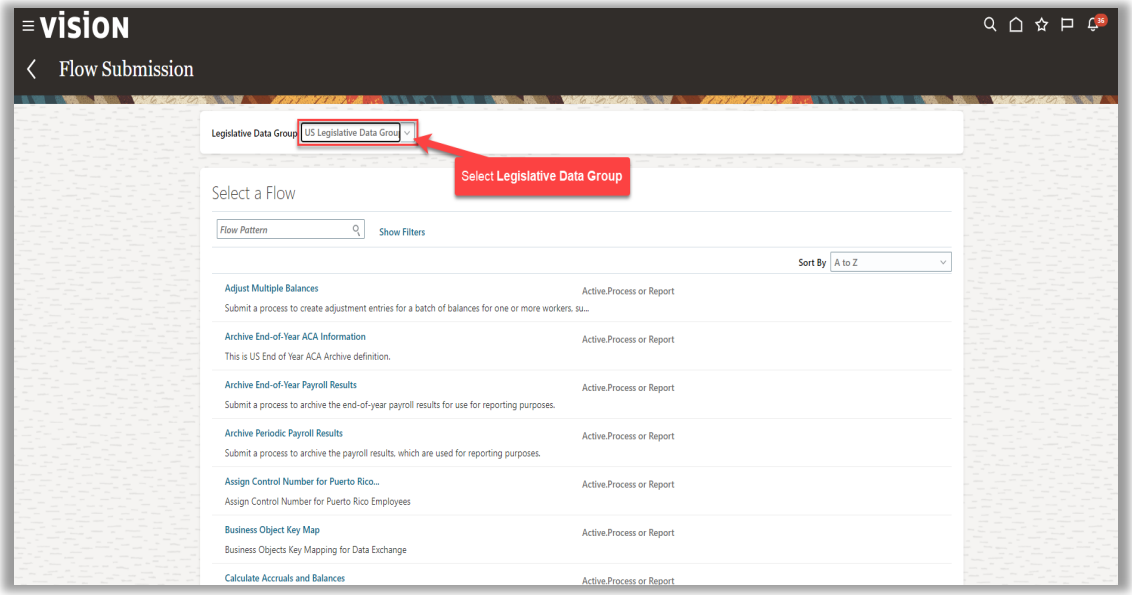
Next, click **Payroll**



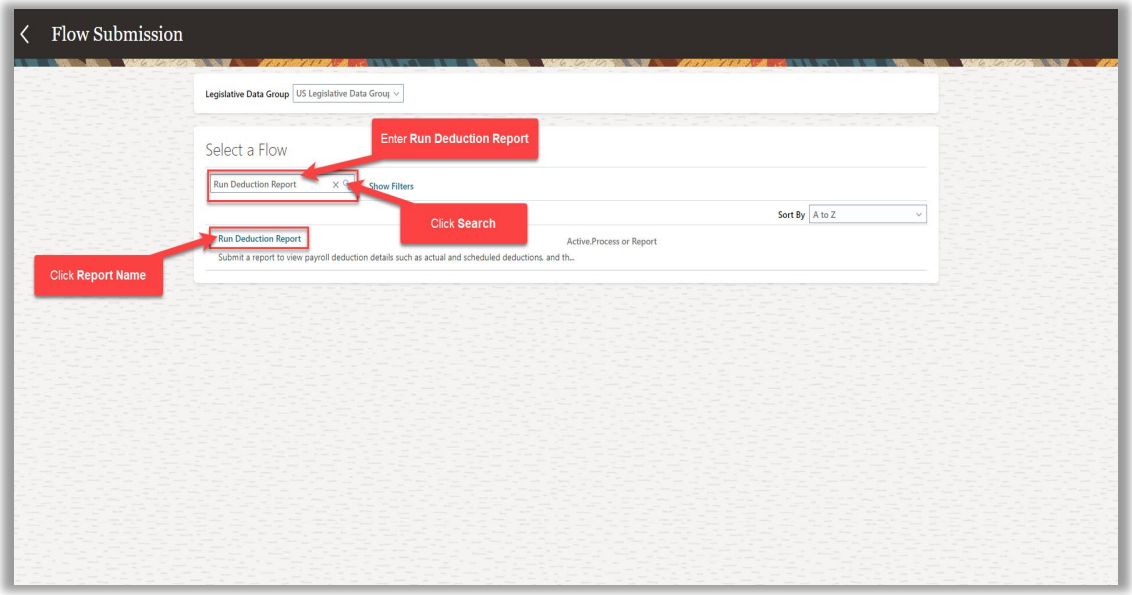
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



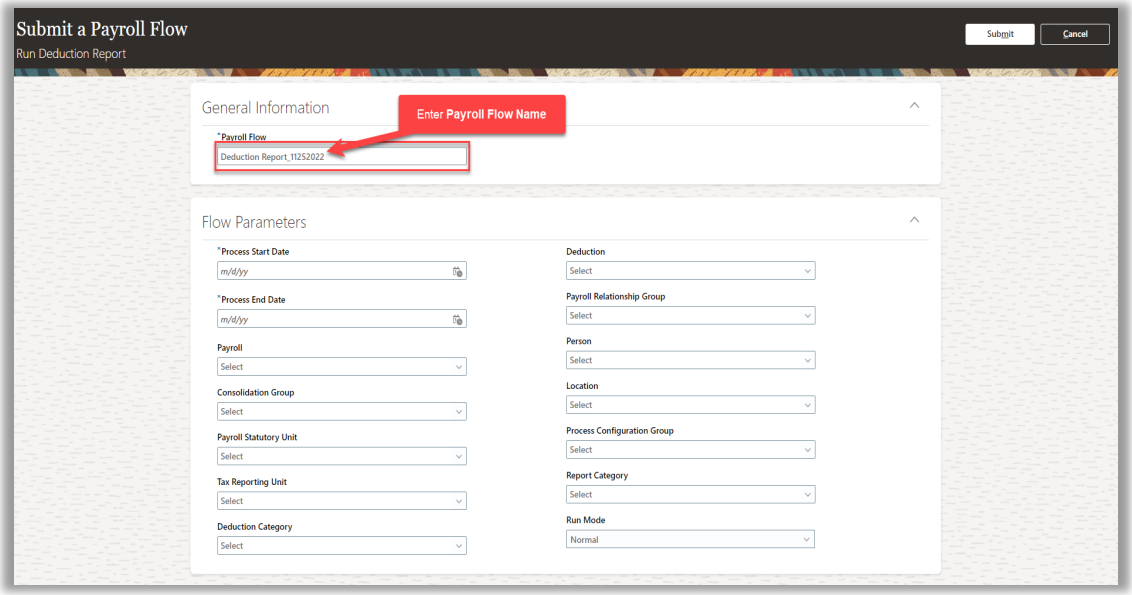
Select the **Legislative Data Group**



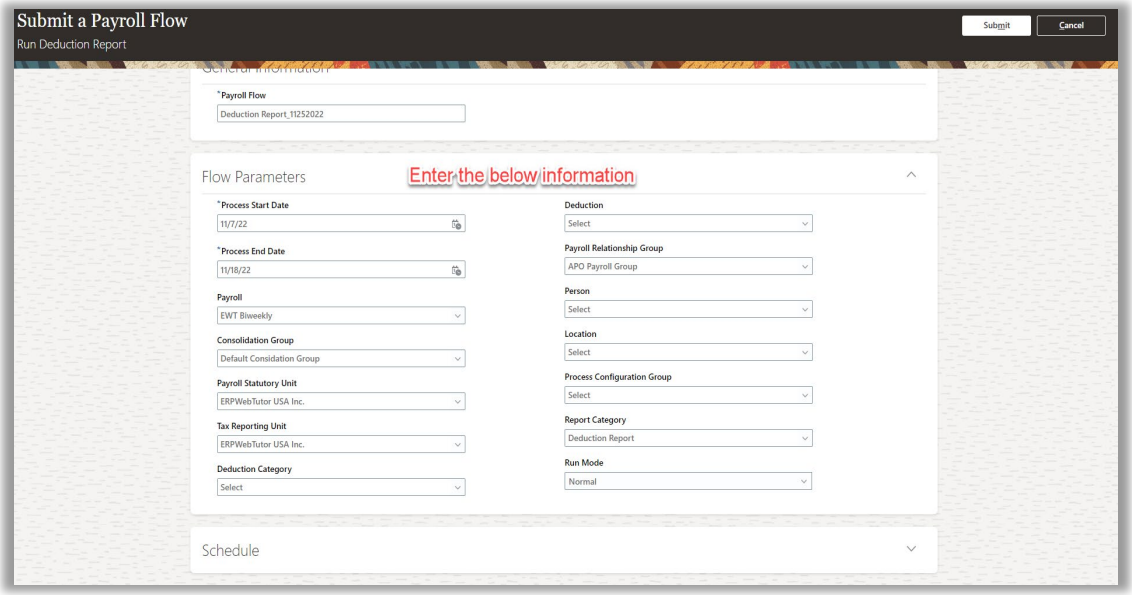
Search **Run Deduction Report** and click **Search**. Click **Report Name**



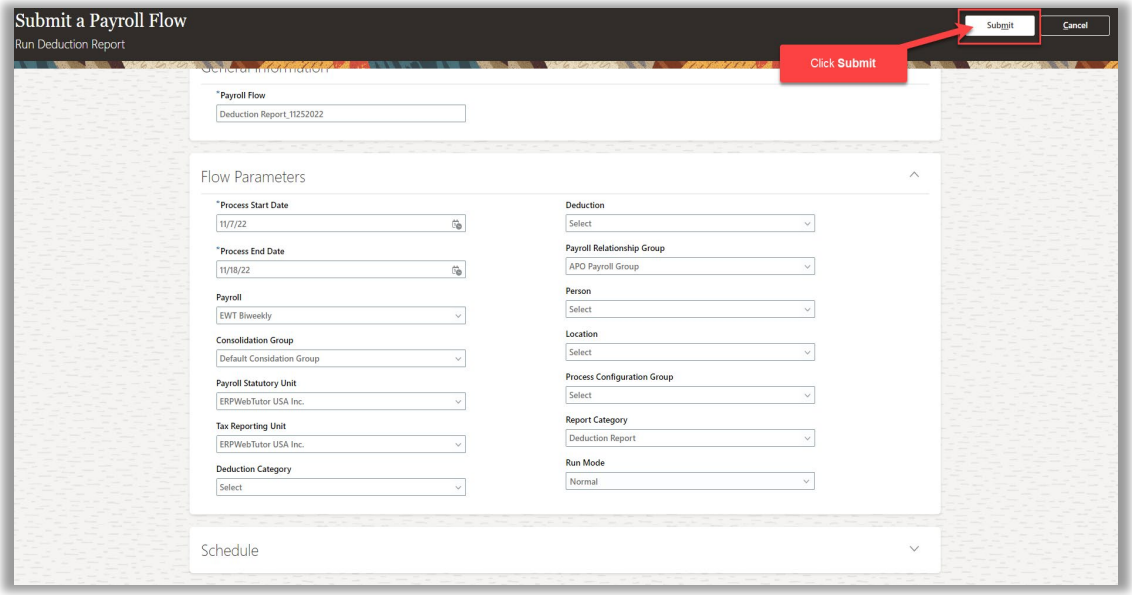
Enter **General Information**



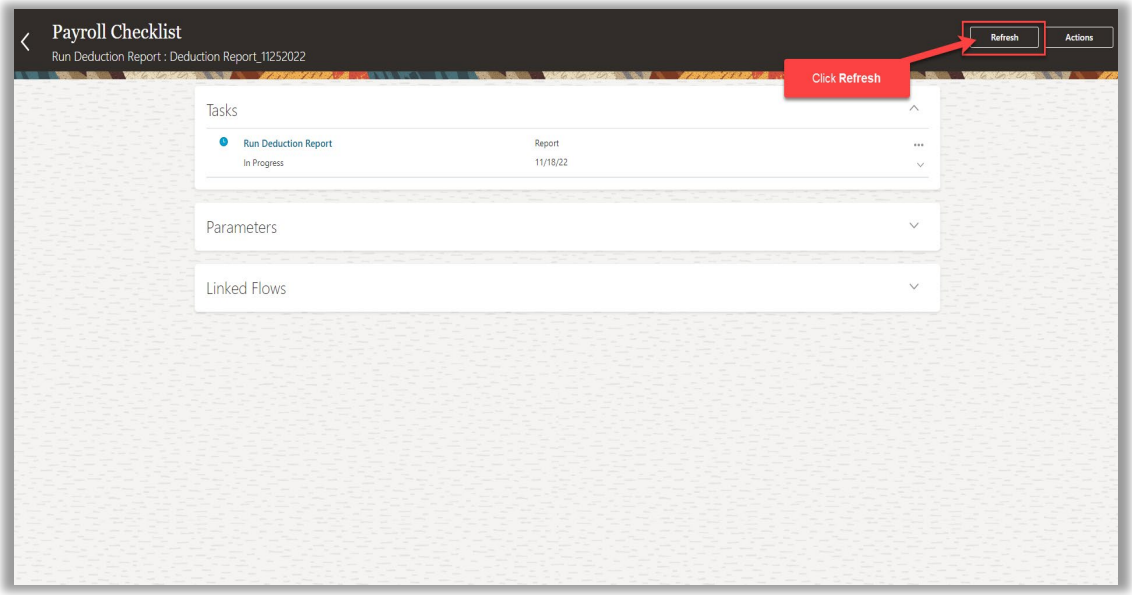
Next, enter the Flow Parameters such as **Process Start Date and Process End Date**, **Payroll,** and **Consolidation Group.** If applicable, we can enter **Tax Reporting Unit, Payroll Relationship Group, Person** and additional criteria, if applicable



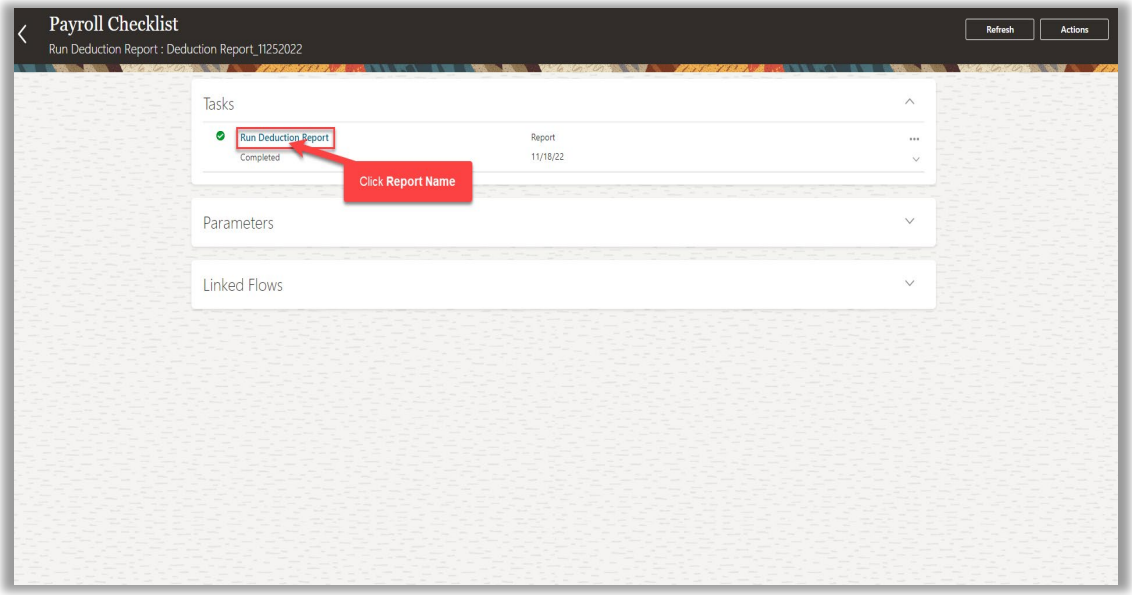
Click **Submit**



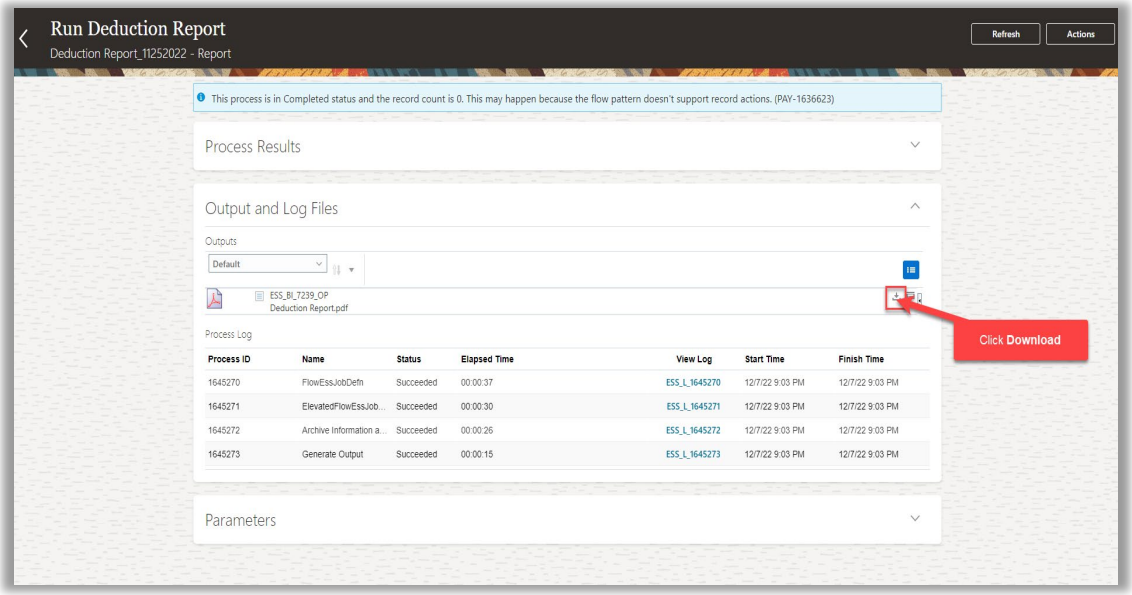
Click **Refresh**



The **Run Deduction Report** process is complete. Click **Report Name**



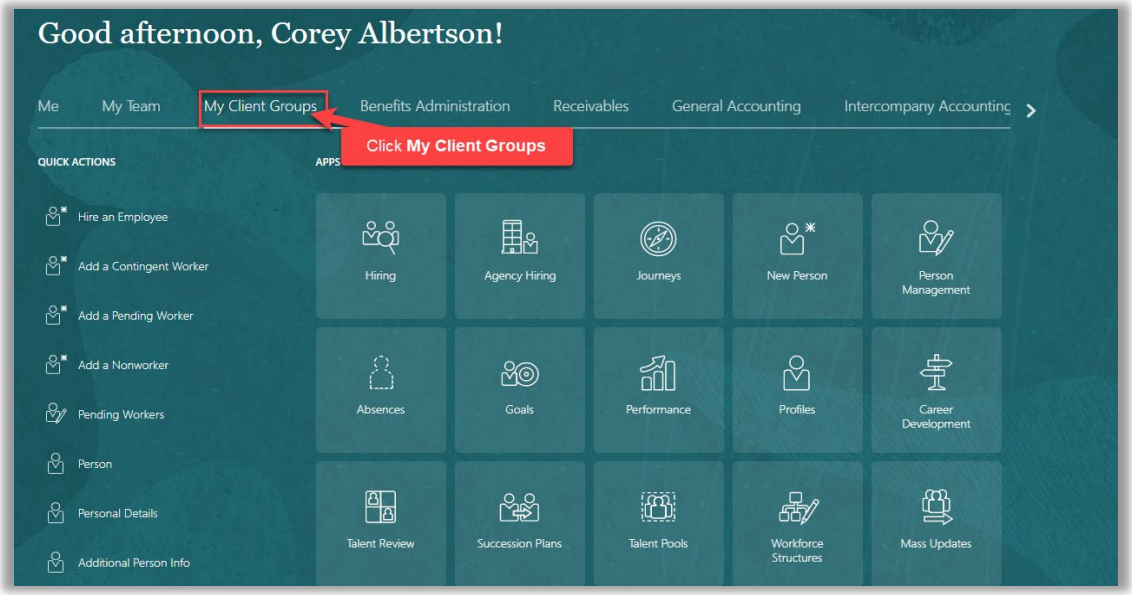
To view the **Deduction Report** process results, click **Download**



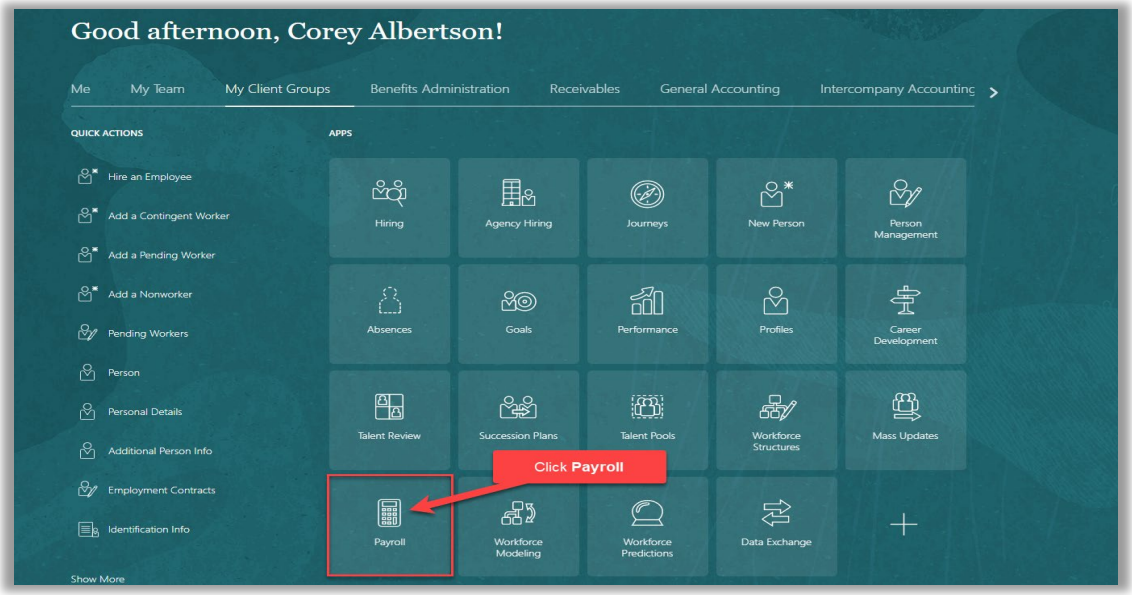
Run Gross to Net Report

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

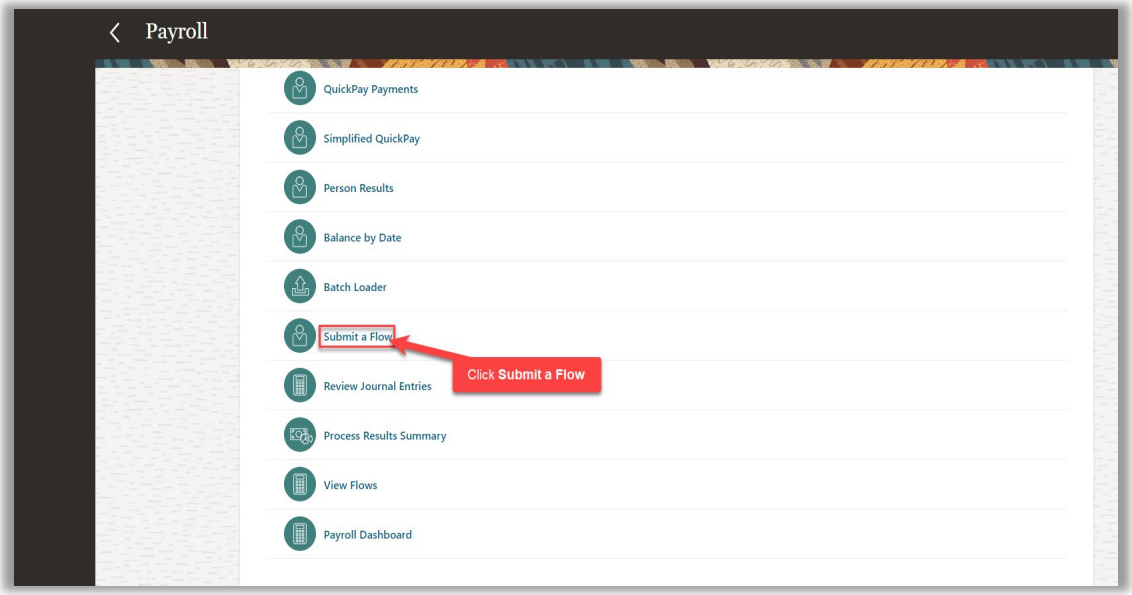
From the home screen, click **My Client Groups**



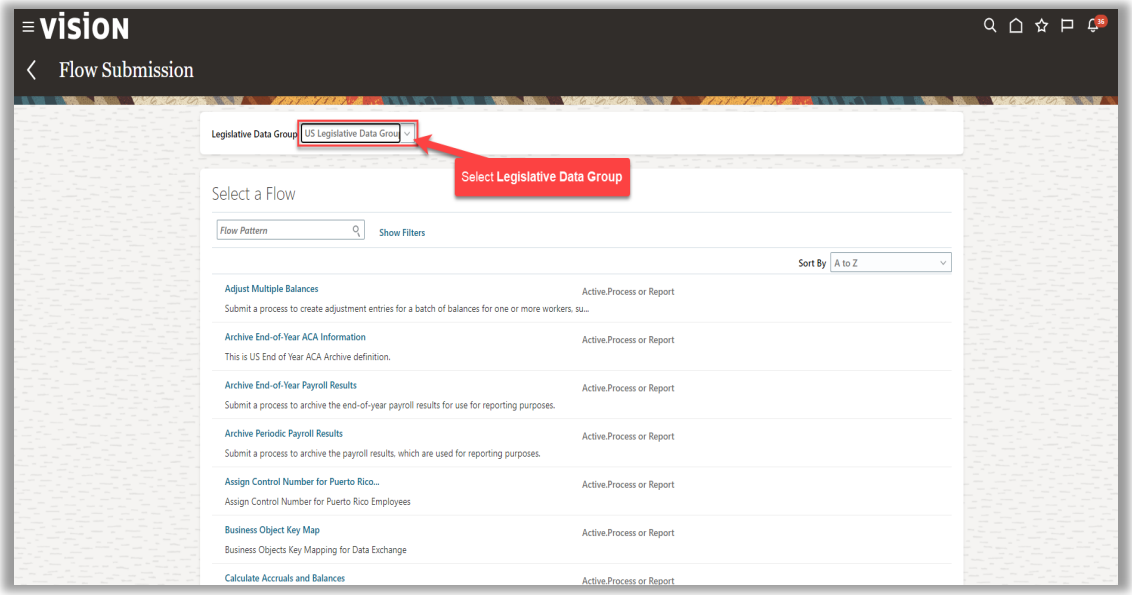
Next, click **Payroll**



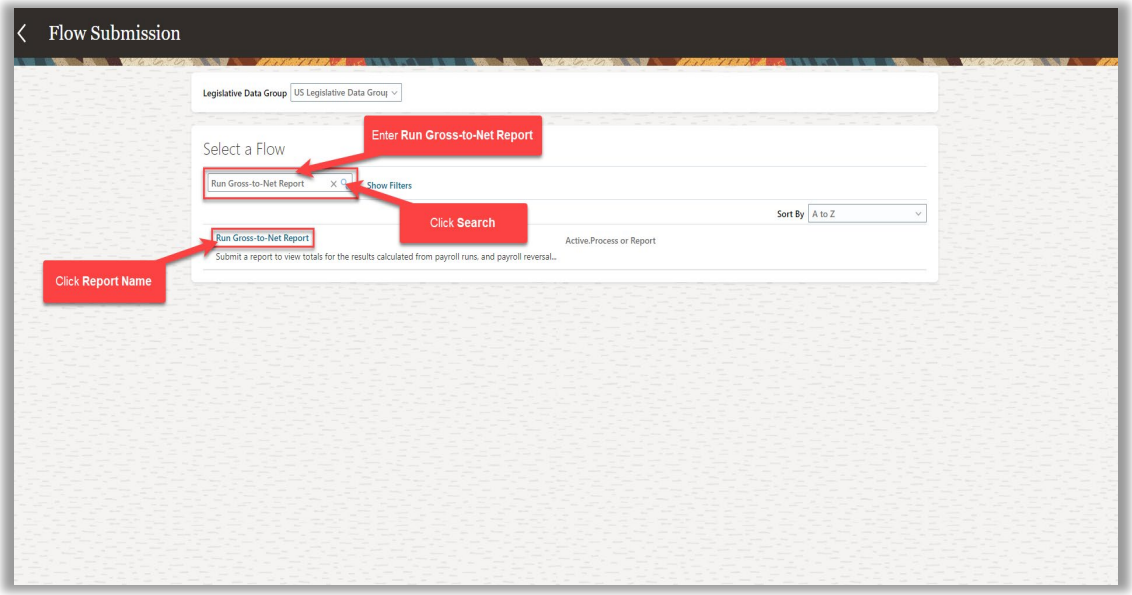
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Gross-to-Net Report** and click **Search.** Click **Report Name**



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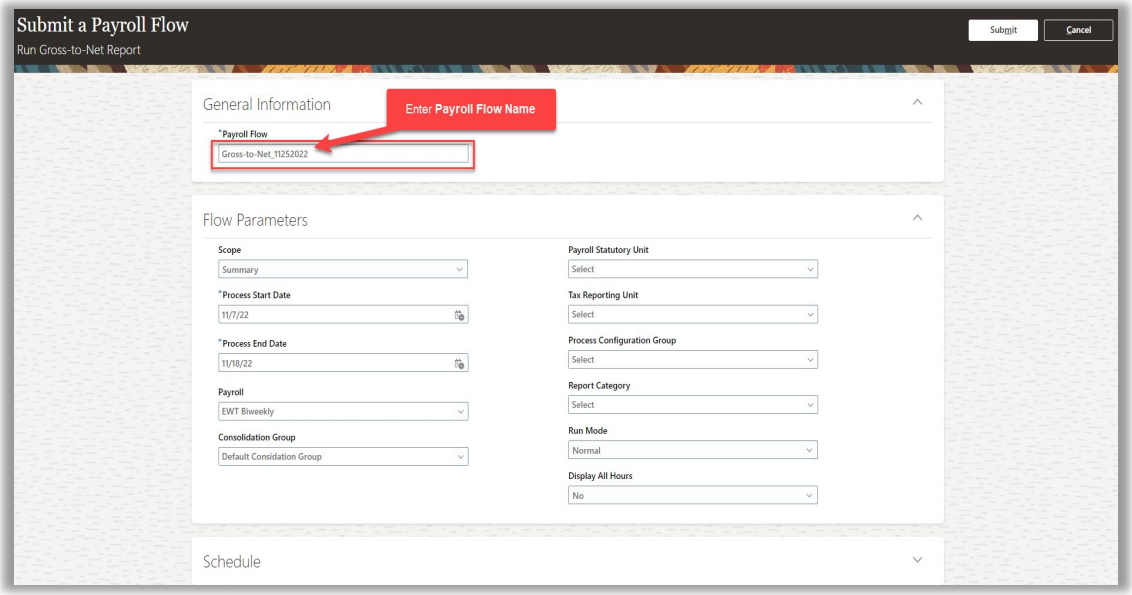
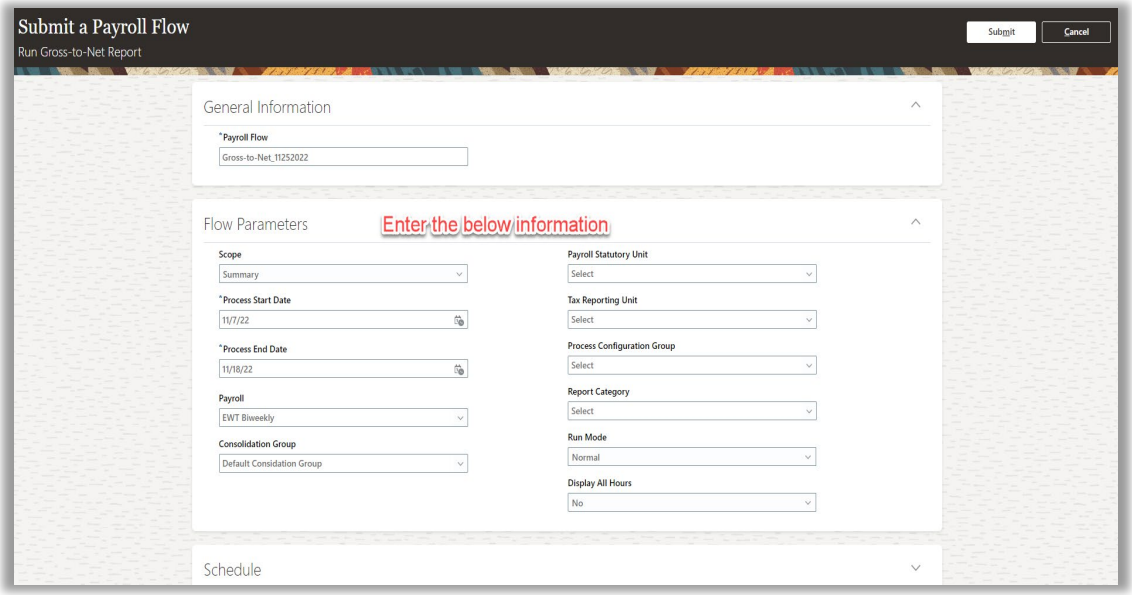
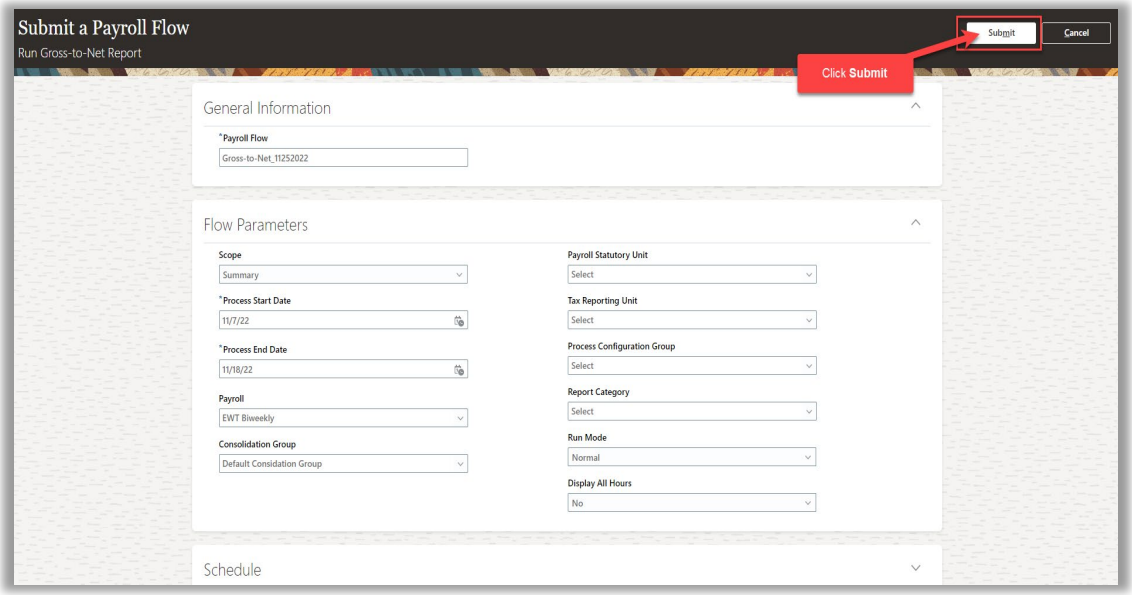


Next, enter the Flow Parameters such as **Process Start Date and Process End Date**, **Payroll**, and **Consolidation Group.** If applicable, we can enter **Tax Reporting Unit, Payroll Relationship Group, Person** and additional criteria, if applicable



Click **Submit**



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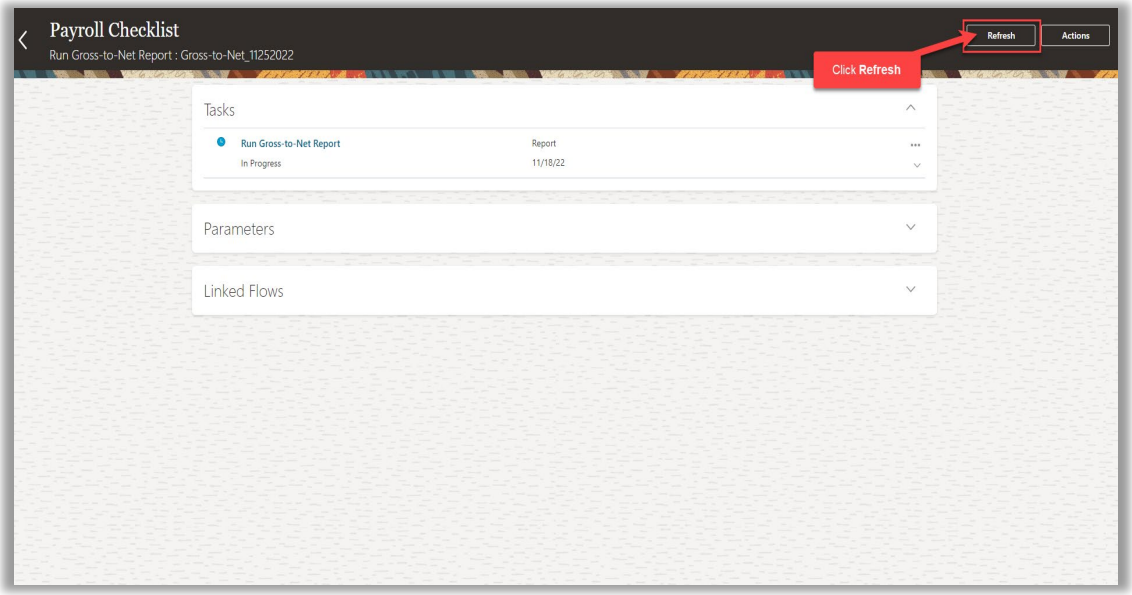
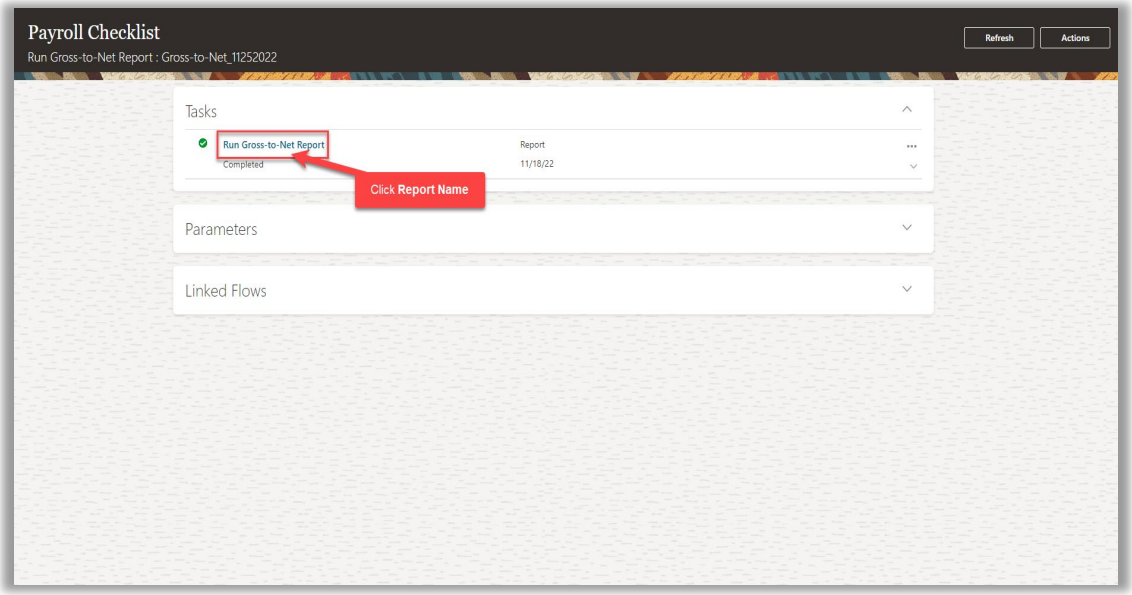
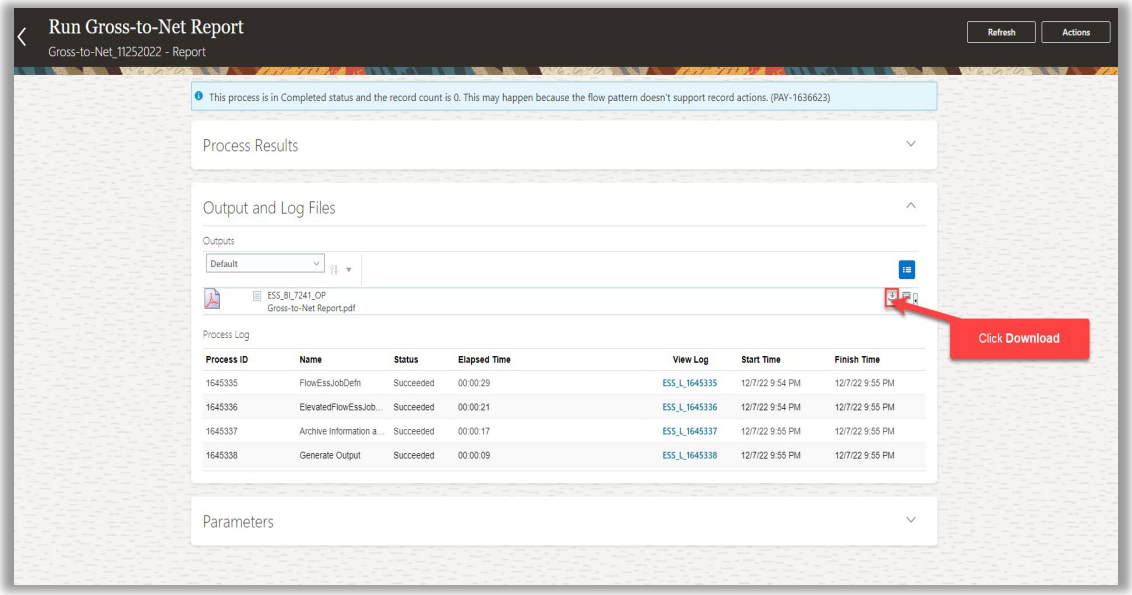


The **Run Gross-to-Net Report** process is complete. Click **Report Name**



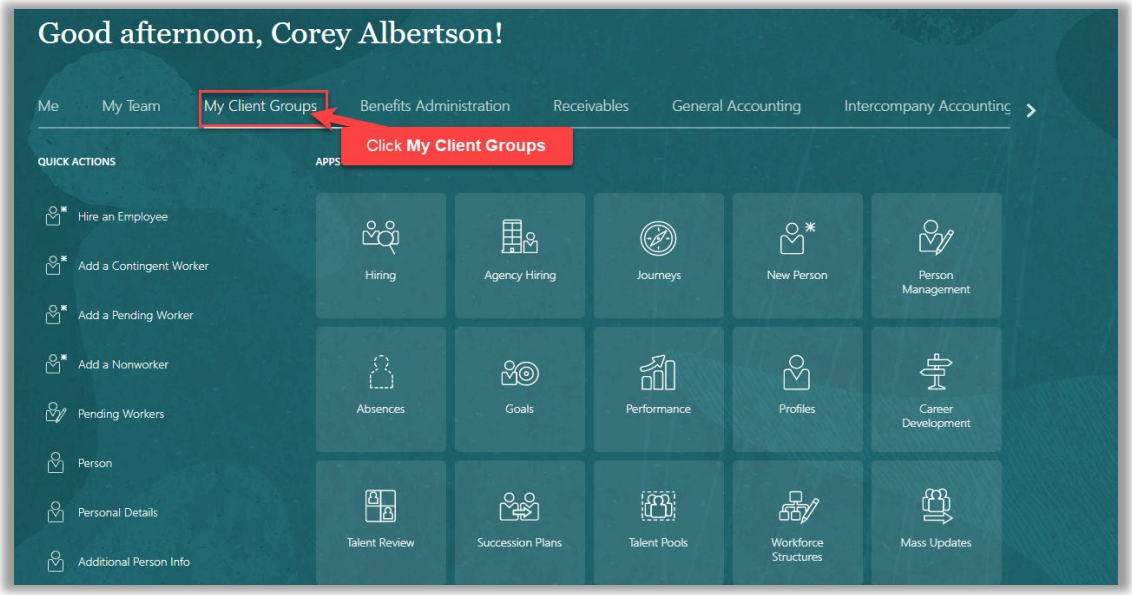
To view the **Gross-to-Net Report** results, click **Download**



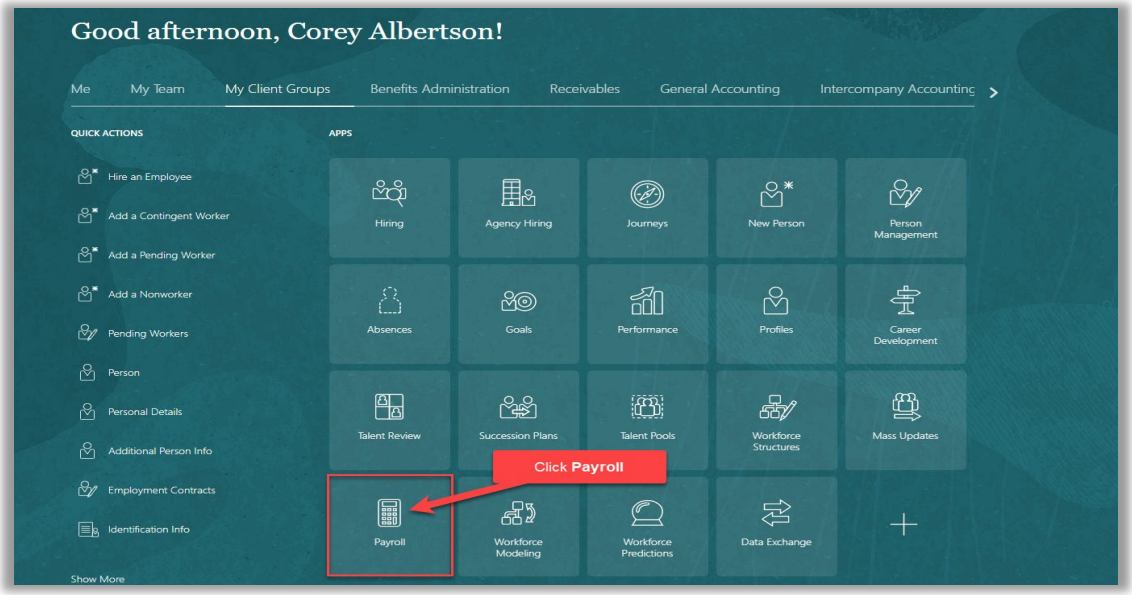
Run Element Results Register Report

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

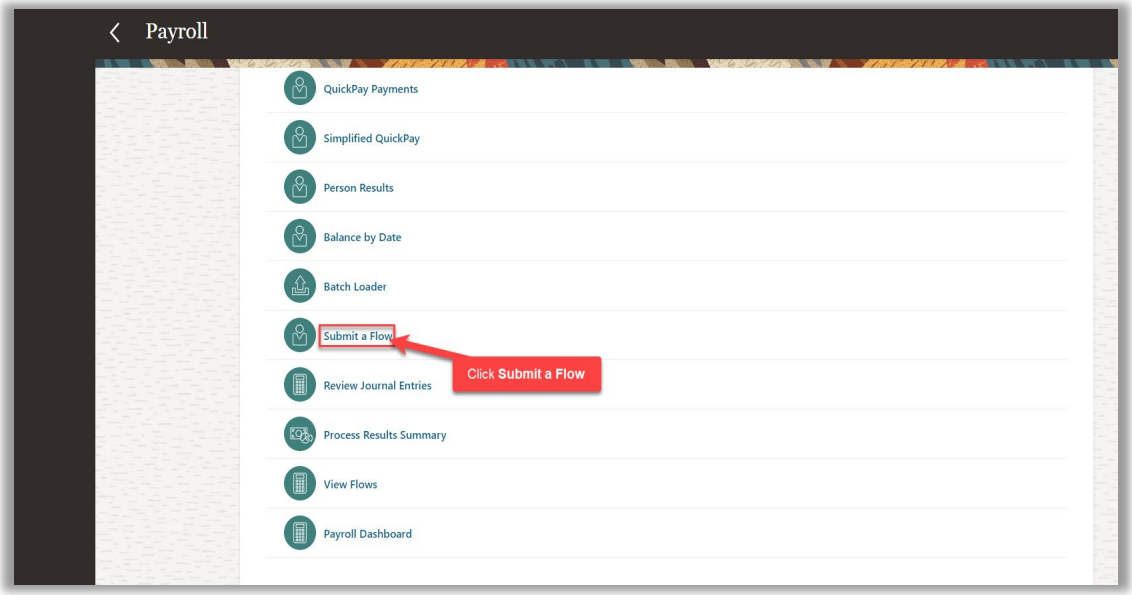
From the home screen, click **My Client Groups**



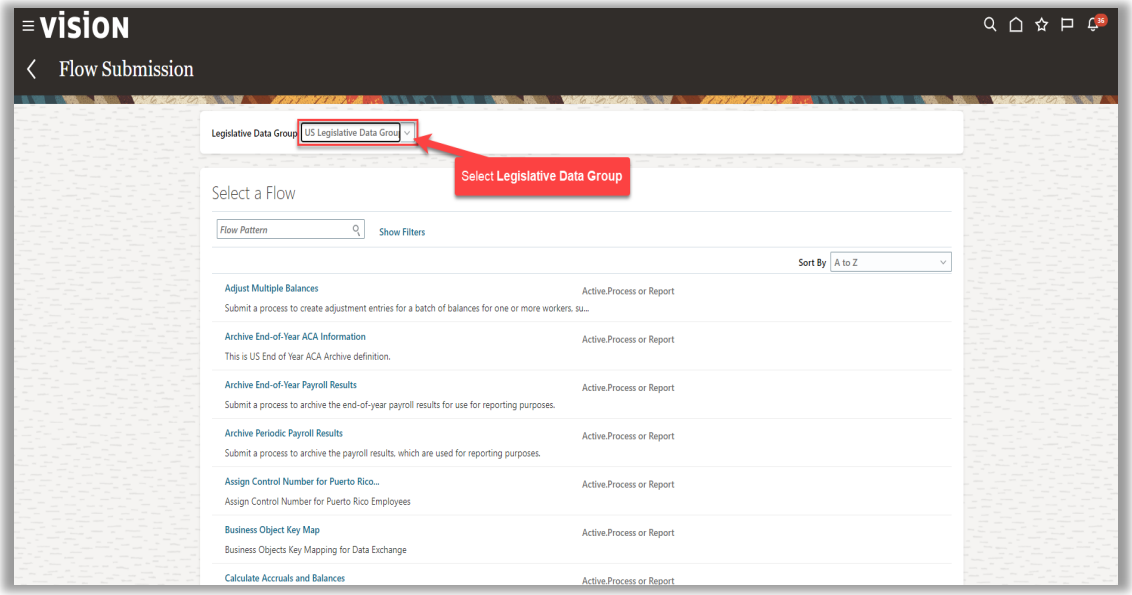
Next, click **Payroll**



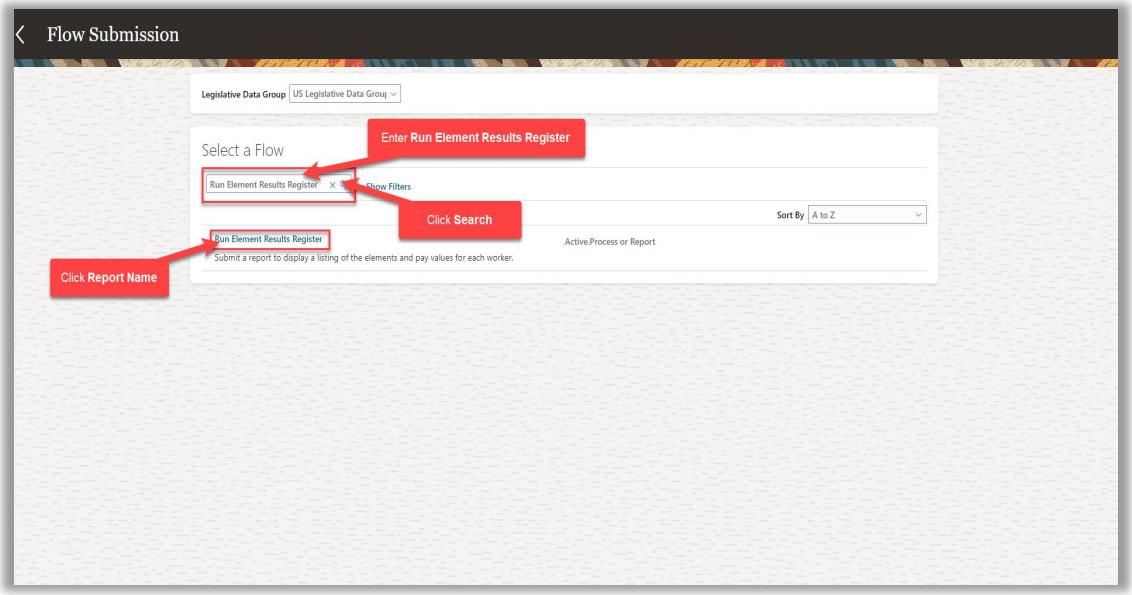
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Element Results Register** and click **Search**. Click **Report Name**



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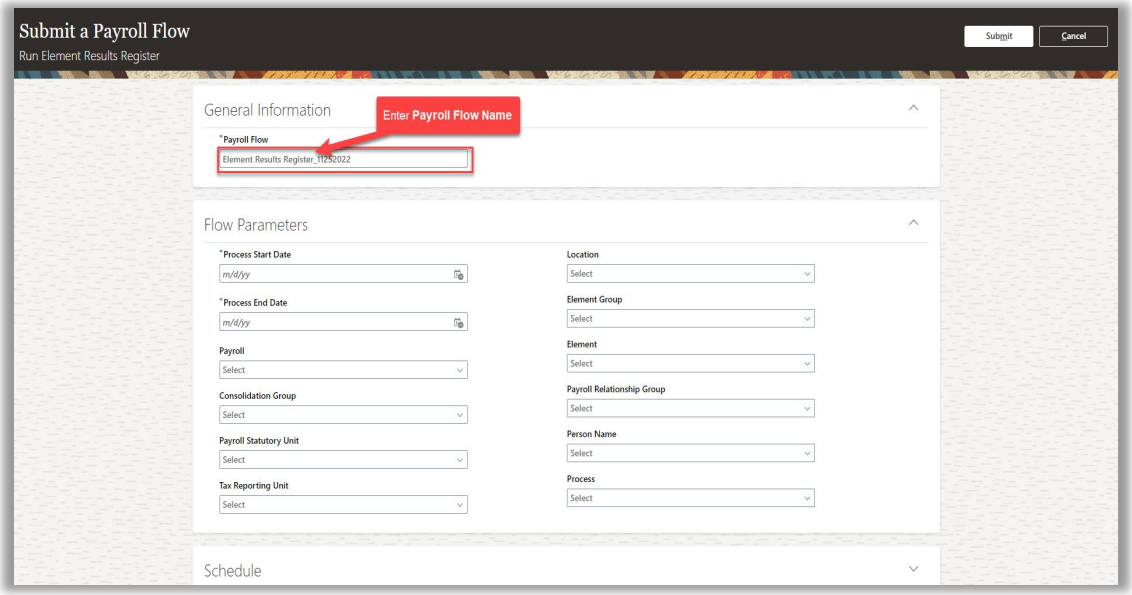
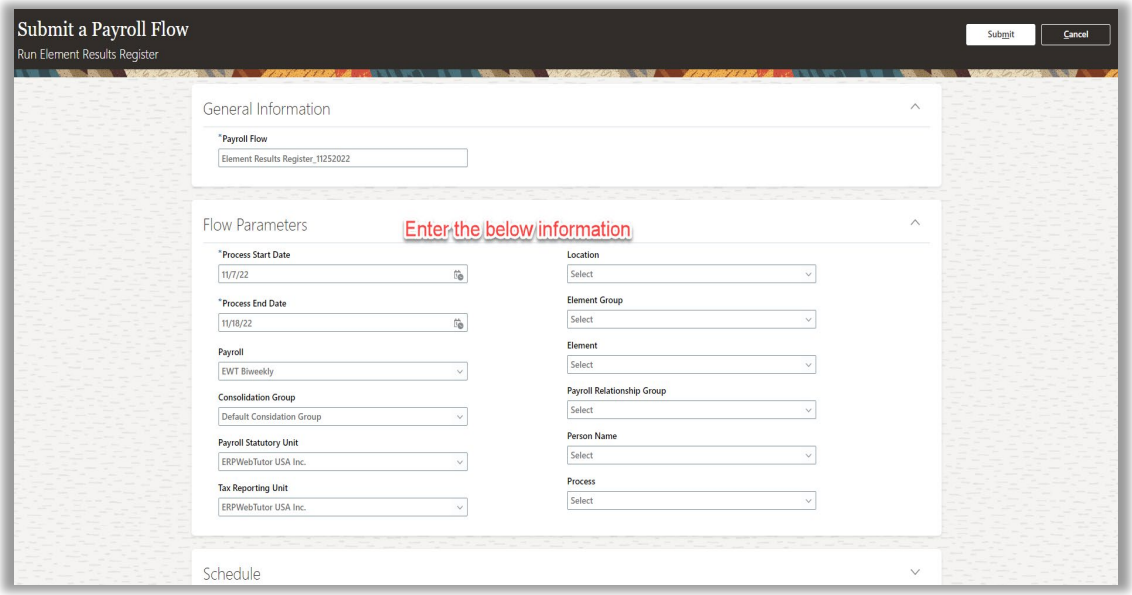
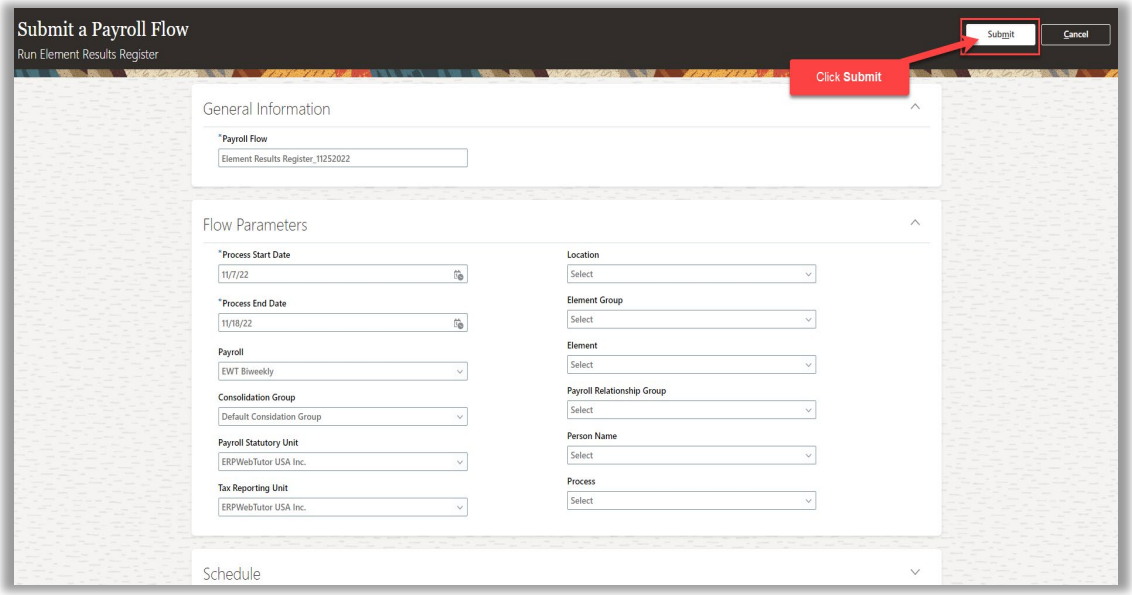


Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll,** and **Consolidation Group.** If applicable, we can enter **Payroll Statutory Unit, Tax Reporting Unit, Payroll Relationship Group, Person** and additional criteria, if applicable



Click **Submit**



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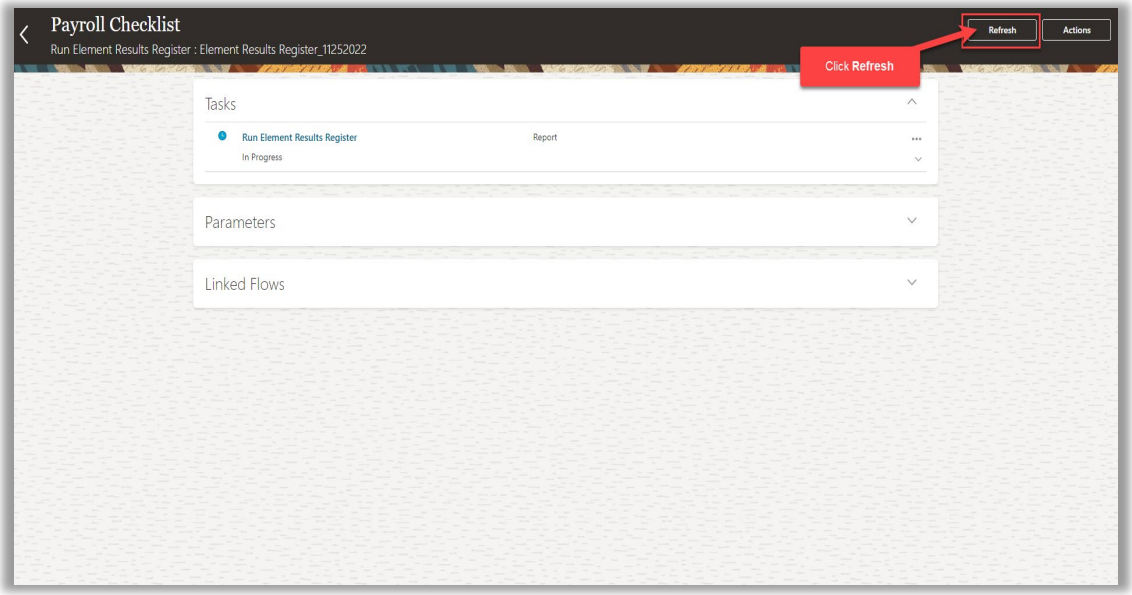
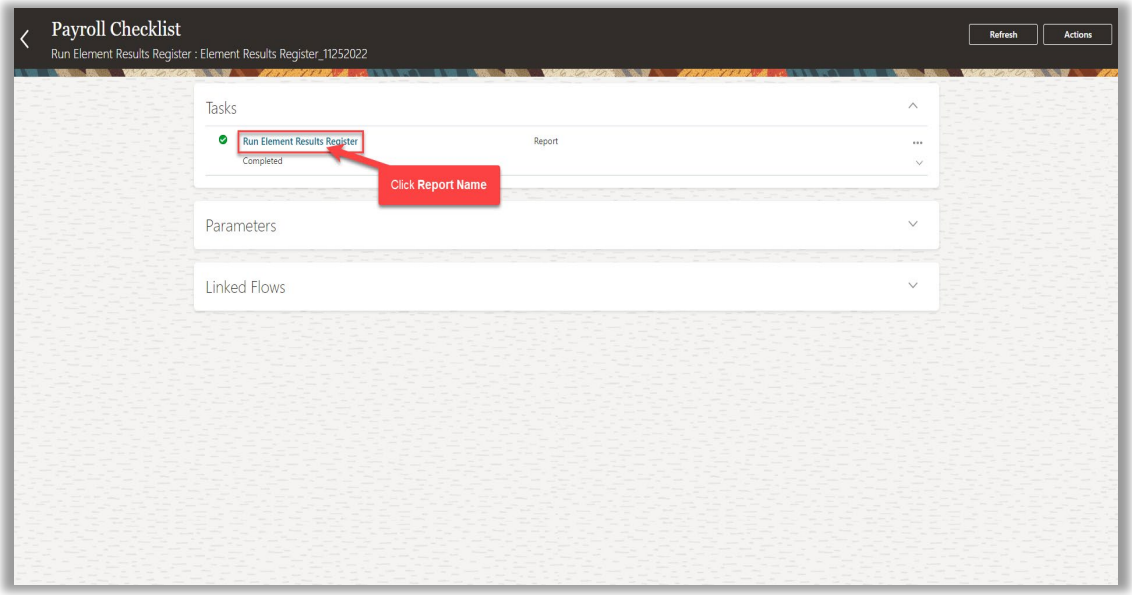
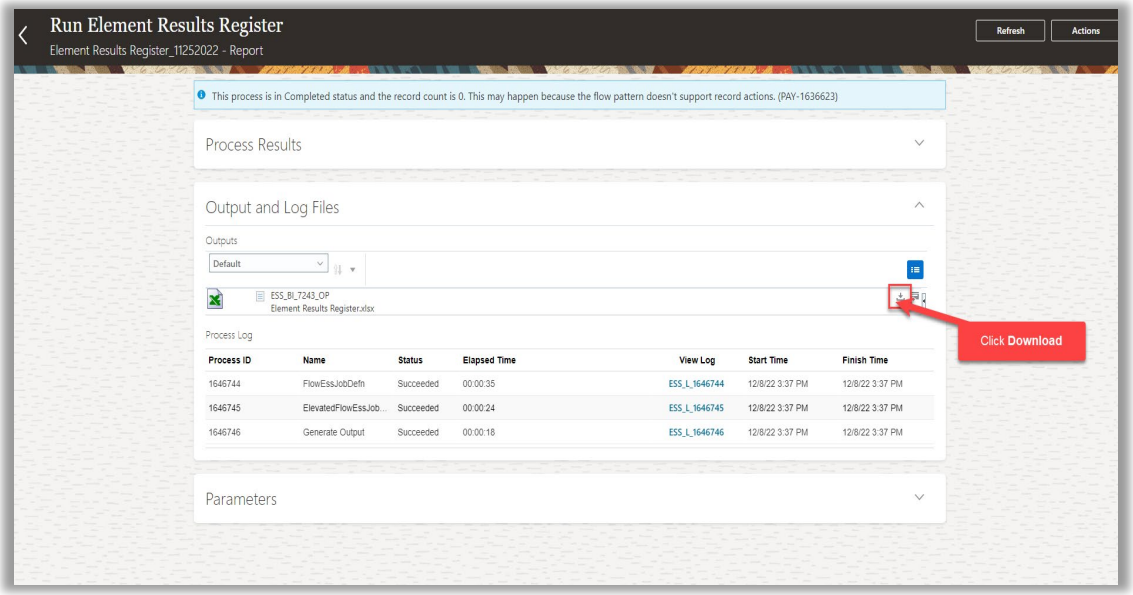


The **Run Element Results Register Report** process is complete. Click **Report Name**



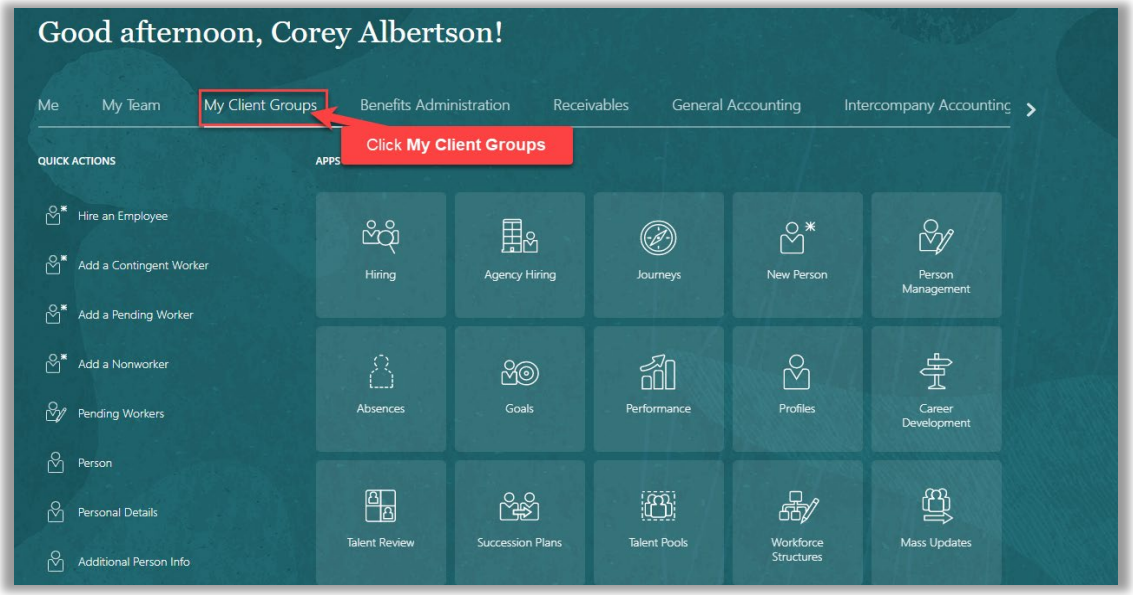
To view the **Element Results Register Report** process results, click **Download**



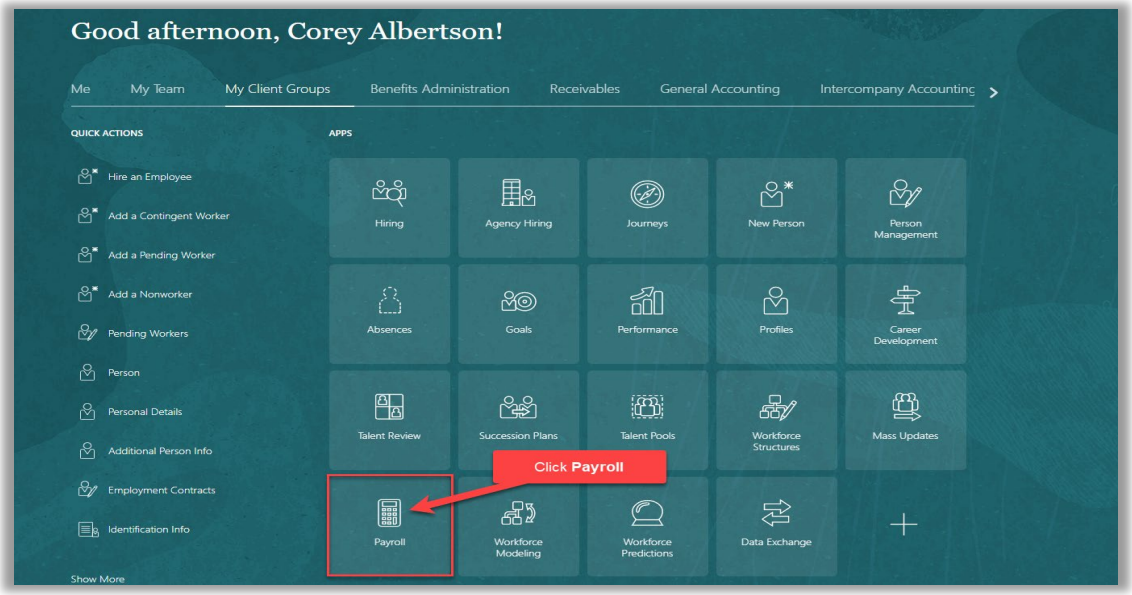
Run Employee Active Payroll Balance Report

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

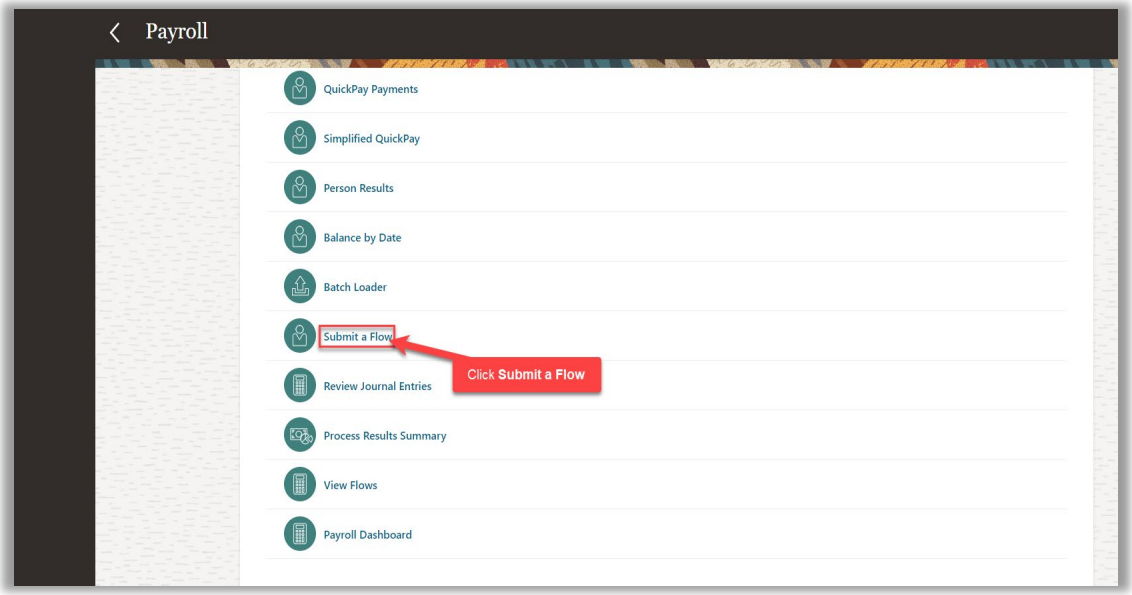
From the home screen, click **My Client Groups**



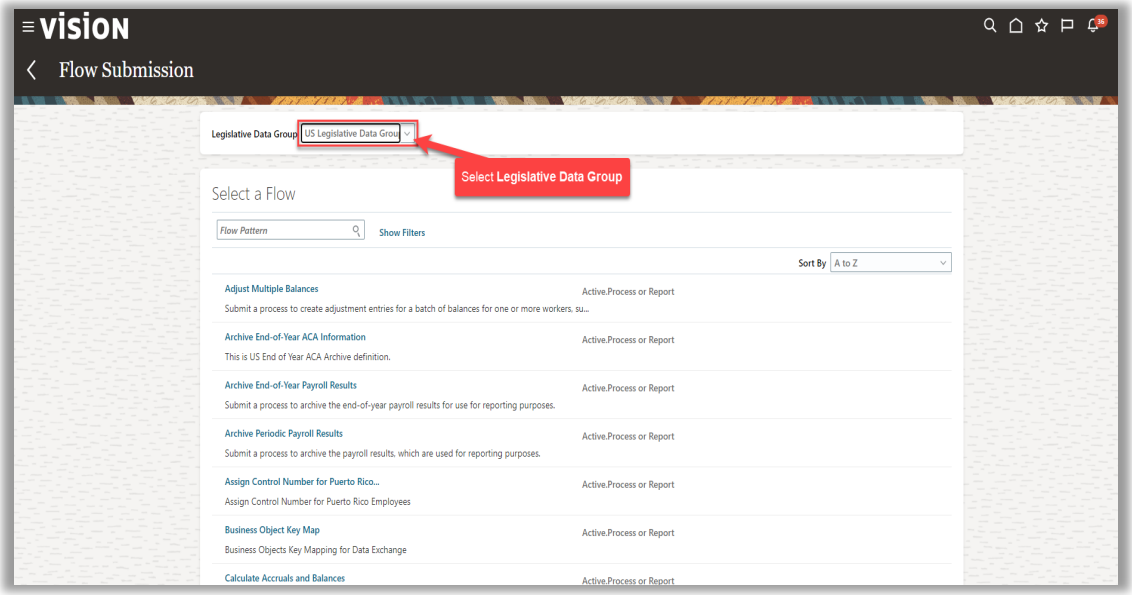
Next, click **Payroll**



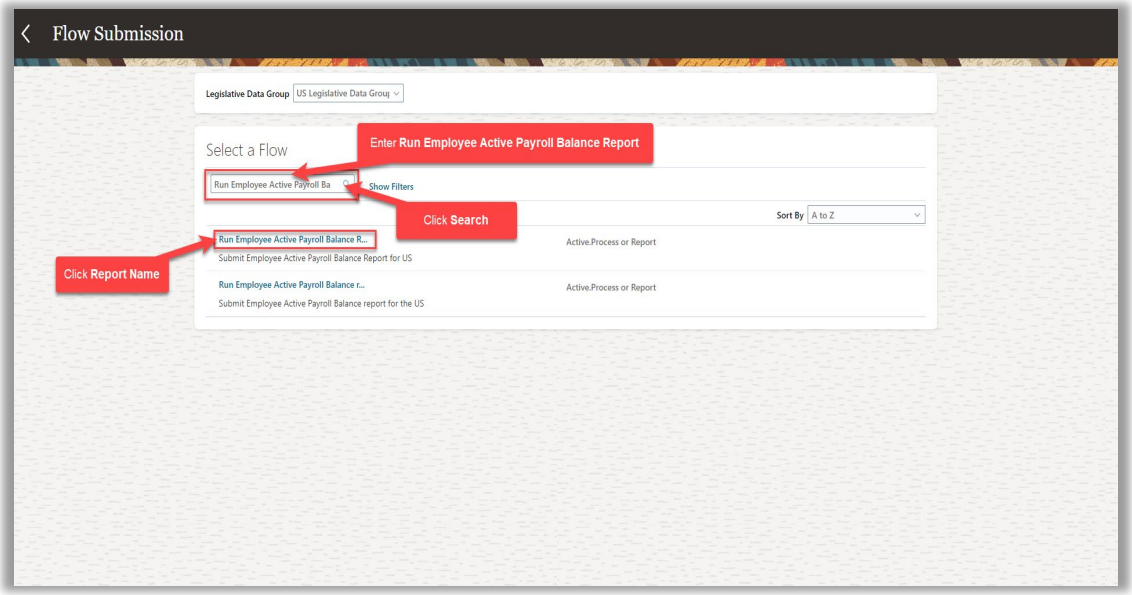
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



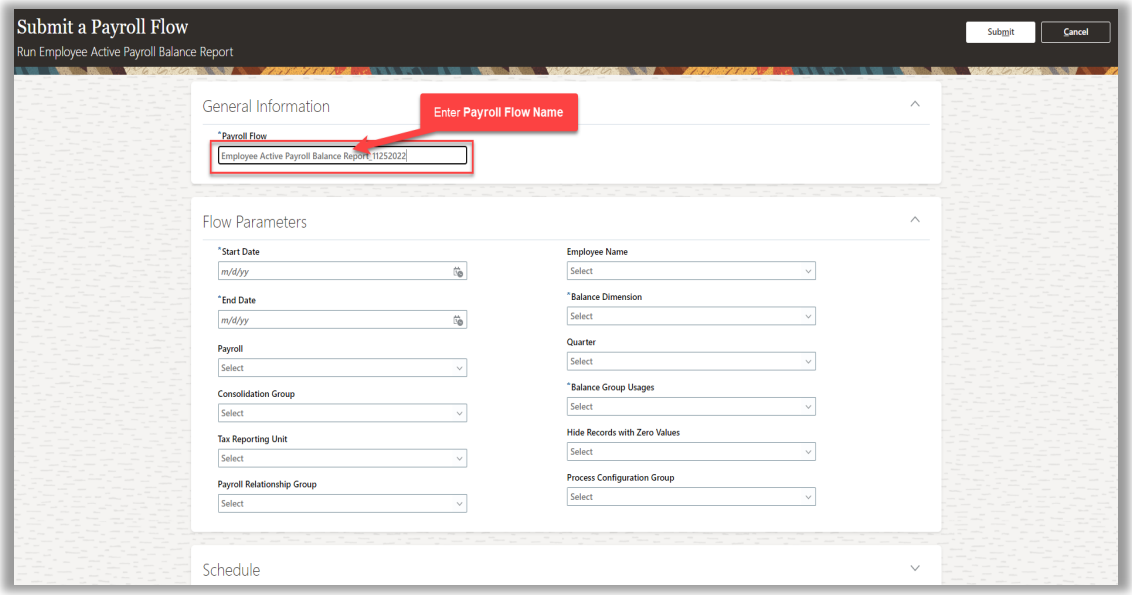
Select the **Legislative Data Group**



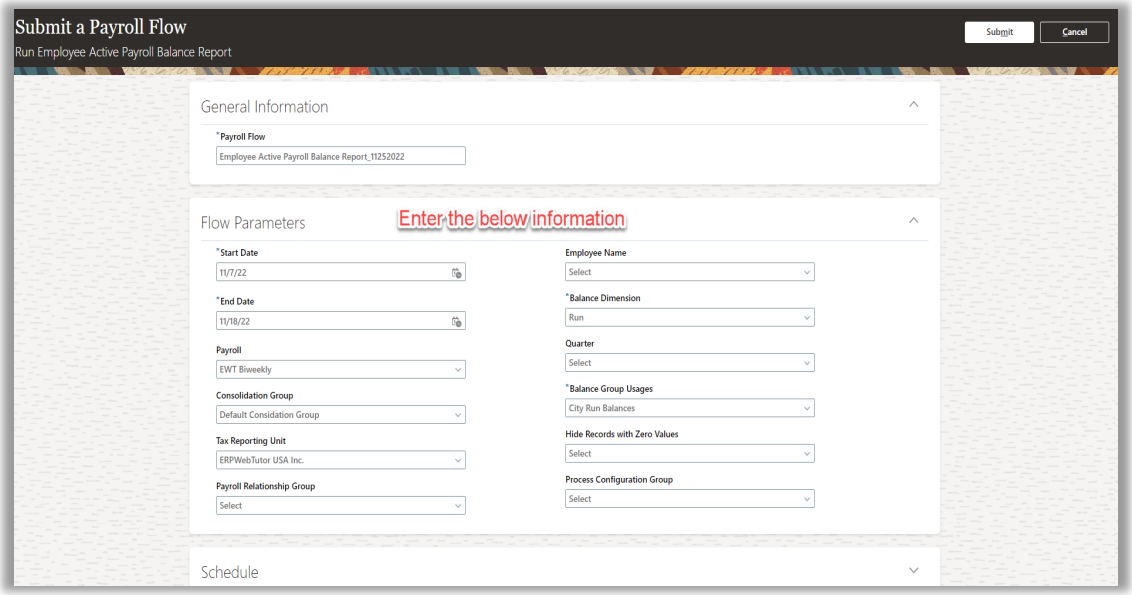
Search **Run Employee Active Payroll Balance Report** and click **Search**. Click **Report Name**



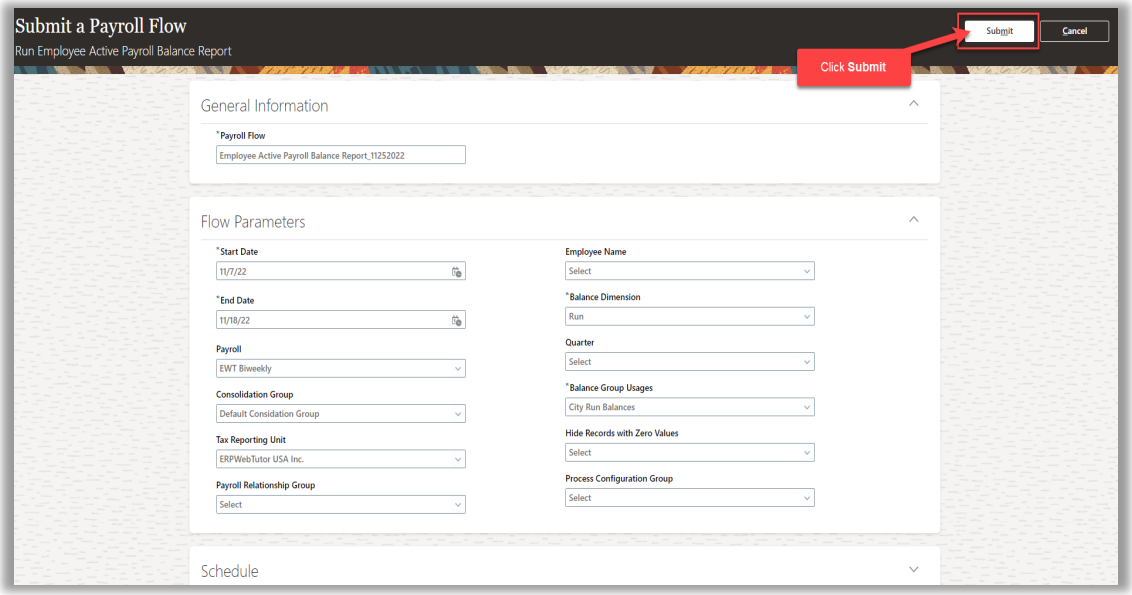
Enter **General Information**



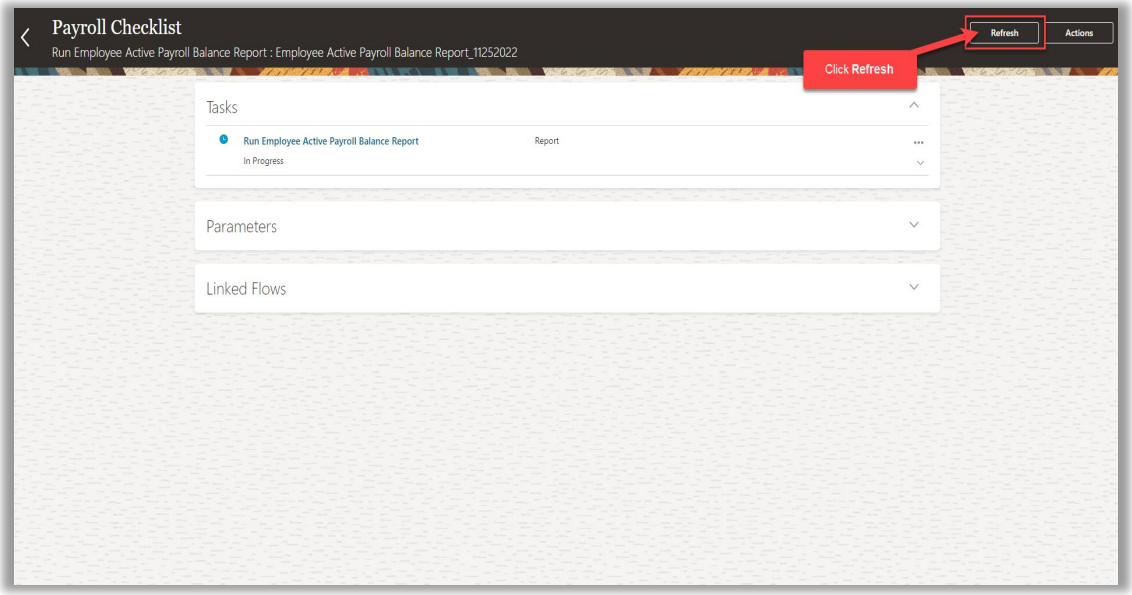
Next, enter the Flow Parameters such as **Start Date** and **End Date**, **Payroll,** and **Consolidation Group, Balance Dimension,** and **Balance Group Usages.** For this example, for the Balance Group Usages, we are running this report for City Run Balances but we can run this report for other criteria.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



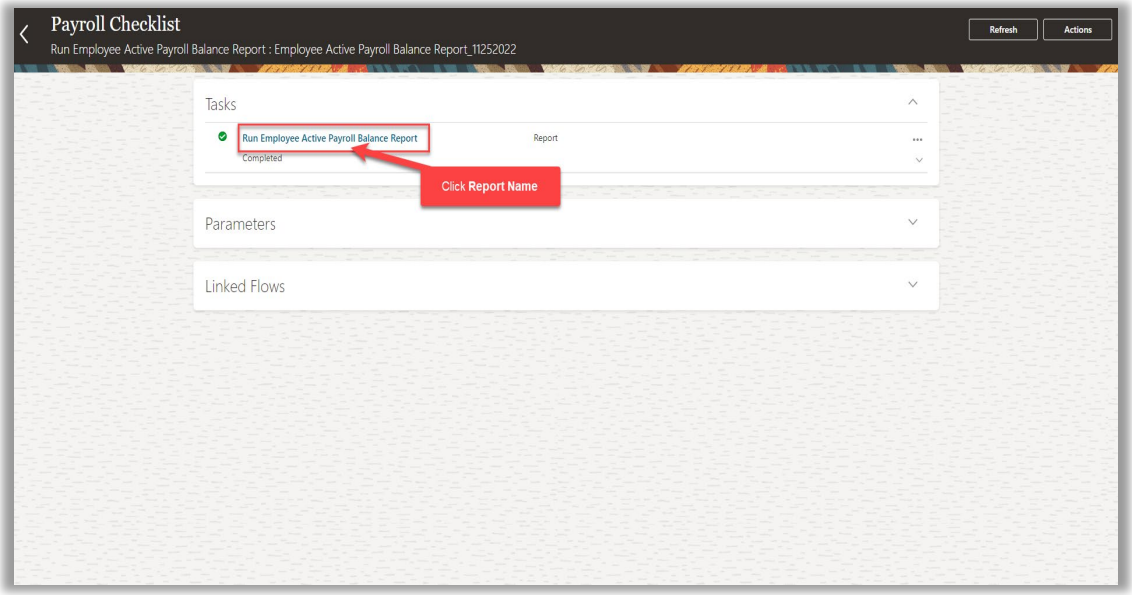
Click **Submit**



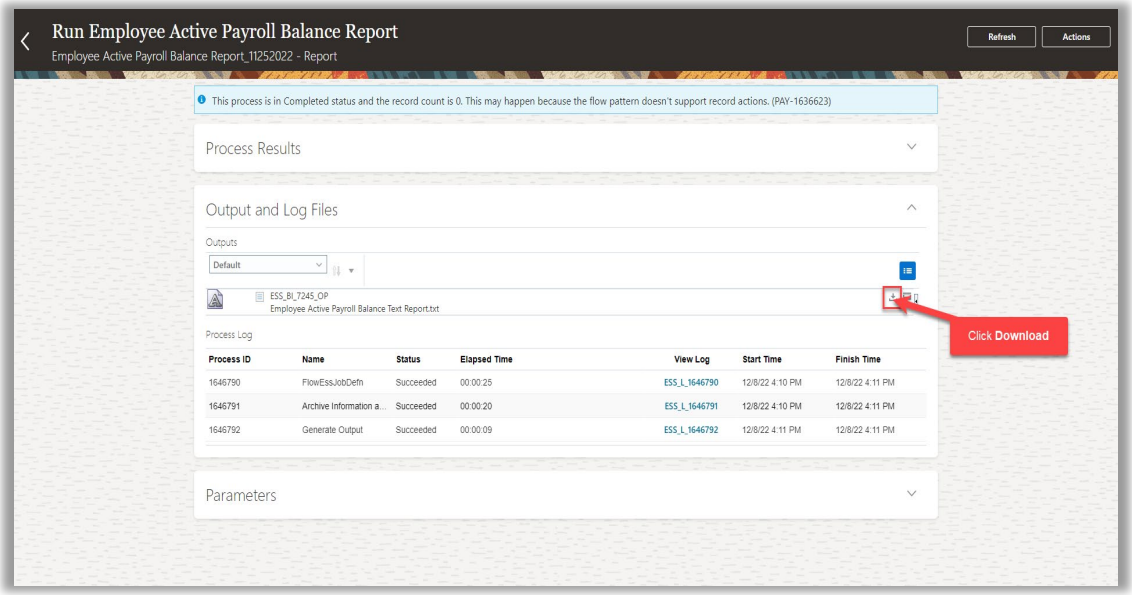
Click **Refresh**



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



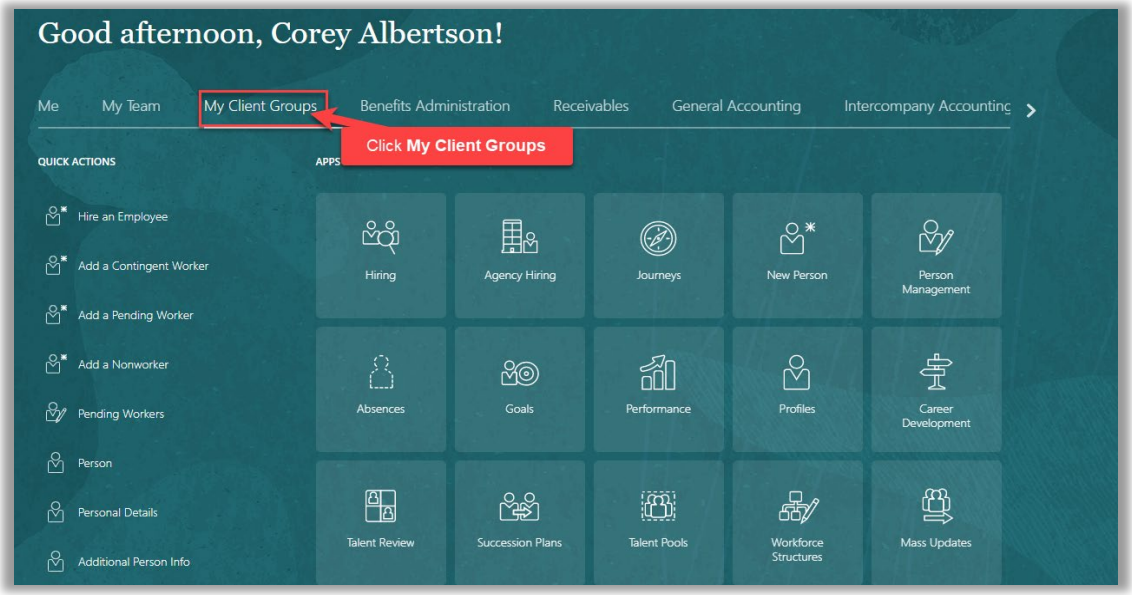
To view the **Employee Active Payroll Balance Report** process results, click **Download**



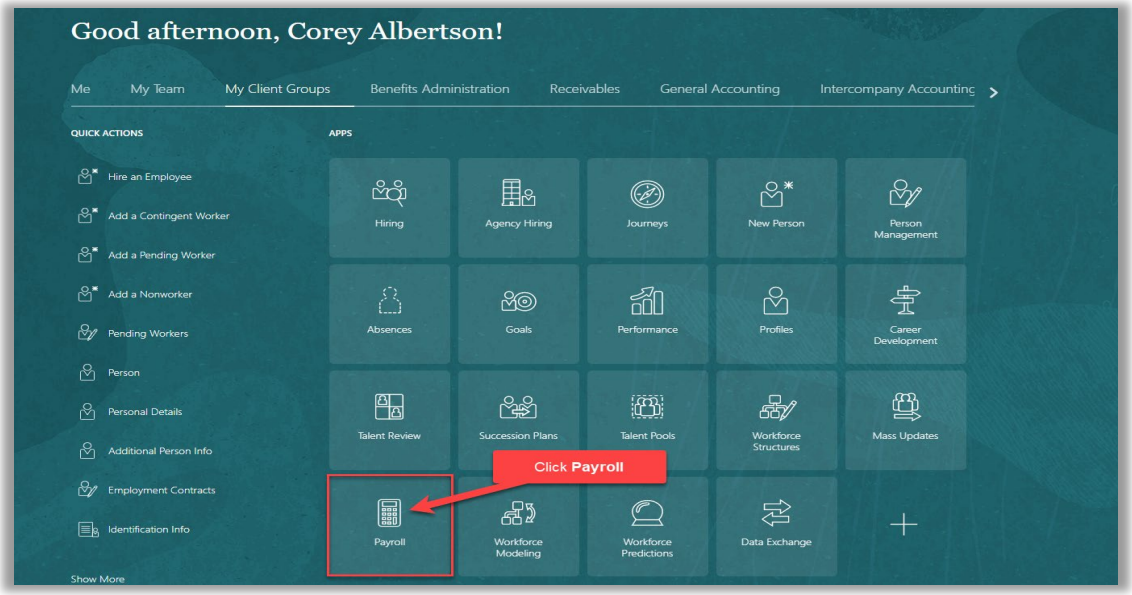
Run Payroll Balance Report

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

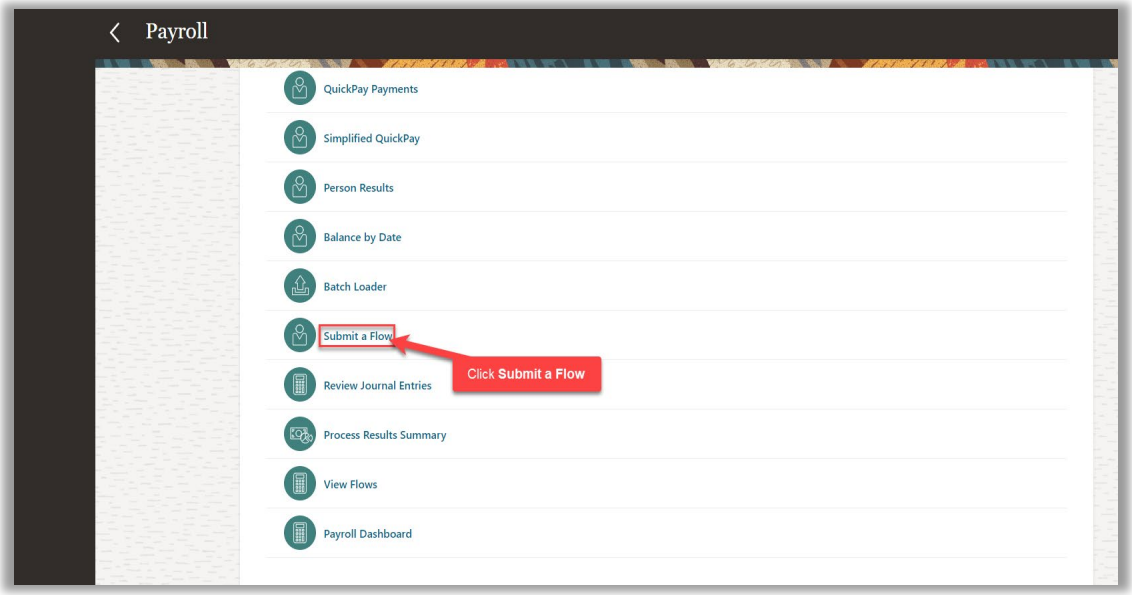
From the home screen, click **My Client Groups**



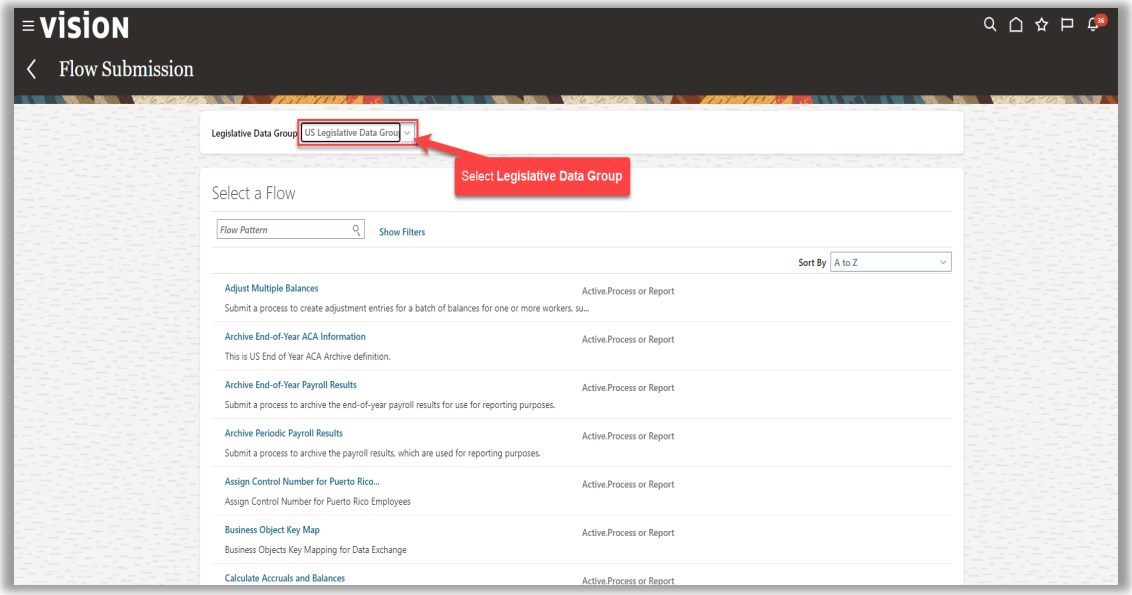
Next, click **Payroll**



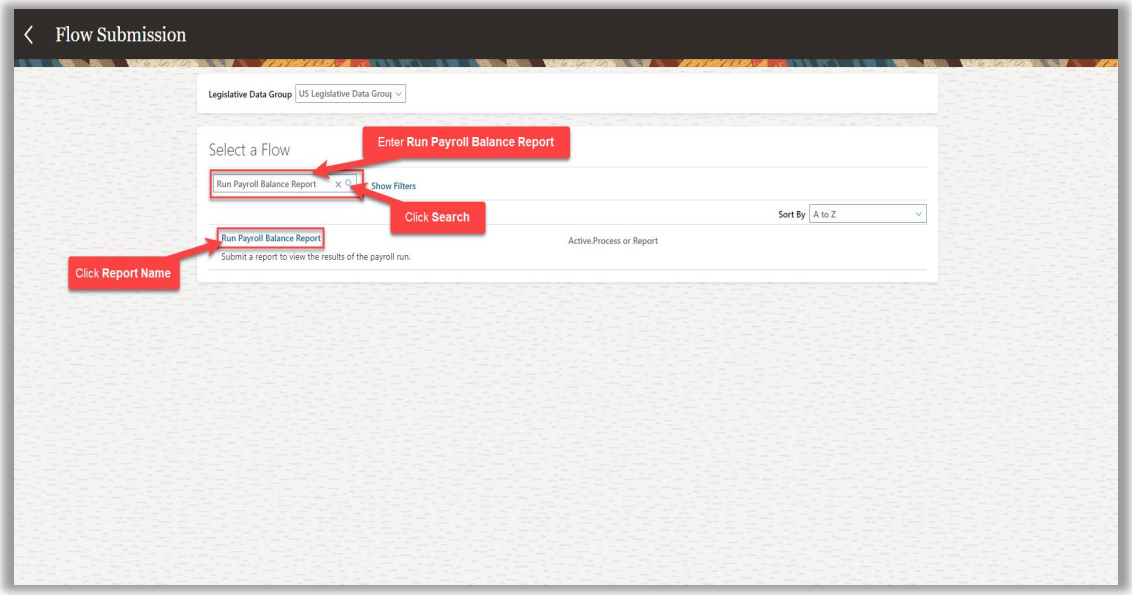
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



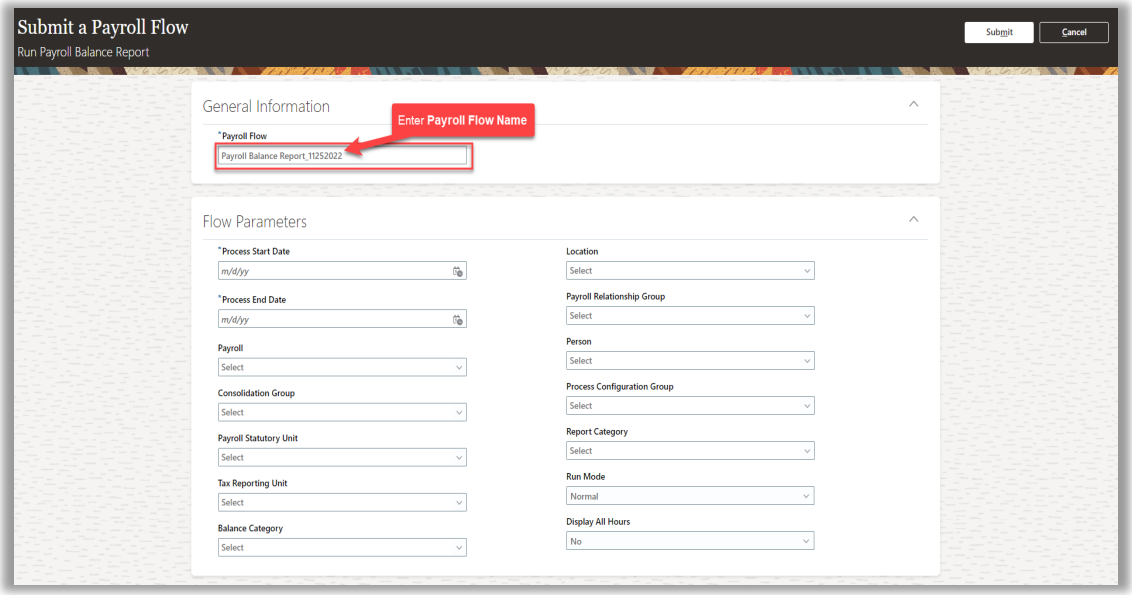
Select the **Legislative Data Group**



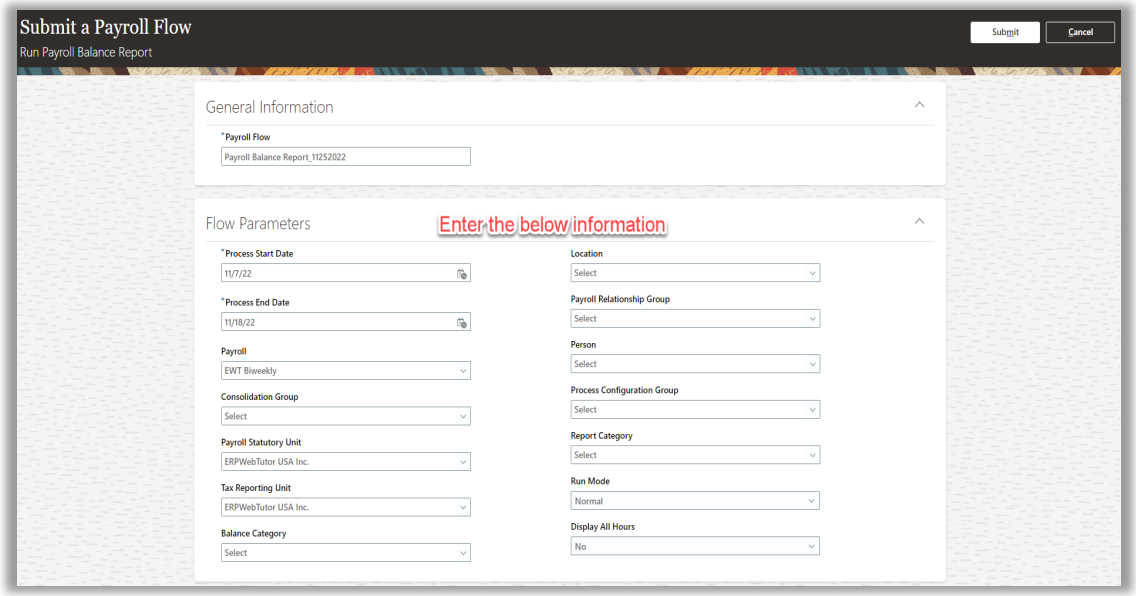
Search **Run Payroll Balance Report** and click **Search**. Click **Report Name**



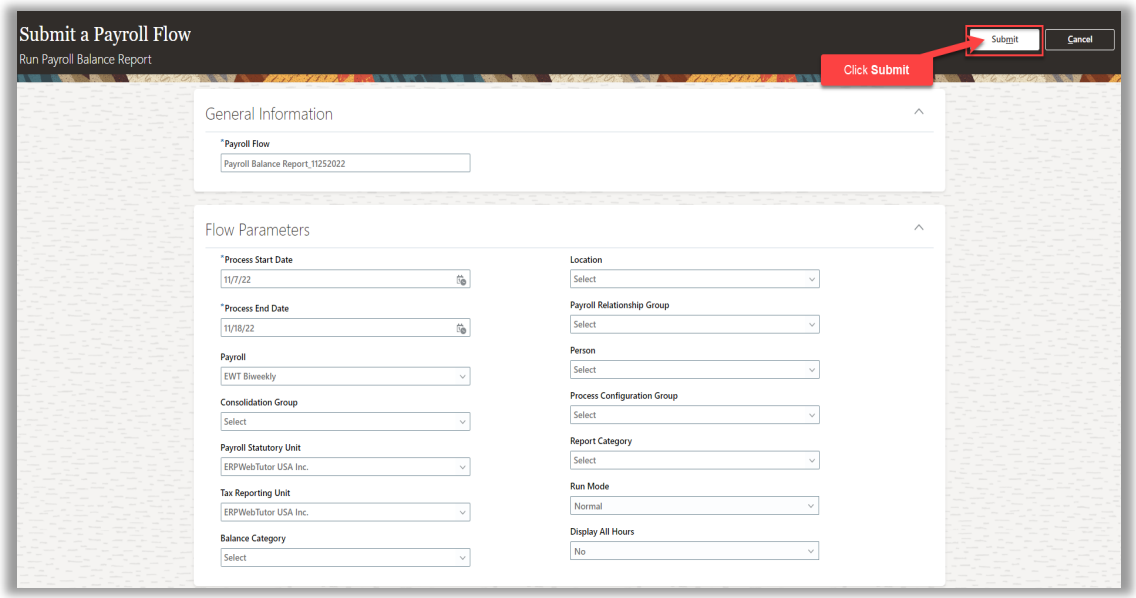
Enter **General Information**



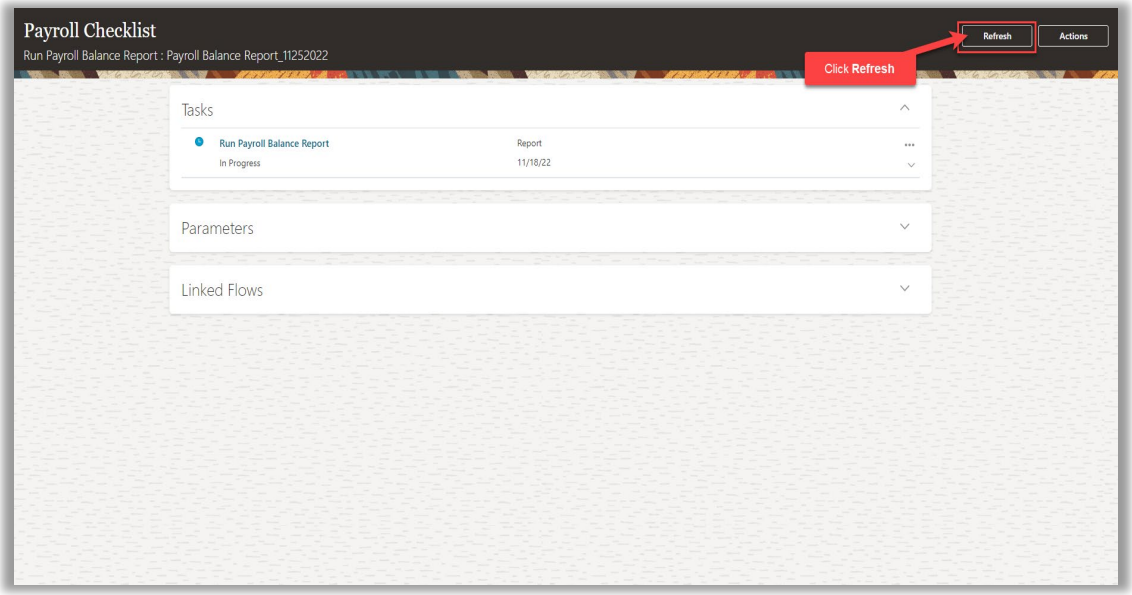
Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll,** and **Consolidation Group.** If applicable, we can enter **Tax Reporting Unit, Payroll Statutory Unit, Balance Category,** and additional criteria, if applicable



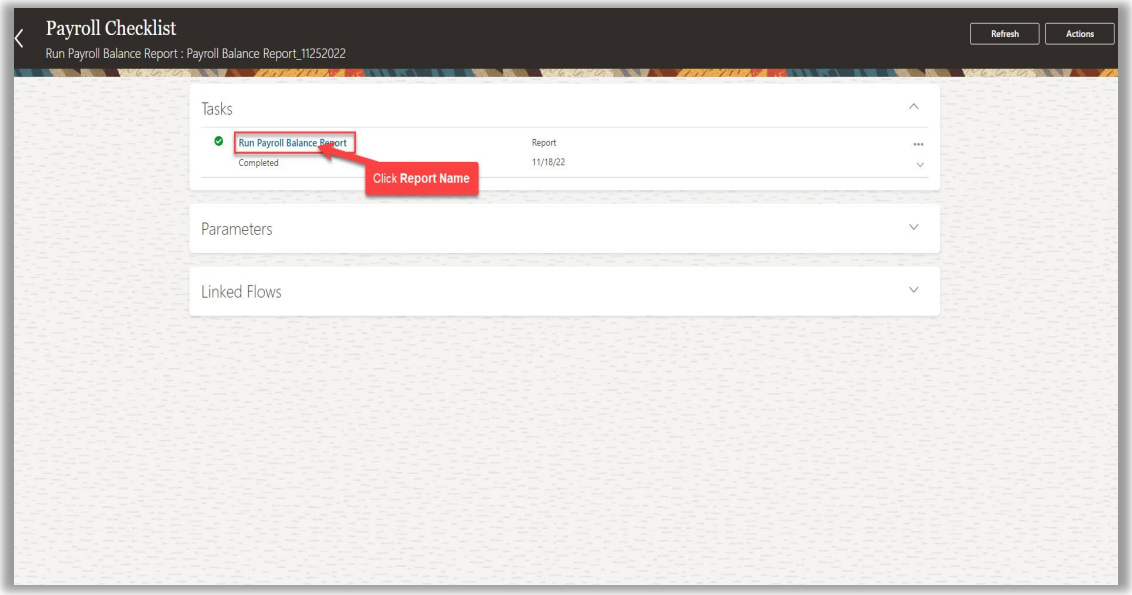
Click **Submit**



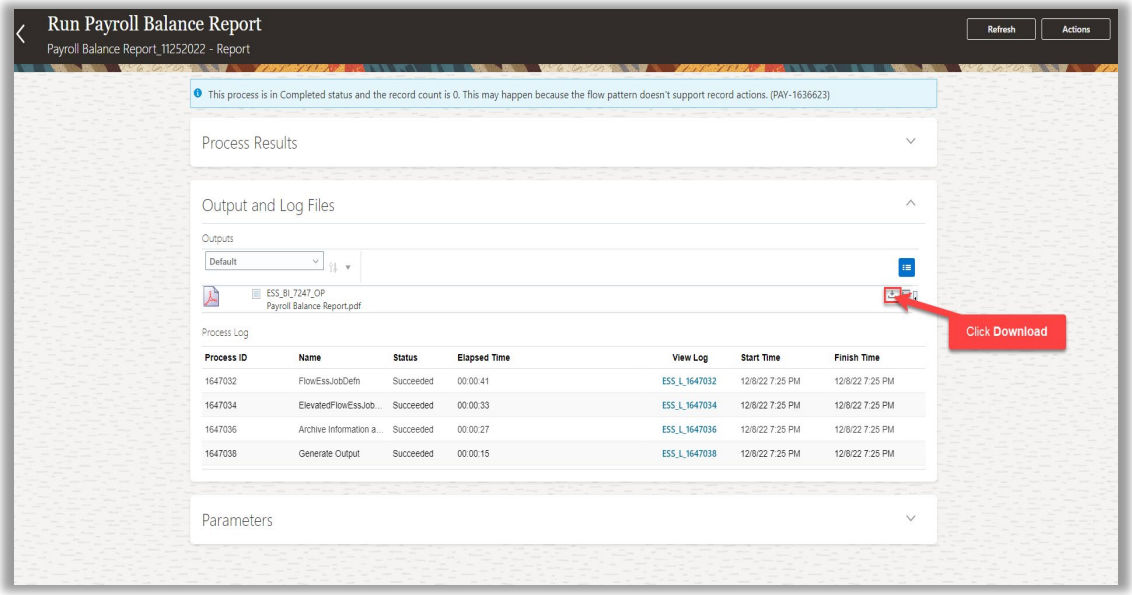
Click **Refresh**



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



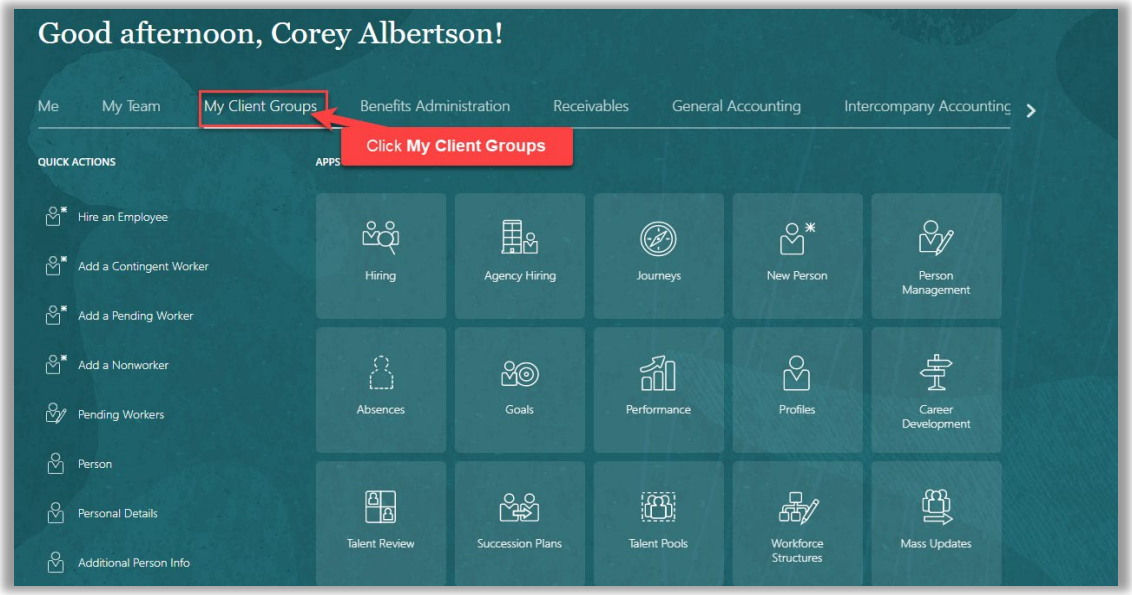
To view the **Payroll Balance Report** process results, click **Download**



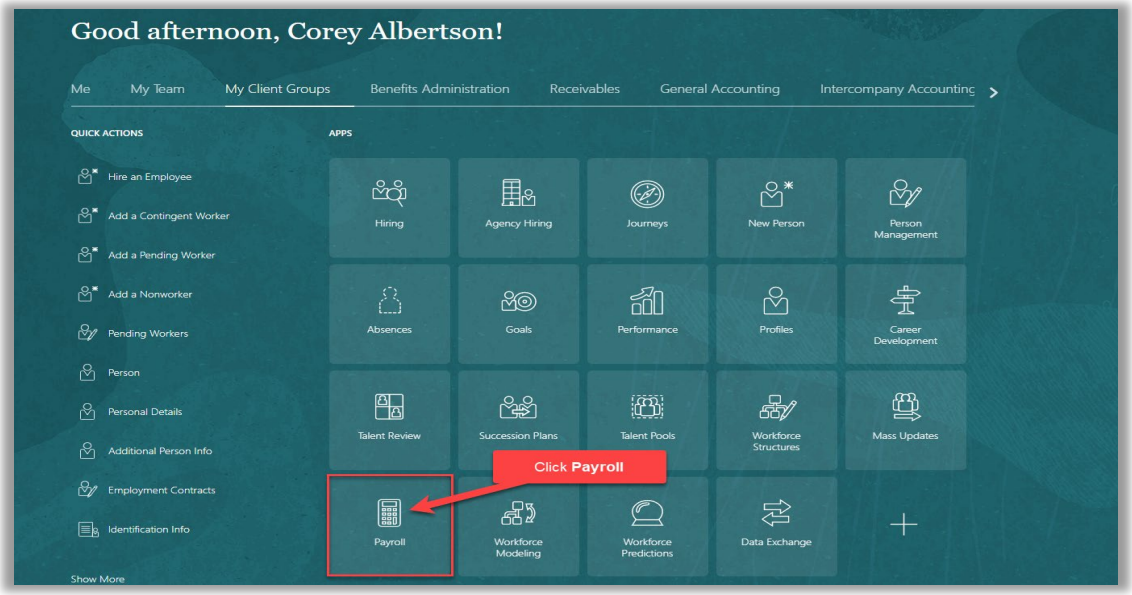
Run Payroll Costing Report

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

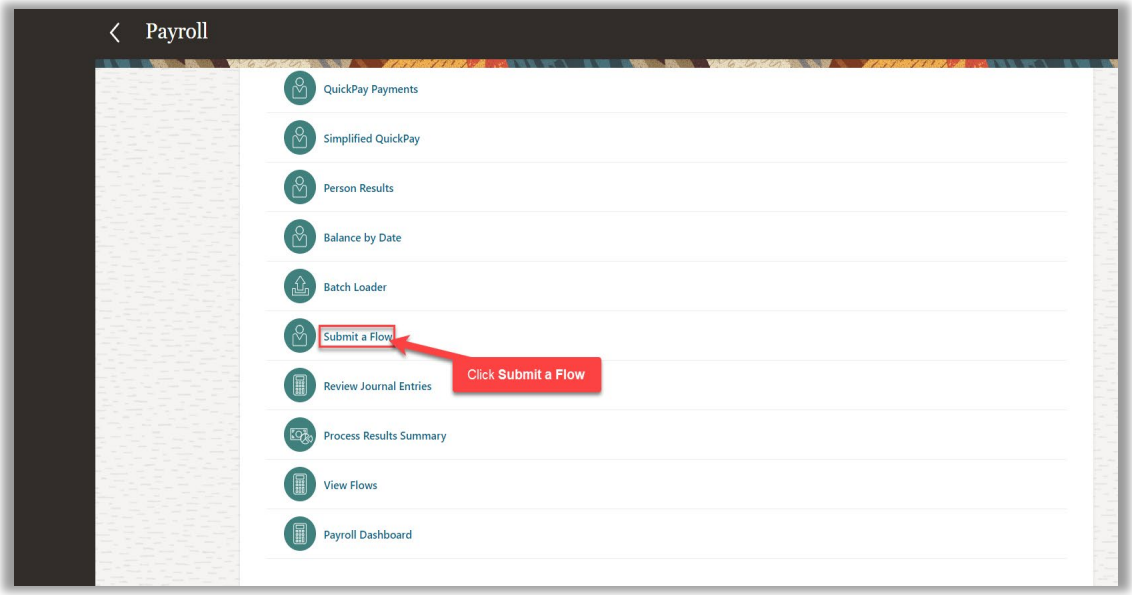
From the home screen, click **My Client Groups**



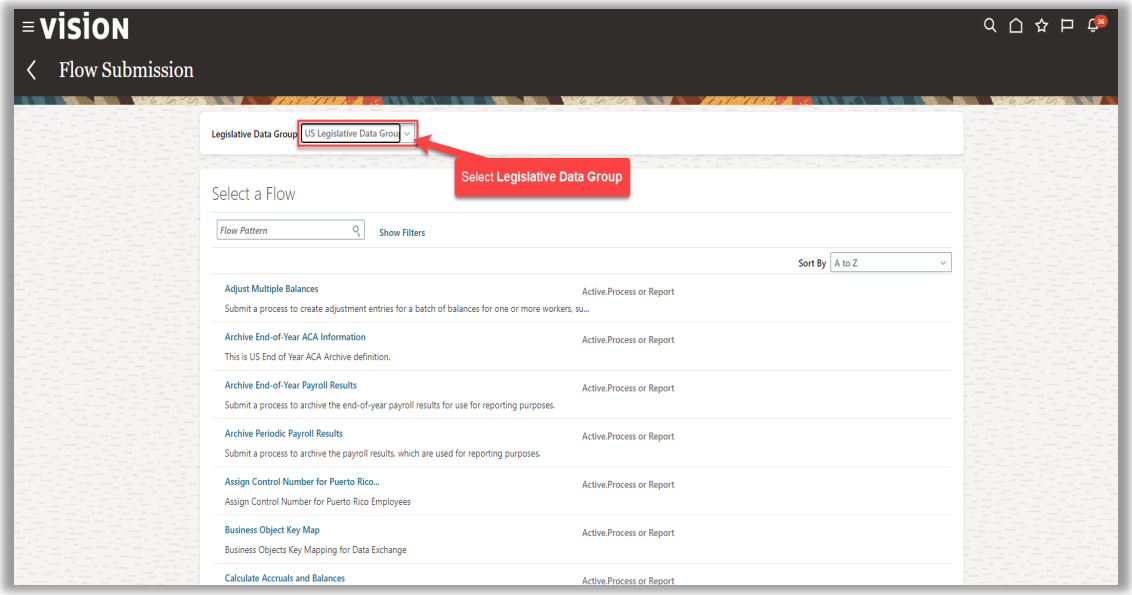
Next, click **Payroll**



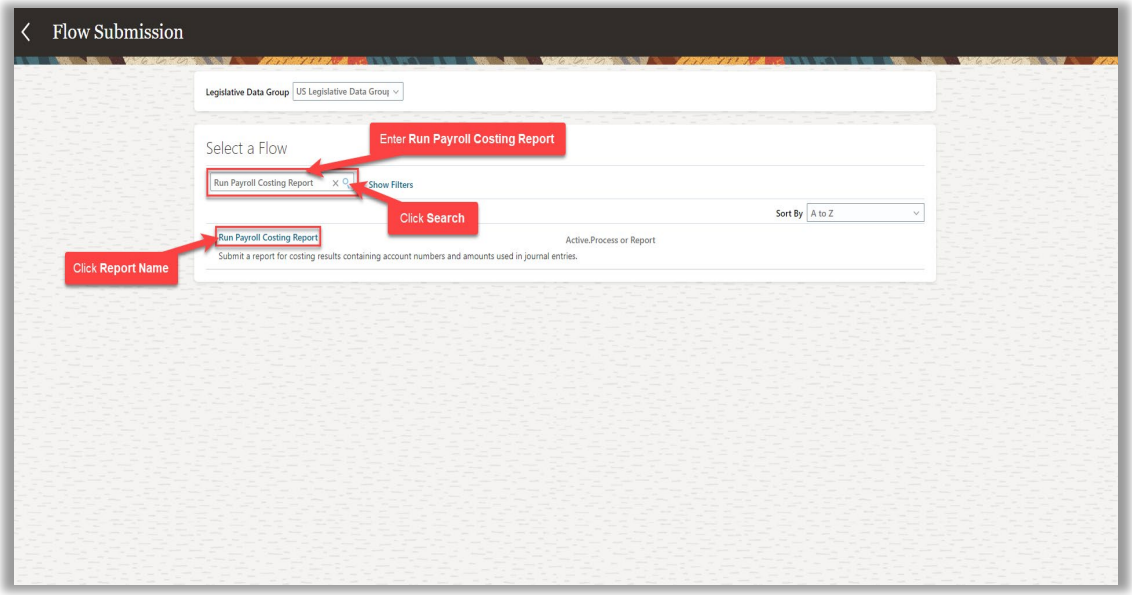
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



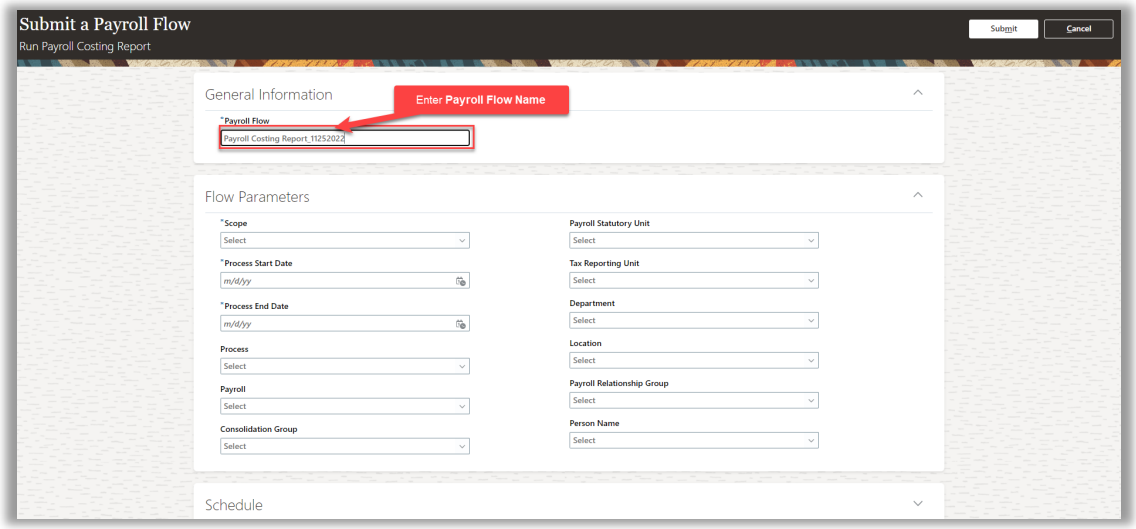
Select the **Legislative Data Group**



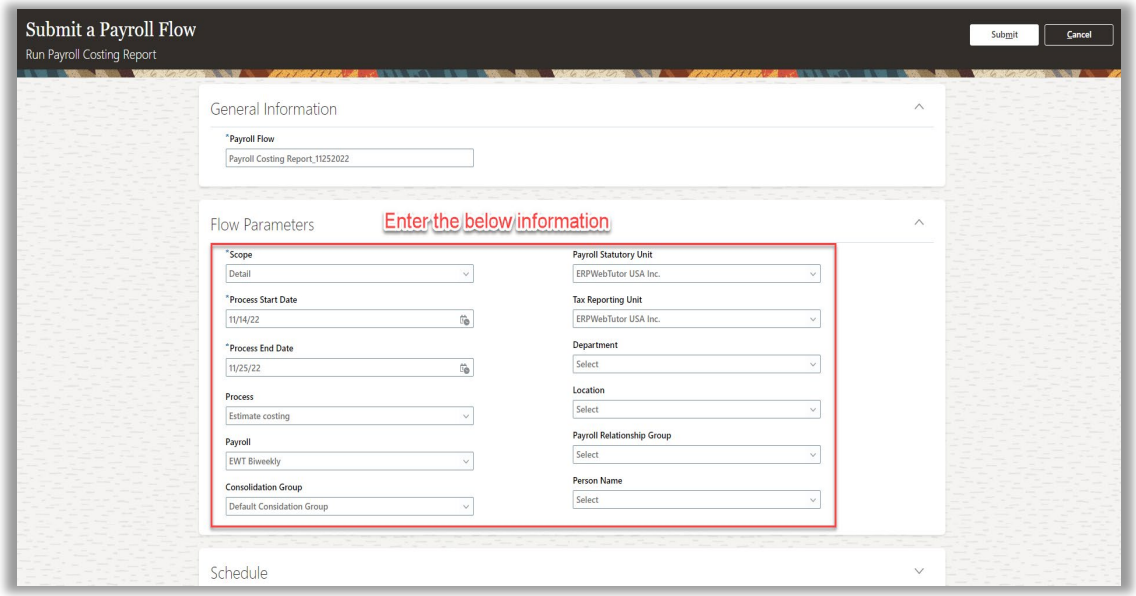
Search **Run Payroll Costing Report** and click **Search.** Click **Report Name**



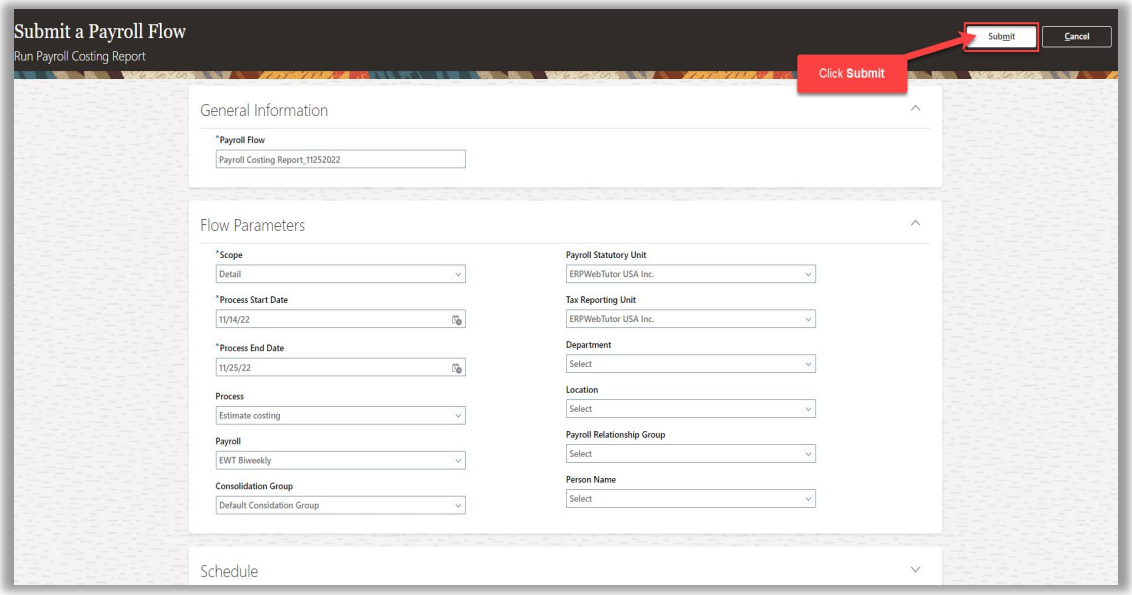
Enter **General Information**



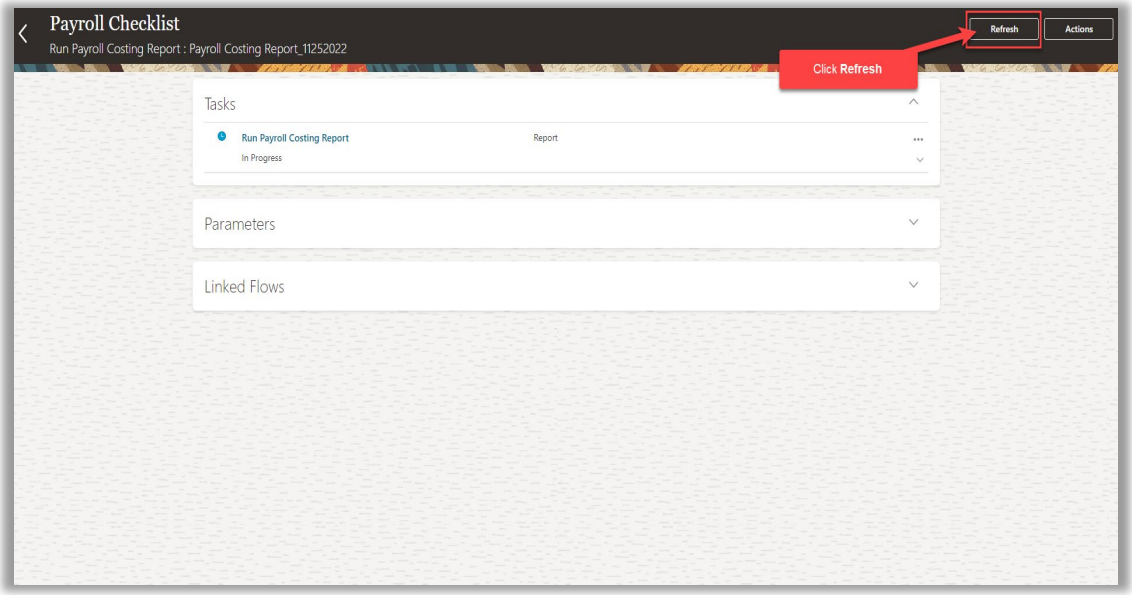
Next, enter the **Flow Parameters.** Select the **Process** from the dropdown. If applicable, we can run this report by **Department, Location, Payroll Relationship Group,** and **Person Name**



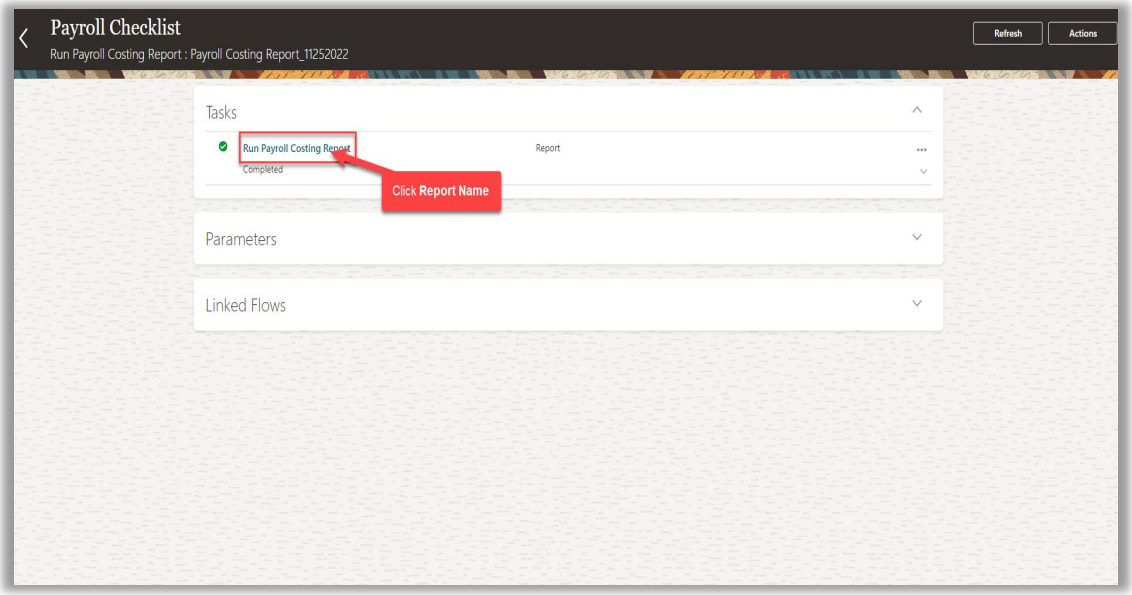
Click **Submit**



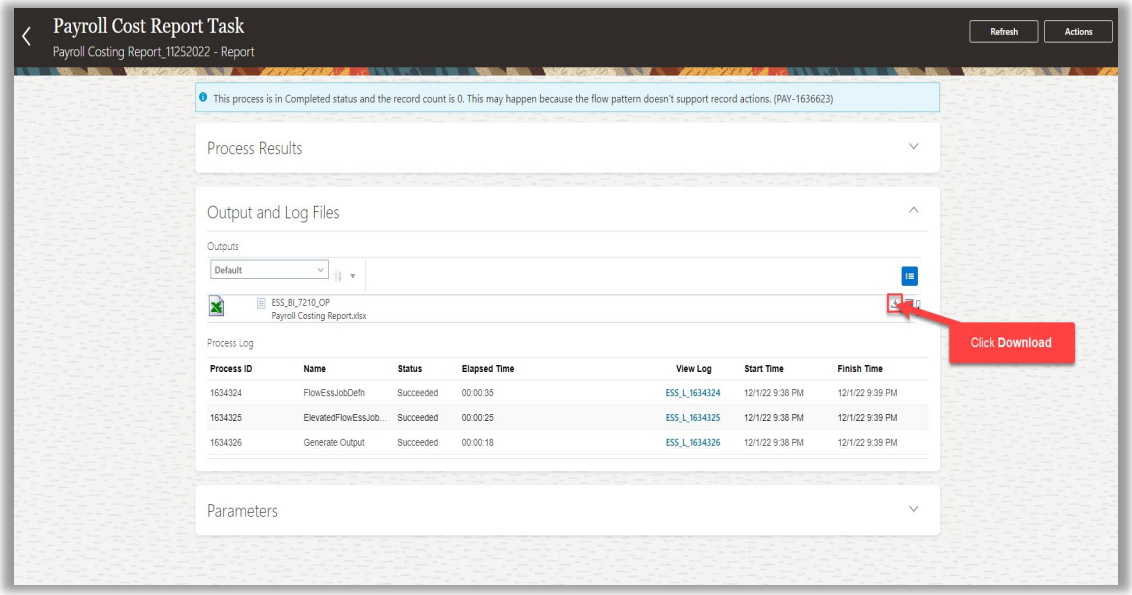
Click **Refresh**



The **Run Payroll Costing Report** process is complete. Click **Report Name**



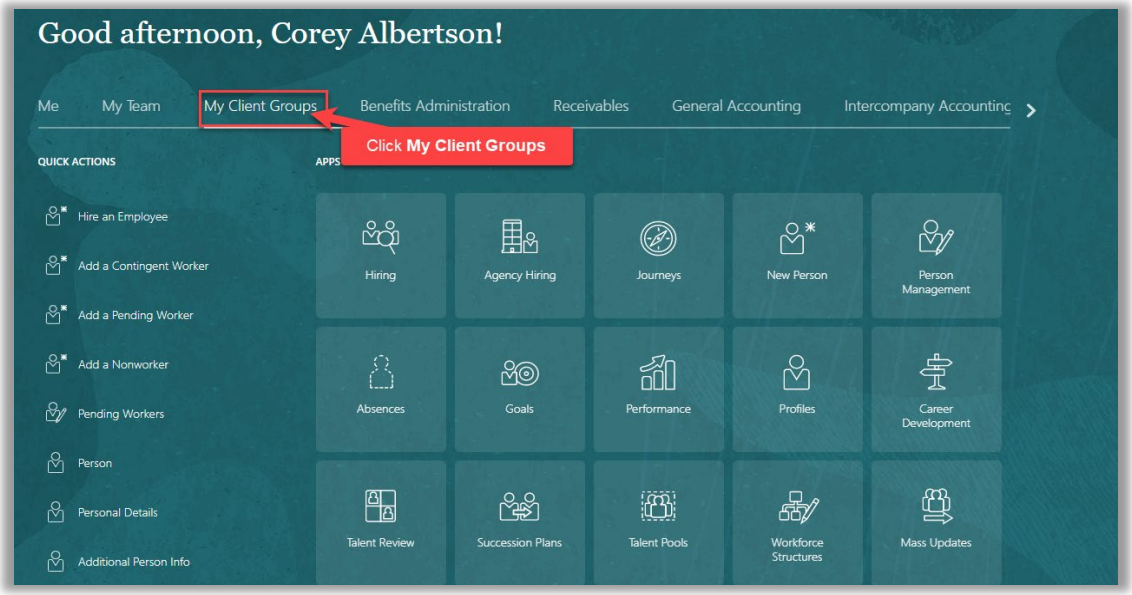
The **Payroll Costing Report** is complete. Click **download** to view the details



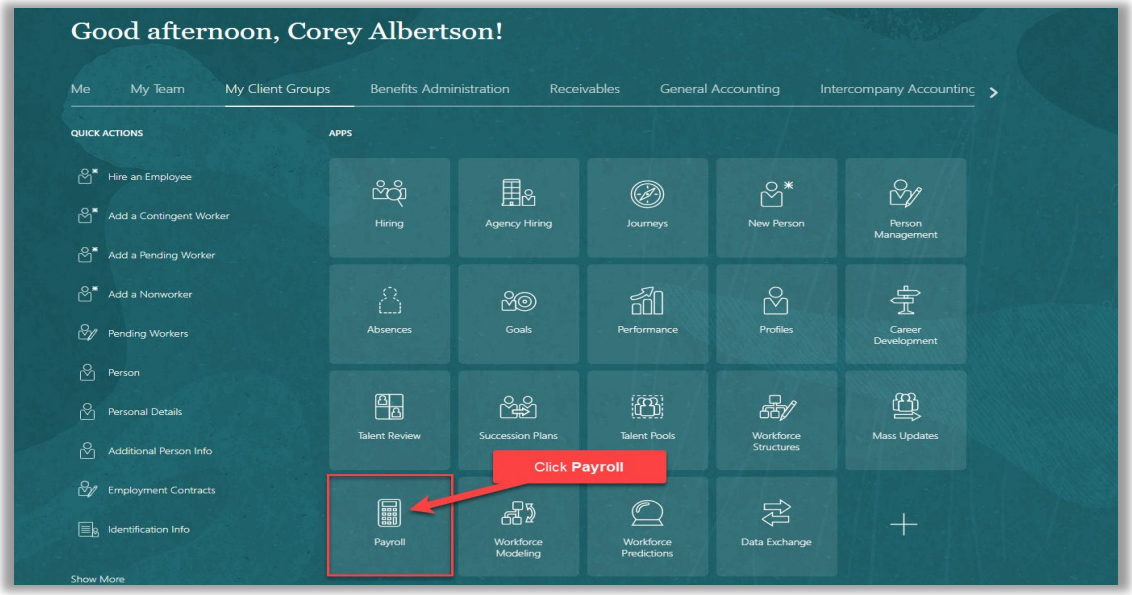
Run Payroll Register Report

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

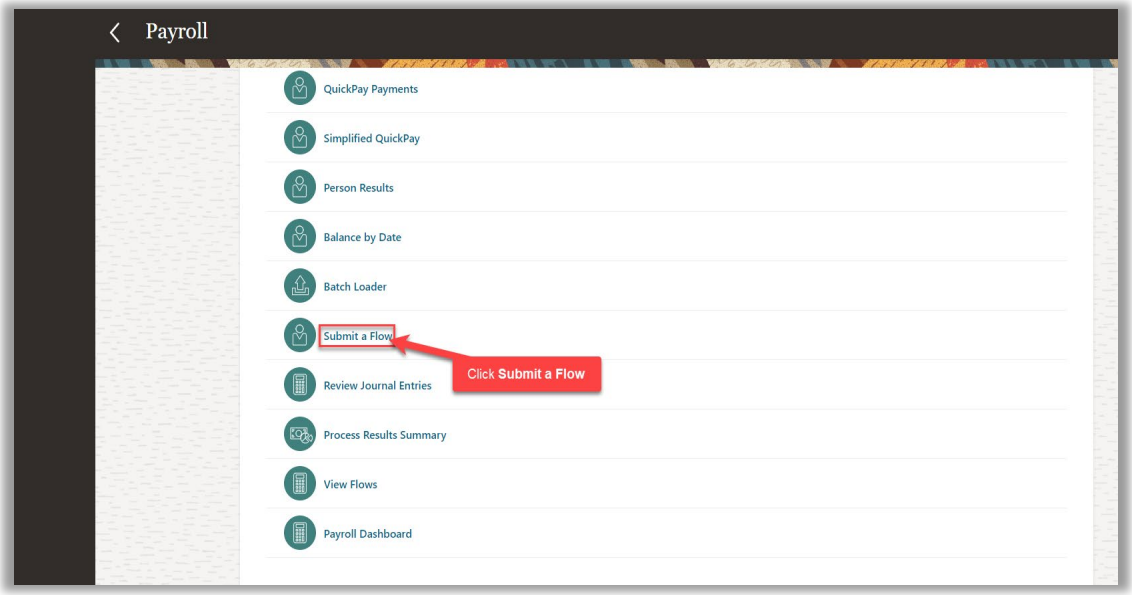
From the home screen, click **My Client Groups**



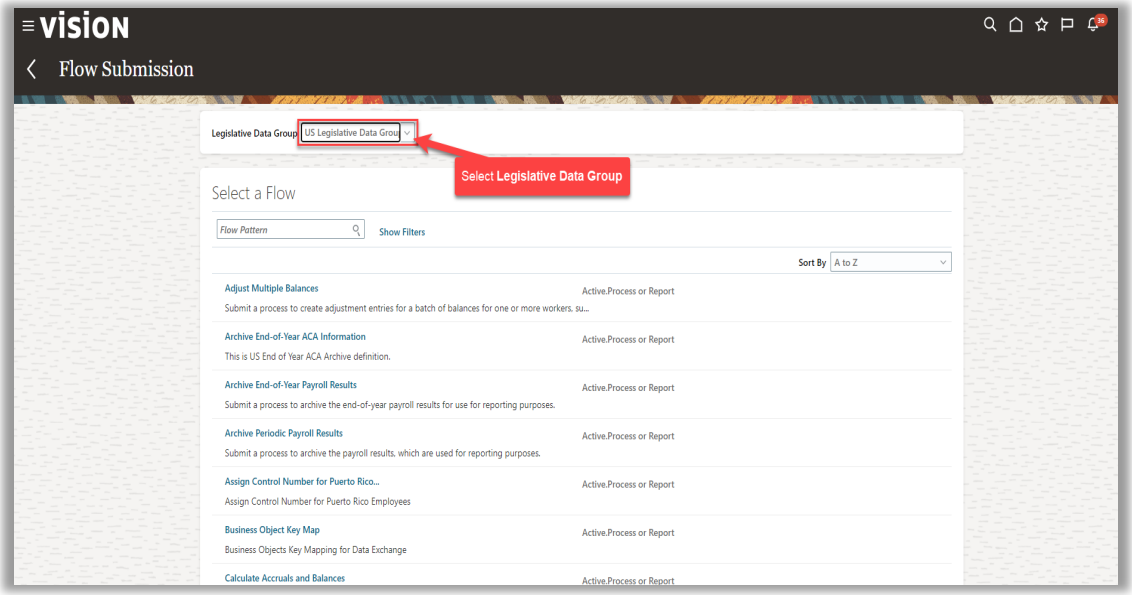
Next, click **Payroll**



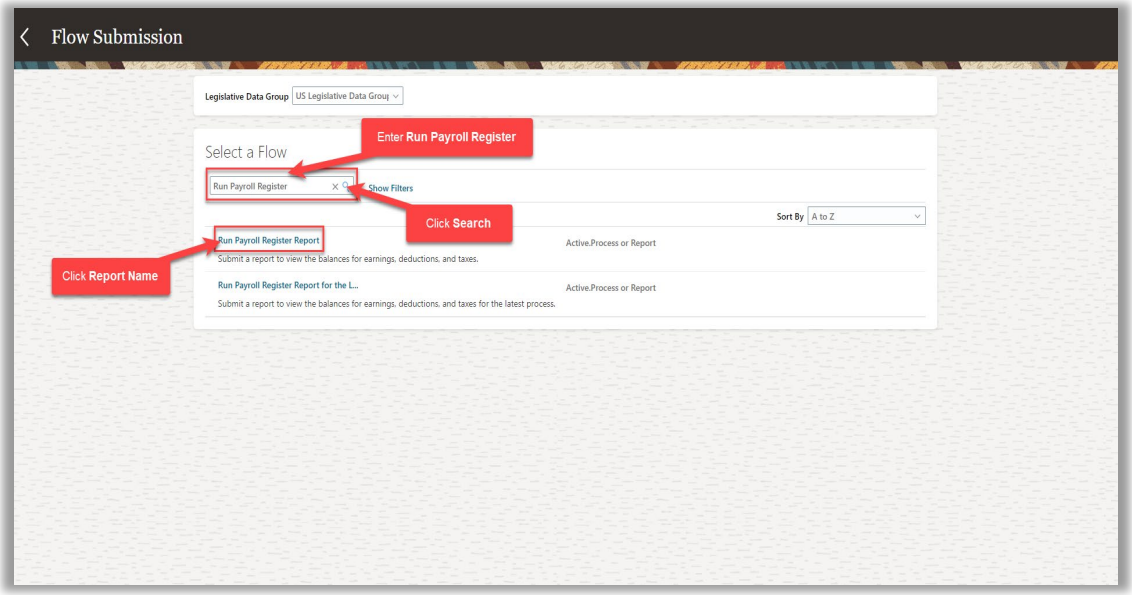
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



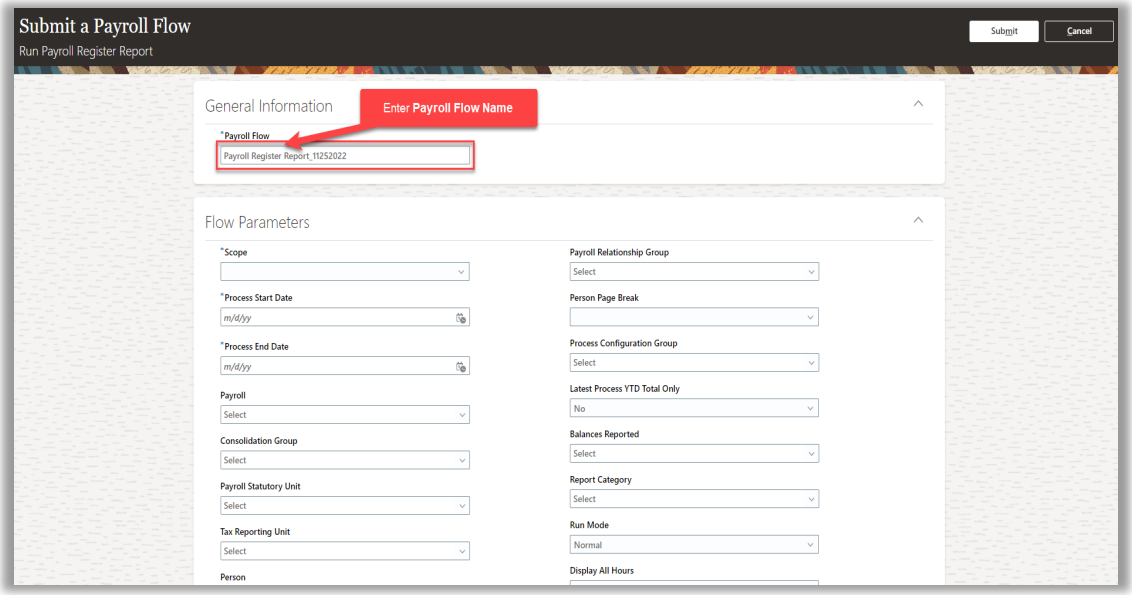
Select the **Legislative Data Group**



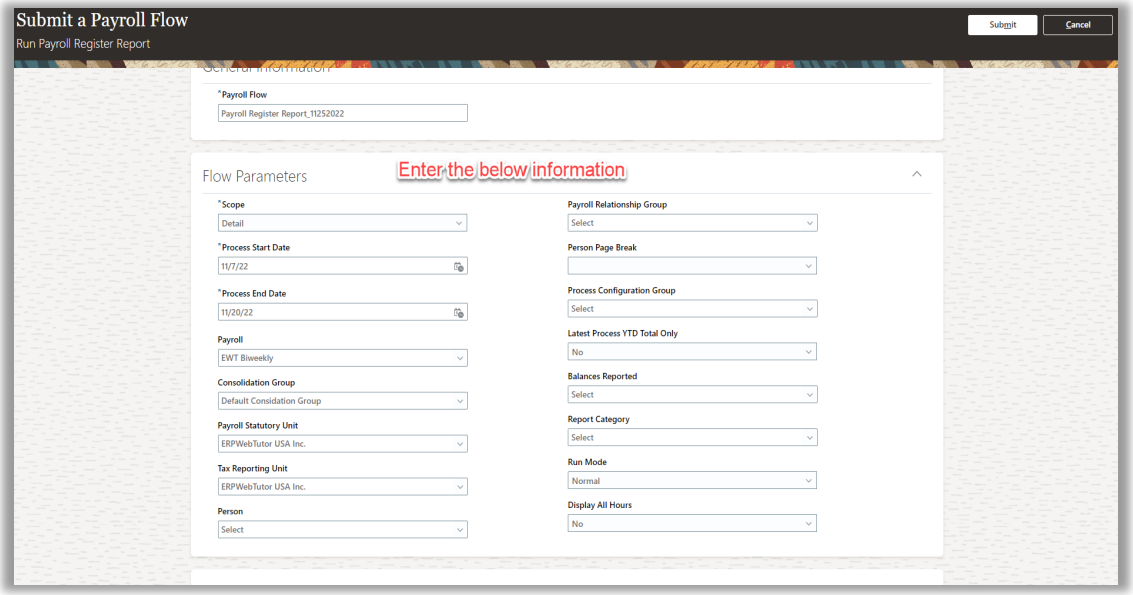
Search **Run Payroll Register Report** and click **Search**. Click **Report Name**



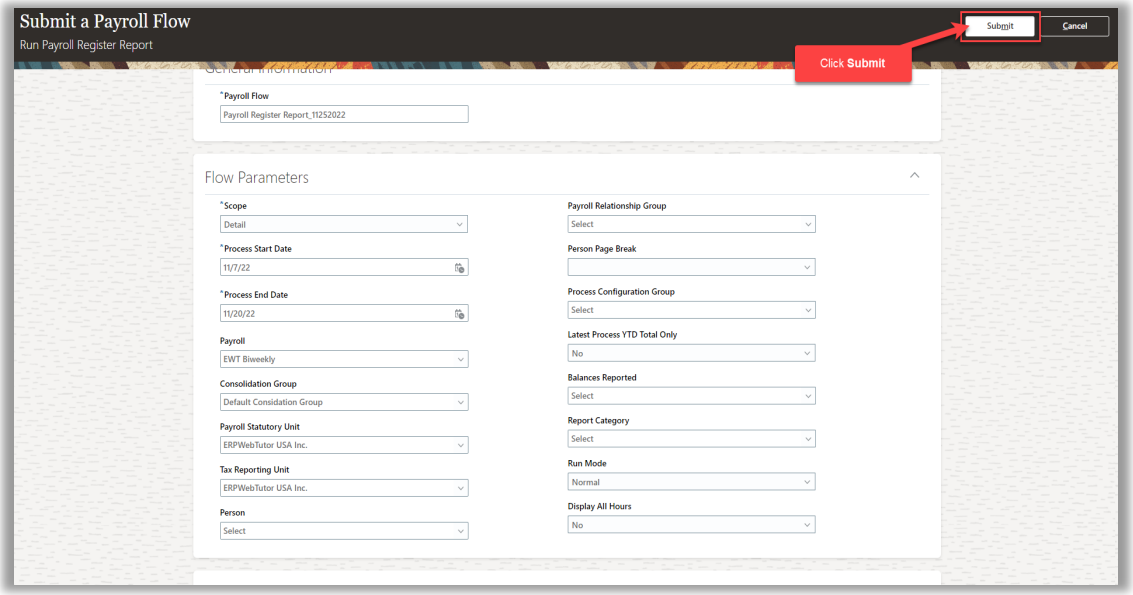
Enter **General Information**



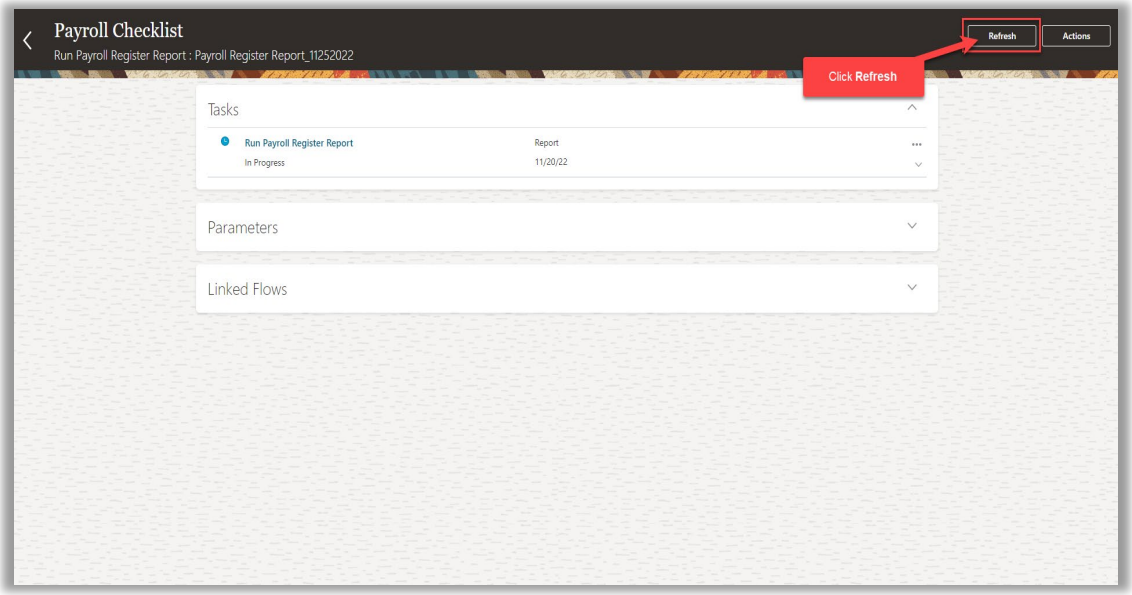
Next, enter the **Flow Parameters.** If applicable, we can run this report by **Consolidation Group, Payroll Statutory Unit, Reporting Unit, and Person.** We can also enter additional criteria, if applicable



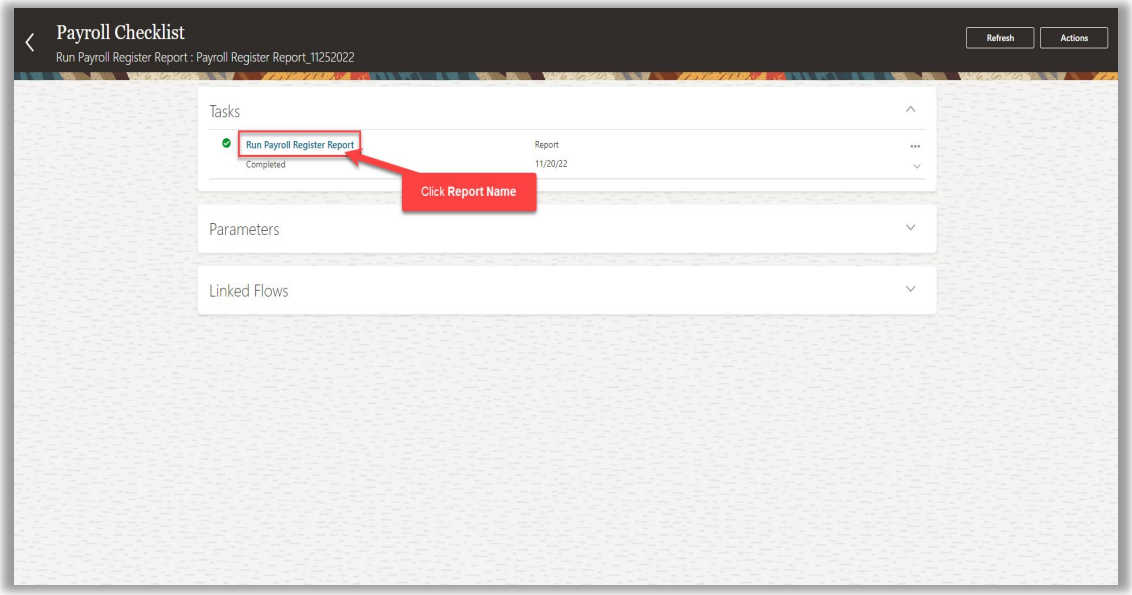
Click **Submit**



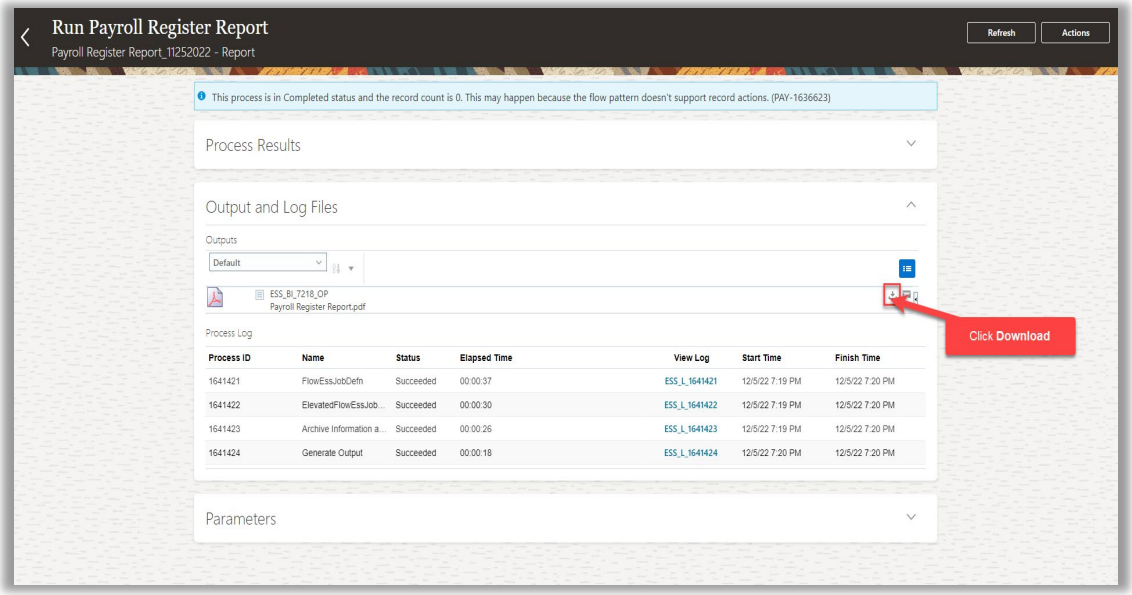
Click **Refresh**



The **Run Payroll Register Report** process is complete. Click **Report Name**



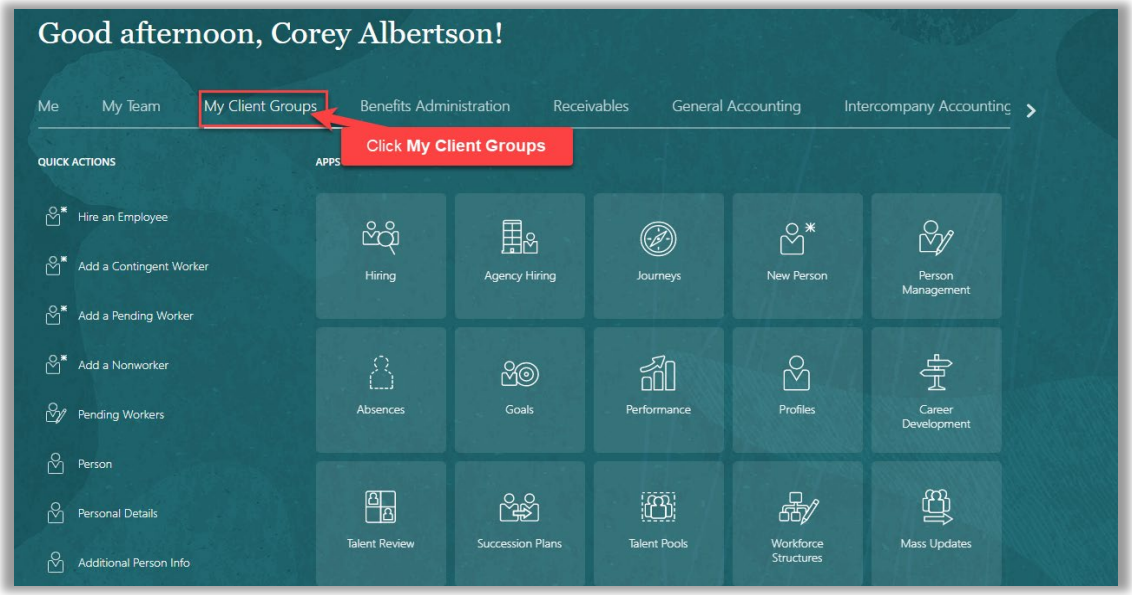
Click **download** to view the report details



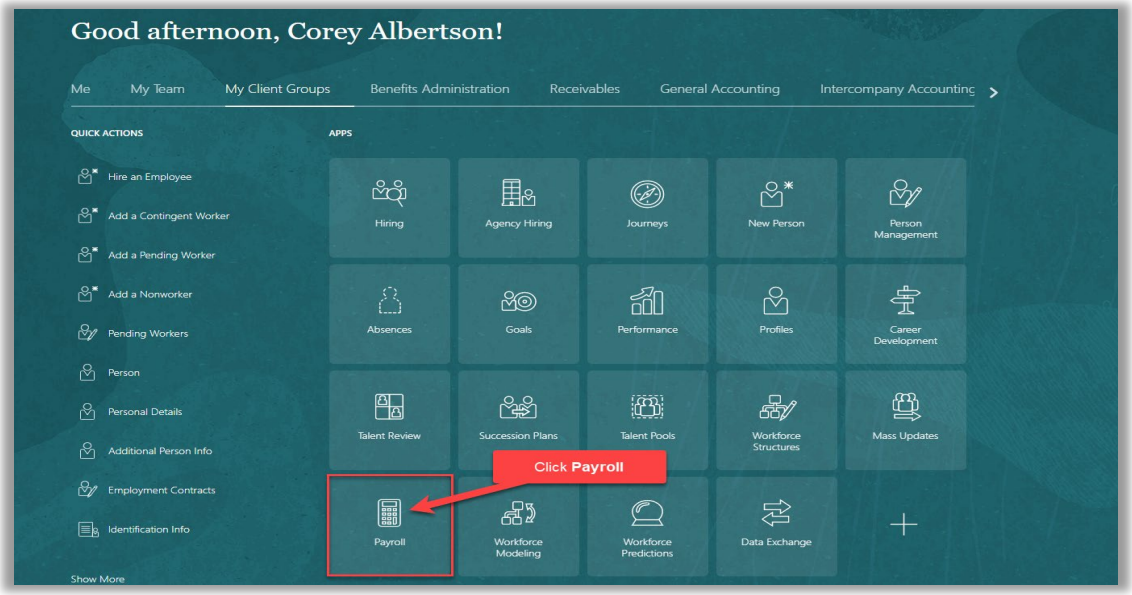
Run Payroll Activity Report

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

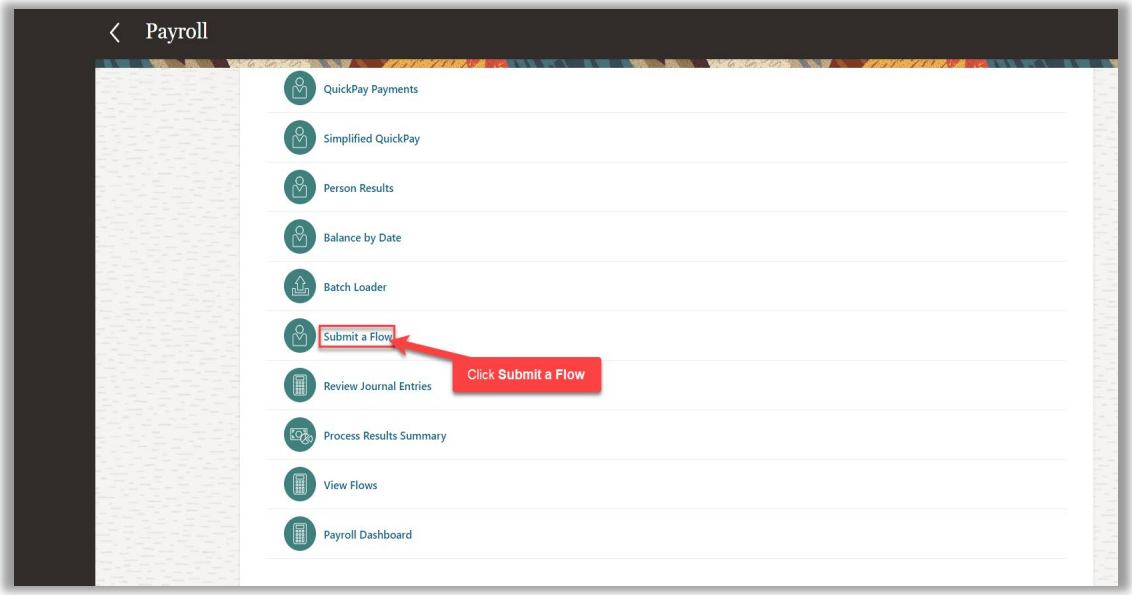
From the home screen, click **My Client Groups**



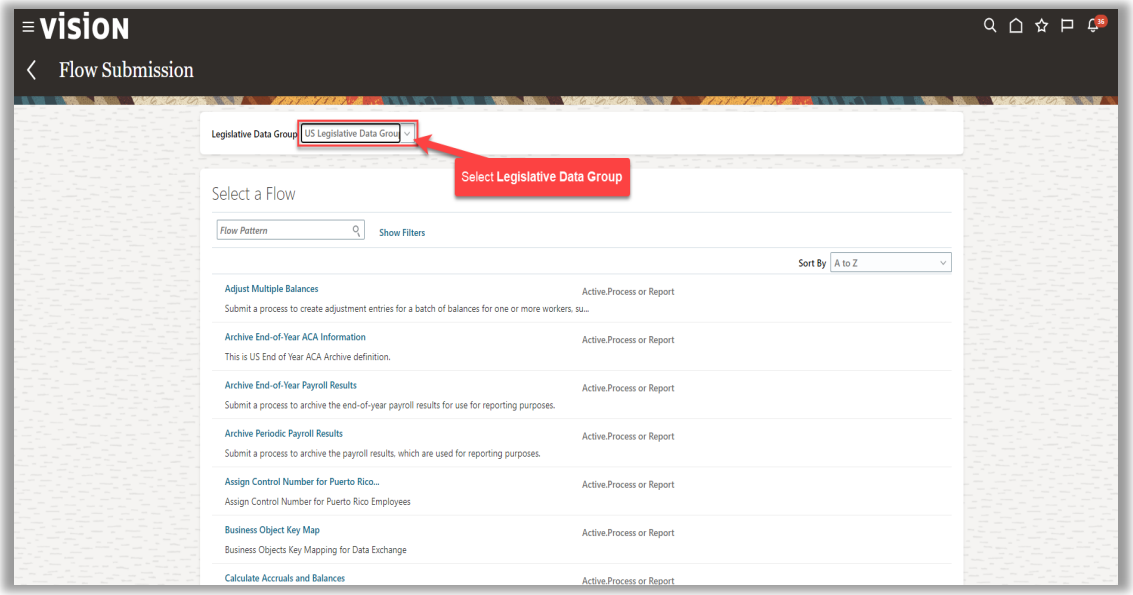
Next, click **Payroll**



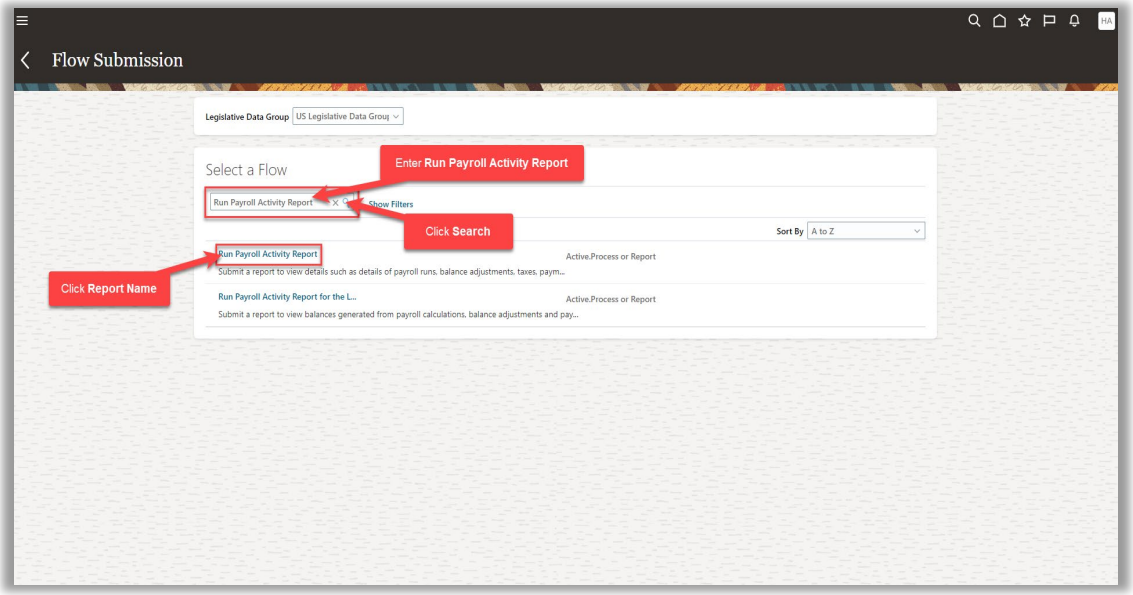
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



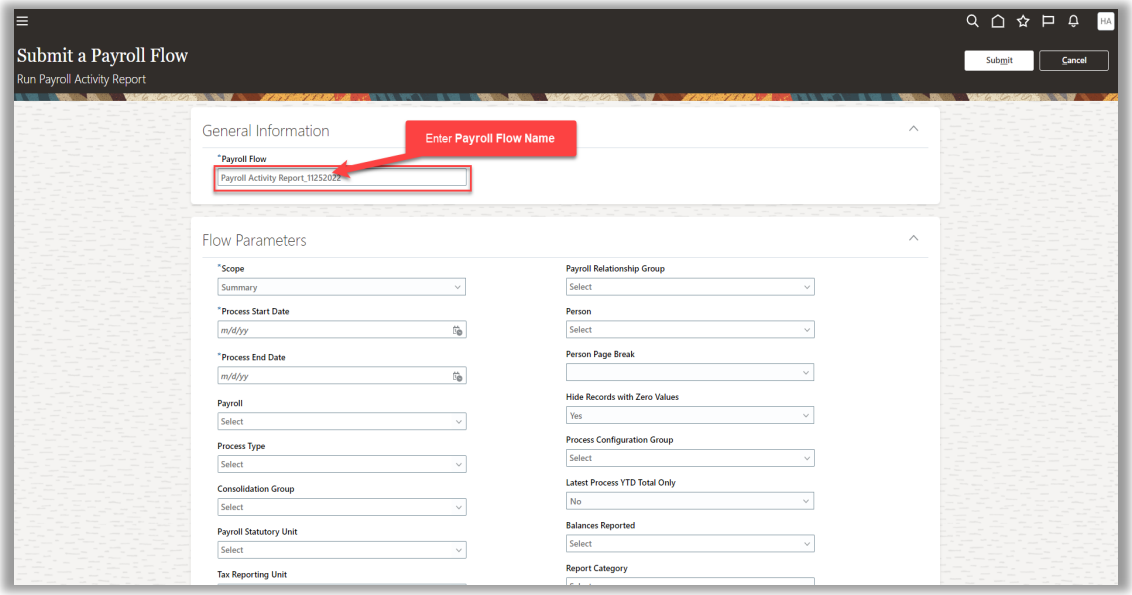
Select the **Legislative Data Group**



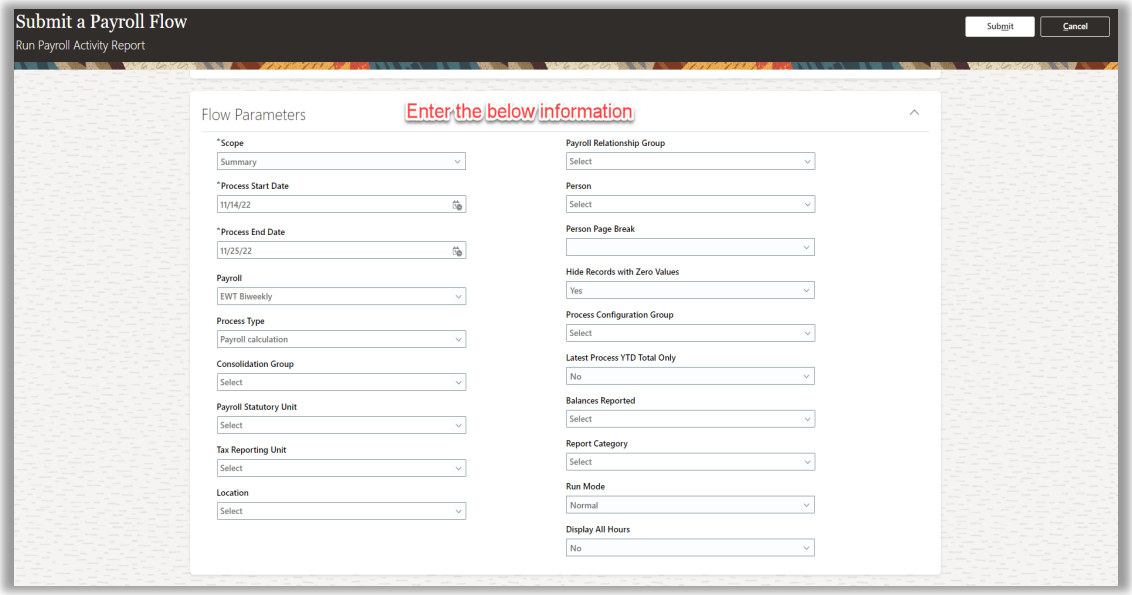
Search **Run Payroll Activity Report** and click **Search**. Click **Report Name**



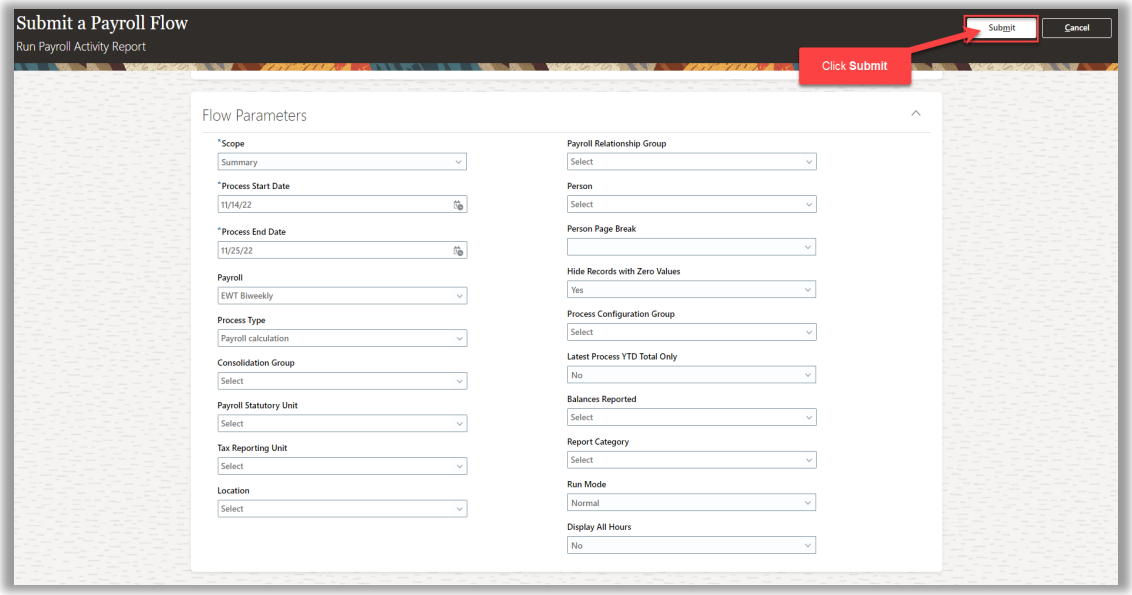
Enter **General Information**



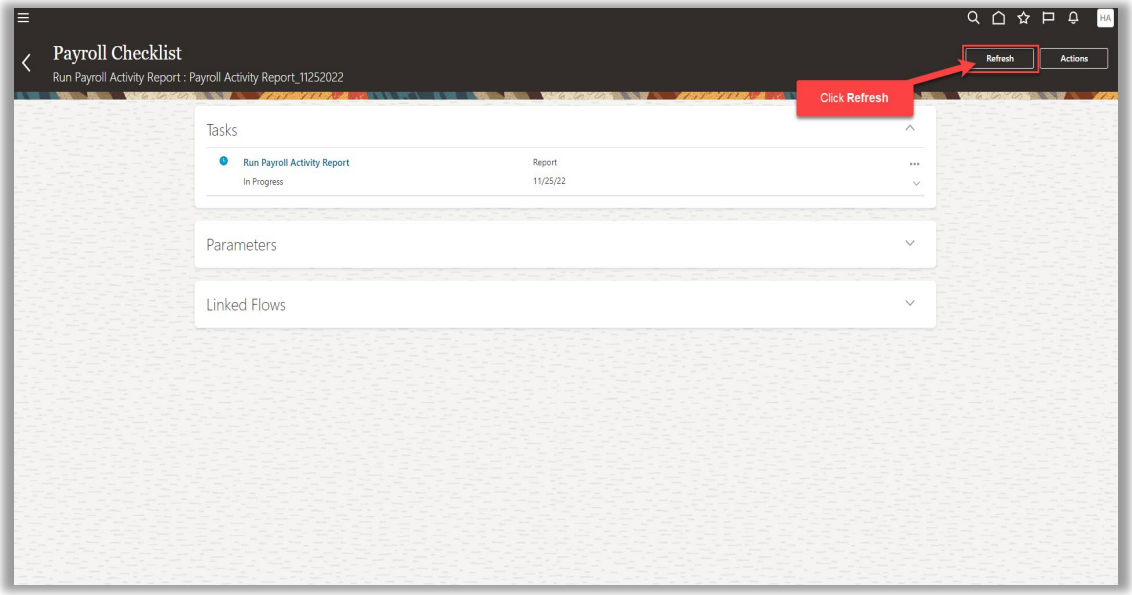
Next, enter the **Flow Parameters.** Select the **Process Type** from the dropdown. If applicable, we can run this report by **Payroll Statutory Unit, Tax Reporting Unit, Location, Payroll Relationship Group,** and **Person**. We can also enter additional criteria, if applicable



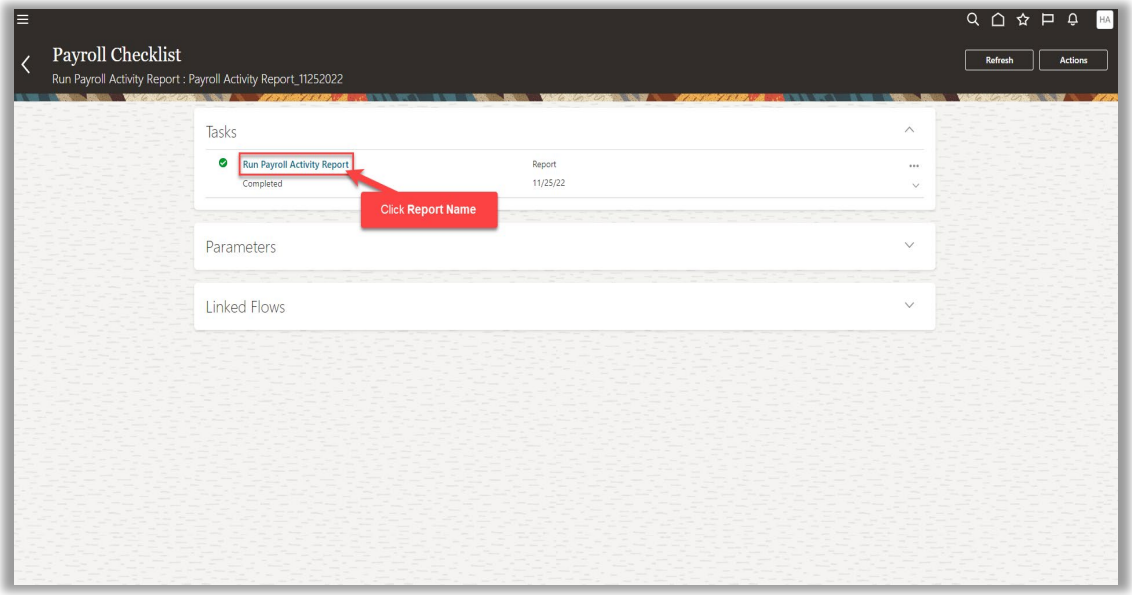
Click **Submit**



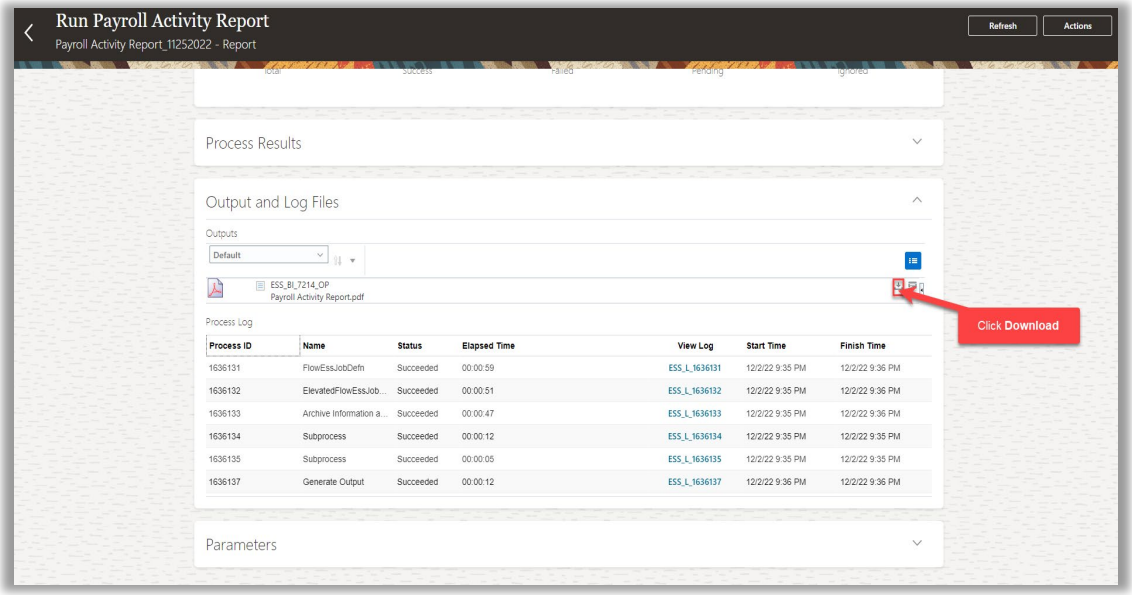
Click **Refresh**



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



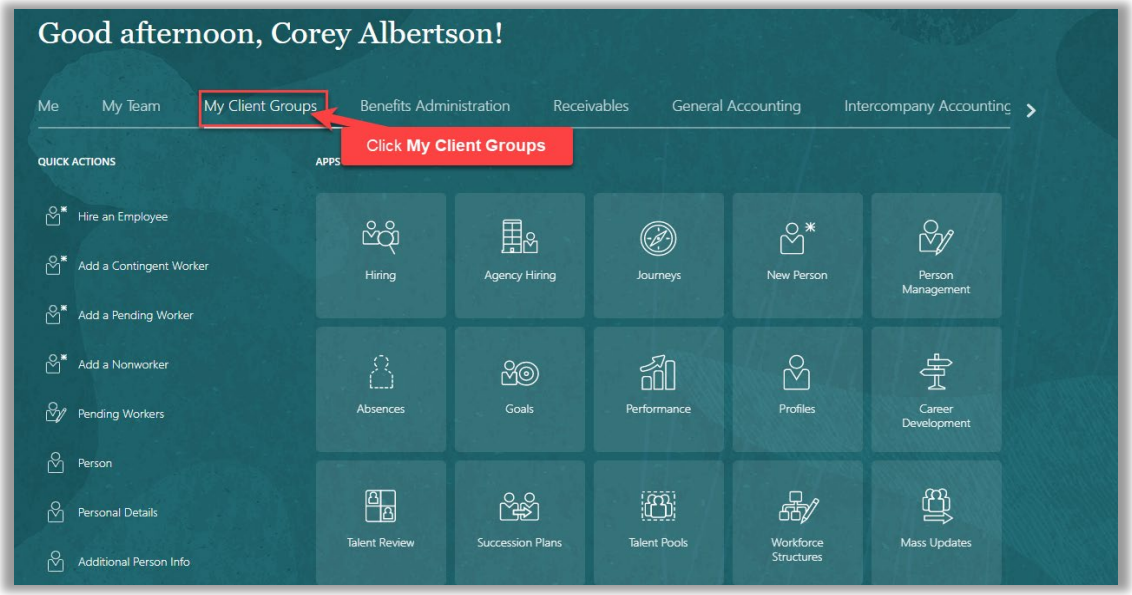
Click **download** to view the report details



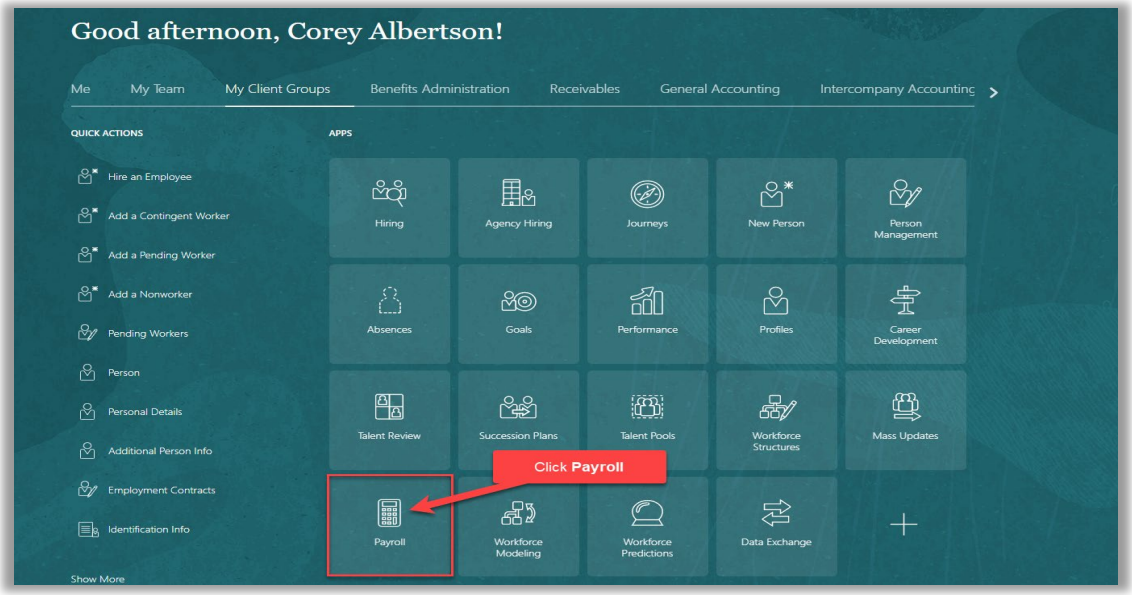
Run Retroactive Notification Report

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

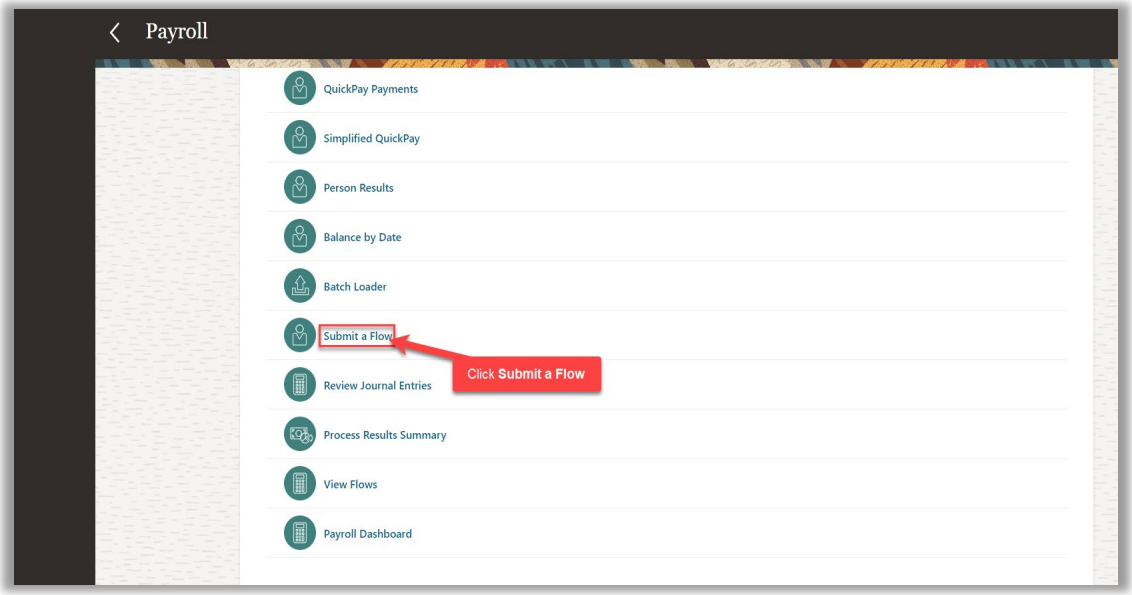
From the home screen, click **My Client Groups**



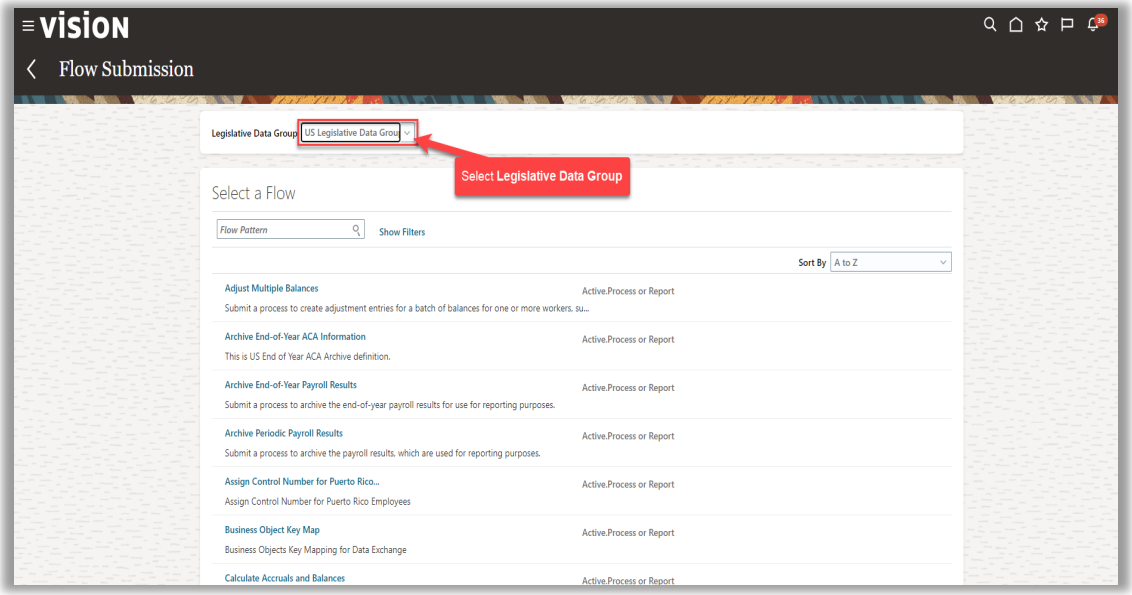
Next, click **Payroll**



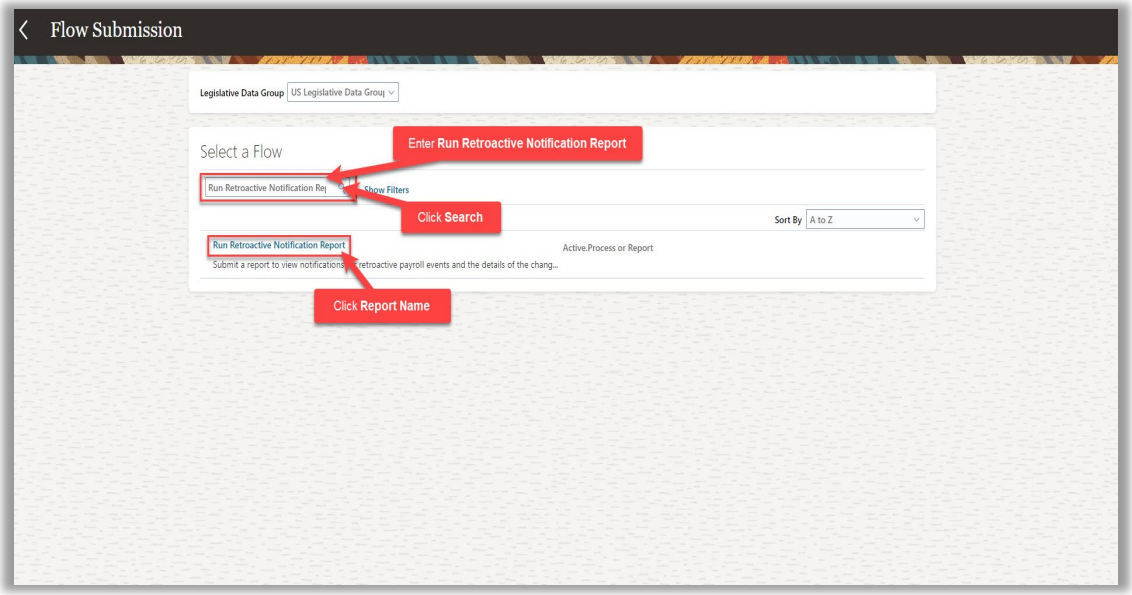
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



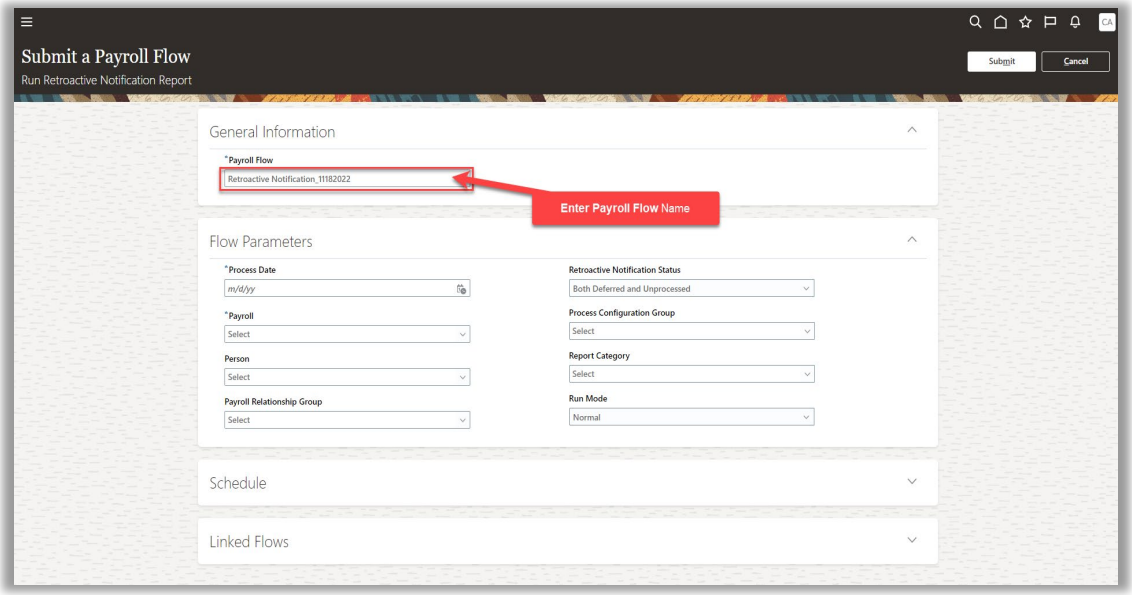
Select the **Legislative Data Group**



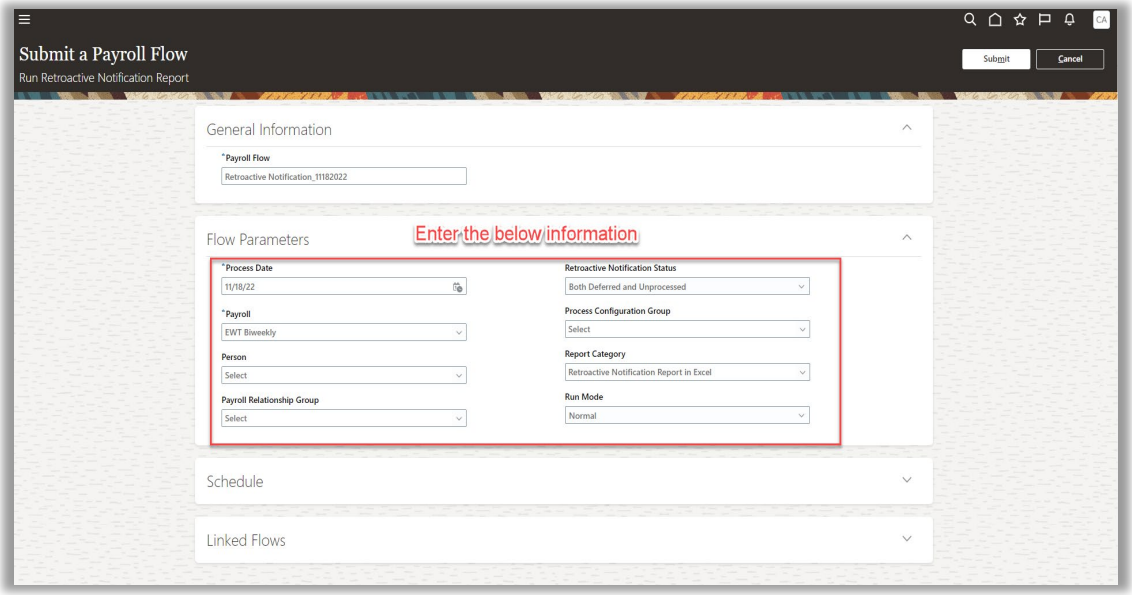
Search **Run Retroactive Notification Report** and click **Search**. Click **Report Name**



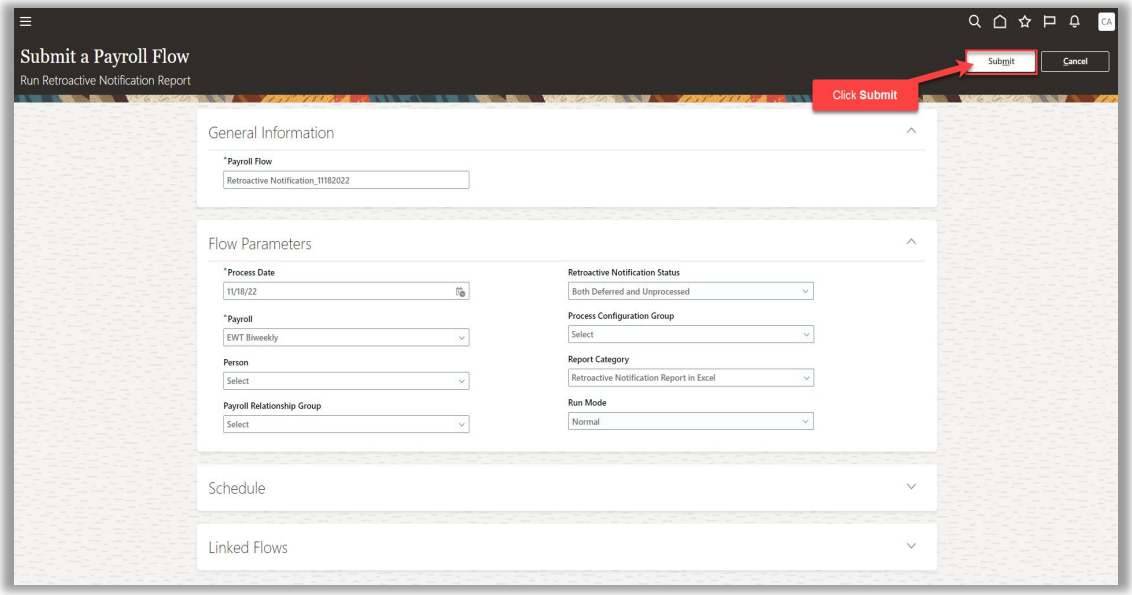
Enter the **General Information**



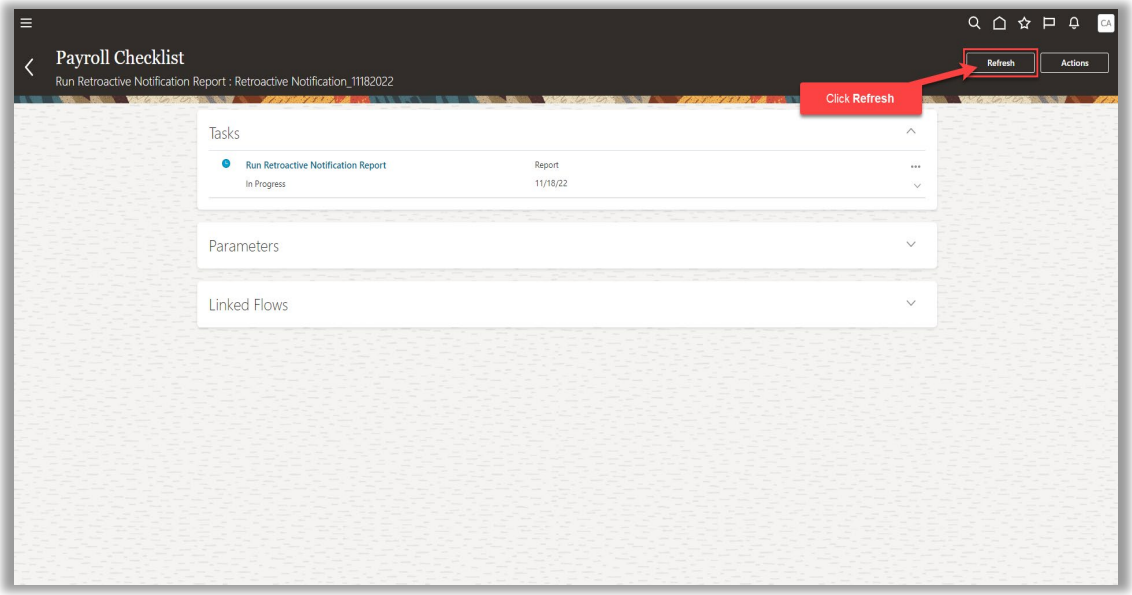
Next, enter the **Flow Parameters.** If we are running this process for a specific **Person** or **Payroll Relationship Group,** we can enter that information, if needed



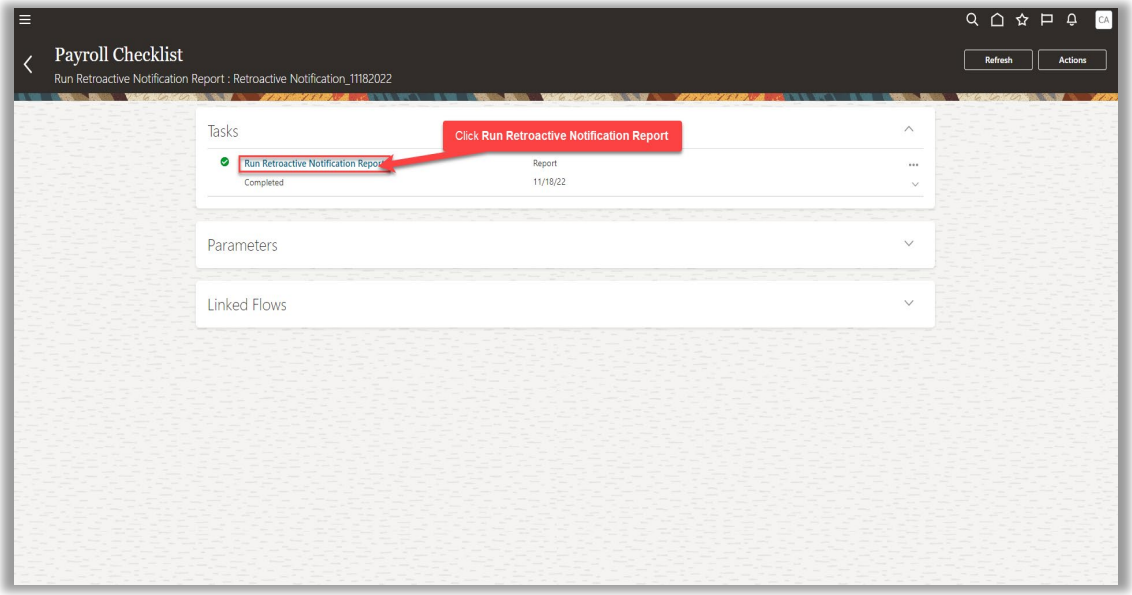
Click **Submit**



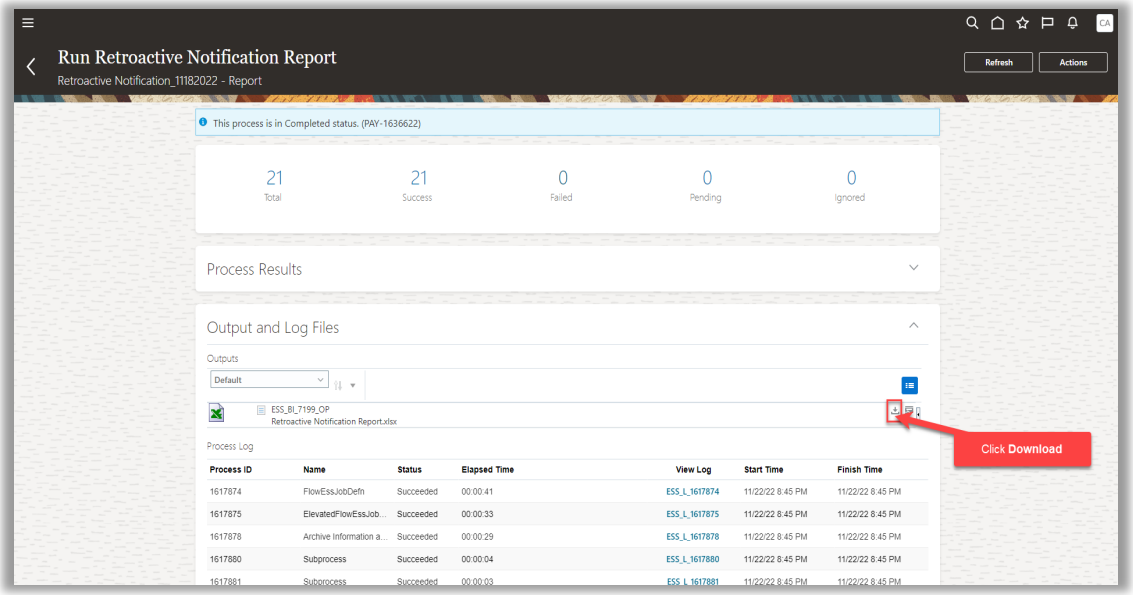
Click **Refresh**



The **Run Retroactive Notification Report** is complete. Click the **Report Name**



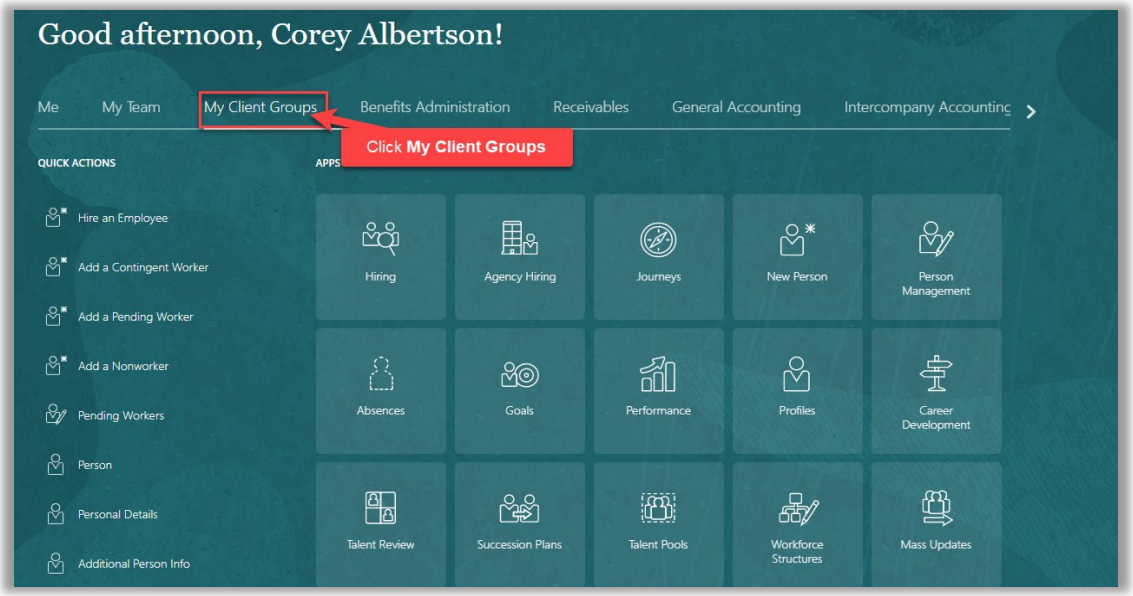
Click **Download** to view the report details



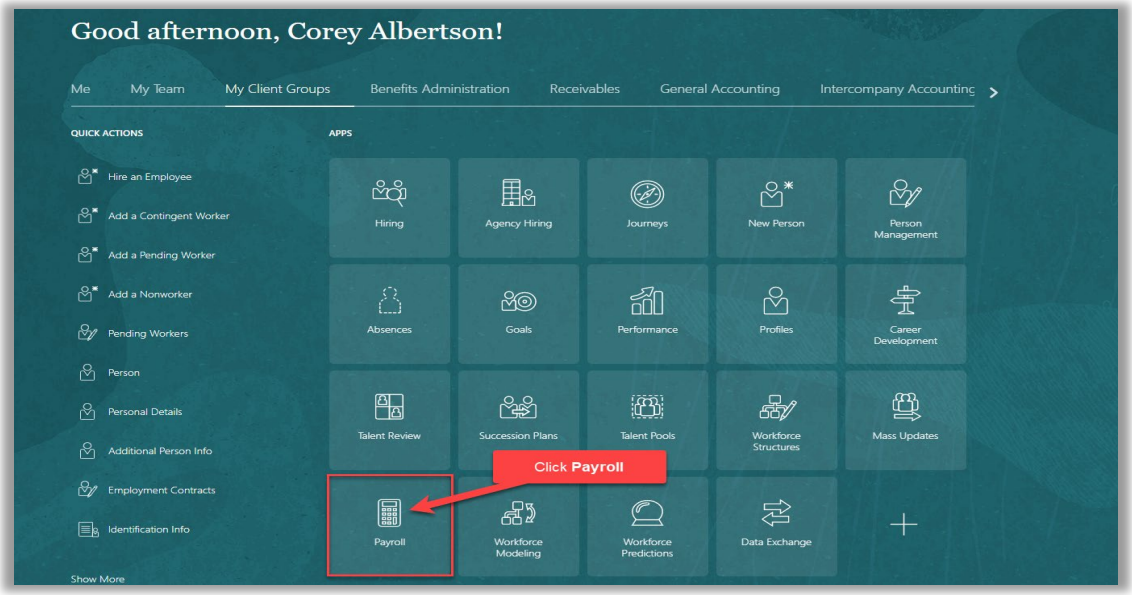
Run Retroactive Entries Report

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

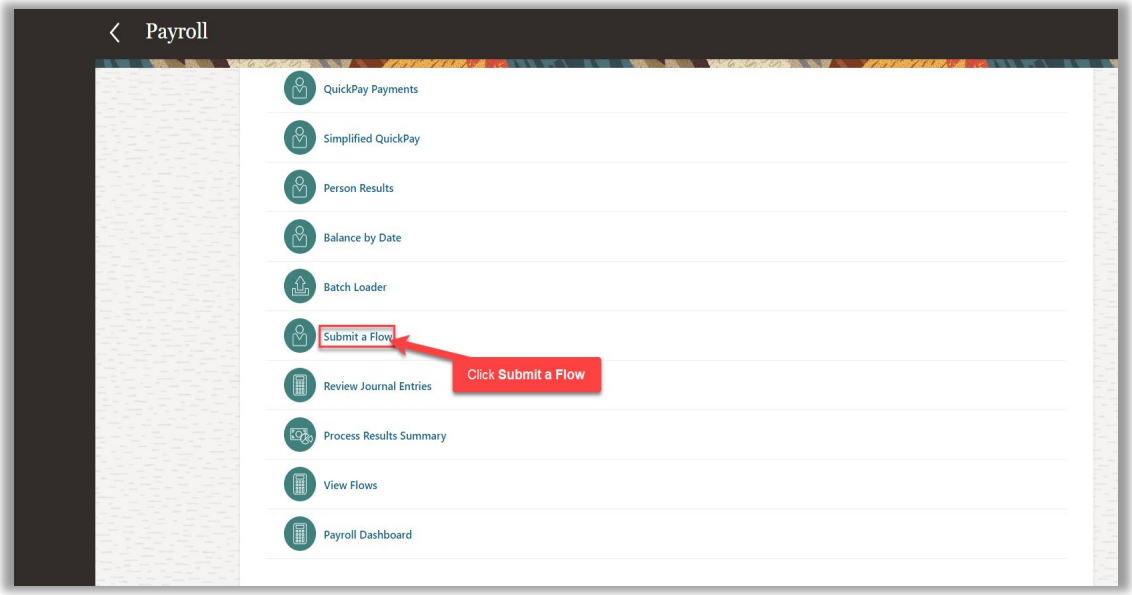
From the home screen, click **My Client Groups**



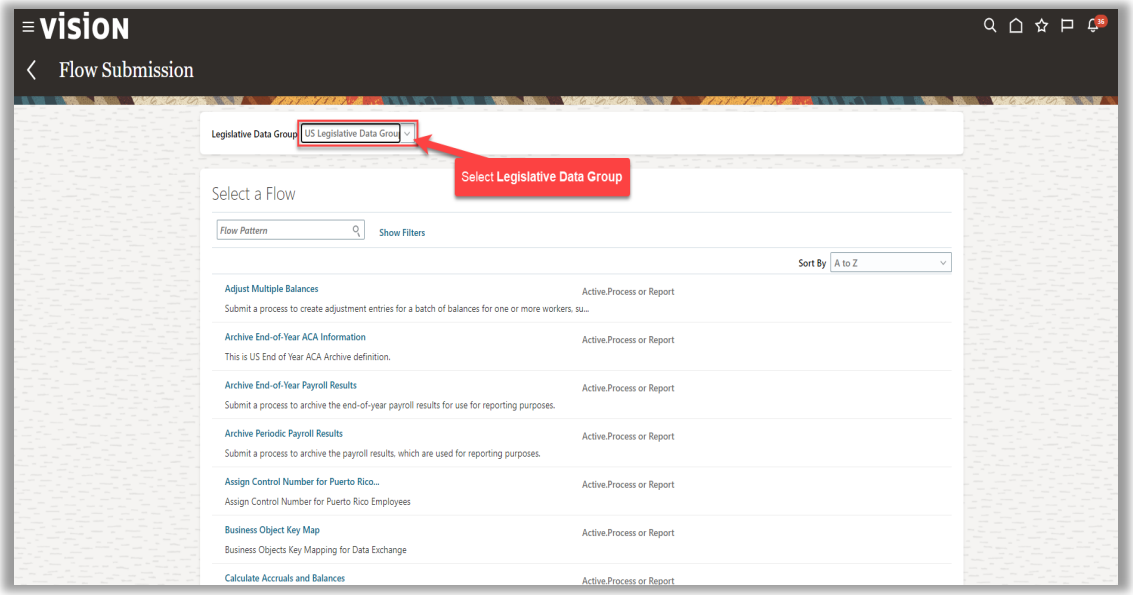
Next, click **Payroll**



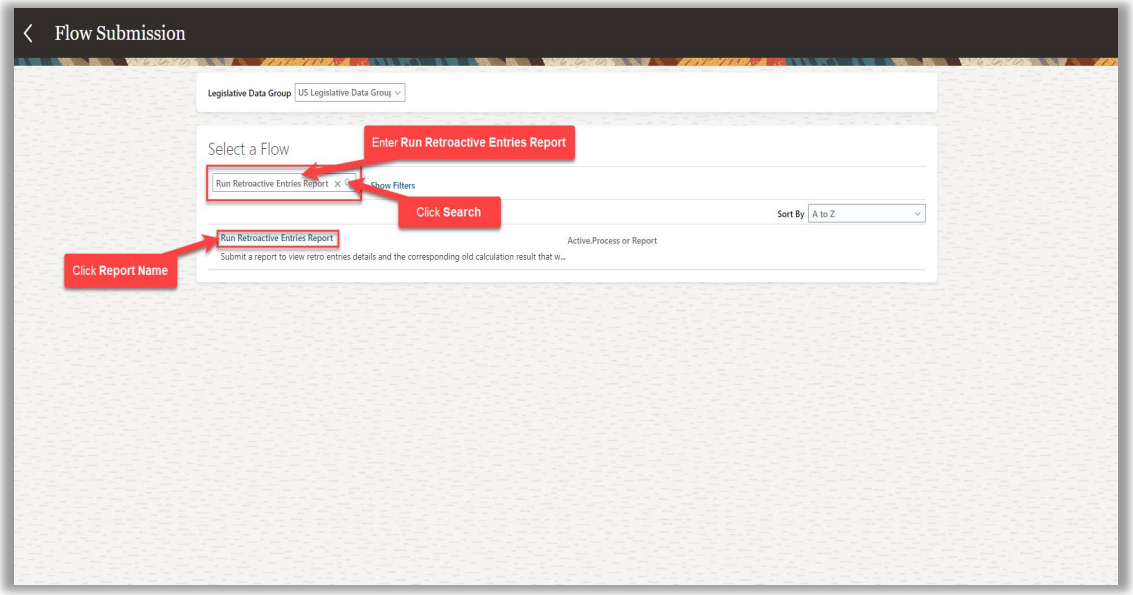
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



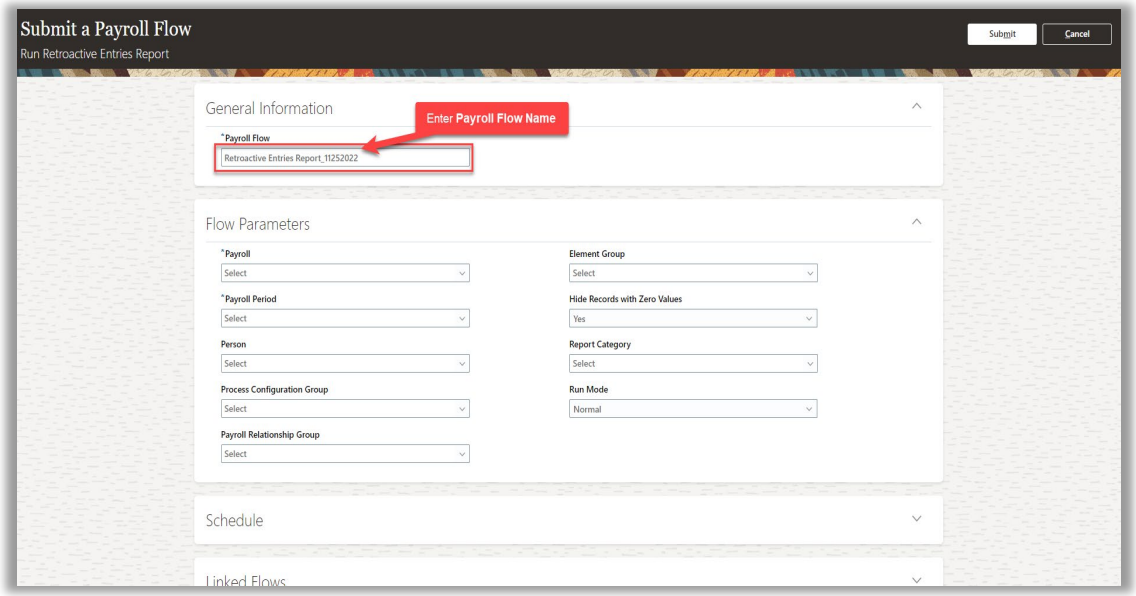
Select the **Legislative Data Group**



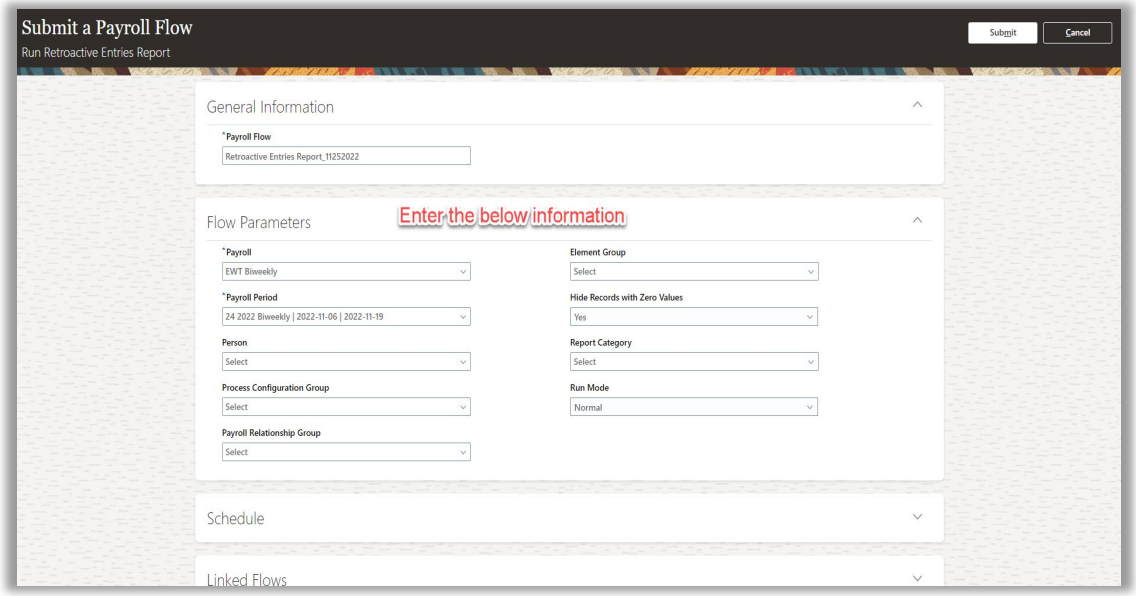
Search **Run Retroactive Entries Report** and click **Search**. Click **Report Name**



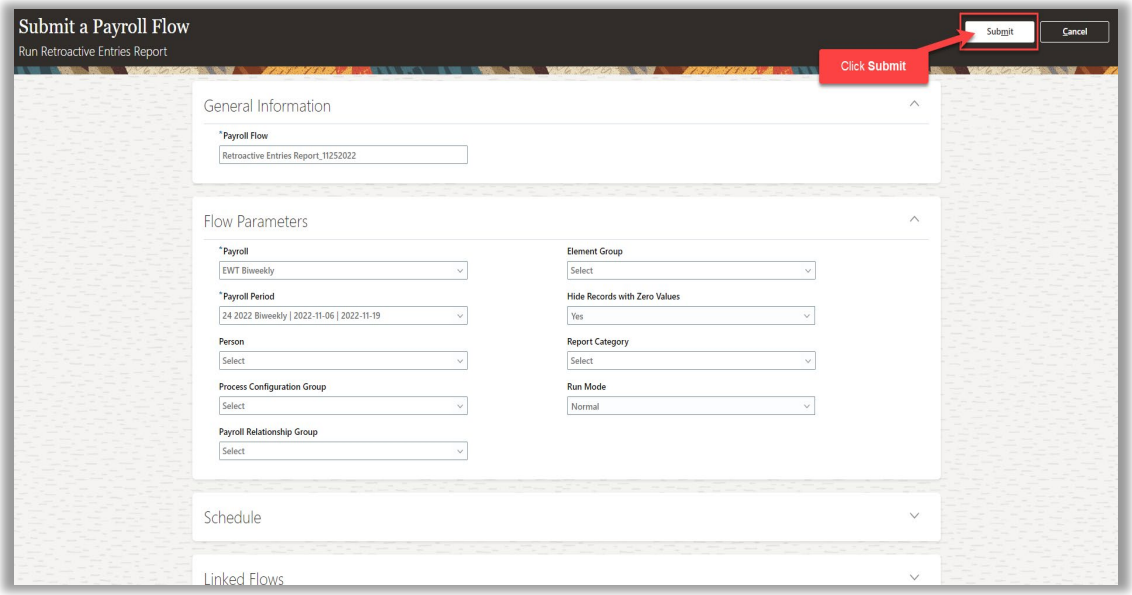
Enter the **General Information**



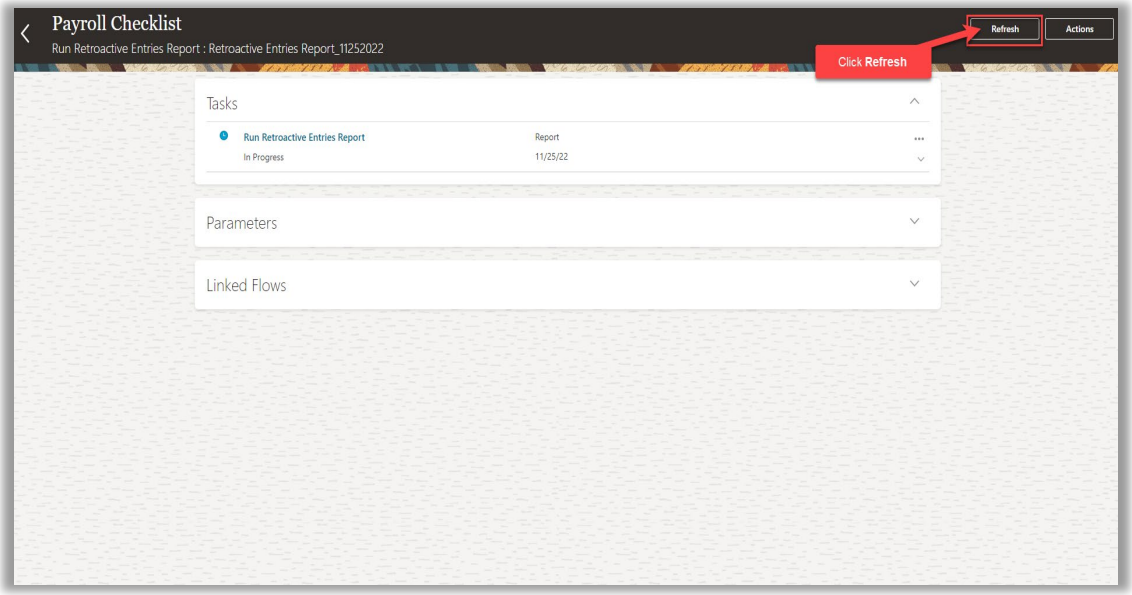
Next, enter the **Flow Parameters.** We can run this report for **Payroll, Payroll Period**, and **Report Category.** If we are running this process for a specific **Person, Payroll Relationship Group,** and **Element Group** we can enter that criteria. We can also use additional criteria, if needed



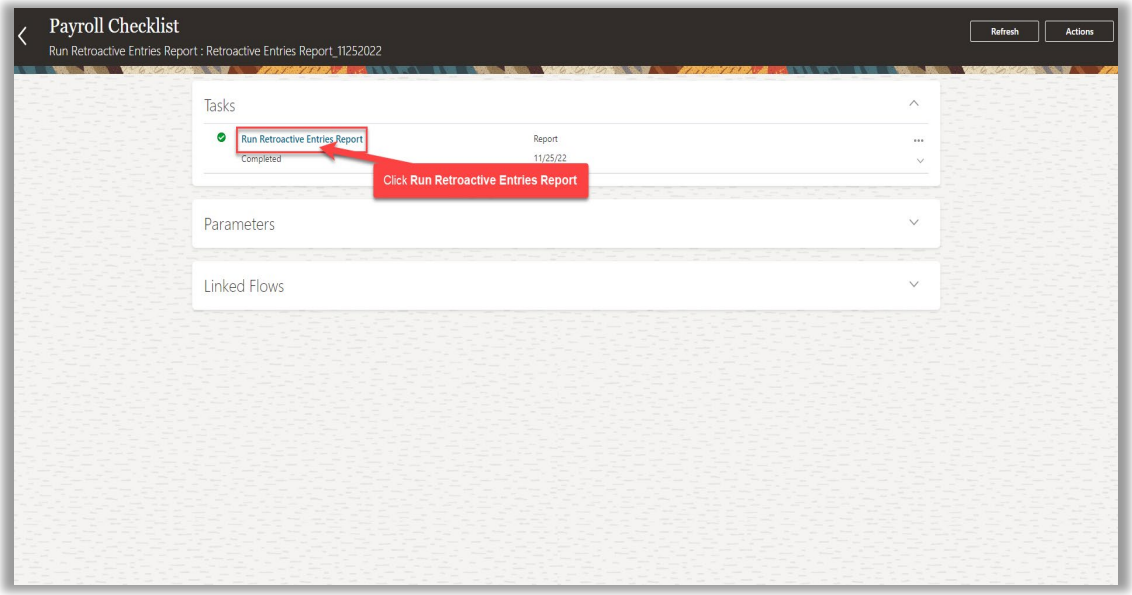
Click **Submit**



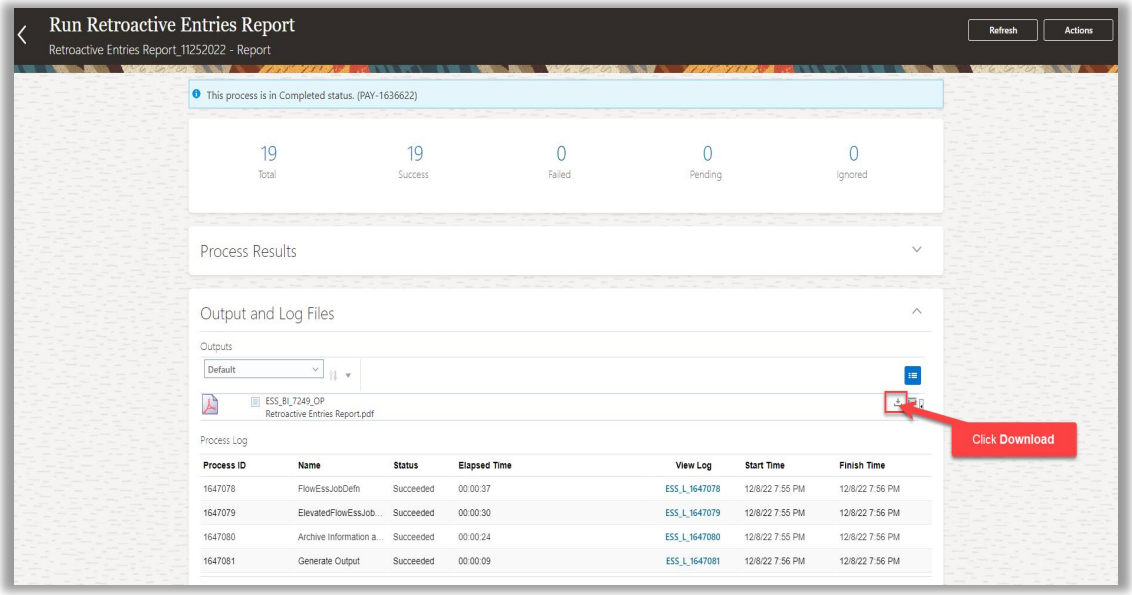
Click **Refresh**



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



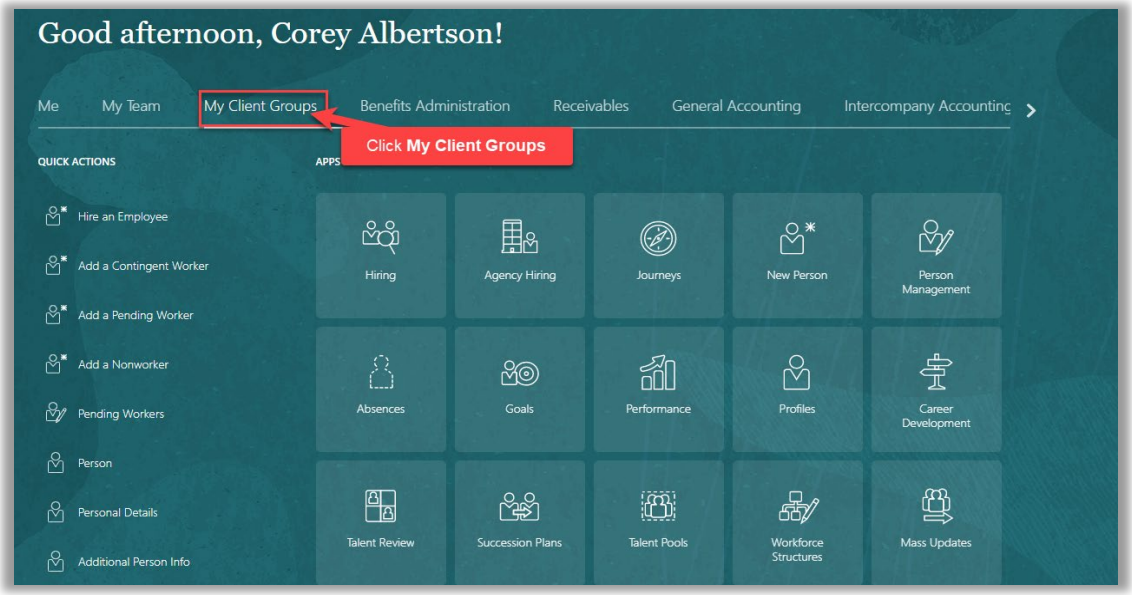
Click **Download** to view the report details



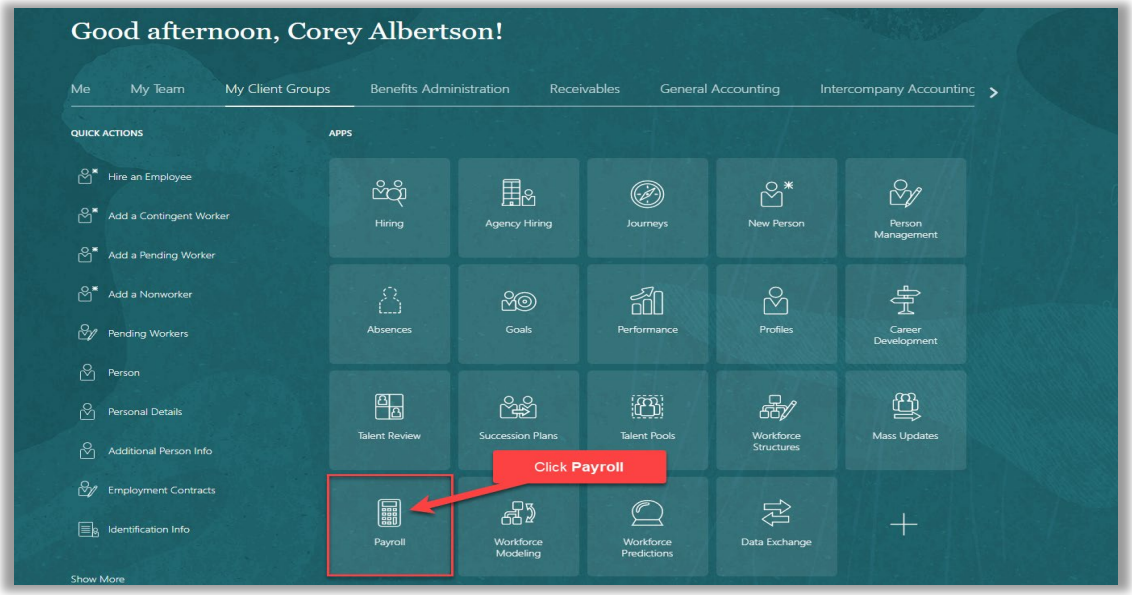
Run Statutory Deduction Register Report

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

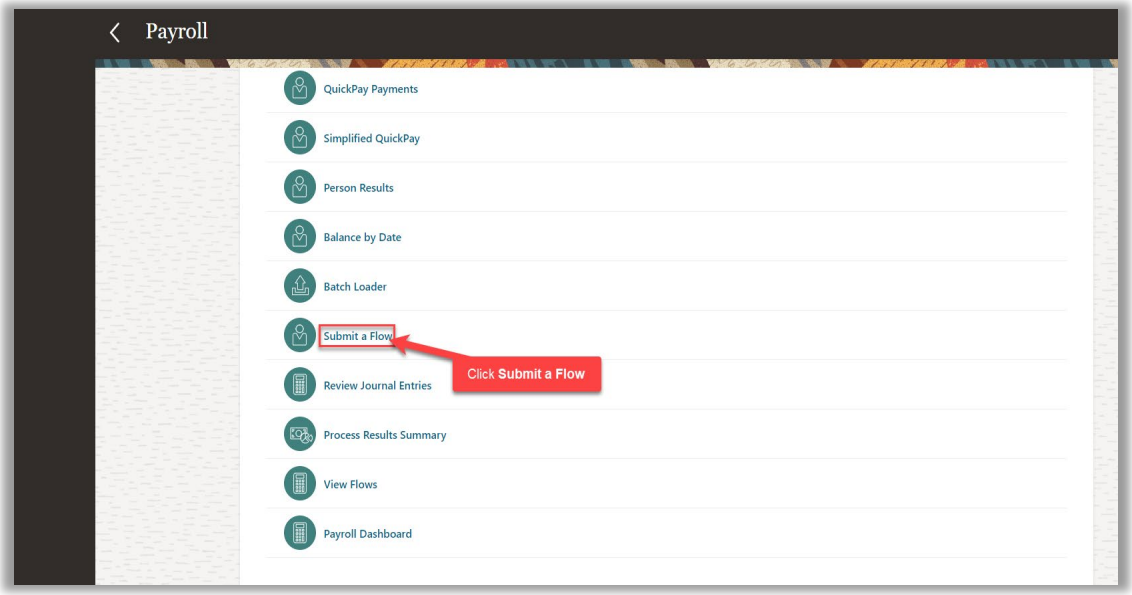
From the home screen, click **My Client Groups**



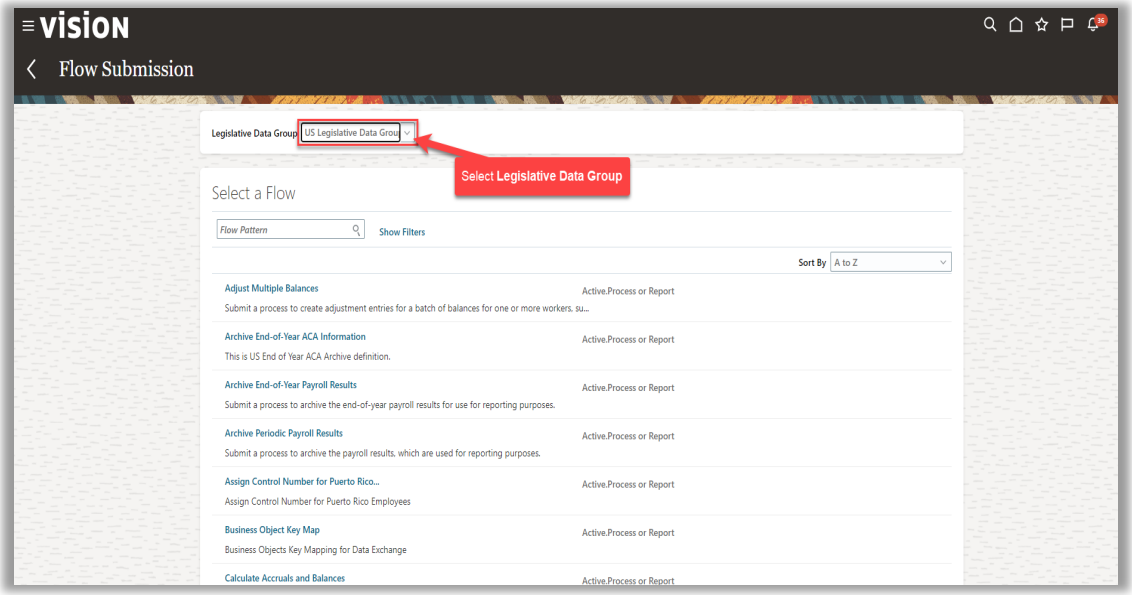
Next, click **Payroll**



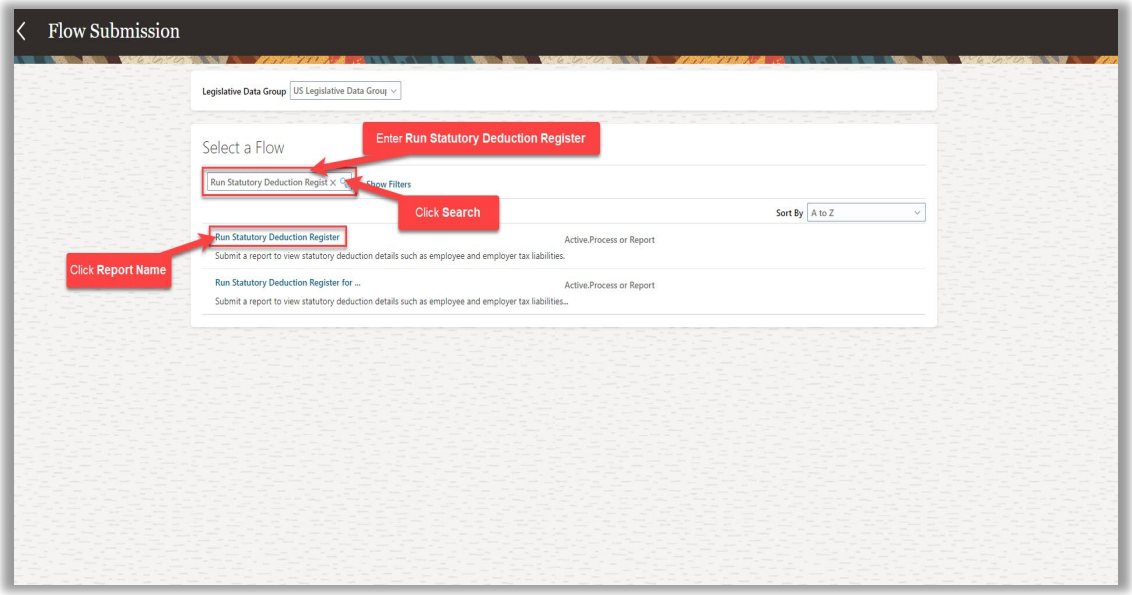
From the Payroll menu, scroll down and click **Submit a Flow.** We can also search for **Submit a Flow** in the search box at the top of the page



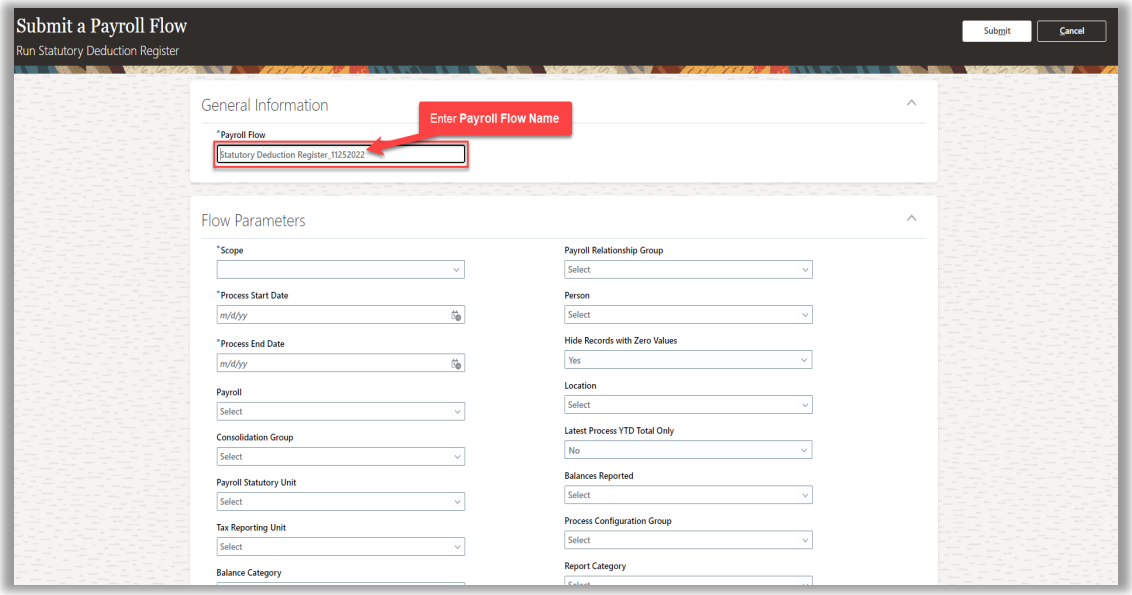
Select the **Legislative Data Group**



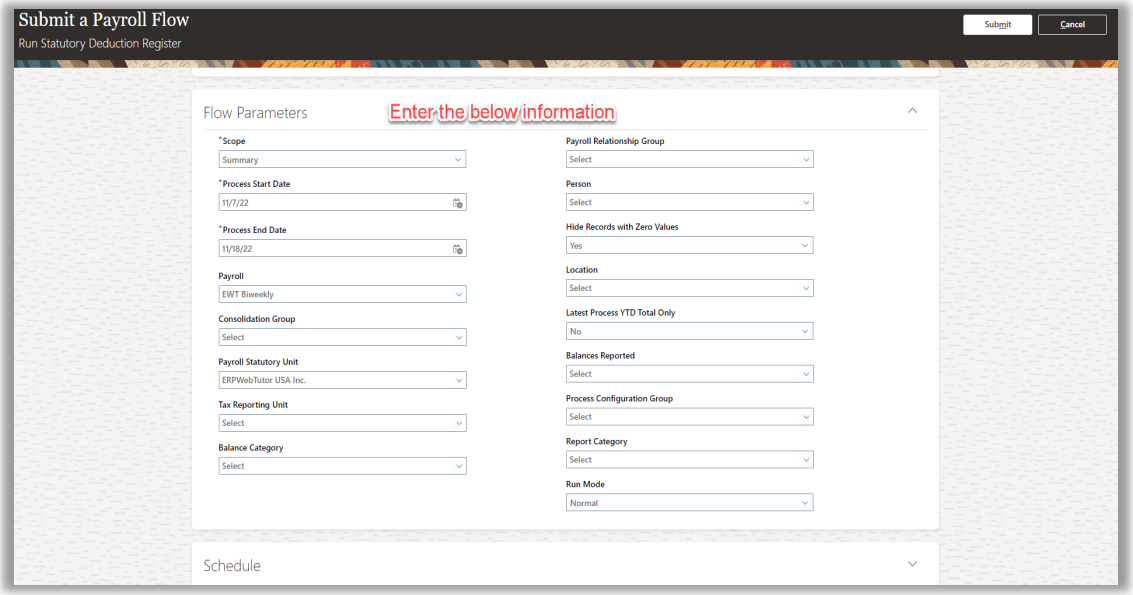
Search **Run Statutory Deduction Register** and click **Search**. Click **Report Name**



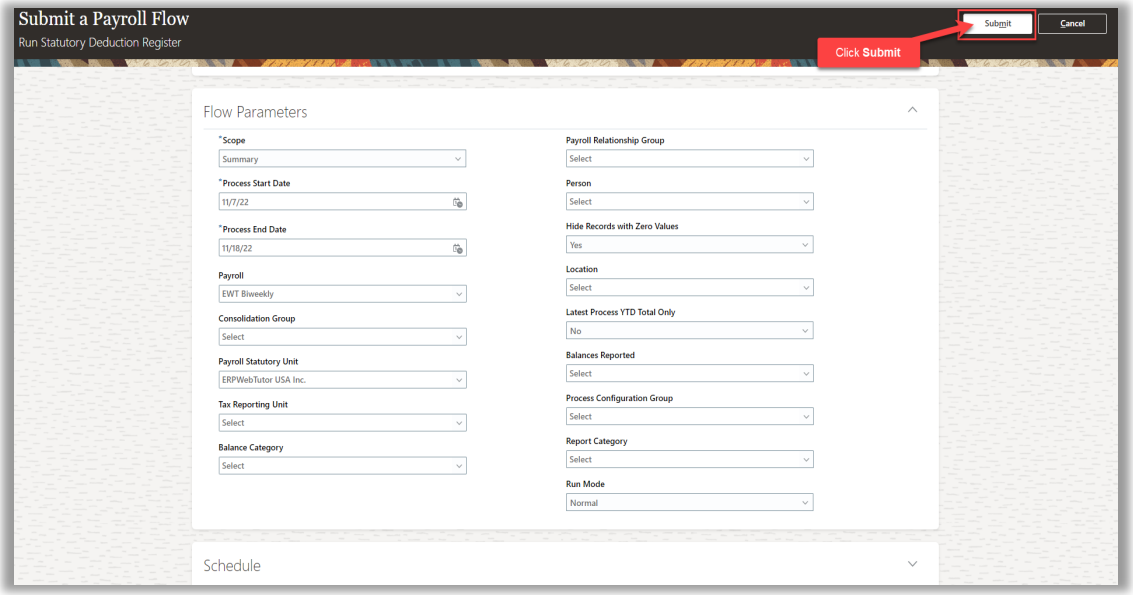
Enter the **General Information**



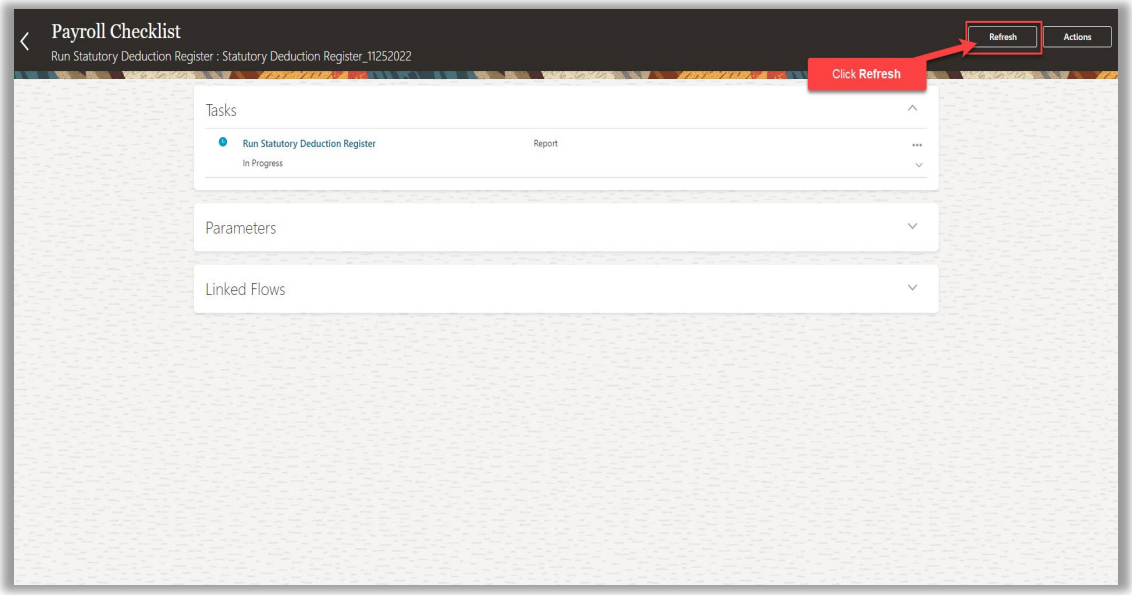
Next, enter the **Flow Parameters.** We can run this report for **Process Start Date** and **Process End Date,** and **Payroll.** If we are running this process for a specific **Person, Payroll Relationship Group,** and **Balance category,** we can enter that criteria. We can also use additional criteria,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



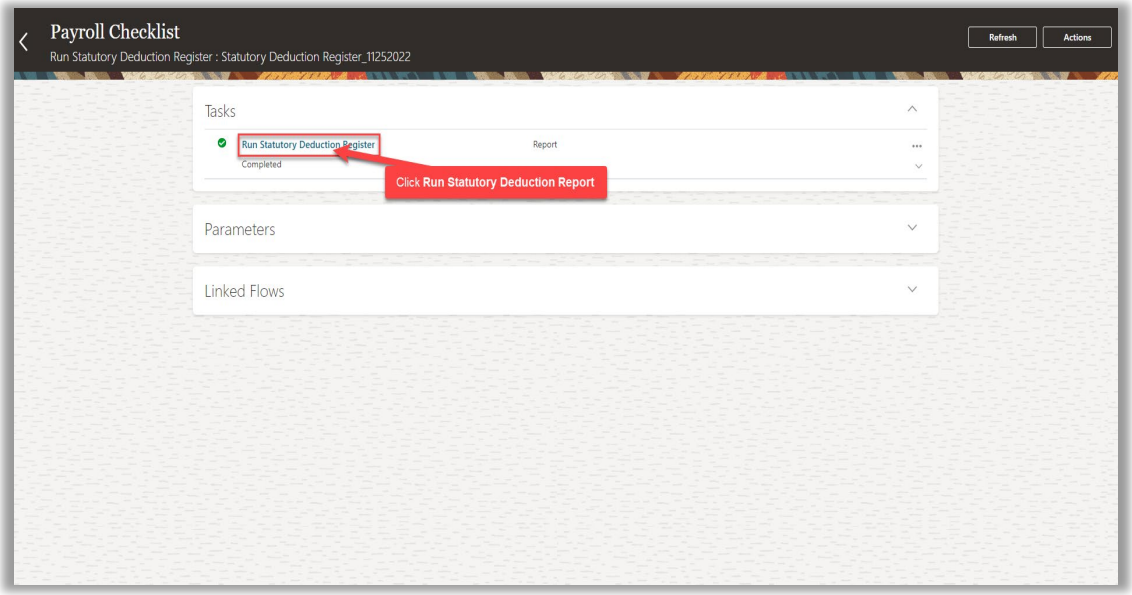
Click **Submit**



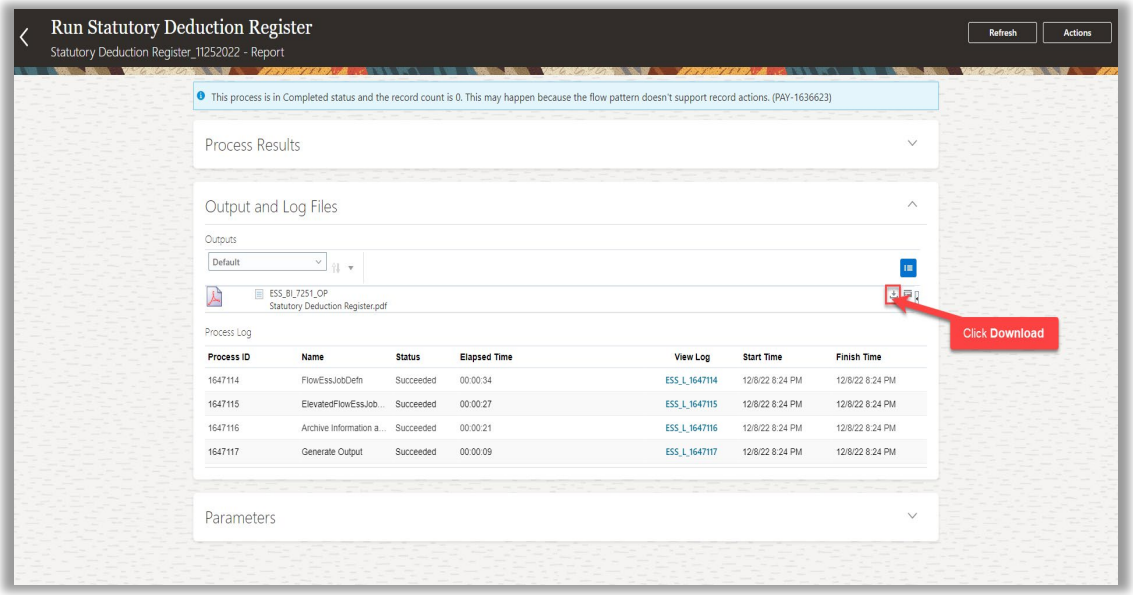
Click **Refresh**



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



Click **Download** to view the report details



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