



Payroll Admin Guide: Employee Payroll Data Management



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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

Employee Payroll Data Management

Create Tax Card Association

Navigation: Home>My Client Groups>Payroll>My Client Groups>Search Employee>Tax Withholding>Associations>Add>Save and Close

From the home screen, click My Client Groups

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Click **Save and Close.** As a note, if the employee has multiple assignments, we will need to add an **Association** for both assignments.

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Manage Federal W4 Information

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From the home screen, click My Client Groups

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Update State W4 Information

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From the home screen, click My Client Groups

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To add a new State Tax withholding, click **Add** then **Add Default State and Local Withholdings**

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Update Local W4 Information

Navigation: Home>My Client Groups>Payroll>Calculation Cards>Search Employee>Tax Withholding>Add>Save and Close

From the home screen, click My Client Groups

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Next, click Payroll

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Pending Workers	Absences		Performance	Profiles	Career Development
Person					
Personal Details		r R		品	
Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates
		Cillent			
Lidentification Info	Payroll		Workforce Predictions	Data Exchange	+
how More					

Click **Calculation Cards** under **Person Information.** If preferred, we can also search the words **Calculation Cards** in the Search box at the top

< Payroll	
	Person Information
	Adjust Individual Balances
	Blement Entries
	Wiew Process Information Groups
	Calculation Entries
	Calculation Cards
	Costing for Persons
	Payroll Relationships
	Personal Payment Methods
	Third-Party Person Payment Methods

Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name

=					ፍ 🗅
< Calculation Cards					
			oron Na		Search Person
	Sally				×
	Advanced Search:Sally				
	Name	Business Title	Work Email	Person Number	- 김한민소, 아님 저 가지 못 너 주말한 문
	Sally Little	Consultant		1009	
		100 200	52573	13-11-	
	273 A.	Click Employees Na	me		
: 20 States 가운 것은 것 같아요. 가 2 5					
· 전망의 영국 문화 전망의 영국					
·					
[] : : : : : : : : : : : : : : : : : : :	1.2.2.2.2.2.				승규가 방법한 승규가 방법을 통하는 것

Click Tax Withholding

E Calculat Little, Sally 1 Search	tion Cards ⁰⁰⁹			Q Advanced Saved Searc
	*			137224 문화되었다.
4 Search Results Actions • View • Format • + X Calculation Card	≣ Freeze 📓 Detach. d Wrap Description	Component Groups	Name	
Tax Withholding	Employee withholding certificate.	Federal; Regional	ERPWebTutor USA Inc.	
Absences	Absences	Absences		
Columns Hidden 1 Click Tax Withh	olding			

Click Edit (pencil icon) to update the County or City Tax information

Little, Sally: 1009			
	Regional		+ Add v
	View Active ~		
	Calculation Component State Taxes	Forms CA	1
	State CA	Start and End Dates 4/4/16	
	Filing Status Single or married with two or more incomes	Number of Allowances from Estimated Deductions Total Number of Allowances	
	Number of Regular Withholding Allowances		×
	Calculation Component County Taxes	County Los Angeles	
	State CA	Start and End Dates 4/4/16	
	Exempt from County Income Tax	Exempt from School District	
	Filing Status	Exempt from Wage Accumulation	×
	Calculation Component City Taxes	City Burbank	
	State	Start and End Dates Click Edit	
	County Los Angeles	<i>4/4/</i> 10	
	Exempt from Occupational or Head Tax	Exempt from School District	

Enter the When Does This Change Start and update the applicable information

Calculation Component County Traces State CA Component Sequence 1 Carny Lex Angeles "When does this change start?" County Tax. Information Enter When does this change start? County Tax. Information Enter When does this change start? Enter When does this change start? Fining Souse Select a value Change Start Enter When does this change start?	Basic Information	Update the applicable info	prmation below	
Component Sequence County Les Angeles *When does this change start? *Unit/2/2 County Tax. Information Enter When does this change start? County Tax. Information Enter When does this change start? County Tax. Information Enter When does this change start? County Tax. Information Select a value Fining Staus Start a value County from School District Exempt from School District Select a value Select a value	Calculation Component County Taxes		State CA	
When does this change start? Workprocessor Enter When does this change start? County Tax Information Exempt from Wage Accumulation Select a value Select a value V Filing Status School District Select a value V Exempt from School District Resident Wage Accumulation Select a value V Select a value V Start a value V Select a value V Select a value V	Component Sequence		County Los Angeles	
Inter When does this change start? Exempt from County Income Tax Exempt from Wage Accumulation Select a value Filing Status School District Married Select a value Select a value Select a value Select a value	"When does this change start			
Exempt from County Income Tax Exempt from Wage Accumulation Select a value Select a value Select a value Married Select a value Exempt from School District Select a value Select a value Select a value Select a value Select a value	10/18/22	tige .	_	
Exempt from Youry Income Tax Exempt from Wage Accumulation Select a value Select a value Filing Status School District Married Select a value Exempt from School District Select a value Select a value Select a value Select a value Select a value	County Tax Information	Enter When does this change start?		
Select a value Select a value Filing Status School District Select a value Married Select a value Exempt from School District Resident Wage Accumulation Select a value Select a value	Exempt from County Income 1	ax	Exempt from Wage Accumulation	
Filing Status School District Married Exempt from School District Resident Wage Accumulation Select a value Select a value	Select a value	~	Select a value V	
Married Select a value Dempt from School District Resident Wage Accumulation Select a value Select a value	Filing Status		School District	
Exempt from School District Resident Wage Accumulation Select a value	Married	~	Select a value ~	
Select a value V	Exempt from School District		Resident Wage Accumulation	
	Select a value	~	Select a value V	

Click Save and Close

Basic Information		Click Save and Close	
Calculation Component	State	-	
Component Sequence	County		
"When does this change start?	Los Angeles		
10/18/22			
County Tax Information			
Exempt from County Income Tax	Exempt from Wage Accumulation		
Select a value V	Select a value	×	
Filing Status	School District		
Married	Select a value	~	
Exempt from School District	Resident Wage Accumulation		
Select a value	Select a value	×	

Update Employee's Home Address

Navigation: Home>My Client Groups>Person from Quick Actions>Search Employee>Person Information>Edit>Update>Submit

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	nowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	lick My Client Gro	ups			
Hire an Employee	පුරා	(A)	o*	N/		
ලි [*] Add a Contingent Worker	_∖ Hiring	Journeys	New Person	Person Management	LJ Absences	
ල් [¥] Add a Pending Worker						
ි * Add a Nonworker	1	රුම	60	-the	8 - 8	
Pending Workers	Compensation		Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>		- 87/			
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

Select Person from the Quick Actions

Good afternoon, Patrick Jones!								
Me My Team My Client Groups	s Benefits Admir	nistration Sales	Service K	nowledge Help	Desk Expenses	>		
Main an Employee Main Add a Contingent Worker Main Add a Pending Worker	Ľත් Hiring	Dourneys	New Person	Person Management	Absences			
은 Add a Nonworker 쉣 Pending Workers	Compensation	හිම Goals	Performance	Gareer Development	Talent Review			
Person Personal Details Click Person Click Person	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll			

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

		Sally				
		Advanced	Search:Sally			
Diroc	t Roports		Name	Business Title	Work Email	Person Number
Difec	ii neports	0	Sally Little	Consultant		1009
G	Gowtham Test AV Manager				TestAV1@test.co	m
	Michael Burkee Manager			Click Employ	/ees Name mketter@campt	ratech.com
R	/ Rishi Verma Director					
v	Victor Lopez					

Next, click Edit across from the address then, click Update

Person @	Save V Submit
Prese laformation Analysis Descention	
Person information Contacts Documents Disabilities Exita Information	
Name and Addresses @	National Identifiers 🖊 🗇
Name	Edit United States Social Security Number: 712-12-1212
Last Name Little	
First Name Sally	Biographical Info
Title Miss Profix	Date of Birth 1/1/91
Suffix	Date of Death
Middle Name	Country of Birth
Honors	Region of Birth
Preferred Name	Iown of Birth Correspondence Language
Previous Last Name	Blood Type
Addresses 📲	Display Photo
123 Universal Ln Burbank, CA 91501 Home Address Los Angeles	Edit V
United States Click Edit then	update slauve information @
Home Address Update	Correct ted States
123 Universal Ln Primary Mailing Burbank, CA 91501	End Date and Marital Status
Los Angeles	Delete Gender Female
United States	Delete Record Marital Status Single
Communication Methods @	View History Marital Status Change Date
Phones	Highest Education Level Bachelor Degree

Enter the ${\it Effective\,Start\,Date}$ of the address change then click ${\it OK}$

Documents Disabilities Extra Informati	ion			
ses 🛛		National Identifiers 🗸	0	
	Edit 🔻		United States	Social Security Number: 712-12-1212 🔍
	43	Biographical Info		
			Date of Birth	1/1/91
			Date of Death	
			Country of Birth	
			Region of Birth	
			Town of Birth	
			Blood Type	
123 Universal Ln Burbank, CA 91501			Display Photo	(
Los Angeles	Edit 🔻		Fater a data an ar after	
United States	Update Ac	idress	4/5/16.	
Home Address	* Effective	Start Date 7/27/22		
123 Universal Ln Burbank, CA 91501		OK Cancel		
United States	er the Effective Start		Gender	Female
			Marital Status	Single
ethods @	Edit 🔻		Marital Status Change Date	
			Highert Education Loval	Rachalar Dagraa

Update the applicable address details starting with the **Zip Code**. Once the zip code is entered, the City, State, and County will populate. Next, Click **OK**

ra Information		
	National	l Identifiers 🖉 🗇
	Edit Update Address	States Social Security Number: 712-12-1212 🛇
	Туре	pe Home Address
	Country	try United States
	* Address Line 1	1 123 Universal Ln Death
	Address Line 2	f Birth
	Address Line 3	f Birth
	* ZIP Code	de 91501 V guage
	* City	ity Burbank Type
address details	* State	Ite CA Photo
	Tax District	ict 🗸 🗸
	Edit ' * County	ty Los Angeles
	* Effec	OK Cancel
		OK Cancel Click OK
	Edit 🔻	Marital Status Change Date

Click **Submit** to submit the address updates. The address will be updated as of the Effective Start Date entered

		Save Submit
Edit 🔻	National Identifiers $\mathscr{I} \oslash \textcircled{\sc b}$ United States	Click Submit
	Biographical Info	1/1/91
	Date of Death	
	Country of Birth	
	Region of Birth	
	Town of Birth	
	Blood Type	
Edite V	Display Photo	
Eart	Legislative Information @	
	United States	
Edit 🔻	Gender and Marital Status	
	Gender	Female
	Marital Status	Single
Edit 🔻	Marital Status Change Date	
	Highest Education Level	Bachelor Degree

Update An Employees Work Location

Navigation: Home>My Client Groups>Show More>Change Location>Search Employee>Update>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Click My Client Groups QUICK ACTIONS \mathbb{M} Person Management Add a Pending Worker ŧ <u>8</u> 8 Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

From the home screen, click My Client Groups

Click Show More

	Me My Team My Client Grou	ups Benefits Adm	inistration Recei	vables General	Accounting Inte	rcompany Accounting	く し な し や し 令
		APPS					
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	හි Add a Contingent Worker		Agency Hiring	Journeys	New Person	Person Management	
0	S [*] Add a Pending Worker						7.00
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000		Absences	Goals	Performance	Profiles	Career Development	
• 0	l∯ Person	a	0.0	im:	.	ዋ	10,000
0	ကို Personal Details	Talent Review	Succession Plans	i <u>uui</u> Talent Pools	Workforce	Mass Updates	The stand
0	Additional Person Info						
	Identification Info	Payroll		Workforce Predictions	Data Exchange	+	
	Show More Click Show Mor	e					
	Things to Finish						

Under Employment, click Change Location

					クロや日ウ
	Me My Team My Clien	t Groups Benefits Administration	Receivables General Acc	ounting Intercompany Accounting	
	New Person				0 0 0
0	Add a Contingent Worker		Add a Pending Worker	Hire an Employee	0000
0					9000
	Employment				0 10 000
As A B		Additional Assignment Info	Additional Person Info	Allocate Checklists	
0	C Areas of Responsibility	Click Change Location	🕑 Change Assignment	🕎 Change Legal Employer Dashboard	0 0 0
0 0	Change Location	📋 Change Manager	င်္ကြ Change Photo	Change Working Hours	
0	Checklist Templates		Create Work Relationship	Direct Reports	
0	Document Delivery Preferences		8 Eligible Jobs		
			Family and Emergency Contacts	B Identification Info	
The service of	Local and Global Transfer	Manage Job Offers	Manage User Account	Mass Download of Document Records	
	Mass Legal Employer Change		 Person Identifiers for External Applications 	Personal Details	Market
	유민 Promote	Seniority Dates	යියියි Share Data Access	ထို Share Personal Info	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

		Sally				~	
		Advanced	Search:Sally				
Г)irect Reports		Name	Business Title	Work Email	Person Number	
		0	Sally Little	Consultant		1009	
	GT Gowtham Test AV Manager				TestAV1@test.co	om	
	Michael Burkee Manager			Click Employ	rees Name mketter@campt	tratech.com	
	RV Rishi Verma Director						
	Victor Lopez						

Next, click What info do you want to manage? Click Continue

E Change Locatio Sally Little	n			Click Continue	Q () () () () () () () () () () () () ()
		Click What info	do you want to man	age?	
		What info do y	ou want to manage?		
3	Salary	Compensation	Add Direct Reports	Comments and Attachments	
Cloud W					
Camp					

Enter the When and Why details and click Continue

E Change Loca Sally Little	tion		Q☆ P ₽ P] SubmitCancel
1990	When and Why When does the location change start? In/In/22 What's the way to change the location? Location Change	Enter the information below Why are you changing the location? Relocation	
& Camptra Cloud	Click Continue ② Location ③ Comments and Attachments	Continue	
	Seniority Dates	~	

Enter the Locations details and click Continue

≡ Change I Sally Little	Location		Q û ☆ ₽ ₽ Subgrit Cancel
	① When and Why	Enter, the information below	🖊 Edit
Taud Wiki	Location Location Virginia Sales Branch		
Camptra	Click Continue ③ Comments and Attachments	Controge	
	Seniority Dates		~

Enter the remaining details, if applicable and click **Submit**

E Change Loca Sally Little	ition	:k Submit	Q (☐ ☆ 戸 ঢ় 『 Submit Cancel
	(f) When and Why	🖌 Edit	
	 Location 	🖍 Edit	
Cloud Wiki	Comments and Attachments		
A Camptra	Comments		
	Attachments		
	Drag files here or click to add sittachment 🐱		
(B) ³	Seniority Dates	~	

Update Employee's Salary

Navigation: Home>My Client Groups>Show More from Quick Actions>Change Salary>Search Employee>Update>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Expenses Click My Client Groups \oslash \mathbb{M} Person Management .%* ŧ <u>8</u> 8 Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

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

Scroll down and Click Show More from the quick actions

Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	Absences	2.1
හි * Add a Pending Worker						
ප් Add a Nonworker	E.	MO	6	-fif-		
	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	r R					
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	
Employment Contracts	¢					
Es Identification Info	More Data Exchange	+				
Show More						

Under Compensation, click Change Salary

Comp	ensation			
\$1	Act as Proxy Manager	Action Reasons	🛞 Active Plans	Contraction
ළු	Administer Workers	Balance Definitions	🛞 Benefit Balances	Change Salary
Ŕ	Compensation Categories	Compensation Info	🛞 c Click Change Salary	Configure Actions
Ŕ	Configure Batch Parameters	🛞 Configure Compensation History	Configure Global Settings	 Configure Total Compensation Global Settings
Ŕ	Derived Factors	🛞 Download Salaries	Elements	🛞 Eligibility Profiles
畸	External Data	Fast Formulas	Generate Printable Statements	🛞 Generate Statements
Ħ	Global Models	🕞 Individual Compensation	R Individual Compensation Plans	🔀 Lookups
£1/	Manage Grade Rates	🕅 Manage Grades	🕅 Map Third-Party Plans	R Monitor Processes

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

	sally				~	
	Advanced	Searchisally	During The	1000 E	Provide the second	
Direct Reports	0	Sally Little	Consultant	Work Email	1009	
GT Gowtham Test AV Manager		_		TestAV1@test.co	m	
Michael Burkee Manager		CI	ick Employees Na	me mketter@campt	ratech.com	
RV Rishi Verma Director						
VL Victor Lopez						

Enter the information in the When and Why section then, click Continue

E Change Salary Saly Little		
	1 When and Why	
	*When does the salary change start? 7/28/22 6	*What's the action name? Change Salary Why are you changing the salary for Sally Little?
	Click Continue	Continue
	2 Salary Details	
Thera Cloud Wik	③ Comments and Attachments	

Follow this same process and complete the information in each section. The information needed in each section will depend on your configurations. Once you have added the information in the sections below, click **Submit**. The salary change for this employee has been submitted.
y		Q (1 54
a an	Click Submit	
 When and Why ₽ 	🖍 Edit	
② Salary Details	🖉 Edit	
3 Comments and Attachments		
Comments	Comments	
Attachments		
Drag files here or click to add attachment ~		
	 Y When and Why Salary Details Omments and Attachments Comments Comments Later server click to add attachment → 	Click Submit Click Submit When and Why S Salary Details Comments and Attachments Comments Latter Latter Drag files here or click to add attachment

Update Employee's Payroll Relationship

Navigation: Home>My Client Groups>Payroll>Payroll Relationships>Search Employee>Edit>Save

Good afternoon, Cor	ey Alberts	son!	NE CO		ALC: NO	
Me My Team My Client Groups	Benefits Admi	nistration Recei	vables General	Accounting Inte	ercompany Accounting	>
QUICK ACTIONS	Click My Cl	ient Groups				
양 [*] Hire an Employee 양 [*] Add a Contingent Worker	සිරි Hiring	Agency Hiring	Journeys	New Person	Person Management	
암 * Add a Pending Worker 삼 * Add a Nonworker		රුම	司	Ř	- HH	
안/ Pending Workers 안 Person	Absences	Goals	Performance	Profiles	Career Development	
안 Personal Details 안 Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	

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

Next, click Payroll

le My Team My Client G	roups Benefits Admi	nistration Receiv	vables General	Accounting Inte	ercompany Accounting
	APPS				
Hire an Employee	സ്പ	田。		o.*	Nova.
Add a Contingent Worker	Hiring	Agency Hiring	Journeys	New Person	Person Management
S * Add a Pending Worker					
Add a Nonworker	8	රුම		Ř	
Pending Workers	Absences		Performance	Profiles	Career Development
Person					
Personal Details		<u>ک</u>			
Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates
Employment Contracts					
ldentification Info	Payroll	Workforce Modeling	Workforce Predictions	Data Exchange	+
how More					

Click **Payroll Relationships** under **Person Information.** If preferred, we can also search the words **Payroll Relationships** in the Search box at the top

< Pavroll	
Martin Martin Contract Contract Contraction	an ann a stateachail a st
Search for tasks Q	
Person Information	
Adjust Individual Balances	
Element Entries	
View Process Information Groups	
Calculation Entries	
Calculation Cards	
Costing for Persons	
Byroll Relationships	
Personal Payment Methods	
Drird-Party Person Payment Methods	
Payslips	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Saily Little Advanced Search Saily Little Advanced Search Saily Little Direct Reports Direct Reports Direct Reports Click Employees	Sally Little Advanced Search Sally Little Direct Reports	Search Pesco Advanced Search Sally Little Advanced Search Sally Little Direct Reports Consultant Consultant Citck Employees Name	Search Person Voint Reports Direct Reports Direct Reports Donald Zans Donald Zans Marager Cick Employees Name Cick Employees Name	Salty Little Avanced Search Salty Little Direct Reports Tot Donald Zans Cick Employees Manager	Payroll Relations	nips				
Direct Reports Direct	Direct Reports Direct Zans Manager Direct Area and Canses Manager Direct Area and Canses Manager Direct Reports Direct Reports Name Direct Reports Direct Re	Direct Reports Saly Little Consultant 1009 Donald Zans Manager Click Employees Name Name	Direct Reports Name Business Tile Work Email Person Number Donald Zans Consultant 1009 Domainer Manager Name	Name Burness Tide Work Email Person Number Direct Reports Salty Little Consultant 1009 Izz Donald Zans Click Employees Manager Name			Sally Little		1993-1997 — <i>4793 (479)</i>	Search Person
Donald Zans Click Employees	Donald Zans Manager Consultant 1009 Click Employees Name	Donald Zans Manager Cick Employees Name	Donald Zans CZ Donald Zans Manager Calick Employees Name	Donald Zans Manager Click Employees Name		Direct Reports	Name	Business Title Wo	ork Email Person Number	
Manager Name						DZ Donald Zans Manager	Sally Little	Click Employees Name	5	

Under **Basic Information**, click **Edit**

Payrol	l Relationships		
	Assignment Assignment: Consultant View as of 10/24/22	v ©	
	Basic Information Start Date 4/4/16 Payroll Statutory Unit ERPWeb/Turor USA Inc. Payroll Relationship Number 100 Relationship Type Worker	First Standard Earnings Date 4/4/16 Effective Dates for Overtime Period 4/4/16- Ongoing Overtime Status	Circk Edit
	Assignment Legat Employer ERPWebTutor USA Inc. Business Unit Comptrus Business Unit Job Consultant Business Title	Department IT - Software Consulting Grade Professional - V Location Corporate HQ Person Number	

We can update the payroll relationship start date by entering the **When does this change start?** Date and click **Save**

≡ < Payroll] Sally Little - 1	Relationships			日 ☆ 口 ク
	Assignment Assignment: Co	insultant	$\overline{\mathbf{v}}$	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	View as of 10/24/22		te la	
	Basic Information Start Date 4/4/16 Paynoll Statutory Unit ERPWebTutor USA Inc. Paynoll Relationship Number 1009 Relationship Type Worker	Enter When does this change start?	First Standard Earnings Date 4/4/16 "When does this change start? 10/24/22 Tob Finar 10/24/22 I yob are correcting a mistake. Overtime Status	Click Save
	Assignment Legal Employer		Department	
	ERPWebTutor USA Inc. Business Unit Camptra US Business Unit		IT - Software Consulting Grade Professional - V	
	Job Consultant		Location Corporate HQ	
	Business Title		Person Number	

Next, we can add a Payroll Association. Across from Payroll Association, click Add

Sally Little - 10	09 Relationship Type		
	Worker		
	Assignment		
	Legal Employer ERPWebTutor USA Inc.	Department Corporate Office	
	Business Unit Camptra US Business Unit	Grade	
	Job Consultant	Location Corporate HQ	
	Business Title Consultant-2	Person Number 1009	
	Payroll Association		+ Add
	No data to display.	Click Add	
	Payroll Assignment Details		Edit ^
	First Standard Earnings Date 9/1/22	Overtime Period	
	Last Standard Earnings Date 9/19/22	Time Card Required	

Next, enter the below information and click Save

Payroll R Sally Little - 10	elationships				
	Assignment				
	Legal Employer ERPWebTutor USA Inc.		Department Corporate Office		
	Business Unit Camptra US Business Unit		Grade		
	Job Consultant		Location Corporate HQ		
	Business Title Consultant-2		Person Number 1009		
	Payroll Association	Enter the infor		Click Save Cancel	
	*Start Date	~	Time Card Required		
	10/24/22	tia .	No	~	
	No data to display.				
	Payroll Assignment Details				
	First Standard Earnings Date 9/1/22		Overtime Period		

Lastly, we can update the **Time Card Required** flag. Under **Payroll Assignment Details**, click **Edit**

Payroll Ro Sally Little - 100	elationships		
	Camptra US Business Unit		1.4
	Job Consultant	Location Corporate HQ	
	Business Title Consultant-2	Person Number 1009	
	Payroll Association	Transfer + Add	
	Payroll Name EWT Biweekly	Overtime Period ***	
	Start Date 10/24/22	Time Card Required	
	First Standard Earnings Date 10/24/22	Effective Dates for Time Card Required and Overtime Period 10/24/22 - Ongoing	
	Pavroll Assignment Details	tait A	
	First Standard Earnings Date	Overtime Period Click Edit	
	Last Standard Earnings Date 9/19/22	Time Card Required	
	Last Standard Process Date 9/19/22	Effective Dates for Time Card Required and Overtime Period 9/20/22- Ongoing	
	Final Close Date	Overtime Status	

Next, enter the below information and click **Save**

Sally Little - 10	09			
	Consultant-2		1009	
	Payroll Association		Transfer + Ad	d ^
	Payroll Name EWT Biweekiv		Overtime Period	
	Start Date 10/24/22		Time Card Required No	
	First Standard Earnings Date 10/24/22		Effective Dates for Time Card Required and Overtime Period 10/24/22 - Ongoing	
		Enter the	na 26 juli patellena 26 (20 Chile) Ili patellena Filmusia Gammatian	
	Payroli Assignment Details	Enterthe		Cancel
	First Standard Earnings Date 9/1/22 Last Standard Earnings Date		*When does this change start? 9/20/22 Click Save	Zaurei
	9/19/22 *Last Standard Process Date		Enter 9/20/22 if you are correcting a mistake. Overtime Period	
	9/19/22	ΰφ	~ ·	
	*Final Close Date	the l	Time Card Required Yes V	
			Overtime Status	

Update Employee's Timecard Required Flag

Navigation: Home>My Client Groups>Payroll>Payroll Relationships>Search Employee>Edit>Save

Good afternoon, Co	orey Albert	son!			
Me My Team My Client Grou	ps Benefits Admi	inistration Recei	vables General /	Accounting Int	ercompany Accounting
QUICK ACTIONS	APPS.				
 M Hire an Employee M Add a Contingent Worker 	සීතු Hiring	Agency Hiring	Journeys	New Person	Person
ි [*] Add a Pending Worker					management
ි [™] Add a Nonworker	<u></u>	රුම දෙසේස		Profiler	the second secon
[™] / [™] [™] [™] [™] [™] [™] ^{™ [™]}	Absences	Goals	renormance	Promes	Development
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From the home screen, click **My Client Groups**

Next, click Payroll

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Click **Payroll Relationships** under **Person Information.** If preferred, we can also search the words **Payroll Relationships** in the Search box at the top

A Pavroll	
Search for tasks Q	
Person Information	
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View Process Information Groups	
Calculation Entries	
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Click Payroll Relationships	
Payroll Relationships	
Personal Payment Methods	
Third-Party Person Payment Methods	
Payslips	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Berrich Sally Little Direct Reports Doradd Zans Doradd Zans Manager Cick Employees Name	Sally Little Austraced Search Sally Little Direct Reports Consultant 1009 Manager Cick Employees Name	Saly Little Attanced Search Saly Little Direct Reports Tomaid Zans Tomaid Zans Common Consultant Little Marager	Payroll Relationships					
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Under Payroll Assignment Details, click Edit

Camptra US Business Unit	
Job Consultant	Location Corporate HQ
Business Title Consultant-2	Person Number 1009
Payroll Association	Transfer + Add ^
Payroll Name EWT Biweekly	Overtime Period ····
Start Date 10/24/22	Time Card Required No
First Standard Earnings Date 10/24/22	Effective Dates for Time Card Required and Overtime Period 10/24/22 - Ongoing
Payroll Assignment Details	Edit
First Standard Earnings Date 9/1/22	Overtime Period Click Edit
Last Standard Earnings Date 9/19/22	Time Card Required
Last Standard Process Date 9/19/22	Effective Dates for Time Card Required and Overtime Period 9/20/22- Ongoing
Final Close Date	Overtime Status

Next, enter the below information and click Save

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Consultant-2		1009		
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Add Employee's Personal Payment Methods

Navigation: Home>My Client Groups>Payroll>Personal Payment Methods>Search Employee>Add>Save

Good afternoon, Co	rey Alberts	son!			AREA DE	
Me My Team My Client Group	Benefits Admi	nistration Recei	vables General .	Accounting Inte	ercompany Accounting	>
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From the home screen, click **My Client Groups**

Next, click Payroll

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Click **Personal Payment Methods** under **Person Information.** If preferred, we can also search the words **Personal Payment Methods** in the Search box at the top

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	Payslips	
	Event Action Notifications	
	Flow Submission and Results	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Direct Reports	Advanced Search Saty Name	Business Title		Search Person		
Direct Reports	Sally Advanced Search Sally Name Sally Little	Business Title		~		
Direct Reports	Advanced Search Sally Name Sally Little	Business Title				
Direct Reports	Name Sally Little	Business Title				
Direct Reports	G Sally Little		Work Email Person Number			
DZ Donald Zans		Consultant	1009		~	
Manager		Click Employe	es Name			

First, we need to add a **Bank Account**. Click **Add**

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C Payment Sally Little	Methods	
	View payment methods as of 🛛 All dates 🔍	
	Bank Accounts	
	There's nothing here so far. You don't have any bank accounts. You must add one before you add a payment method.	Click Add
	Payment Methods + Add	
	There's nothing here so far. You don't have any payment methods. You must add one to be paid.	

Next, enter the information below. We can use the assistive search feature by typing the information in the drop-down boxes and once the option is displayed, select the option. Click **Save**

≡ ≺ Sally Little	nt Methods	Q ᢕ ☆ Þ ♀
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	Bank Accounts Enter-the below information *Account Number 12345/789 *Account Type Checking Click Save Click Save Click Save Click Save Secondary Account Ridder Bit Code Bit Code	
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Next, we'll enter the Payment Methods. Click Add

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Next, enter **What do you want to call this payment method?** Select the **Start Date**, select the **Organization Payment Method** and the **Bank Account** from the dropdown. Click **Save**

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*What do you want to call this payment me Checking- Bank of America	thod? Payment Type Direct Deposit Click Save	2.000 Zauce
*Start Date	Currency USD	
10/25/22	Country	
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Update Employee's Personal Payment Methods

Navigation: Home>My Client Groups>Payroll>Personal Payment Methods>Search Employee>Edit>Save

Good afternoon, Corey Albertson! My Client Groups Benefits Administration Intercompany Accounting Click My Client Groups QUICK ACTIONS ₽M $\overset{\circ}{\succeq}^*$ \mathbb{N} Ø Add a Contingent Worker Person Management Add a Pending Worker \bigotimes MO Ŧ Pending Workers Career Development ß کچک ற æ/ Workforce Structures

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

Next, click Payroll

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Click **Personal Payment Methods** under **Person Information.** If preferred, we can also search the words **Personal Payment Methods** in the Search box at the top

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	Flow Submission and Results	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

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	- Manager		Click Employees Name				
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To edit a bank account, click Edit across from Bank Accounts

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Sally Little	ent Methods			
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	X0000/6789 Checking 011400495 Bank of America 011400495 Bank of America 10/25/22 United States	Active	Click Edit	
	Payment Methods		+ Add	
	Checking- Bank of America Direct Deposit 10/25/22	100 %	· · · · · · · · · · · · · · · · · · ·	
	View prior payment methods			

Edit the below information. To inactivate **Bank Account**, deselect the Active checkbox. Click **Save**

■ < Payment Meth Sally Little	ods	Q 凸 ☆ 戸 ֆ
View	ayment methods as of 🛛 All dates 🔍 🗸	
Bank	Accounts	
	Country United States Account Number D00006789	Click Save
	*Account Type Checking v Check Digit	
Secondar	Account Reference "Bank Bank of America ∨ "Bank Ranch 101400495 Bank of America ∨ "Routing Number 011400495 o	
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To edit a payment method, click **Edit** across from **Payment Methods**

ent Methods		Q (L) & I
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View prior payment methods		
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Edit the below information. Click Save

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Update Employee's Document Delivery Preferences

Navigation: Home>My Client Groups>Show More>Document Delivery Options>Search Person>Update>Save

Good afternoon, Cor	ey Albert	Albertson!				
Me My Team My Client Groups	Benefits Admi	inistration Recei	vables General ,	Accounting Int	ercompany Accounting	>
 Hire an Employee Add a Contingent Worker Add a Pending Worker 	සිතු Hiring	Agency Hiring	Dourneys	New Person	Person Management	
Add a Nonworker	Absences	පුලා Goals	Performance	Profiles	Career Development	
한 Person 안 Personal Details 안 Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	

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

Next, click **Show More** from the Quick Actions

HCM Experience Design Studio B* Hire an Employee And a Continnent Worker	Ľරෝ Hiring	Journeys	New Person	Person Management	Absences	0 0 ^c
은 Add a Pending Worker 은 Add a Nonworker	Time Management	Compensation	හිුම Goals	Performance	Profiles	
선/ Pending Workers 안 Person 안 Personal Details	Career Development	Talent Review	Succession Plans	Talent Pools	Workforce Structures	
Additional Person Info By Employment Contracts Info densification Info	Mass Updates	Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Family and Emerger Click Show Mr	+ pre					

Under Employment, click Document Delivery Preferences

	Add a Contingent Worker	Add a Nonworker	Add a Pending Worker	හි [*] Hire an Employee
	Pending Workers			
15000	Employment			
	හුළු Add Assignment	Additional Assignment Info	Additional Person Info	E Allocate Checklists
	Contract of Responsibility	8 Cancel Work Relationship	Change Assignment	🖓 Change Legal Employer Dashboard
AND A	မြို့ Change Location	管 Change Manager	企 Change Photo	မြို Change Working Hours
	Checklist Templates	Click Document Deliver	ry Preferences Relationship	。 デック Direct Reports
AN STA	Document Delivery Preferences	Document Records	😸 Eligible Jobs	
0	🕎 Employment Info	Employment Start Dates	Family and Emergency Contacts	
0	⊖y∕⁄ Local and Global Transfer	Manage Job Offers	Manage User Account	Mass Download of Document Records
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	ကြို Promote	Seniority Dates	ය උදුය Share Data Access	යි. Share Personal Info
Ser Chi		🕎 Transfer	A Vacancies	品/ Work Relationship
	융ᇕ Workforce Modeling			

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

	Sally		6.0	\$ ************************************	earch Provide Contraction Contraction	
	Advanced Search Sally					
	Name	Business Title	Work Email	Person Number		
Direct Reports	G Sally Little	Consultant		1009	^	
MB Michael Burke Manager			mketter@camptr	atech.com	1	
RV Rishi Verma Director		Click Employees Na	me			
VL Victor Lopez Director						

Click **Edit** to update the delivery preference across from the document we wish to update

Sally Little		
Preferences		
W_2		1 = = =
Delivery Method	Online Delivery Consent	
rapei	Not applicable	
W_2c		
Delivery Method Paper	Online Delivery Consent Not applicable	
e-IWO Orders		/
Delivery Method	Online Delivery Consent	
Online	Not applicable	13-23
1095-C		/
Delivery Method Paper	Online Delivery Consent Not applicable Click	Edit
Third Party Payslip		1
Delivery Method	Online Delivery Consent	
Online	Not applicable	
Davelin		1

Select the **Delivery Method** from the dropdown menu and click **Save** to save the preferences

N PARTIA VILLE			
	Preferences		
	W_2		
	Delivery Method Paper	Online Delivery Consent Not applicable	
	W_2c		
	Delivery Method Paper	Online Delivery Consent Not applicable	
	e-IWO Orders		
	Delivery Method Online	Online Delivery Consent Not applicable	
	1095-C	Click Save	Cancel
	Delivery Method Paper V	Grant Online Delivery Consent Not applicable	
	Paper Online		
	Online and Paper Online Select Delivery Method	Online Delivery Consent Not applicable	
	Payslip		
	Delivery Method	Online Delivery Consent	

Update Final Close Date For Terminated Employees

Navigation: Home>My Client Groups>Show More>Payroll Relationships>Update>Save

Good afternoon, Corey Albertson!								
Me My Team My Client Grou	ps Benefits Admi	nistration Recei	vables General	Accounting Inte	ercompany Accounting			
QUICK ACTIONS	Click My Cl	lient Groups						
Hire an Employee	ස්ත්	E Service Serv	Ø	°* ⊗*	Ľ⁄∕			
☆ Add a Pending Worker	Hiring	Agency Hiring	Journeys	New Person	Person Management			
တို [#] Add a Nonworker		MO	Performance	Profiles				
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Personal Details	Talent Review	Succession Plans	Talent Pools	Workforce	Mass Updates			
Additional Person Info				Structures				

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

Next, click **Show More** from the Quick Actions

HCM Experience Design Studio	ළිරු Hiring	Journeys	o * New Person	Person Management	Absences	0.0
전 Add a Contingent Worker 안 ⁴ Add a Pending Worker 안 ⁴ Add a Nonworker	Time Management	Compensation	යිම _{Goals}	Performance	Profiles	
양/ Rending Workers 안 Rerson 안 Personal Details	Career Development	Talent Review	Succession Plans	Talent Pools	Workforce Structures	
🖗 Additional Person Info 🖉 Employment Contracts	Mass Updates	Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Family and Emerger Click Show Mo	+ pre					

Under Payroll, click Payroll Relationships

	View Flows	60	View User Entity Details			1235	
Payrol							
出	Adjust Individual Balances		Balance Definitions		Balance Exceptions		Balance Exceptions and Reports
	Balance Group Usages		Balance Groups		Batch Loader		Calculation Cards
			Calculation Value Definitions		Component Group Rules		Configure Legislation for Human Resources
	Consolidation Groups				Costing of Departments		Costing of Elements
	Costing of Jobs		Costing of Payment Sources				Costing of Positions
	Element Classifications						Event Action Groups
පි	Event Action Notifications				Event Notifications	R	Fast Formulas
පි	Features by Country or Territory		Manage Bank Accounts		Manage Bank Branches		Manage Banks
	Object Groups		Organization Payment Methods		Payment Method Preferences		Payroll Calculation Information
	Payroll Dashboard		Payroll Definitions	Click	Payroll Relationships		Payroll Interface Inbound Records
ප	Payroll Process Configuration	⊗	Payroll Relationships		Payslips		Person Results
	Personal Payment Methods		Process Results Summary		QuickPay Payments		Rate Definitions
	Review Journal Entries		Run Types	⊗	Simplified QuickPay	⊗	Submit a Flow

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Ξ	
< Payroll Relationships	
	Person
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	Advanced Search Sally
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Direct Reports	Sally Little Consultant 1009
DZ DZ Manager	Click Employees Name
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Under Payroll Assignment Details, click Edit

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	consultant	Corporate HQ			
	Business Title	Person Number			
	Consultant-2	1009			
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	EWT Biweekly				
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	ayroll Assignment Details		🖌 🖊 Edit	<u>^</u>	
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	First Standard Earnings Date	Overtime Period Click Edit			
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	9/19/22	Effective Dates for Time Card Required and Overtime Period			
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	Final Close Date	Overtime Status			

Enter the Final Close Date and click Save

Consultant-2		1009	
Payroll Association		Transfer A	.dd
Payroll Name EWT Biweekly		Overtime Period	
Start Date 10/24/22		Time Card Required No	
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Payroll Assignment Details			
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Last Standard Earnings Date 9/19/22		Enter 9/20/22 if you are correcting a mistake.	
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9/19/22	6	· · · · · · ·	
*Final Close Date		Time Card Required	

Enter Department Costing

Navigation: Home>My Client Groups>Show More>Costing of Departments>Search>Add>Submit

Good afternoon, Cor	ey Albert	son!				C
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 Person Personal Details Additional Person Info 	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	

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

Next, click **Show More** from the Quick Actions

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Additional Person Info Additional Person Info Dy Employment Contracts Sectional Info	Hass Updates	Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Contact Info Click Show Mr Show More	+ pre					

Under Payroll, click Costing of Departments

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	Adjust Individual Balances	Balance Definitions	Balance Exceptions	Balance Exceptions and Reports
	Balance Group Usages	Balance Groups	ည် Batch Loader	O Calculation Cards
	Calculation Entries	Calculation Value Definitions	Component Group Rules	O Configure Legislation for Human Resources
	Consolidation Groups	Costing for Persons	Costing of Departments	Costing of Elements
	Costing of Jobs	Costing of Payment Sources	Costing of Payrolls	Click Costing of Departments
	Element Classifications	C Element Entries	Elements	Event Action Groups
0	Event Action Notifications	Event Groups	Event Notifications	🛞 Fast Formulas
	Features by Country or Territory	Manage Bank Accounts	Manage Bank Branches	Manage Banks
0	Dbject Groups	Organization Payment Methods	Payment Method Preferences	Payroll Calculation Information
	Payroll Dashboard	Payroll Definitions	Payroll Flow Patterns	Payroll Interface Inbound Records
	Payroll Process Configuration	Payroll Relationships	Payslips	Person Results
200	Personal Payment Methods	Process Results Summary	QuickPay Payments	Rate Definitions
	Review Journal Entries	Run Types	Simplified QuickPay	Submit a Flow

Enter the **Department**, select the **Legislative Data Group** from the dropdown, and click **Search**

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Department Hit - Benefits Cupidative Data Group Legislative Data Group Select Legislative Data Group Select Legislative Data Group				
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Click + to Create Costing Details

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✓ Search Results						
Select a row to create costing details for that department.						
Actions • View • Format • Edit • Freeze Detach	■ Wrap					
Department Click Create Costing De	tails		Department Set	Location	Costing Exists	Update
HR - Benefits			Common Set	Corporate HQ	_	1
Columns Hidden 2						

Enter the Effective Date and click Continue

Costing of Departments Search Search		Q 🏠 ☆ 🗗 Q
** Department HR - Bervefits	*Legislative Data Group US Legislative Data Group 😒 *Effective As of Data 10/25/22 🕞	At least one is regul
	Create Costing of Department X Department IR- Bendts Lapisative Data Group US Legislative Data Group Effective Data T02/322 Contemer Conte	Search Reset Save Department Location Costing Exists Update Common Set Corporate HQ /
Columns Hidden 2	Click Continue	

Click + to create costing

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Create Costing of Department: HR - Benefits		Submit Cancel
Effective Start Date 10/26/22 Effective Start Date 10/26/22	Legislative Data Group US Legislative Data Group	an an Thursdon an Albert Albert
Cost Accounts		
Percentage Line of Cost Center Cost Center	Account	
Dosimes No data to display. Columas Hidden 5		
Suspense and Default Accounts		
Supprine Account		

Enter the **Percentage**, **Line of Business**, and **Cost Center**. If applicable, we can click + to add another line of costing to split the costing between two Lines of Business or Cost Centers. Click **Submit**

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Create Costing of Department: HR - Benefits		Submit <u>C</u> ancel
Effective Start Date 10/26/22 Effective End Date	Legislative Data Group US Legislative Data Gr	
Actions V Vew V Format V + X III Freeze P Detach of Wrap		
Percentage Line of Business	Account	
Columns Hiddin Suspens: Enter Percentage		
Superse Account E		

Enter Element Entries Costing

Navigation: Home>My Client Groups>Show More>Costing of Elements>Search>Add>Submit

Good afternoon, Core	ey Alberts	son!			ALL STREET	6
Me My Team My Client Groups QUICK ACTIONS AF	Benefits Admi	nistration Receiv	vables General	Accounting Inte	ercompany Accounting	>
 M[*] Hire an Employee M[*] Add a Contingent Worker M[*] Add a Pending Worker 	ළුරු Hiring	Agency Hiring	Dourneys	New Person	Person Management	
හි Add a Nonworker	Absences	Goals	Performance	Profiles	Gareer Development	
Person Personal Details Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	

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

Next, click **Show More** from the Quick Actions

HCM Experience Design Studio	ළුතු Hiring	Journeys	New Person	Person Management	Absences	
 Add a Contingent Worker Add a Pending Worker 스럽 a Nonworker 	Time Management	Compensation	රිම Goals	Performance	Profiles	
양가 Rending Workers 안 Rerson 안 Rersonal Details	Career Development	Talent Review	Succession Plans	Talent Pools	Workforce Structures	
Additional Person Info Additional Contracts Additional Contracts	Mass Updates	Hand Series Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Click Show More						

Under Payroll, click Costing of Elements

266	Submit a Flow	Submit Extracts Submit Extracts So View User Entity Details	c쭚 View Business Objects	题 View Extract Results
0	Payroll			
	Adjust Individual Balances	Balance Definitions	Balance Exceptions	Balance Exceptions and Reports
P. 1999	Balance Group Usages	Balance Groups	ည် Batch Loader	ကြို Calculation Cards
		Calculation Value Definitions	Component Group Rules	O Configure Legislation for Human Resources
	Consolidation Groups	Costing for Persons	Costing of Departments	Costing of Elements
		Costing of Payment Sources	Costing of Payrolls	Costing of Positions
0	Element Classifications	Element Entries	Elements	Event Action Groups
0	Event Action Notifications	Event Groups	Event Notifications	🛞 Fast Formulas
N. There is	Features by Country or Territory	Manage Bank Accounts	Manage Bank Branches	ෆී Manage Banks
	Object Groups	Organization Payment Methods	Payment Method Preferences	Payroll Calculation Information
	Payroll Dashboard	Payroll Definitions	Payroll Flow Patterns	Payroll Interface Inbound Records
	Payroll Process Configuration	Payroll Relationships	Payslips	Person Results

Enter the **Element Name, Legislative Data Group** from the drop down, and click **Search**

Costing of Flo	monto								<u>م ۲</u>
Costiling of Eler									
▲ Search				6-01 L	Adva	nced Saved Searc	h Element Search	×	2
							** At least	* Required t one is required	
** Primary Classification ** Element Name Medica ** Element Eligibility Name	al Pretax EE	ter Element Name		*Legislative (*Effective Select Legi	Asta Group US Legislative D Asta of Date 10/26/22 Islative Data Group	ata Groe	Search	Reset Save	
Search Results Nect a row to create costing details for that ef	iement eligibility.				Click Se	arch			
Actions • View • Format • +	X Edit 🔻 🏾 Freeze 🛣 Deta	ch ∉ Wrap							
Actions • View • Format • +	K Edit V III Freeze Detar	ch 🚽 Wrap Primary Classification	Legislative Data Group	Costing Type	Distribution Group	Costing Exists	Costing Eligibility on Assignment Attributes	Update	
Actions • View • Format • + Element Eligibility Name Medical Pretax EE	X Edit Y II Freeze Detar Element Name Medical Prefax EE	th e ^I Wrap Primary Classification Pretax Deductions	Legislative Data Group US Legislative Data Group	Costing Type	Distribution Group	Costing Exists	Costing Eligibility on Assignment Attributes	Update	
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Highlight the row of the Element we wish to add costing and click **Create Costing Details**

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Costing of Elem	ients												
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▲ Search					Adva	nced Saved Searc	h Element Search	ı v					
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** Primary Classification				*Legislative Da	ta Group US Legislative D	lata Group 🖂							
** Element Name Medical	Pretax EE			*Effective A	s-of Date 10/26/22	C _o							
** Element Eligibility Name													
							Search	Reset Save					
A Search Results	Click Create Co	sting Details											
Select a row to create costing details for that eler	ent eligibilt												
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Element Eligibility Name	Element Name	Primary Classification	Legislative Data Group	Costing Type	Distribution Group	Costing Exists	Costing Eligibility on Assignment Attributes	Update	ł				
Medical Pretax EE	Medical Pretax EE	Pretax Deductions	US Legislative Data Group										
Medical Pretax EE Retro	Medical Pretax EE Retro	Pretax Deductions	US Legislative Data Group			-	-	/					
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Enter the **Effective Date** and click **Continue**

■ Costing of Fler	nents		
▲ Search			Advanced Saved Search Bernent Search
** Primary Classification			Propertied *** At least one is required *** At least one is required *** At least one is required
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Search Results Select a row to create costing details for that ele Actions Mew Format	ment eligbility.	b al Wern	Create Costing of Element × Element Eligibility Medical Peters EE Lesiette Bolt Core
Element Eligibility Name	Element Name	Primary Classification	Effective Date Costing Costing Costing Costing Exists Eligibility on Assignment Update
Medical Pretax EE	Medical Pretax EE	Pretax Deductions	US Legislative Data Group Click Continue /
Medical Pretax EE Retro	Medical Pretax EE Retro	Pretax Deductions	US Legislative Data Group
Columns Hopen 2			

Select **Costing Type** and click the checkbox **Transfer to General Ledger** if the organization subscribes to ERP modules

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Create Costing of Element: Medical Pretax EE		Submit	Cancel	Account Segments Cost Account Segments
Legislative Data Group US Legislative Data Group Primary Classification Pretaz Deductions	Element Name Medical Pretax EE			Offset Account Segments Priority Account Segments
Effective Start Date 10/26/22	Effective End Date			Element Classification Costing
Costing Information				Element Classification Costing
Costing Type Costed	Transfer to General Ledger			
Distribution Group	Click Transfer to G	eneral Ledger		
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Line of Business v				
Account				
Offset Account @				
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Line of Business V				
Account				
Cost Center V				

Under Costed Input Values, click Add Row

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Create Costing of Element: Medical Pretax EE		Submit	Cancel	Account Segments Cost Account Segments
Legislative Data Group. US Legislative Data Group Primary Classification Pretax Deductions	Element Name Medical Pretax EE			Offset Account Segments Priority Account Segments
Effective Start Date 10/26/22	Effective End Date			Element Classification Costing
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Select Input Value

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Create Costing of Flement: Medical Pretax FF		Submit	Cancel	Account Segments
				Cost Account Segments
Legislative Data Group US Legislative Data Group Primary Classification Pretax Deductions	Element Name Medical Pretax EE			Offset Account Segments Priority Account Segments
Effective Start Date 10/26/22	Effective End Date			Element Classification Costing
Costing Information				Element Classification Costing
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Actions 🔹 View 🔹 🕂 💥 🔛 Detach				
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Cost Account @				
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Line of Business V				-
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Account				
Cost Center V				

Next, Enter the **Cost Account** and **Offset Account**. Select each value from the drop down and click **Submit**

Create Costing of Eleme	ent: Medical Pretax EE			Submit	Cancel	
Costing Type Costed		Transfer to General Ledger 🗹	Click Submit	<u> </u>	ALL CONTRACTOR	
Distribution Group	~					
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Priority Cost Accounts @						
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Enter Person Costing

Navigation: Home>My Client Groups>Show More>Costing for Persons>Search>Add>OK>Submit

Good afternoon, Corey Albertson! My Client Groups Benefits Administration Intercompany Accounting Click My Client Groups QUICK ACTIONS ₽M $\overset{\circ}{\succeq}^*$ \mathbb{N} Ø Add a Contingent Worker Person Management Add a Pending Worker \bigotimes MO Ŧ Pending Workers Career Development ß کچک ற æ/ Workforce Structures

From the home screen, click My Client Groups

Next, click Show More from the Quick Actions

HCM Experience Design Studio B [*] Hire an Employee B [*] Add 1 Continuent Worker	Ľරෝ Hiring	Ø Journeys	New Person	Person Management	Absences	
은 Add a Pending Worker	Time Management	Compensation	පිු Goals	Performance	Profiles	
හු Pending Workers හි Person හි Personal Details	Gareer Development	Talent Review	Succession Plans	Talent Pools	Workforce Structures	
Additional Person Info By Employment Contracts Identification Info	Mass Updates	Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Contact Info	ore +					

Under Payroll, click Costing for Persons

Submit a Flow	ाजी Submit Extracts	යුති View Business Objects	View Extract Results
View Flows	6 View User Entity Details		
Payroll			
Adjust Individual Balances	Balance Definitions	Balance Exceptions	Balance Exceptions and Reports
Balance Group Usages	Balance Groups	ည် Batch Loader	Calculation Cards
Calculation Entries	Calculation Value Definitions	Component Group Rules	O Configure Legislation for Human Resources
Consolidation Groups	Costing for Persons	Costing of Departments	國 Costing of Elements
Costing of Jobs	Costing of Payment Sources	Click Costing for Persons	Costing of Positions
Element Classifications	Element Entries	Elements	Event Action Groups
Event Action Notifications	Event Groups	Event Notifications	🛞 Fast Formulas
Peatures by Country or Territory	Manage Bank Accounts	Manage Bank Branches	🖄 Manage Banks
Object Groups	Organization Payment Methods	Payment Method Preferences	Payroll Cakulation Information
Payroll Dashboard	Payroll Definitions	Payroll Flow Patterns	Payroll Interface Inbound Records
Payroll Process Configuration	Payroll Relationships	Payslips	Person Results

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

			плье 🚾
<	Costing for Persons		
1.10		Person	CHONNY VII
		cally	
1.		vony	
122		Advanced Search Sally	
11	Direct Reports	Name Business Title Work Email Person Number	
1.1	Direct Reports	Sally Little Consultant 1009	
100	Donald Zans		
12	Manager	Click Employees Name	
1.5		יים אין	
53			
1.1			
125			
123			
1.1			
122			
2-			
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-19			
125			
1			
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-			

In this screen, we can enter the **Payroll Relationship Costing** or the **Assignment Level Costing.** To enter the **Payroll Relationship Level** costing, click **Add**

E Person (Little, Sally 10	Costing ⁰⁹	Q () ☆ P ⊕
	*Assignment E1009 Show More	
	Payroll Relationship Level	
	Assignment Level	
	There's nothing here so far.	

Enter the **Start Date** and click **Add**

≡ Add Payrol Little, Sally 1009	l Relationship Costing		Q습☆무우 CA Submit Cancel
	Payroll Relationship 1009	*Sart Dote	
	Cost Accounts	Click Add	+ Add ^

Enter the Cost Accounts Information and click OK

= vision		Q Search for people and actions			습 수 더 🎲 🚺
Add Payroll R Eden, Sue 4337	elationship Costing				Submit Cancel
	Payroll Relationship 4337		Start Date 10/26/22 (%)		
	Cost Accounts Percentage 100	Enter-the below	winformation	Click OK Sancel	
	Account 11502		Product	~	
	Cost Center				
	100	~			
					J

Click Submit

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Add Payroll Relationship Cost	ting	Submit Cancel
Payroll Relationship 4337	"Start Date 10/26/22 ໃຫຼ	
Cost Accounts	/	
Percentage 100		1
Account 11502	Product 110	
Cost Center 100		

To update the $\ensuremath{\mathsf{Assignment Level}}$ costing click $\ensuremath{\mathsf{Add}}$

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< Person Costing Eden, Sue 4337			
*Assignment E4337 Show More			
Payroll Relationsh	ip Level	+ Add	
	There's nothing here so far.		
Assignment Level		+ Add	
	There's nothing here so far.		Click Add

Enter the **Start Date** and click **Add**
= vision	Q Search for people and actions	습 순 면 🧔 🔋
Add Assignment Costing		Submit Cancel
*Assignment E4337	Start Date	
Cost Accounts		+ Add
	There's nothing here so far.	Click Add

Enter the Cost Accounts Information and click OK

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Add Assignment Costing Eden, Sue 4337				Submit Cancel
"Asignment E4337		"Start Date 10/26/22 සිල		
Cost Accounts	Enter the be	lowinformation	OK Cancel	
*Percentage	2	Product	Click OK	
11101	~	110	~	
Cost Center 100	v			

Click Submit

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Add Assignment Costing Eden, Sue 4337		Submit Cancel
*Assignment E4337	*Start Date 10/26/22 06	
Cost Accounts		^
Percentage 100 Account 1101	Product 110	/
Cost Center 100		

Enter Position Costing

Navigation: Home>My Client Groups>Show More>Costing of Positions>Search>Add>OK>Submit

Good afternoon, Cor	ey Alberts	son!			A REAL	
Me My Team My Client Groups	Benefits Admi	nistration Receiv	vables General A	Accounting Inte	ercompany Accounting	
QUICK ACTIONS A	Click My Cl	ient Groups				
හි [*] Hire an Employee හි [*] Add a Contingent Worker	ළුත් Hiring	Agency Hirring	Journeys	o * ∑ New Person	Person	
රී [#] Add a Pending Worker					Management	
ල් [*] Add a Nonworker		MO	60	Å	-fj-	
∯y [®] Pending Workers	Absences	Goals	Performance	Profiles	Career Development	
Person	മി	0.0			£Q.	
Personal Details	Talent Review	Succession Plans	Talent Pools	Workforce	Mass Updates	
Additional Person Info				Structures		

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

Next, click **Show More** from the Quick Actions

HCM Experience Design Studio	Ľර Hiring	Journeys	New Person	Person Management	Absences	0.00
전 Add a Coningeni Worker 양* Add a Pending Worker 양* Add a Nonworker	Time Management	Compensation	Goals	Performance	Profiles	
ಯ Pending Workers 안 Person 안 Personal Details	Career Development	Talent Review	Succession Plans	Talent Pools	Workforce Structures	
	Mass Updates	Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Contact Info	+ pre					

Under Payroll, click Costing of Positions

					ЧЦФ
1	Payroll				
	Adjust Individual Balances	Balance by Date	Balance Definitions	Balance Exceptions	
	Balance Exceptions and Reports	Balance Group Usages	Balance Groups	요. Batch Loader	
	Calculation Cards		Calculation Value Definitions	Component Group Rules	
	Configure Legislation for Human Resources	Consolidation Groups	Costing for Persons	E Costing of Departments	0
	Costing of Elements	Costing of Jobs	Costing of Payment Sources	Costing of Payrolls	0-19
B-100	E Costing of Positions	Element Classifications		Elements	91
	Event Action Groups	ck Costing of Positions	Event Groups	Event Notifications	
0	🛞 Fast Formulas	Features by Country or Territory	Manage Bank Accounts	Manage Bank Branches	Sector La
o 0	Manage Banks	Object Groups	Crganization Payment Methods	Payment Method Preferences	
0	Payroll Calculation Information	Payroll Dashboard	Payroll Definitions	Payroll Flow Patterns	
	Payroll Flow Security Profile	Payroll Interface Inbound Records	Payroll Process Configuration	Payroll Relationships	
STATE	Payroll Security Profile	Payslips		Personal Payment Methods	
	Process Results Summary	QuickPay Payments	Rate Definitions	Review Journal Entries	SEA.

Enter the **Position** Name, select the **Legislative Data Group** from the dropdown, and click **Search**

= vision	${\bf Q}_{\rm c}$ Search for people and actions				¢
< Costing of Positions					
▲ Search			Advanced Saved Sea	rch Position Search	✓ * Required
** Position Manager Benefits ** Code ** Status Enter Position		*Legislative Data Group US Legisl: *Effective As-of Date 10/26/22 Select Legislative Data Gro	tive Data Group	** At least	leset Save
Search Results Select now to create costing details for a position. Actions ▼ View ▼ Format ▼ 💠 🗶 Edit ▼ 📑 Freeze 📈 Detach 🚽 Vie	ap		Click Search		
Position		Code	Status Type	Costing Exists	Update
Manager Benefits		USHCPOS009	Active Single incum-	-	1
Columns Hidden 2					

Highlight the row and click + to Create Costing of Position

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< Costing of Positions							
▲ Search			Advanced	Saved Search	Position Searc	• * Re	v
** Position Manager Benefits		*Legislative Data Group US Legis *Effective As-of Date 10/26/22	lative Data Group 🖂		** At lea	t one is re	equired
Search Results Search Results Search are to craste costing deals for a position Actions • Werv • Format • • • • • • • • • • • • • • • • • • •	Position				Search	Reset	iave
Position		Code	Status Typ	ie (Costing Exists	Upda	ite
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Enter the Effective Date and click Continue

vision	\boldsymbol{Q}_{i} Search for people and actions					· 🕫 🔋
Costing of Positions						
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ch Results	Position Manager Benefits Legislative Data Group US Legislative Data Group US Legislative Data Group	nd				
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Position	Continue	Code	Status	ype C	osting Exists	Update
Manager Benefits		USHCPOS009	Active	ingle incum		
lumns Hidden 2	Click Continue					

Click Create

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Create Costing of Position: Manager Benefi	ts	Submit <u>C</u> ancel
Effective Start Date 10/26/22 Effective End Date	Legislative Data Group US Legislative Data Group	-16-0-20 / 1 9
Cost Accounts		
Percentage No data to display. Click Create		

Enter the **Percentage**, **Line of Business** from the drop down, **Cost Center** from the drop down, and **Product** from the drop down. Click **Submit**

= vision	\boldsymbol{Q}_{i} Search for people and actions	습 수 다 🕫 🔋
Create Costing of Position: Manager Benefit	s	Submit Cancel
Effective Start Date 10/25/22 Effective End Date	Legislative Data Group US Legi	stative Data Group
Actions • View • Format • + X Select Information	Cost Account	
Percentage Line of Cost Center Product		
100 10 v 000 v 000 v		
Enter Pertcentage		

Enter Job Costing

Navigation: Home>My Client Groups>Show More>Costing of Jobs>Search>Create>Add>Continue>Submit

Good afternoon, Corey Albertson!						6
Me My Team My Client Group	s Benefits Admi	nistration Recei	vables General A	Accounting Inte	ercompany Accounting	>
QUICK ACTIONS	Click My Cl	ient Groups				
\bigotimes^* Hire an Employee \bigotimes^* Add a Contingent Worker	Hiring	Agency Hiring	Journeys	New Person	Person Management	
Add a Pending Worker						
 Add a Nonworker 	Absences	Goals	Performance	Profiles	Career Development	
Person						
Personal Details	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	

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

Next, click **Show More** from the Quick Actions

HCM Experience Design Studio B [*] Hire an Employee B [*] Add 1 Continuent Worker	Ľරෝ Hiring	Ø Journeys	New Person	Person Management	Absences	
은 Add a Pending Worker	Time Management	Compensation	පිු Goals	Performance	Profiles	
හු Pending Workers හි Person හි Personal Details	Gareer Development	Talent Review	Succession Plans	Talent Pools	Workforce Structures	
Additional Person Info By Employment Contracts Identification Info	Mass Updates	Workforce Modeling	Workforce Predictions	Data Exchange	Volunteering	
Contact Info	ore +					

Under Payroll, click Costing of Jobs

	Payroll			
	Adjust Individual Balances	Balance by Date	Balance Definitions	Balance Exceptions
	Balance Exceptions and Reports	Balance Group Usages	Balance Groups	ඩු Batch Loader
	Calculation Cards		Calculation Value Definitions	Component Group Rules
	O Configure Legislation for Human Resources	Consolidation Groups	Costing for Persons	E Costing of Departments
1966	Costing of Elements	Costing of Jobs	Costing of Payment Sources	Costing of Payrolls
No.	Costing of Positions	Element Classifications	Costing of Jobs	Elements
State:	Event Action Groups	Event Action Notifications	Event Groups	Event Notifications
0	🛞 Fast Formulas	Features by Country or Territory	Manage Bank Accounts	🕅 Manage Bank Branches
° 0	Manage Banks	Object Groups	Organization Payment Methods	Payment Method Preferences
0	Payroll Calculation Information	Payroll Dashboard	Payroll Definitions	Payroll Flow Patterns
	Payroll Flow Security Profile	Payroll Interface Inbound Records	Payroll Process Configuration	Payroll Relationships
	Payroll Security Profile	Payslips	Person Results	Personal Payment Methods
	Coress Results Summary	QuickPay Payments	Rate Definitions	Review Journal Entries
	Run Types	Simplified QuickPay	Submit a Flow	Third Parties

Enter **Job Name**, select **Legislative Data Group** from the dropdown, and click **Search**

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< Costing of Jobs							
Search Enter Job	Select Legislative Data C " Job Set "Legislative Data Group US "Effective As-of Date 100	Group S Legislative Data Group 1/26/22	Adva	nced Saved Sa	arch Job Search ** At least Search 1	* Requi one is requi	v red red
Job		Code	Job Set	Status	Costing Exists	Update	-1
Manager		E360USJOB	E360 US Job	Active	_		
Manager		JOB027	Common Set	Active	-	1	
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Highlight the row and click + to $\ensuremath{\textbf{Create Costing of Job}}$

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< Costing of Jobs						
A Search	n a sharara		Advanced	Saved Search Jo	b Search	* Required
** Job Manager	" Job Se		1		** At least	one is required
** Status v	Legislative Data Group "Effective As of Date	US Legislative Data Group V]		C t	
Search Results Seed a row to create costing details for that job.					Search	Keset Save
Actions • View • Format • + Edit • Treeze Detach + Wr	ap	Code	Job Set Statu	is Cos	ting Exists	Update
Manager Click Create Costing of Job		E360USJOB	E360 US Job Activ	e	_	1
Manager		JOB027	Common Set Activ	e	-	/
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1						

Enter the Effective Date and click Continue

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< Costing of Jobs €						
A Search	R (1, 1, 7, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,		A <u>d</u> van	ed Saved Se	earch Job Search	~
** Job Manager	** Job Set				** At least	ne is required
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Search Results Beed a row to create costing details for that jub. Actions * View * Format * + X East * Traces # Detach # Wi	Create Costing of Job X Job Manager Legislative Data Group US Legislative Data Group * Ethective Cost US/2022 Cp	1/1/51 and			Search	Reset Save
Job	Enter Effective Date Continue Cancel	Code	Job Set	Status	Costing Exists	Update
Manager		E360USJOB	E360 US Job	Active		
Manager	Click Continue	JOB027	Common Set	Active		

Click Create

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Create Costing of Job: Manager		Submit Cancel
Effective Start Date 10/26/22 Effective End Date	Legislative Data Gro	up US Legislative Data Group
Cost Accounts Actions ▼ View ▼ Format ▼ + X III Freeze III Detach ↓ Wrap		
Percentage No data to display. Click Create		

Enter the **Percentage**, **Cost Center** from the drop down, and **Product** from the drop down. Click **Submit**

= vision	${\sf Q}$ Search for people and actions	
Create Costing of Job: Manager		Submit Cancel
Effective Start Date 10/26/22 Effective End Date Cost Accounts	Legislative Di	nta Group US Legislative Data Group
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Enter Percentage		

Enter & Update Employee's Work From Home Flag or Override Tax Address Navigation: Home>My Client Groups>Person Management>Search Employee>Actions>Update>Submit

Good afternoon, Co	rey Albert	son!	NE CON		ALC: NO.	6
Me My Team My Client Group quick Actions	Benefits Admi Click My Cl	nistration Recei	vables General	Accounting Inte	ercompany Accounting	
암* Hire an Employee 암* Add a Contingent Worker 양* Add a Pending Worker	ကိုပို၊ Hiring	Agency Hiring	Journeys	New Person	Person Management	
or Add a Nonworker	Absences	තිලා Goals	Performance	Profiles	Career Development	
한 Person 안 Personal Details 안 Additional Person Info	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Hass Updates	

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

Click Person Management

Me My Team My	y Client Groups Help Desk	Product Managen	nent Benefits Ad	ministration Ris	k Management	_ ,
QUICK ACTIONS	APPS					
🖉 * Hire an Employee	ing	(A)	×	Sv#		
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ျိုက္ခ်ို Promote		m		07		
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Enter the employees $\ensuremath{\textbf{Name}}$ and click $\ensuremath{\textbf{Search}}$

h Person										
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Click Employees Name

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Click Edit then Update

Sue Eden: Person Management Person Number 437		Cigse
Employment		
Work Relationship (*) Legal Employer USI Lagal Entity Worker Type Employee Hire Date 7/8/19	Country United States	
Assignment: Product Design Engineer ® Action Rire Action Reason Assignment Details	Effective Start Date 7/8/19 (1 of 1) Effective End Date Click Update	dit View History Update Correct Delete Record
Assignment Number E4337 Business Unit USI Business Unit Person Type Employee	Assignment Status Active - Payroll Eligible Primary Yes Projected End Date	٢
A Job Details (7) Position Job Product Design Engineer	Headcount 1 Start Time 0830 AM	

Enter the Effective Start Date. Select Action from the dropdown and click OK

Sue Eden: Person Management Person Nember 4337			Ciger
t hip © Employer USI Legal Entity wher Type Employee Hire Date 7/6/19 Oduct Design Engineer © Action Hire In Reason	Update Employment * Effective Start Date 10/2022 * Action Action Reason	Change V Select Action	Edit View History
nt Number E4337 siness Unit US1 Business Unit Verson Type Employee Position		Click OK Assignment Status Active - Payroll Elgible Primary Yes Projected End Date Headcount 1 Start Time 0830 AM	٥

Under Job Details, select the value for Working at Home

Edit Employment	: Assignment Ch	ange	ė					Review) si	ave 🔻	Submit	Cancel
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▲ Job Details ⑦	6 0 11	1 93				131-1	11 10					
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Position	Product Dealers Facilities				Start Time	08:30	AM		\sim			
dot	Product Design Engineer V				End Time	05:30	PM		~			
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Click Review

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loh	Product Design Engineer	Start Time	08:30 AM ~	
Assignment Name	Product Design Engineer	End Time	05:30 PM ~	
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Location	Redwood City V	Measurement Period End Date	m/d/yy	
Working at Home	Yes	Administrative Period Start Date	m/d/yy	
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Click Submit

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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>