



2024

# Payroll Admin Guide: Payroll Preprocessing



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V1

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1/1/2024

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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](mailto:learn@camptratech.com).

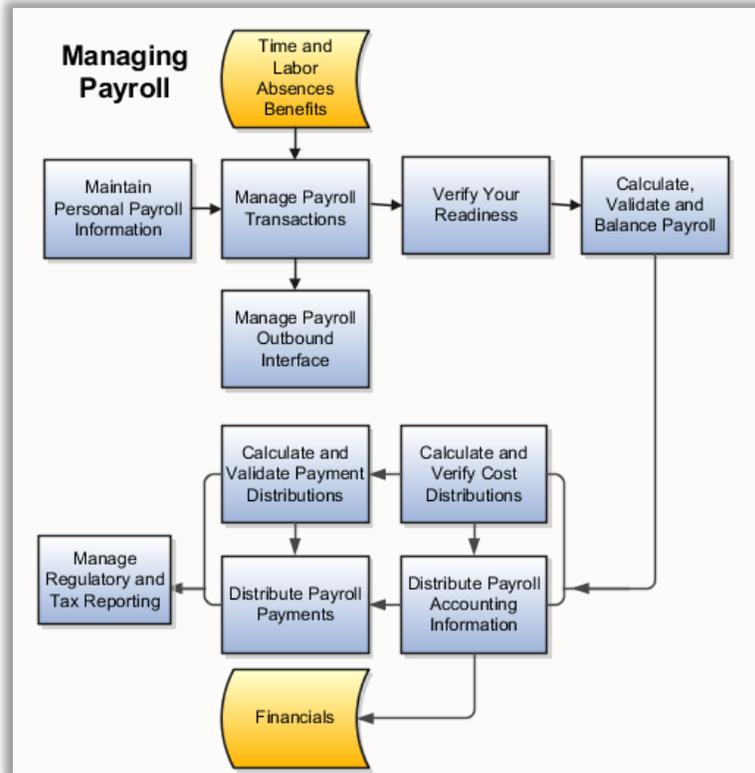
### How To Use This Guide

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

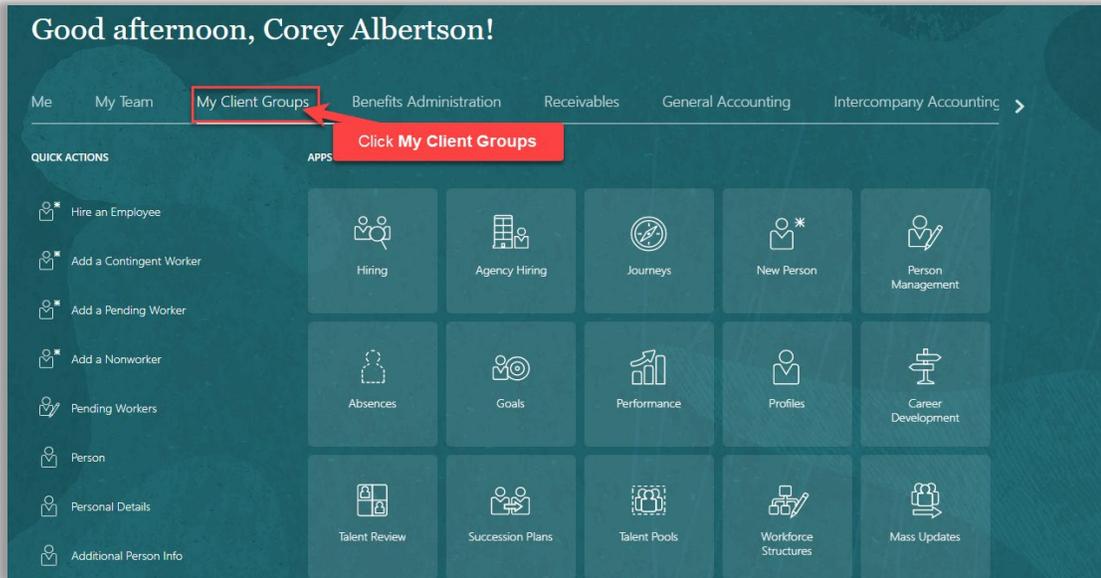
- ◆ Contains the Federal, State, and Local tax withholding information for the employee

# Payroll Preprocessing

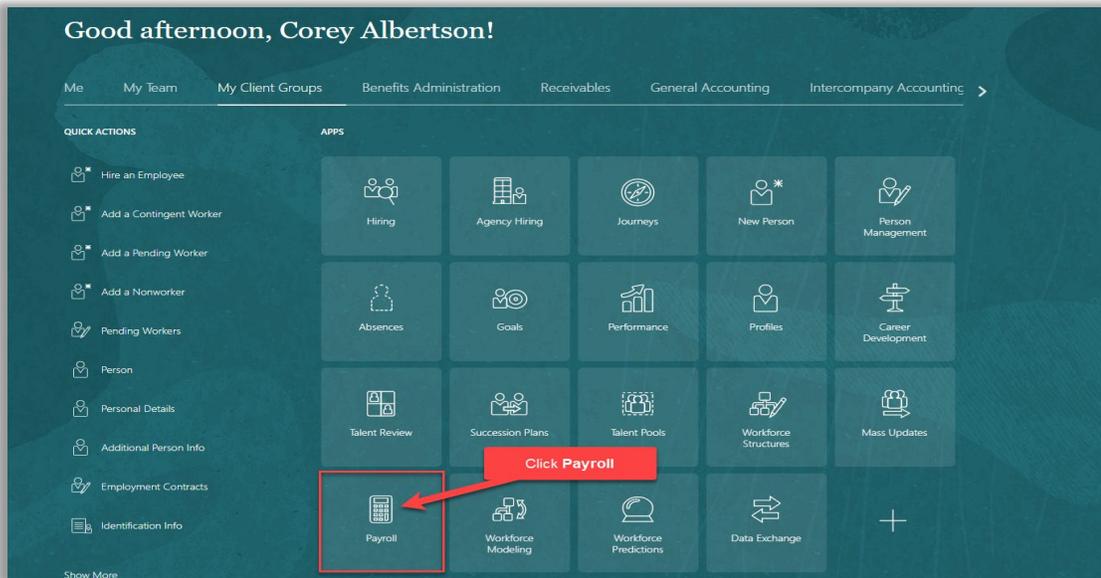
## Transferring Time File From OTL

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit

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

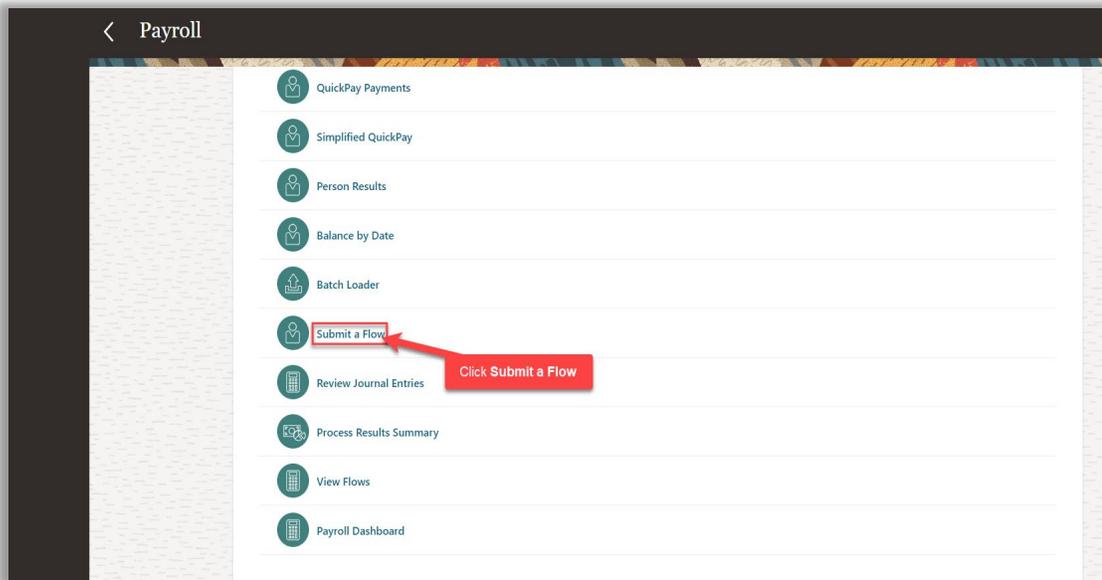


Next, click **Payroll**

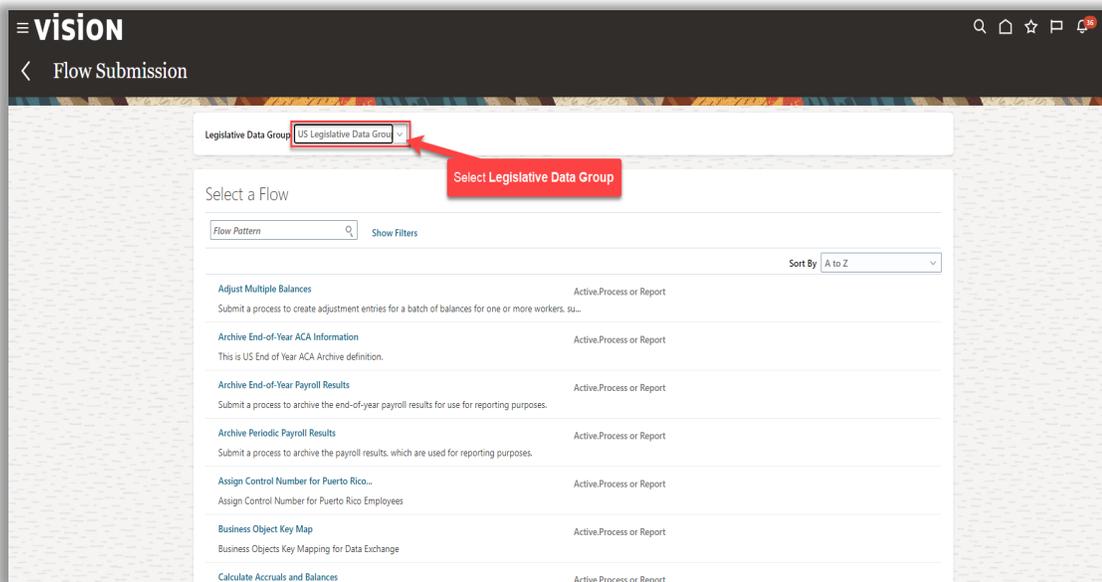


From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page. As a note, we must approve

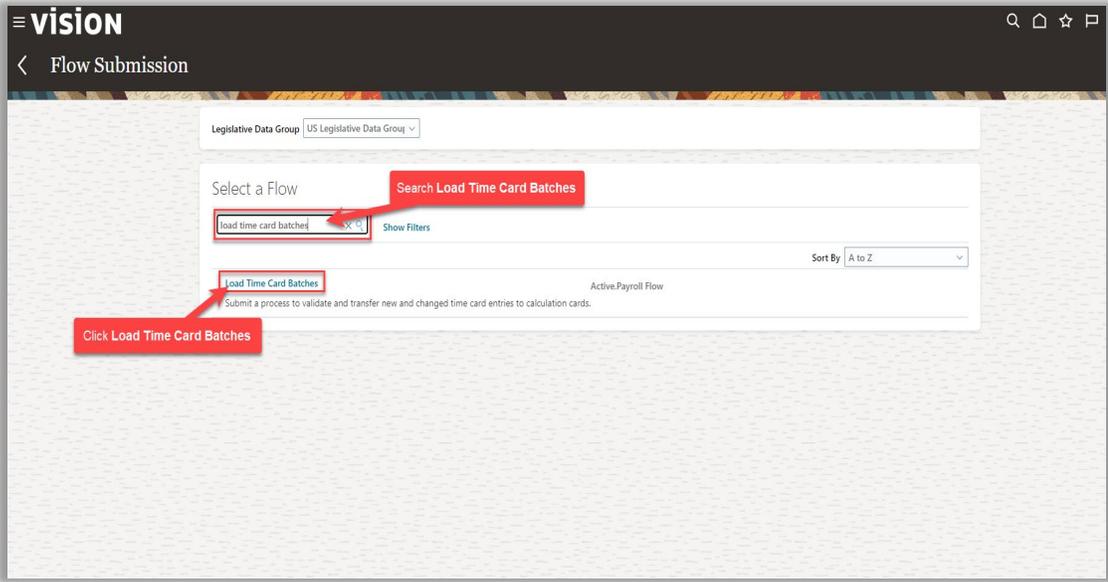
all timecards prior to transferring time to Payroll. This process will Load and Transfer the time to Payroll



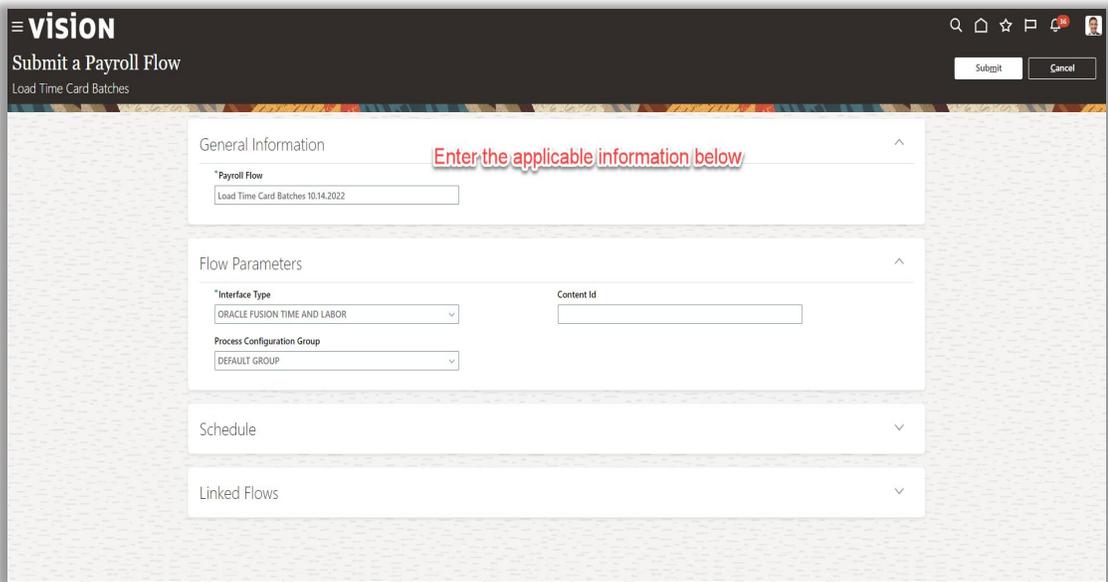
Select the **Legislative Data Group**



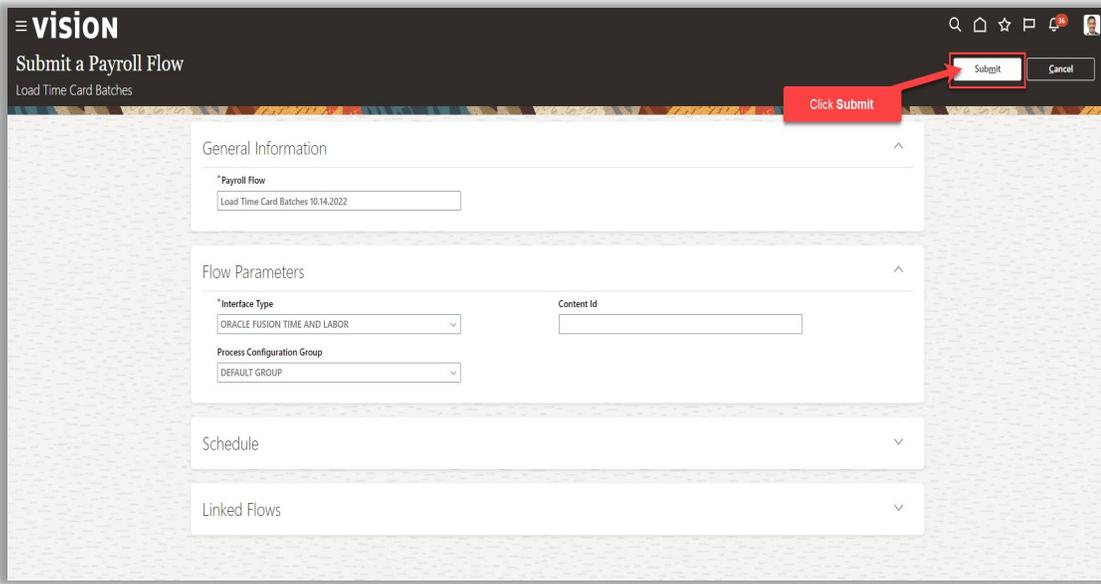
Search **Load Time Card Batches** and click **Load Time Card Batches**



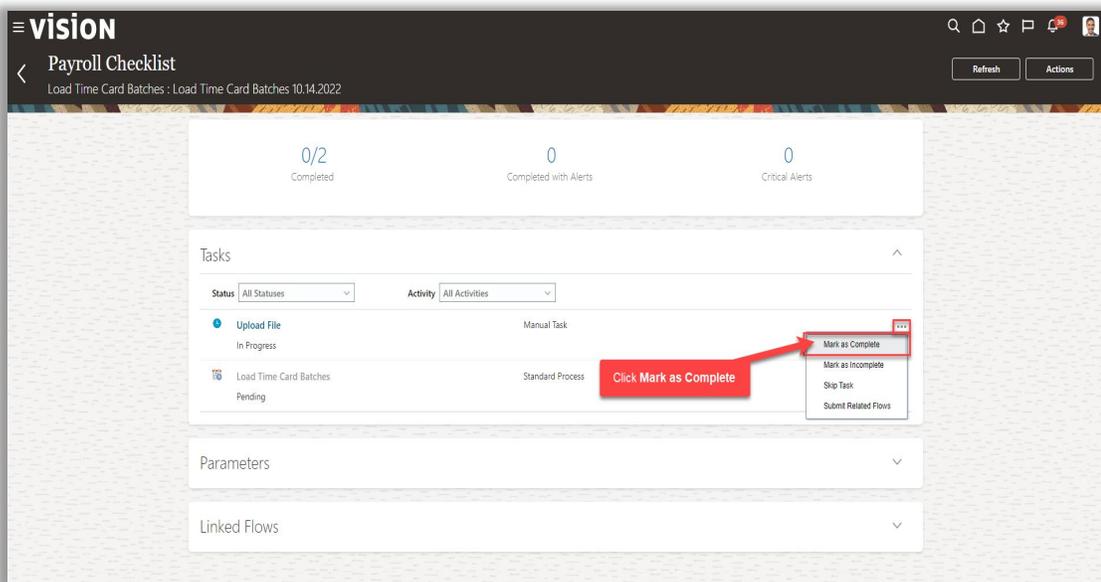
Next, enter the **General Information** and **Flow Parameters**



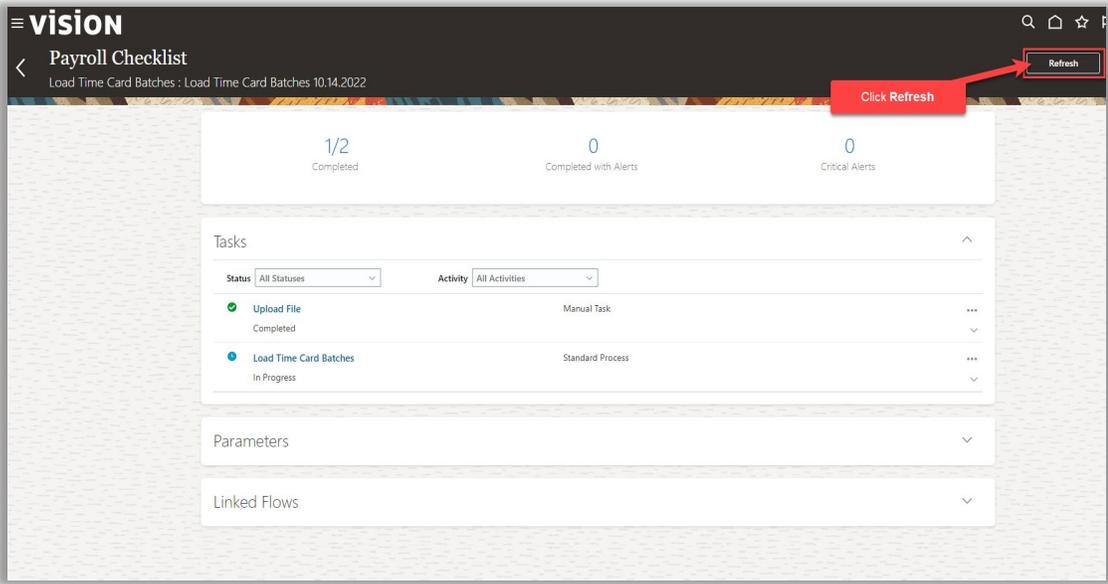
Click **Submit**



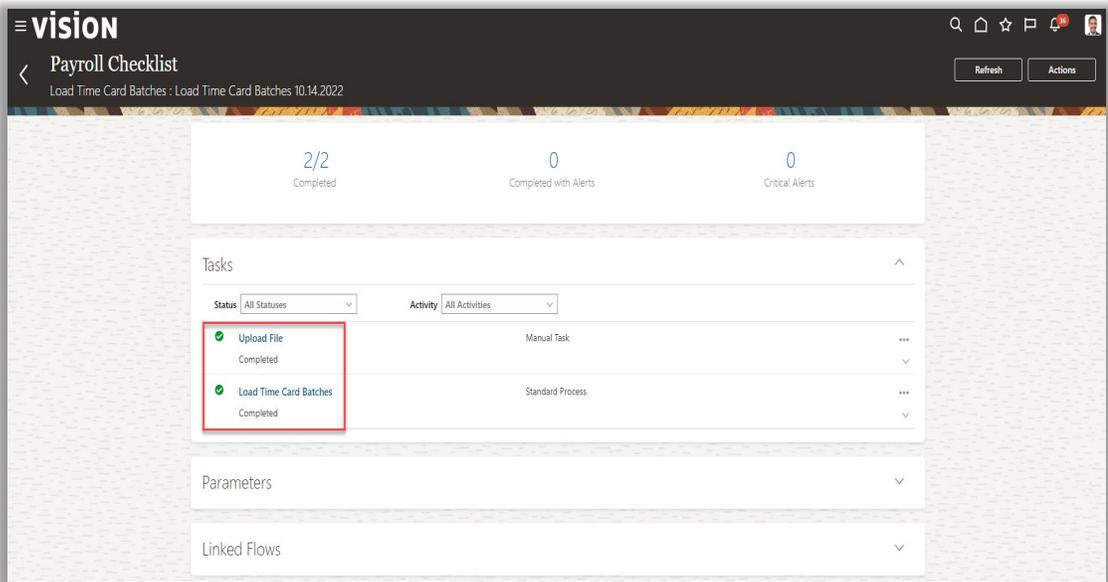
Click the **three dots** and select **Mark as Complete**



Click **Refresh**



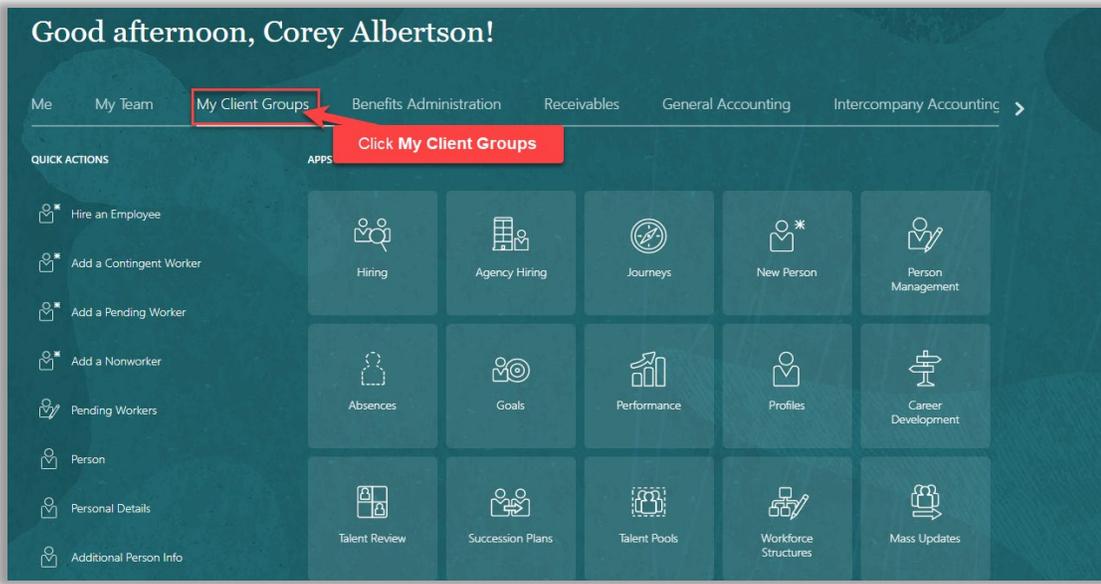
## The Load Time Card Batches process is Complete



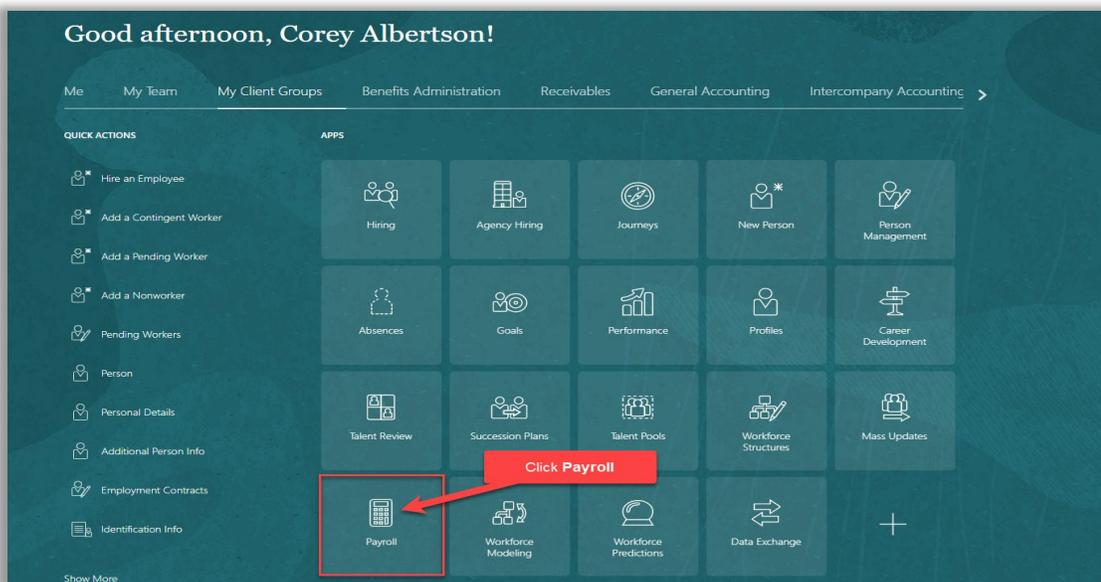
## Enter Recurring Element Entries

Navigation: Home>My Client Groups>Payroll>Element Entries>Search person>Create>Submit

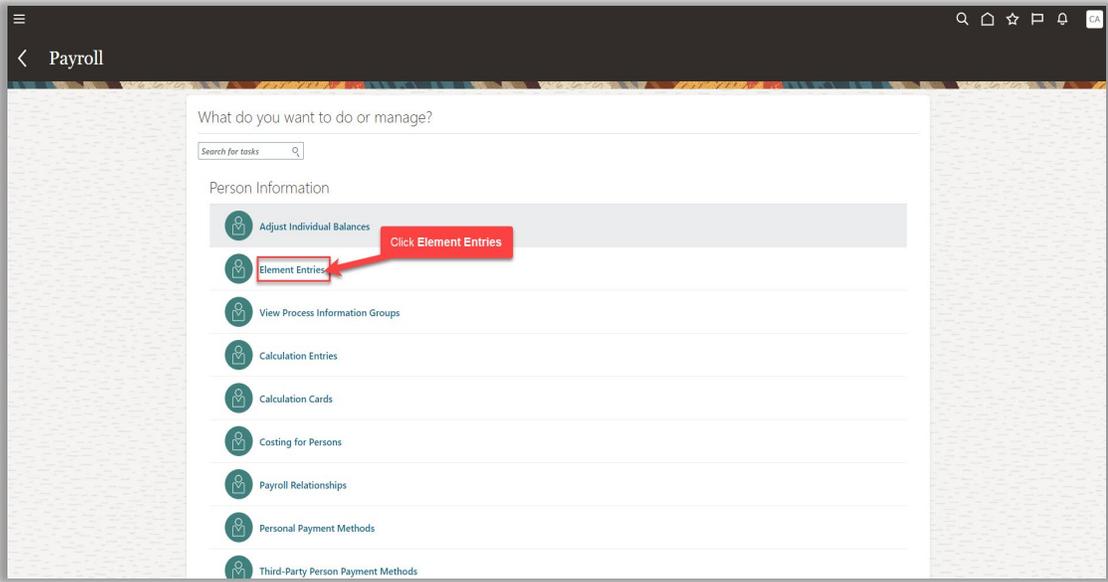
From the home screen, click **My Client Groups**



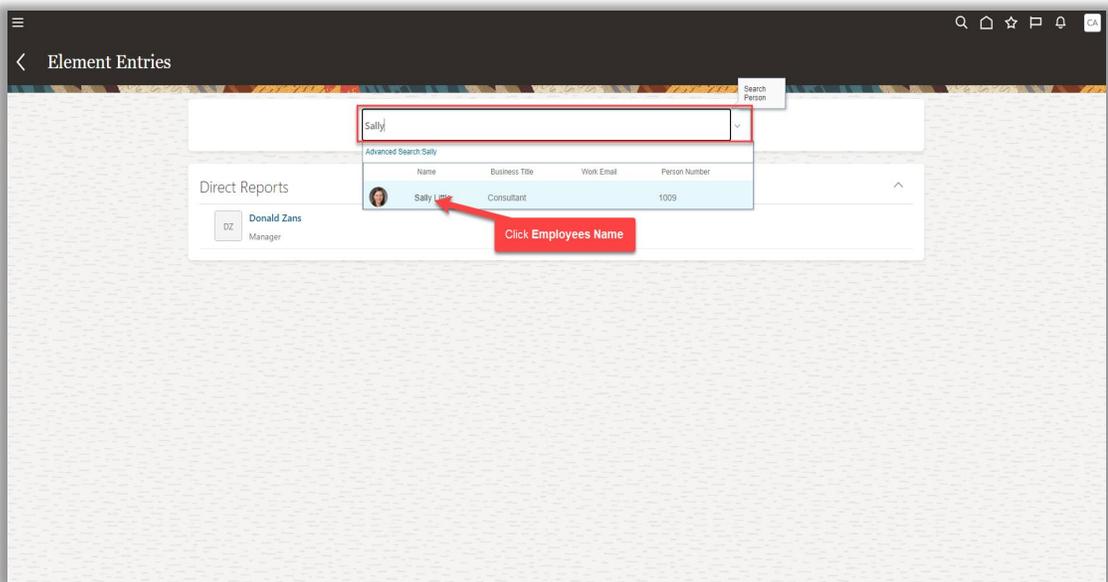
Next, click **Payroll**



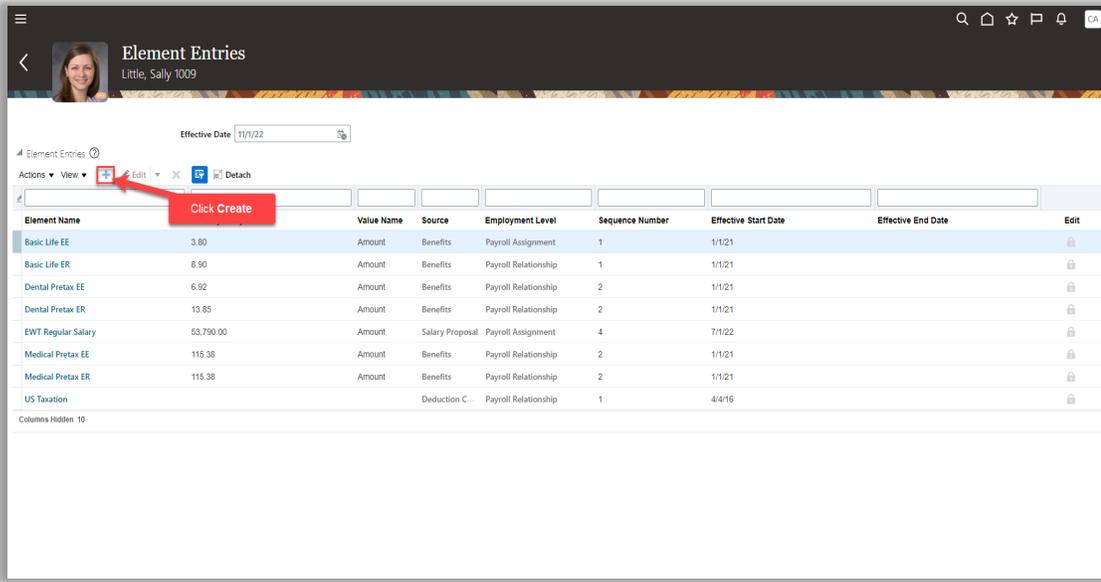
From the Payroll menu, scroll down and click **Element Entries**. We can also search for **Element Entries** in the search box at the top of the page



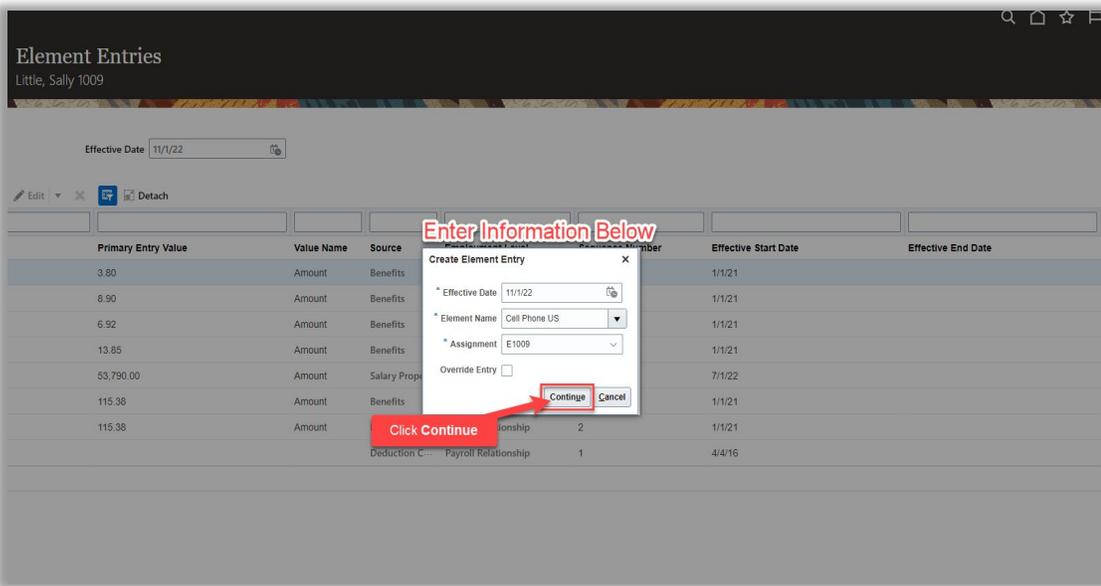
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



Click Create



Enter the **Effective Date**, select the **Element Name**, select the **Assignment**, and click **Continue**



Enter the **Amount**

Element Entries  
Little, Sally 1009

Effective As-of Date: 11/1/22

Element: Cell Phone US  
Element Classification Name: Supplemental Earnings  
Entry Type: Element Entry  
Subpriority:   
Assignment Number: E1009  
Element Processing Type: Recurring

General Information Costing

General Information  
Effective Start Date: 11/1/22  
Effective End Date:   
Creator Type: Element Entry Page  
Processed:   
Retroactive Entry:   
Automatic entry: No  
Sequence Number:   
Reason:

Entry Values

State:   
County:   
City:   
Pay Value:   
Amount:  **Enter Amount**

\*Periodicity: Periodically  
\*Reporting Unit: None  
\*Periodicity Conversion Rule: Standard Rate Annualized  
Full-Time Equivalent: No

Click **Submit**. As a note, if we need to capture **Element Entry Costing**, we will need to select the costing tab and enter the costing details prior to click Submit

Element Entries  
Little, Sally 1009

Effective As-of Date: 11/1/22

Element: Cell Phone US  
Element Classification Name: Supplemental Earnings  
Entry Type: Element Entry  
Subpriority:   
Assignment Number: E1009  
Element Processing Type: Recurring

General Information Costing

General Information  
Effective Start Date: 11/1/22  
Effective End Date:   
Creator Type: Element Entry Page  
Processed:   
Retroactive Entry:   
Automatic entry: No  
Sequence Number:   
Reason:

Entry Values

State:   
County:   
City:   
Pay Value:   
Amount:

\*Periodicity: Periodically  
\*Reporting Unit: None  
\*Periodicity Conversion Rule: Standard Rate Annualized  
Full-Time Equivalent: No

**Click Submit**

The Recurring Element has been entered

Element Entries  
Little, Sally 1009

Effective Date: 11/1/22

Actions: View, Edit, Detach

Element Name	Primary Entry Value	Value Name	Source	Employment Level	Sequence Number	Effective Start Date	Effective End Date	Edit
Basic Life EE	3.80	Amount	Benefits	Payroll Assignment	1	1/1/21		
Basic Life ER	8.90	Amount	Benefits	Payroll Relationship	1	1/1/21		
Cell Phone US	50.00	Amount	Element Entr...	Payroll Assignment	1	11/1/22		
Dental Pretax EE	6.92	Amount	Benefits	Payroll Relationship	2	1/1/21		
Dental Pretax ER	13.85	Amount	Benefits	Payroll Relationship	2	1/1/21		
EWT Regular Salary	53,790.00	Amount	Salary Proposal	Payroll Assignment	4	7/1/22		
Medical Pretax EE	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
Medical Pretax ER	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
US Taxation			Deduction C...	Payroll Relationship	1	4/4/16		

Columns Hidden: 10

## Enter Non-Recurring Element Entries

Navigation: Home>My Client Groups>Payroll>Element Entries>Search person>Create>Submit

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

Good afternoon, Corey Albertson!

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

Click My Client Groups

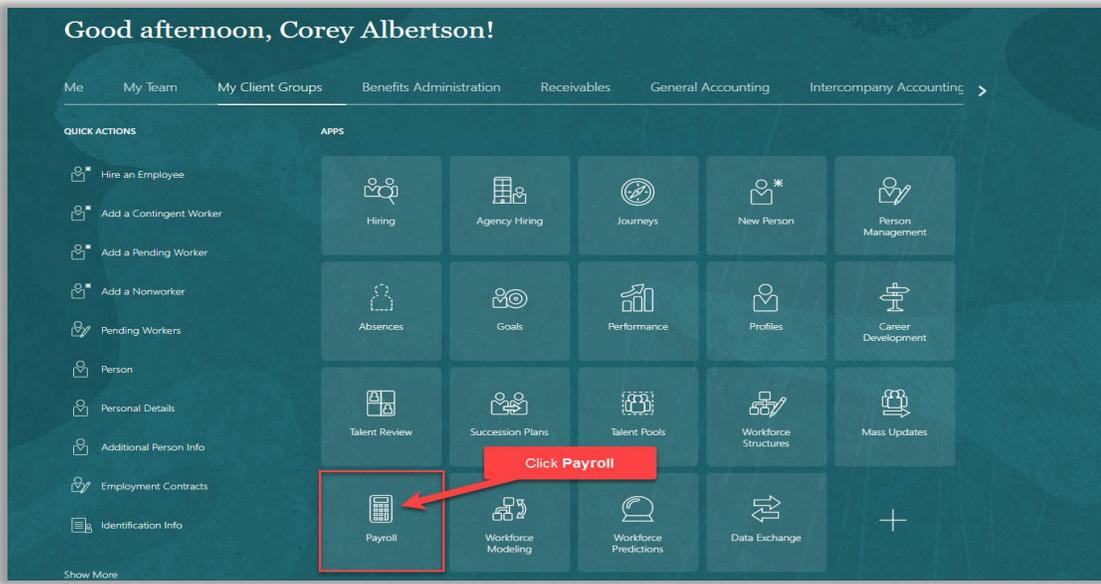
QUICK ACTIONS

Hiring Agency Hiring Journeys New Person Person Management

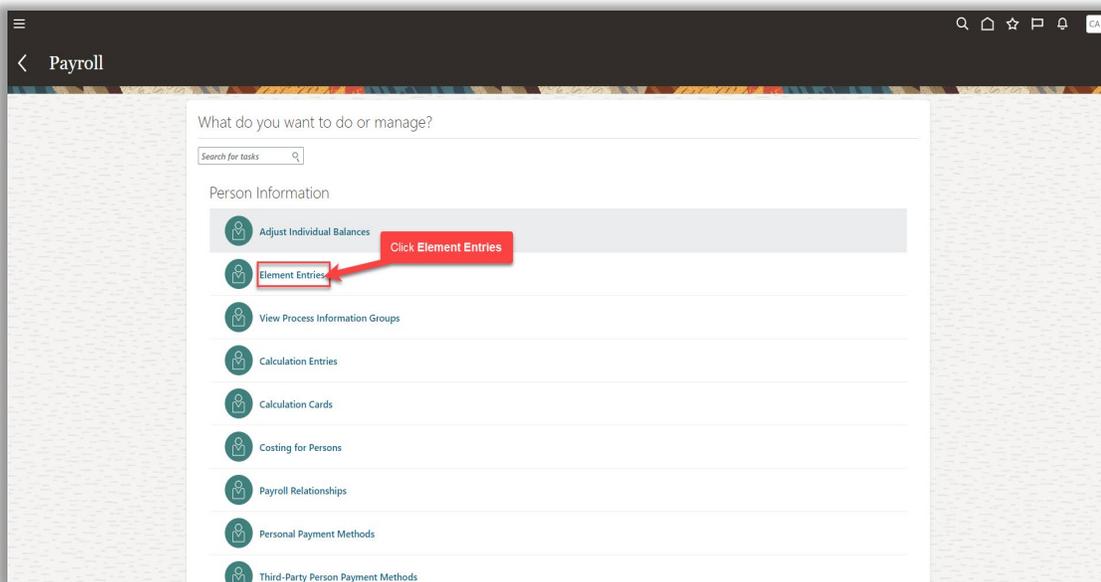
Absences Goals Performance Profiles Career Development

Talent Review Succession Plans Talent Pools Workforce Structures Mass Updates

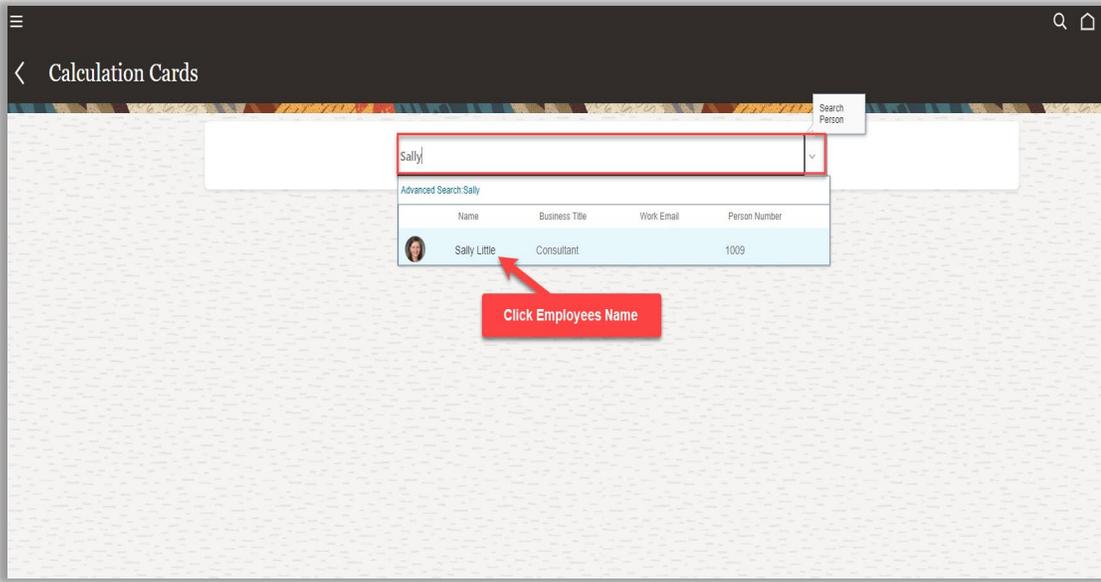
Next, click **Payroll**



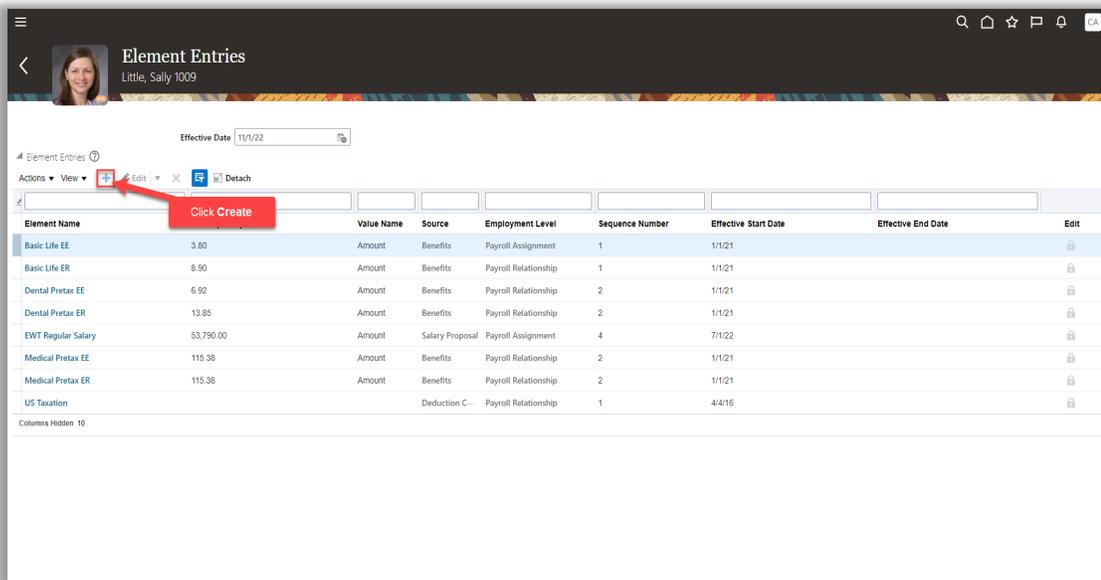
From the Payroll menu, scroll down and click **Element Entries**. We can also search for **Element Entries** in the search box at the top of the page



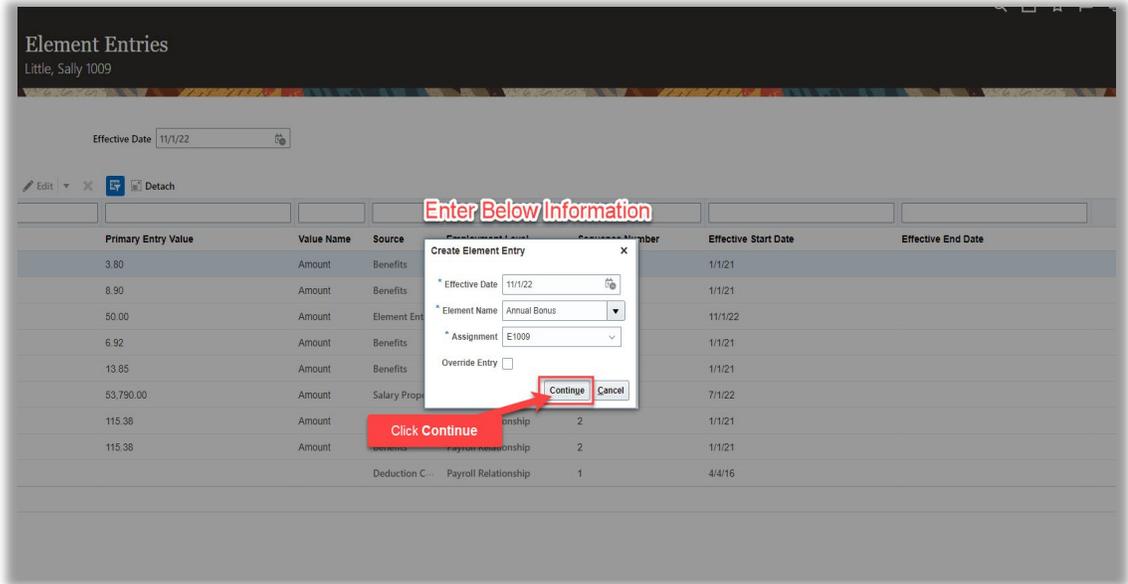
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



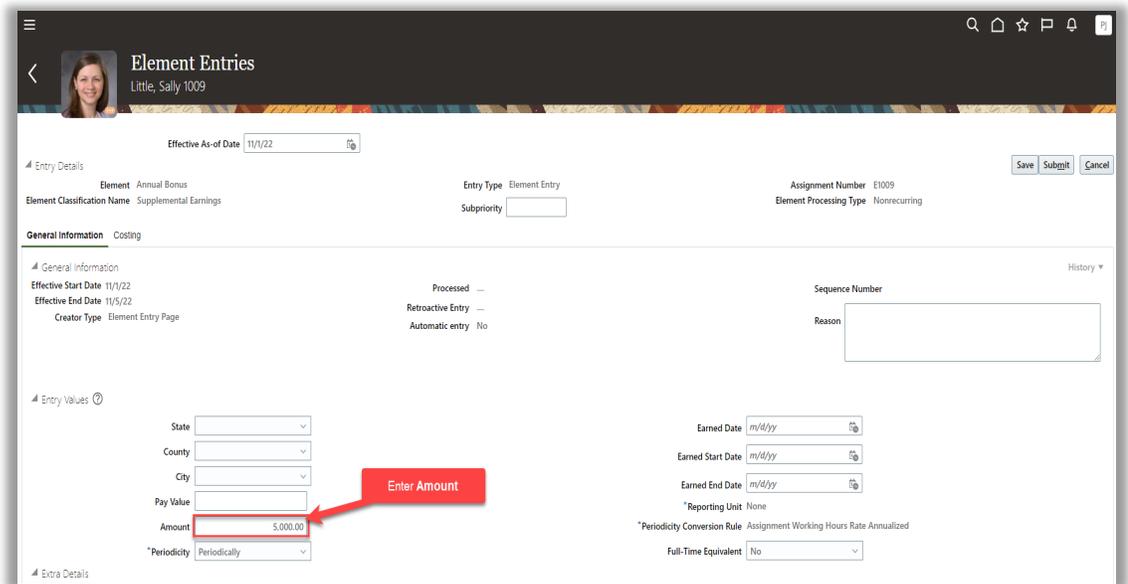
## Click Create



Enter the **Effective Date**, select the **Element Name**, select the **Assignment**, and click **Continue**



## Enter the Amount



Click **Submit**. As a note, if we need to capture **Element Entry Costing**, we will need to select the costing tab and enter the costing details prior to click Submit

Element Entries  
Little, Sally 1009

Effective As-of Date: 11/1/22

Element: Annual Bonus  
Element Classification Name: Supplemental Earnings  
Entry Type: Element Entry  
Assignment Number: E1009  
Element Processing Type: Nonrecurring

Buttons: Save, **Submit**, Cancel

General Information

General Information  
Effective Start Date: 11/1/22  
Effective End Date: 11/5/22  
Creator Type: Element Entry Page  
Processed: —  
Retroactive Entry: —  
Automatic-entry: No  
Sequence Number: [ ]  
Reason: [ ]

Entry Values

State: [ ]  
County: [ ]  
City: [ ]  
Pay Value: [ ]  
Amount: 5,000.00  
\*Periodicity: Periodically

Extra Details

Earned Date: m/d/yy  
Earned Start Date: m/d/yy  
Earned End Date: m/d/yy  
\*Reporting Unit: None  
\*Periodicity Conversion Rule: Assignment Working Hours Rate Annualized  
Full-Time Equivalent: No

The Non-Recurring Element has been entered and has an end date. The end date is the pay period end date

Element Entries  
Little, Sally 1009

Effective Date: 11/1/22

Actions: View, Edit, Detach

Element Name	Primary Entry Value	Value Name	Source	Employment Level	Sequence Number	Effective Start Date	Effective End Date	Edit
Annual Bonus	5,000.00	Amount	Element Entr...	Payroll Assignment	3	11/1/22	11/5/22	[ ]
Annual Bonus Premium Adjustment	5,000.00	Amount	FLSA Premiu...	Payroll Assignment	1	11/1/22	11/5/22	[ ]
Basic Life EE	3.80	Amount	Benefits	Payroll Assignment	1	1/1/21		[ ]
Basic Life ER	8.90	Amount	Benefits	Payroll Relationship	1	1/1/21		[ ]
Cell Phone US	50.00	Amount	Element Entr...	Payroll Assignment	1	11/1/22		[ ]
Dental Pretax EE	6.92	Amount	Benefits	Payroll Relationship	2	1/1/21		[ ]
Dental Pretax ER	13.85	Amount	Benefits	Payroll Relationship	2	1/1/21		[ ]
EWT Regular Salary	53,790.00	Amount	Salary Proposal	Payroll Assignment	4	7/1/22		[ ]
Medical Pretax EE	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		[ ]
Medical Pretax ER	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		[ ]

Columns Hidden: 10

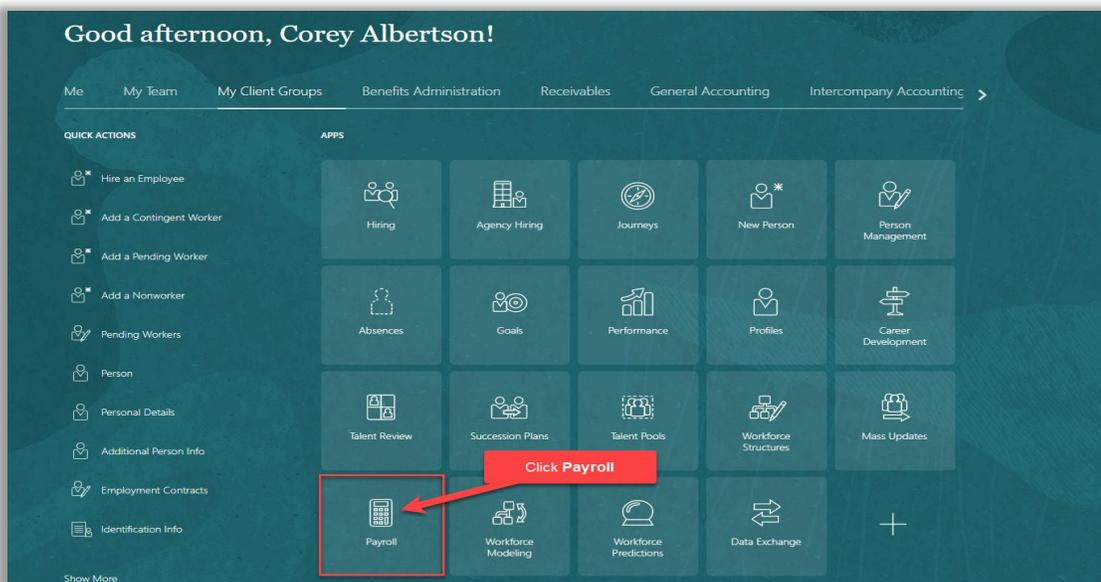
## Update Element Entries

Navigation: Home>My Client Groups>Payroll>Element Entries>Search person>Update>Submit

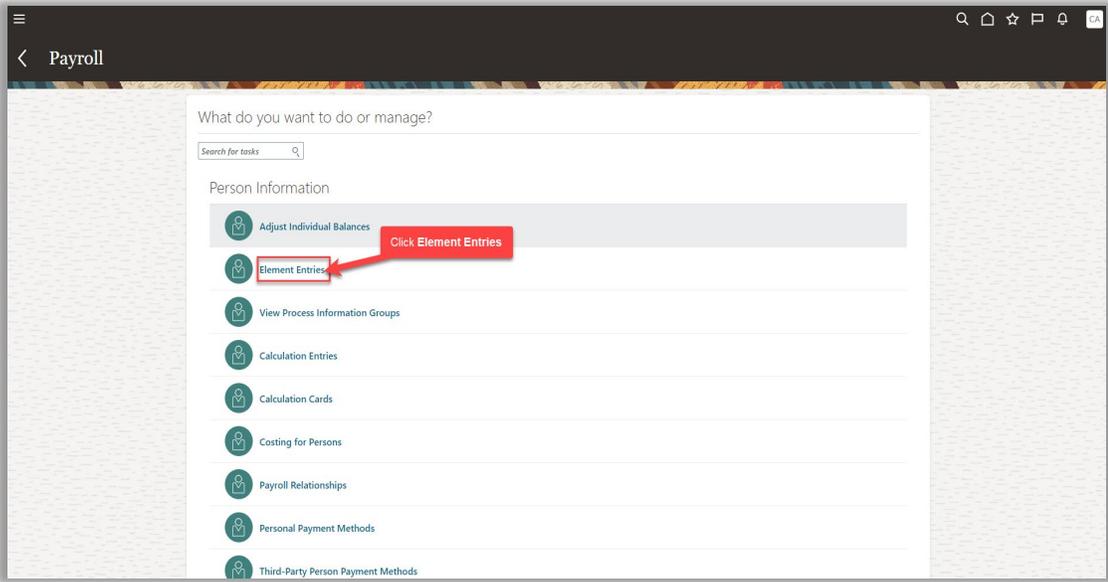
From the home screen, click **My Client Groups**



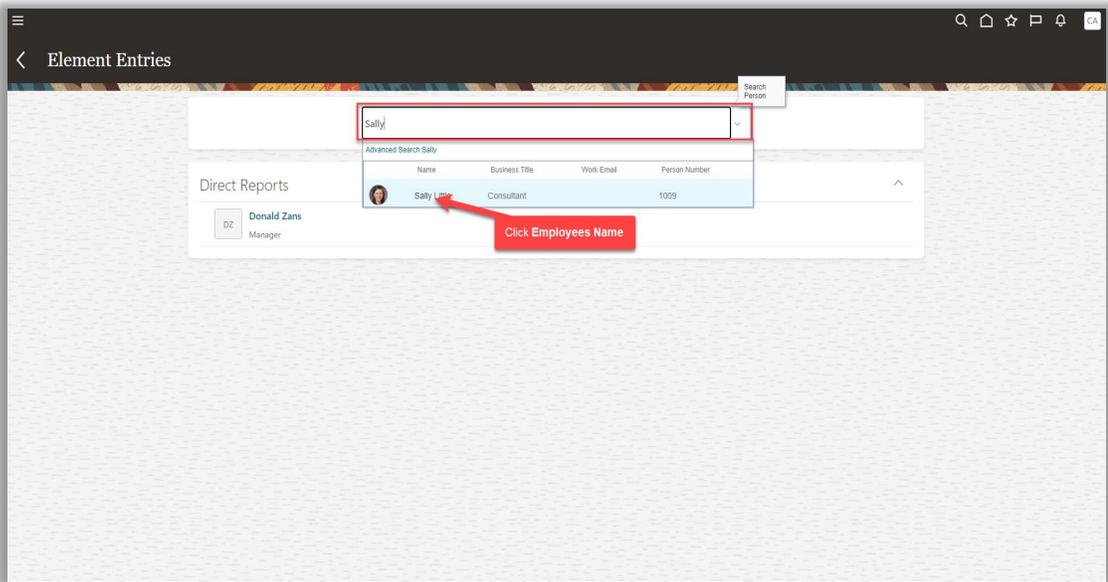
Next, click **Payroll**



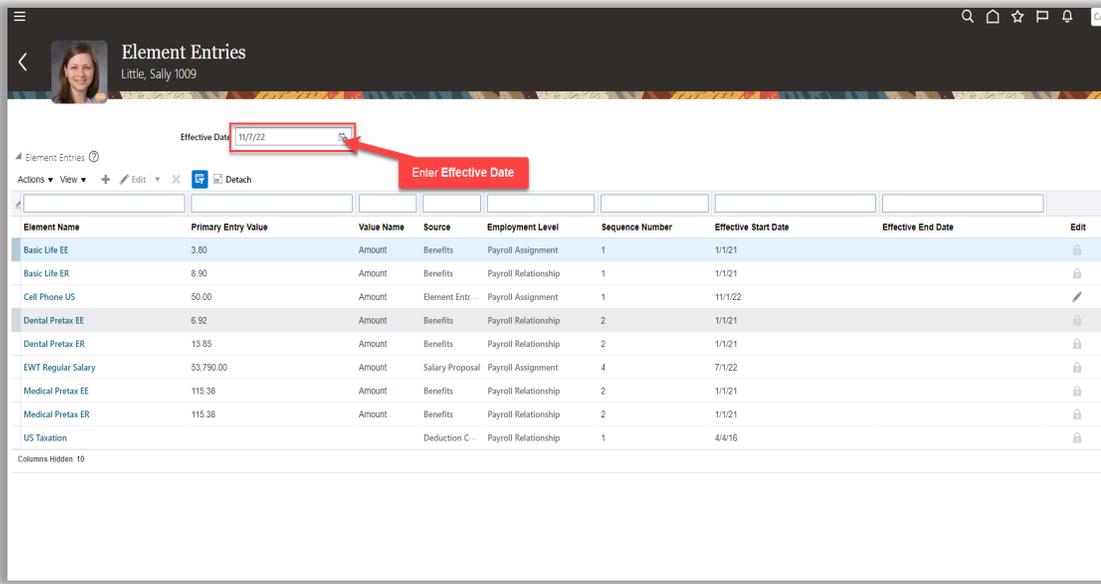
From the Payroll menu, scroll down and click **Element Entries**. We can also search for **Element Entries** in the search box at the top of the page



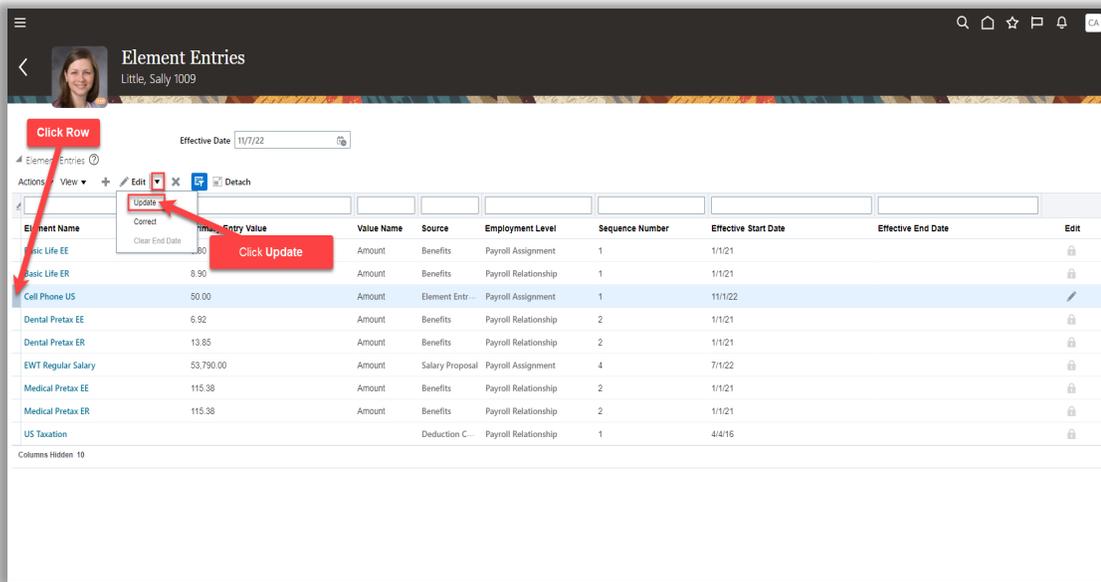
Enter the employees name in **Search for a Person** box and once the employees' name is shown, click the employees' name



Enter the **Effective Date**



Next, Select the row of the element we wish to update and click the drop down by **Edit** and click **Update**



Update the applicable information and click **Submit**

**Element Entries**  
Little, Sally 1009

Update the information below

Effective As-of Date: 11/7/22

Element: Cell Phone US  
Element Classification Name: Supplemental Earnings  
Entry Type: Element Entry  
Assignment Number: E1009  
Element Processing Type: Recurring

Buttons: Save, **Submit**, Cancel

General Information

Effective Start Date: 11/7/22  
Effective End Date: —  
Creator Type: Element Entry Page  
Processed: —  
Retroactive Entry: —  
Automatic entry: No  
Sequence Number: 1  
Reason: [Text Area]

Entry Values

State: [Dropdown]  
County: [Dropdown]  
City: [Dropdown]  
Pay Value: [Text Field]  
Amount: 60.00  
\*Periodicity: Periodically  
\*Reporting Unit: None  
\*Periodicity Conversion Rule: Standard Rate Annualized  
Full-Time Equivalent: No

Extra Details

Context Segment: [Dropdown]

Change the **Effective Date** to view the updated information

**Element Entries**  
Little, Sally 1009

Effective Date: 11/30/22

Actions: View, Edit, Detach

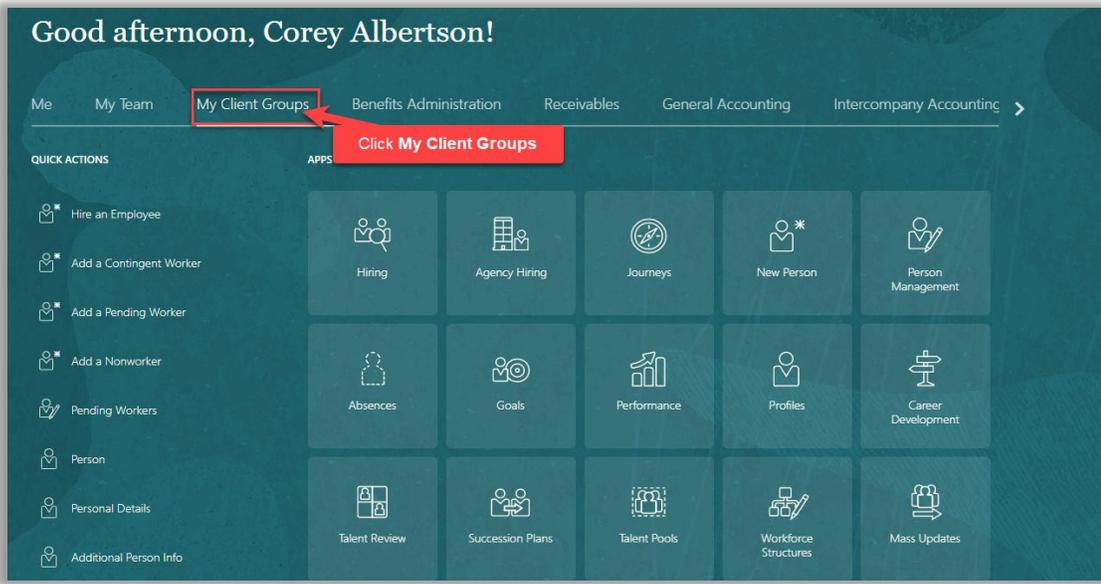
Element Name	Primary Entry Value	Value Name	Source	Employment Level	Sequence Number	Effective Start Date	Effective End Date	Edit
Basic Life EE	3.80	Amount	Benefits	Payroll Assignment	1	1/1/21		
Basic Life ER	8.90	Amount	Benefits	Payroll Relationship	1	1/1/21		
Cell Phone US	60.00	Amount	Element Entry Page	Payroll Assignment	1	11/7/22		
Dental Pretax EE	6.92	Amount	Benefits	Payroll Relationship	2	1/1/21		
Dental Pretax ER	13.85	Amount	Benefits	Payroll Relationship	2	1/1/21		
EWT Regular Salary	53,790.00	Amount	Salary Proposal	Payroll Assignment	4	7/1/22		
Medical Pretax EE	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
Medical Pretax ER	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
US Taxation			Deduction Card	Payroll Relationship	1	4/4/16		

Columns Hidden: 10

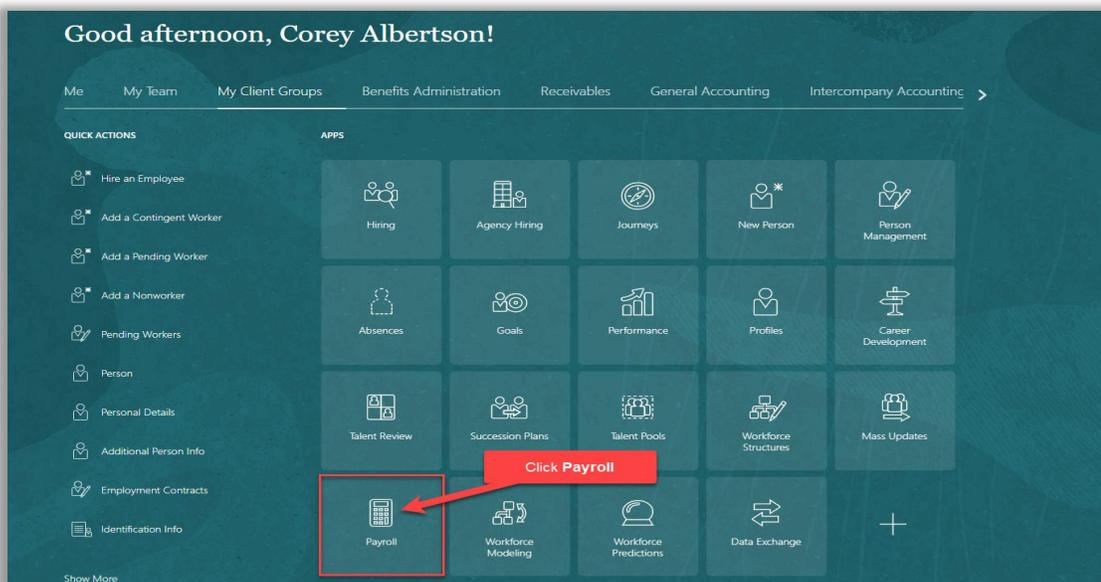
## Override Element Entries

Navigation: Home>My Client Groups>Payroll>Element Entries>Search person>Create>Submit

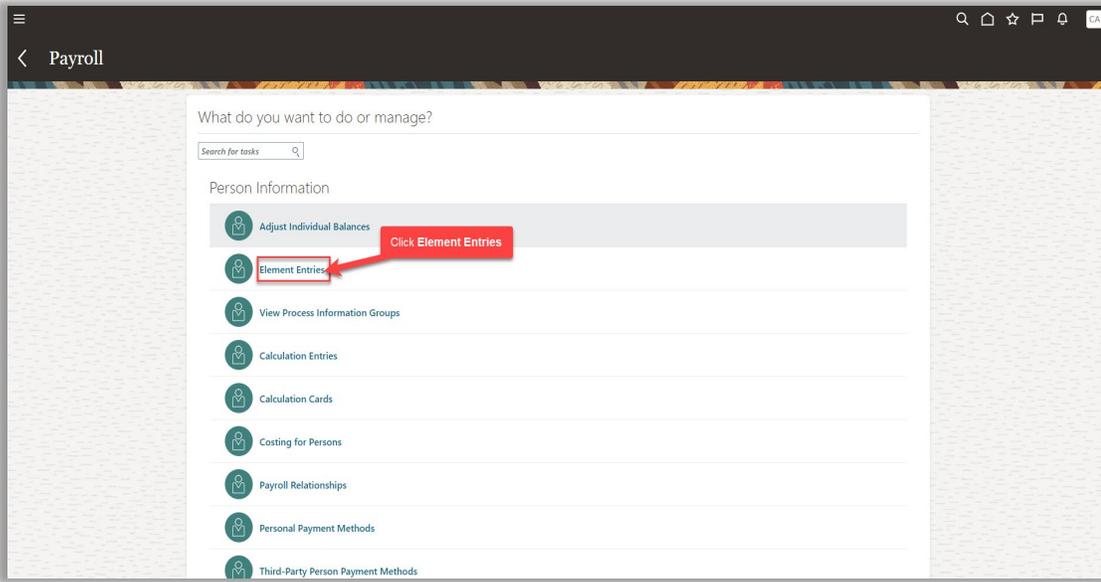
From the home screen, click **My Client Groups**



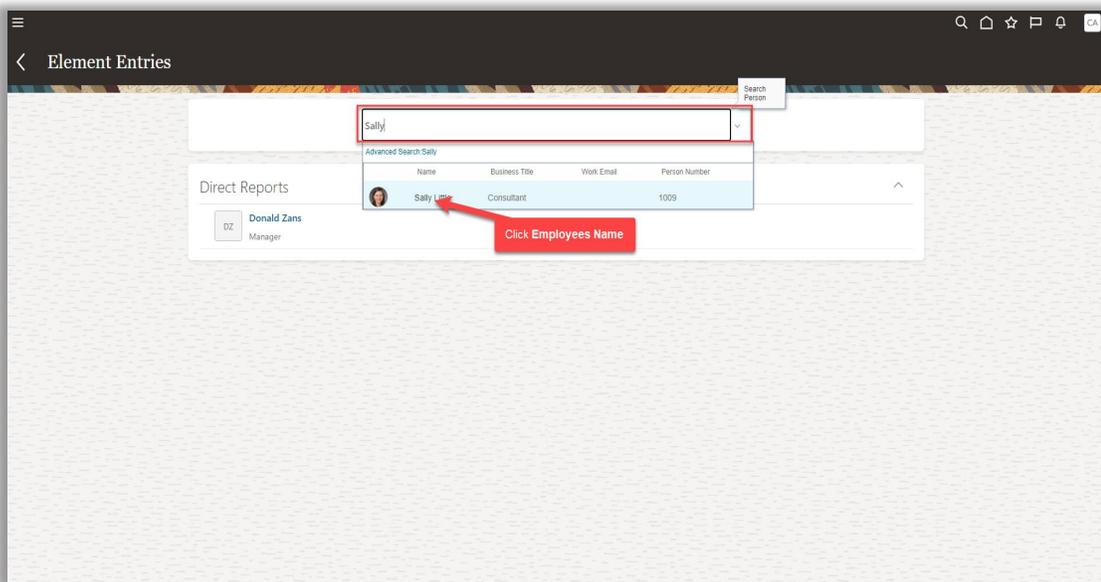
Next, click **Payroll**



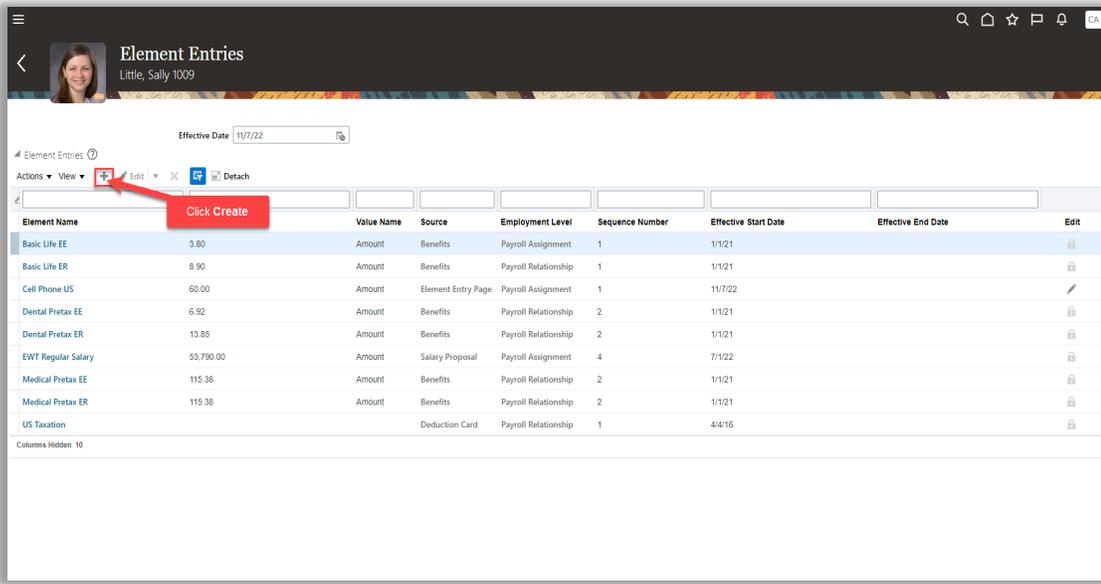
From the Payroll menu, scroll down and click **Element Entries**. We can also search for **Element Entries** in the search box at the top of the page



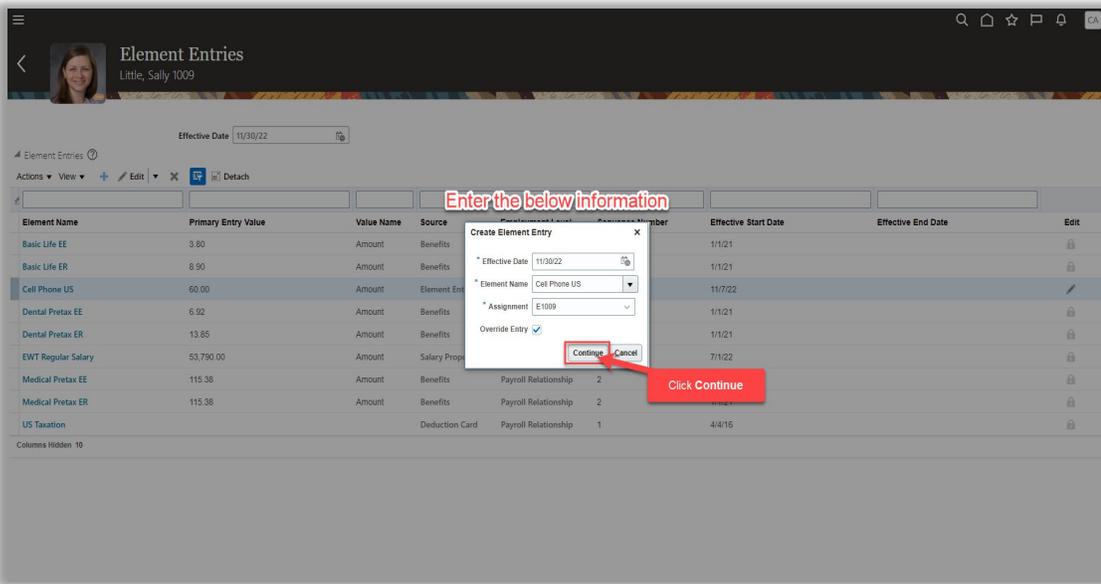
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



To create an Override Element, click **Create**



Enter the **Effective Date**, select the **Element Name**, select the **Assignment**, click **Override Entry** and click **Continue**



Enter the **Override Amount**

Element Entries  
Little, Sally 1009

Effective As-of Date 11/30/22

Entry Details  
Element Call Phone US  
Element Classification Name Supplemental Earnings  
Entry Type Override  
Subpriority

Assignment Number E1009  
Element Processing Type Recurring

General Information Costing

General Information  
Effective Start Date 11/30/22  
Effective End Date  
Creator Type Element Entry Page  
Processed —  
Retroactive Entry —  
Automatic entry No

Sequence Number  
Reason

Entry Values  
State  
County  
City  
Pay Value  
Amount 65.00

\*Periodicity Periodically  
\*Reporting Unit None  
\*Periodicity Conversion Rule Standard Rate Annualized  
Full-Time Equivalent No

Extra Details  
Context Segment

Buttons: Save, Submit, Cancel

Click **Submit**. As a note, if we need to capture **Element Entry Costing**, we will need to select the costing tab and enter the costing details prior to click Submit

Element Entries  
Little, Sally 1009

Effective As-of Date 11/30/22

Entry Details  
Element Call Phone US  
Element Classification Name Supplemental Earnings  
Entry Type Override  
Subpriority

Assignment Number E1009  
Element Processing Type Recurring

General Information Costing

General Information  
Effective Start Date 11/30/22  
Effective End Date  
Creator Type Element Entry Page  
Processed —  
Retroactive Entry —  
Automatic entry No

Sequence Number  
Reason

Entry Values  
State  
County  
City  
Pay Value  
Amount 65.00

\*Periodicity Periodically  
\*Reporting Unit None  
\*Periodicity Conversion Rule Standard Rate Annualized  
Full-Time Equivalent No

Extra Details  
Context Segment

Buttons: Save, Submit, Cancel

Next, update the **Effective Date** to the start date of the **Element Override** and Click the **Element Name**

Element Entries  
Little, Sally 1009

Effective Date: 11/30/22

Enter Effective Date

Click Element Name

Element Name	Primary Entry Value	Value Name	Source	Employment Level	Sequence Number	Effective Start Date	Effective End Date	Edit
Basic Life EE	3.80	Amount	Benefits	Payroll Assignment	1	1/1/21		
Basic Life ER		Amount	Benefits	Payroll Relationship	1	1/1/21		
Cell Phone US	65.00	Amount	Element Entry Page	Payroll Assignment	1	11/30/22		
Cell Phone US	60.00	Amount	Element Entry Page	Payroll Assignment	1	11/7/22		
Dental Pretax EE	6.92	Amount	Benefits	Payroll Relationship	2	1/1/21		
Dental Pretax ER	13.85	Amount	Benefits	Payroll Relationship	2	1/1/21		
EWT Regular Salary	53,790.00	Amount	Salary Proposal	Payroll Assignment	4	7/1/22		
Medical Pretax EE	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
Medical Pretax ER	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
US Taxation			Deduction Card	Payroll Relationship	1	4/4/16		

## Update the Effective As-of Date to the Element Override End Date

Element Entries  
Little, Sally 1009

Effective As-of Date: 12/9/22

Enter Effective As-of Date

Entry Details

Element: Cell Phone US  
Element Classification Name: Supplemental Earnings  
Entry Type: Override  
Subpriority:   
Assignment Number: E1009  
Element Processing Type: Recurring

Done

General Information

General Information

Effective Start Date: 11/30/22  
Effective End Date:   
Creator Type: Element Entry Page  
Processed:   
Retroactive Entry:   
Automatic entry: No  
Sequence Number: 1  
Reason:   
\*Periodicity: Periodically  
\*Reporting Unit: None  
\*Periodicity Conversion Rule: Standard Rate Annualized  
Full-Time Equivalent: No

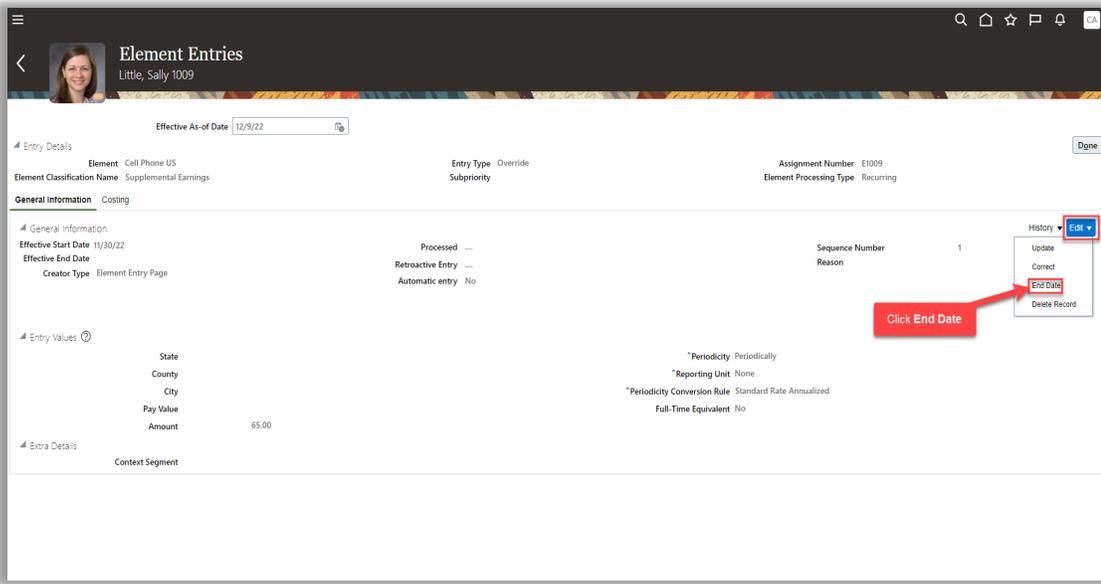
Entry Values

State:   
County:   
City:   
Pay Value:   
Amount: 65.00  
\*Periodicity: Periodically  
\*Reporting Unit: None  
\*Periodicity Conversion Rule: Standard Rate Annualized  
Full-Time Equivalent: No

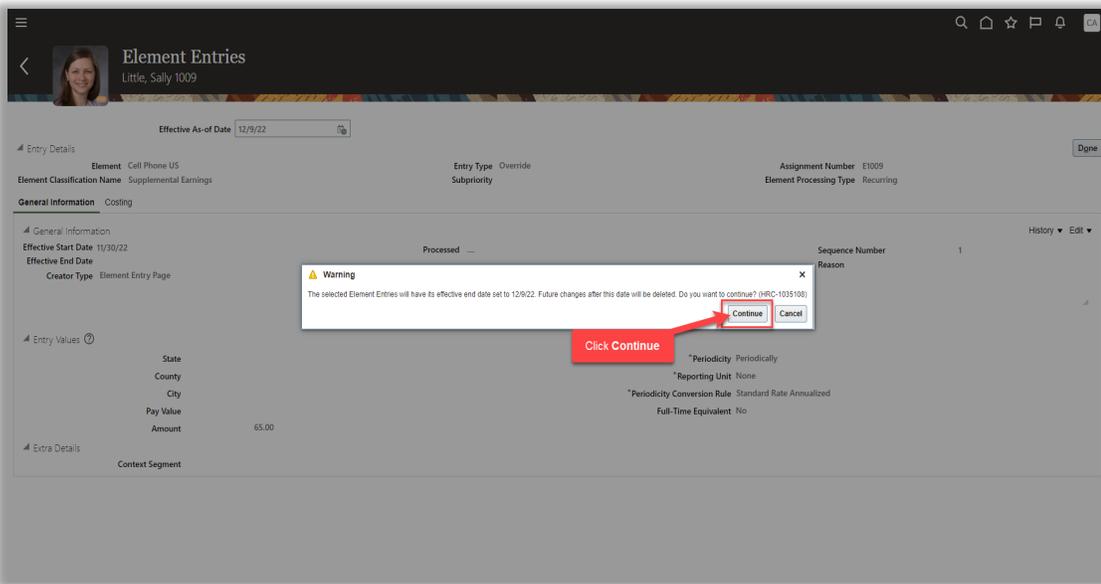
Extra Details

Context Segment

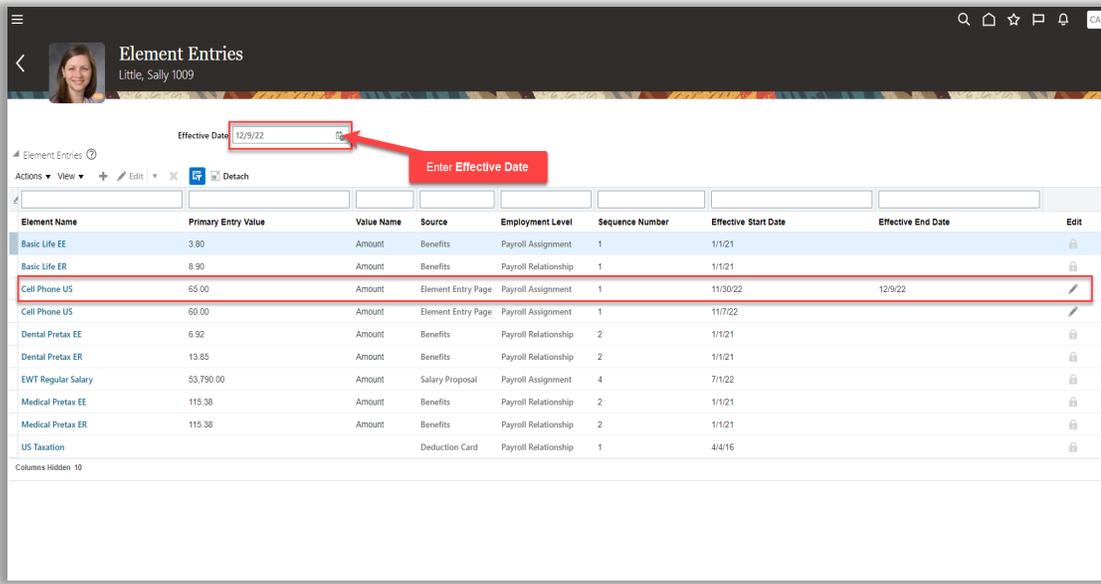
Click Edit, then End Date



Click Continue



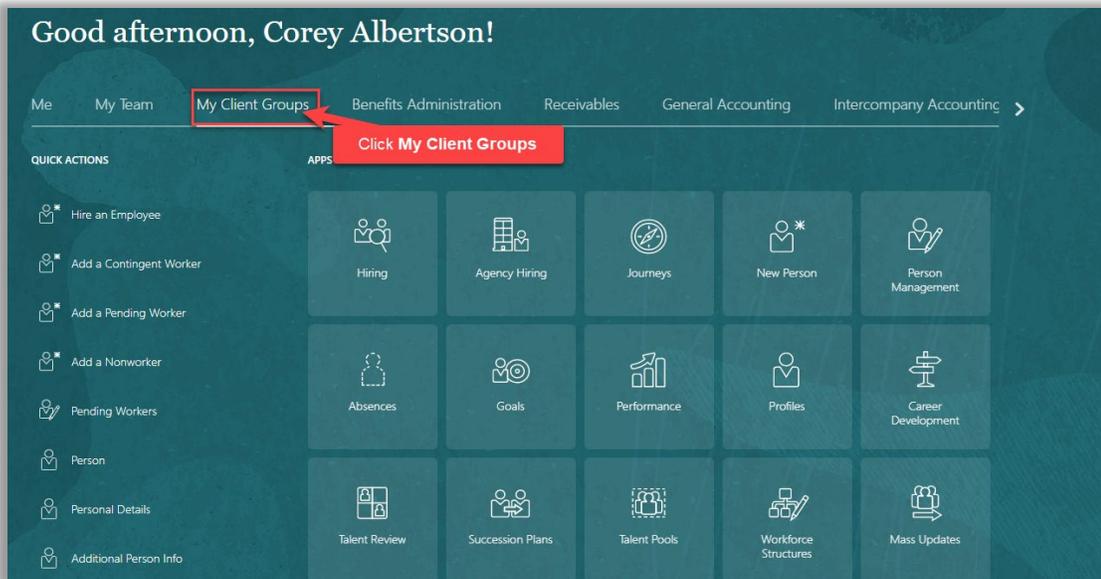
Update the **Effective As-of Date** to the **Element Override End Date** to view the details



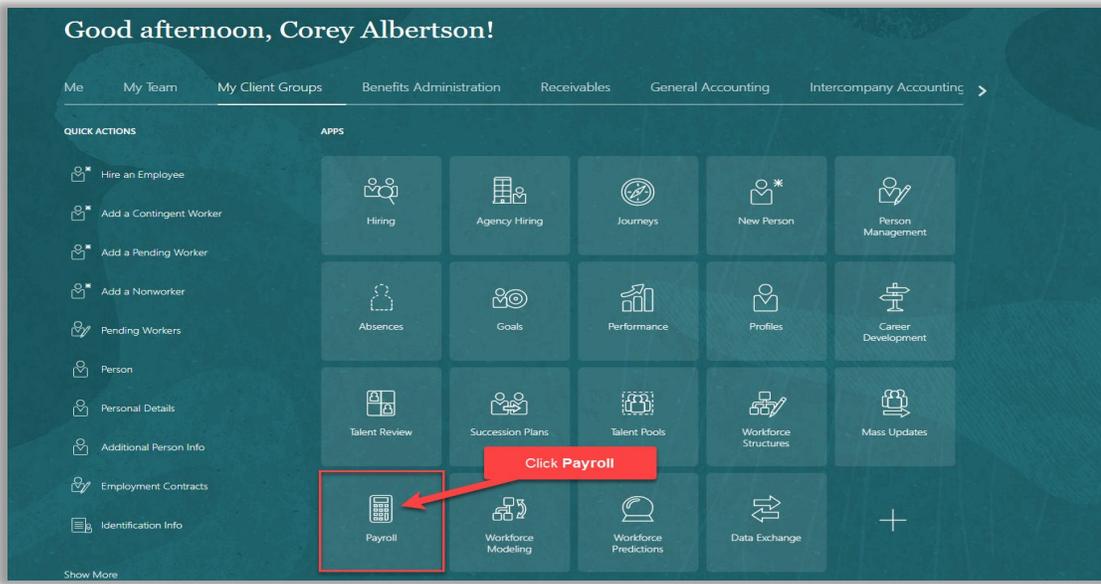
## End Date Element Entries

Navigation: Home>My Client Groups>Payroll>Element Entries>Search person>Select Element>Edit>End Date>Continue

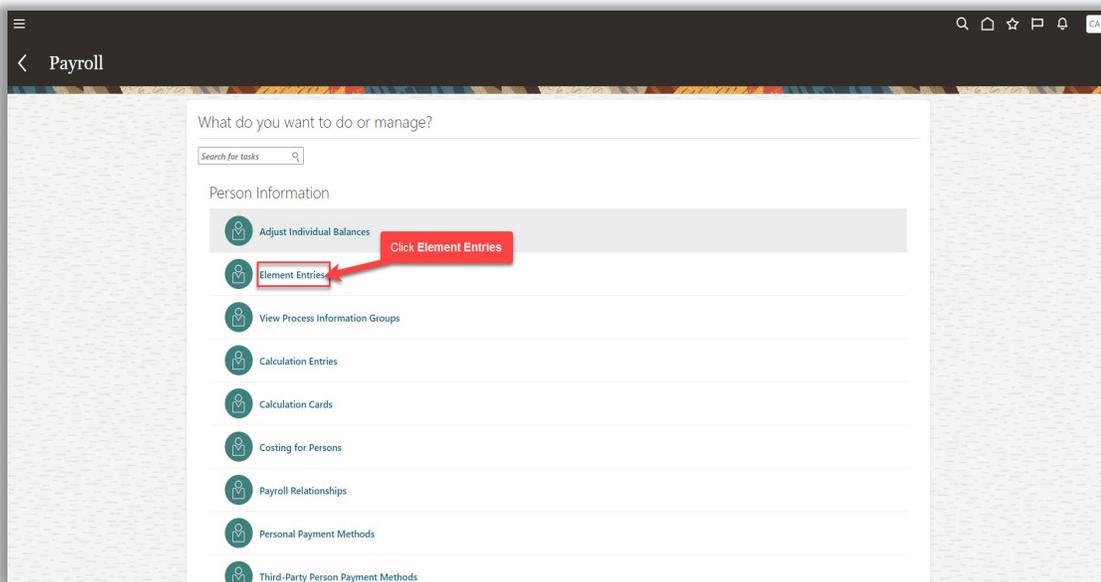
From the home screen, click **My Client Groups**



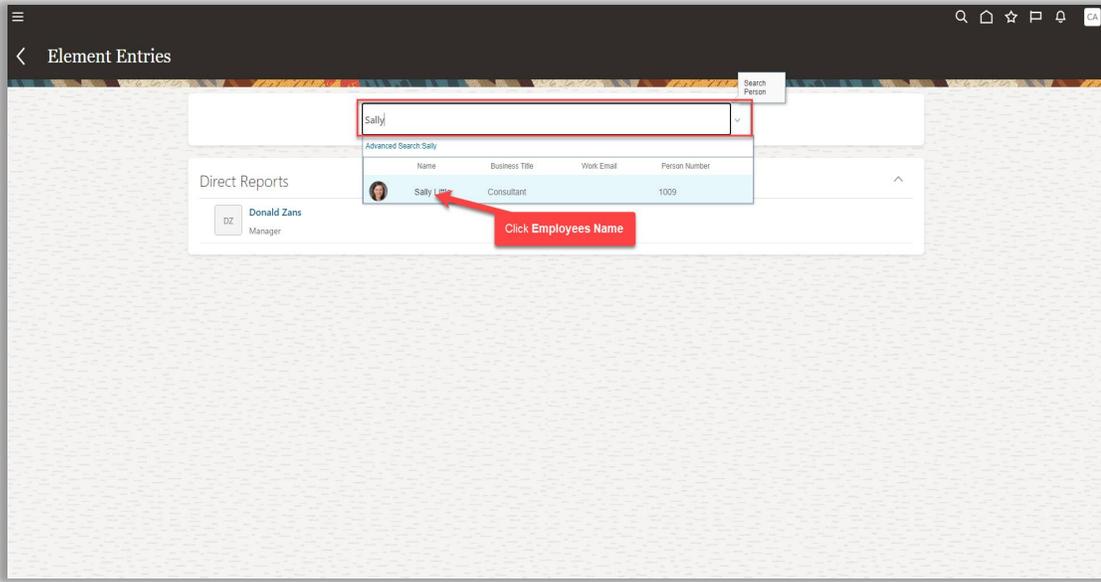
Next, click **Payroll**



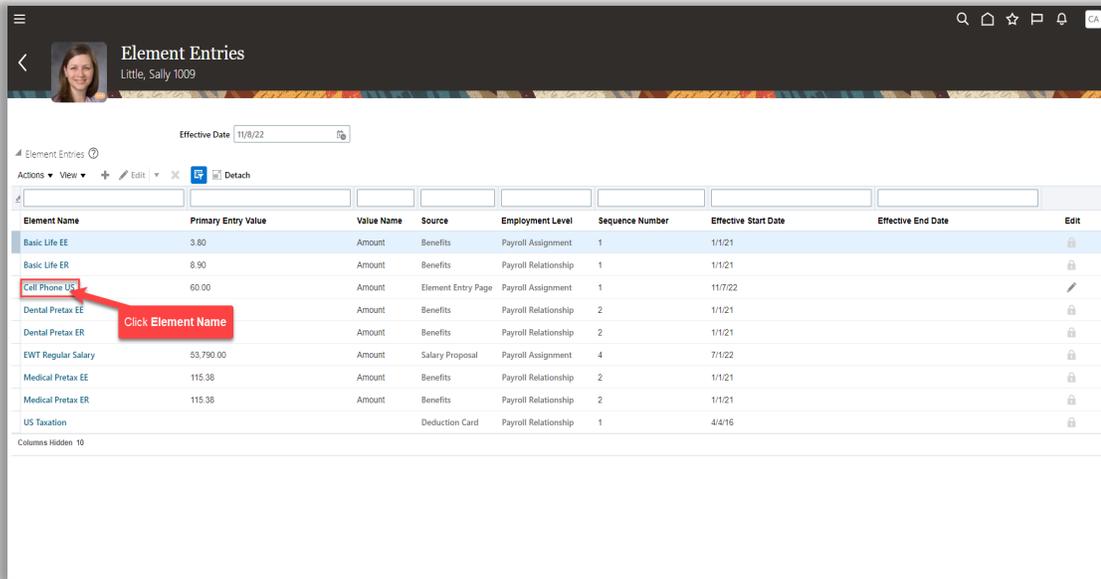
From the Payroll menu, scroll down and click **Element Entries**. We can also search for **Element Entries** in the search box at the top of the page



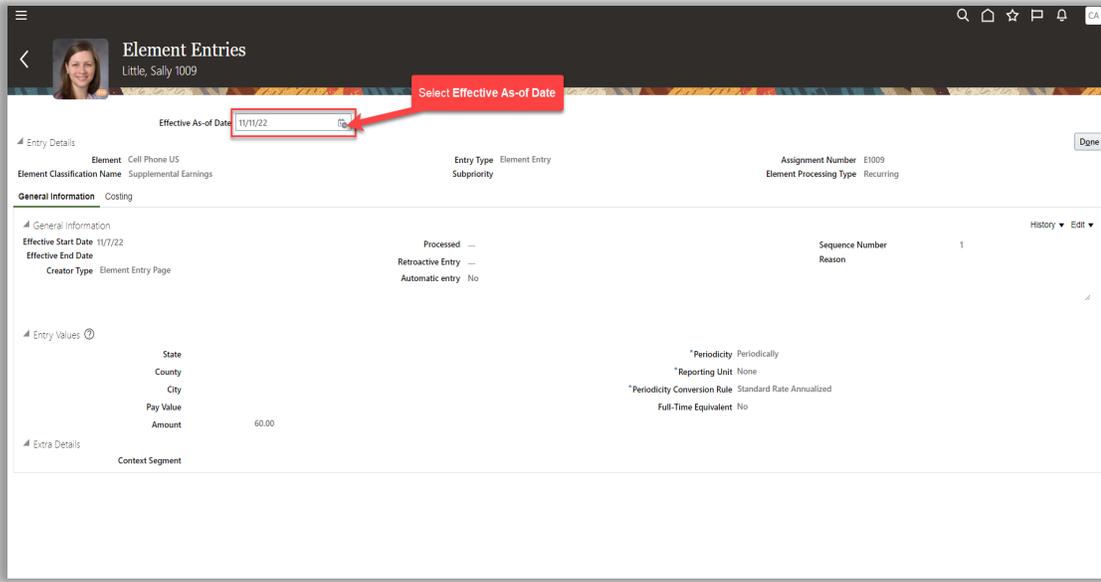
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



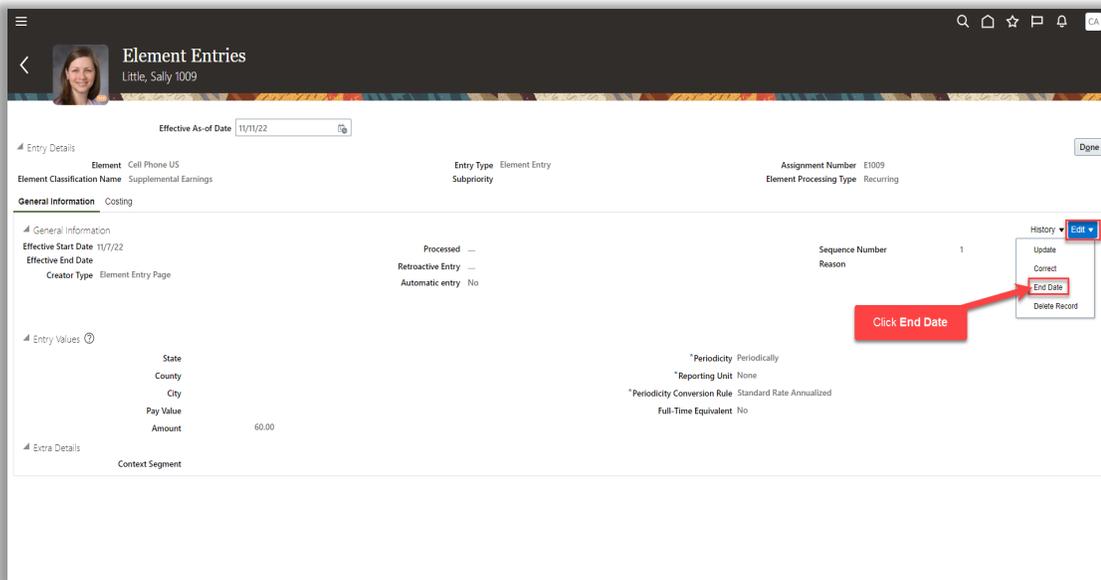
To End Date and Element, click the **Element Name**



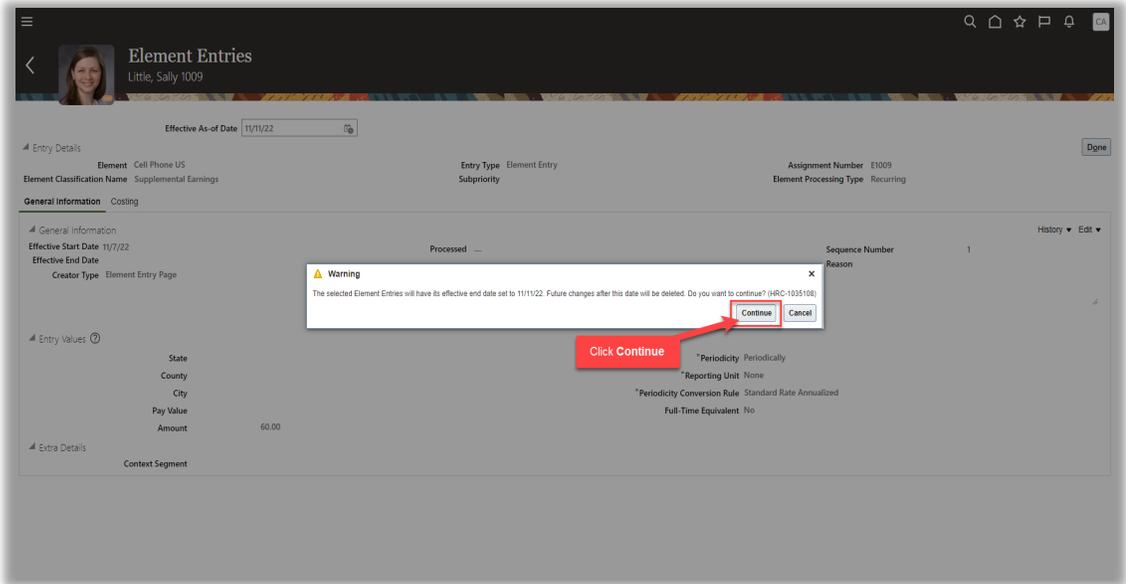
Update the **Effective As-of Date** to the **Effective End Date** of the Element



Click Edit then End Date



Click Continue



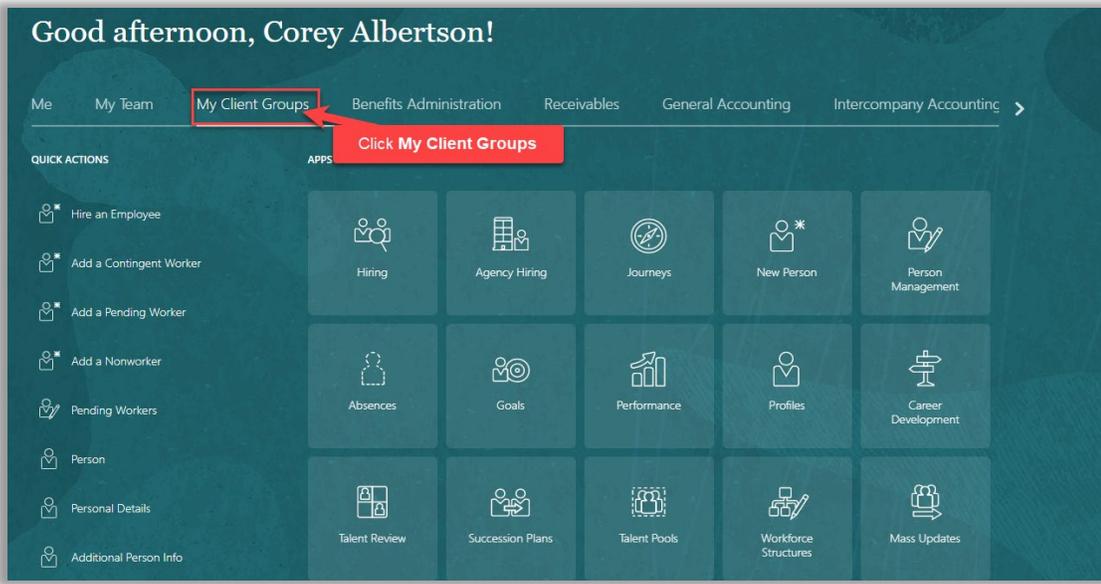
Lastly, from the main Element Entry Screen, we can view the End Date

Element Name	Primary Entry Value	Value Name	Source	Employment Level	Sequence Number	Effective Start Date	Effective End Date	Edit
Basic Life EE	3.80	Amount	Benefits	Payroll Assignment	1	1/1/21		
Basic Life ER	8.90	Amount	Benefits	Payroll Relationship	1	1/1/21		
Cell Phone US	60.00	Amount	Element Entry Page	Payroll Assignment	1	11/7/22	11/11/22	
Dental Pretax EE	6.92	Amount	Benefits	Payroll Relationship	2	1/1/21		
Dental Pretax ER	13.85	Amount	Benefits	Payroll Relationship	2	1/1/21		
EWT Regular Salary	53,790.00	Amount	Salary Proposal	Payroll Assignment	4	7/1/22		
Medical Pretax EE	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
Medical Pretax ER	115.38	Amount	Benefits	Payroll Relationship	2	1/1/21		
US Taxation			Deduction Card	Payroll Relationship	1	4/4/16		

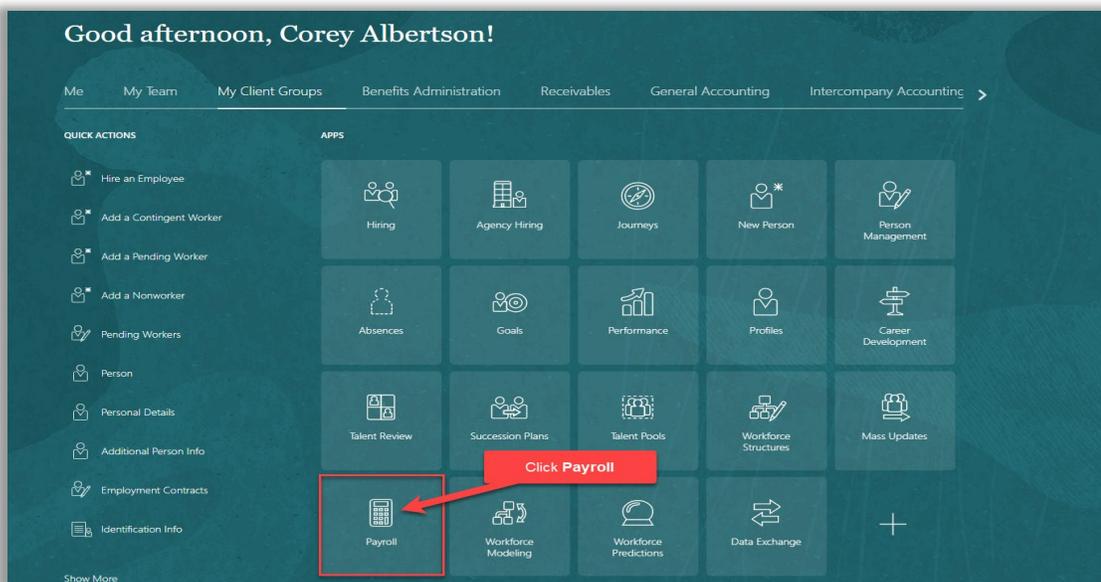
### Enter Garnishment/Involuntary Deduction

Navigation: Home>My Client Groups>Payroll>Calculation Cards>Search person>Create>Save and Close

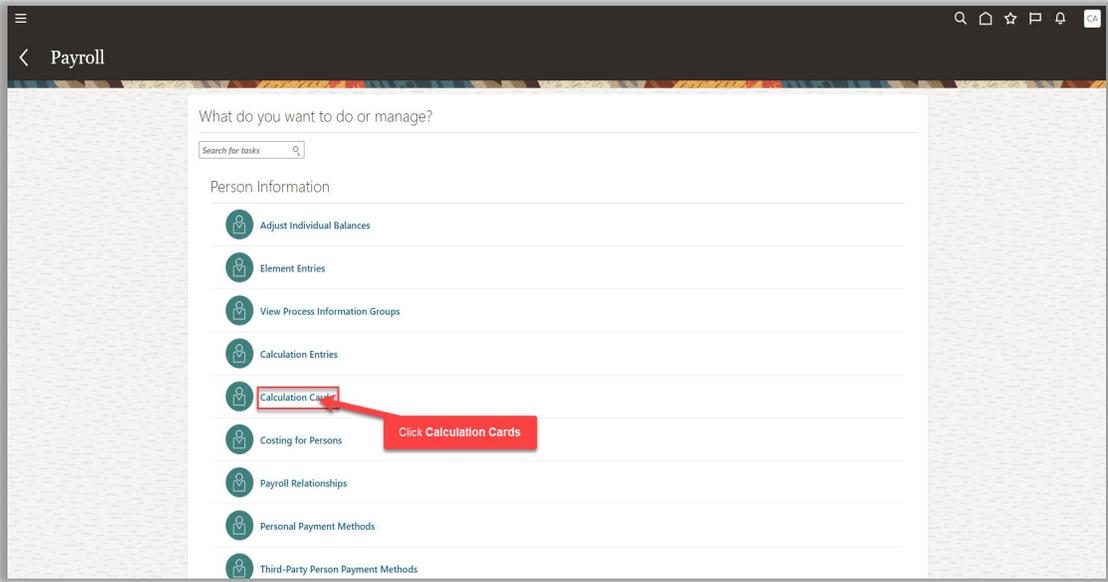
From the home screen, click **My Client Groups**



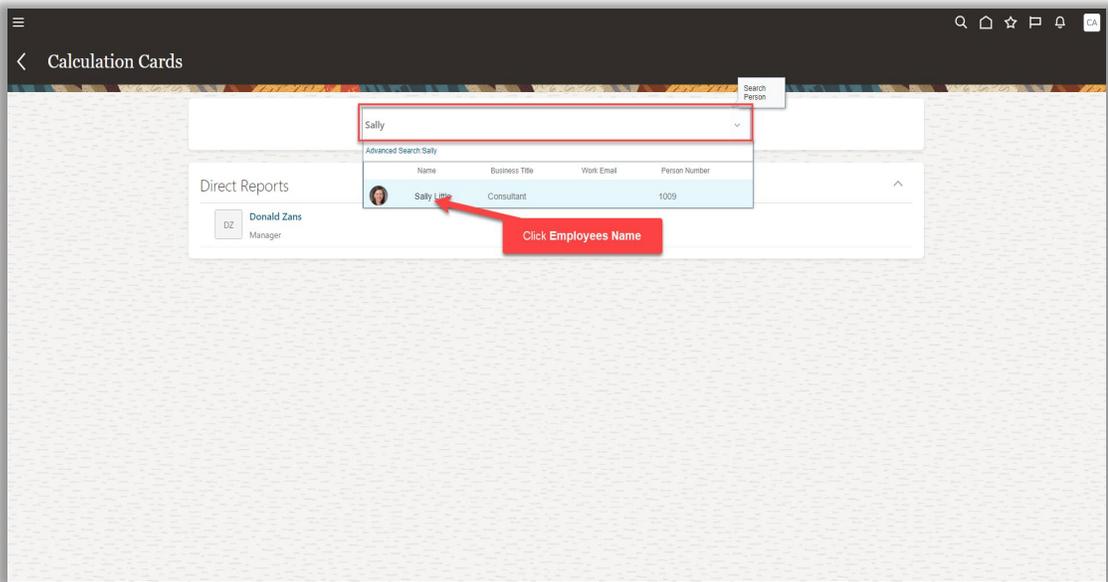
Next, click **Payroll**



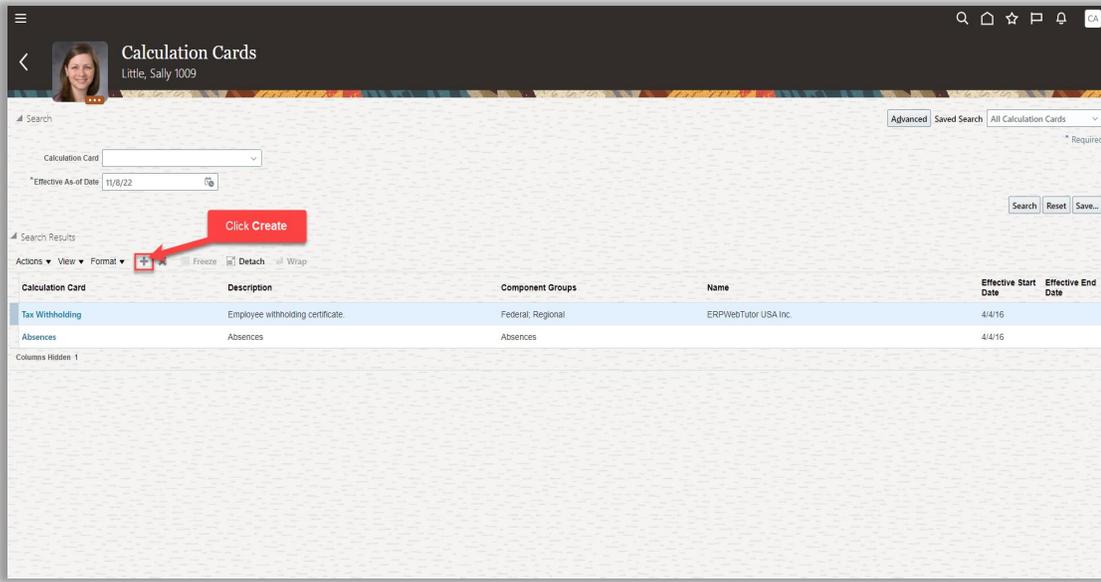
From the Payroll menu, scroll down and click **Calculation Cards**. We can also search for **Calculation Cards** in the search box at the top of the page



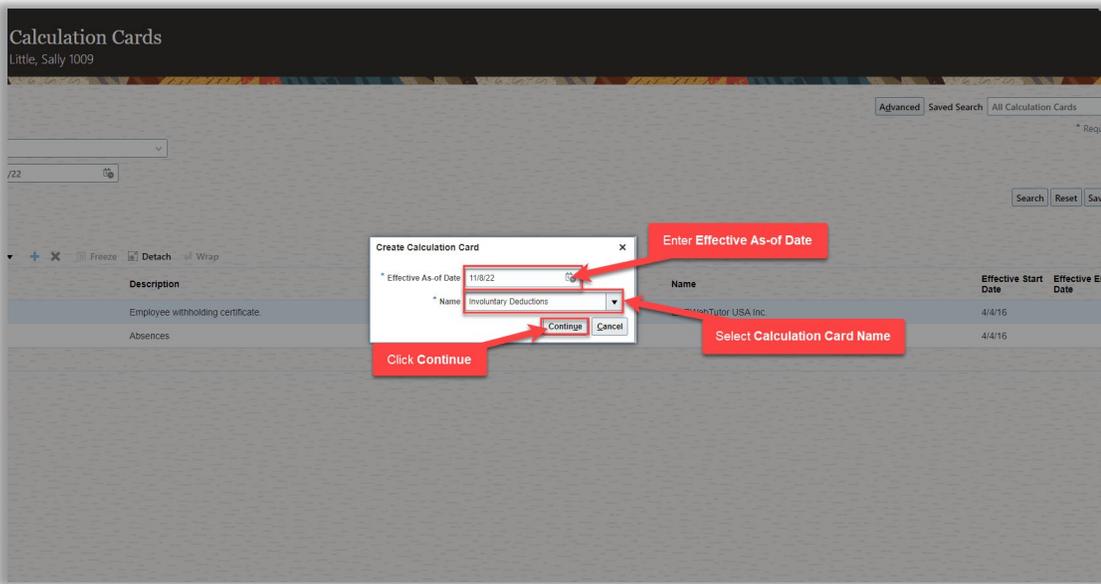
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



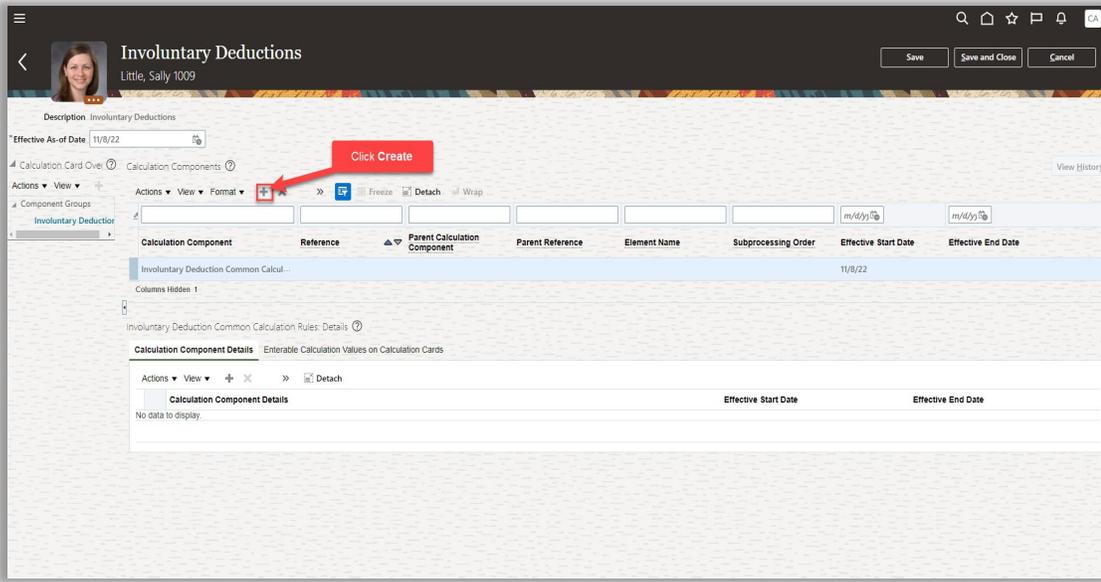
Click **Create**



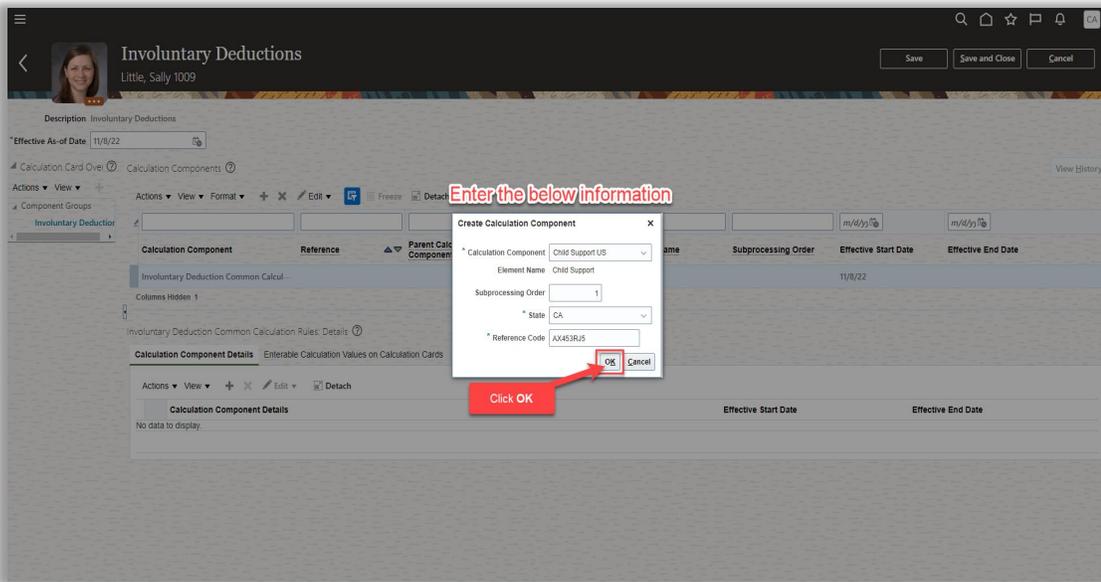
Enter the **Effective As-of Date** and Select the **Calculation Card Name** from the drop down. Click **Continue**



Next, **Create** under **Calculation Components**



Select **Calculation Component**. Enter the **Subprocessing Order**, if applicable. The subprocessing order is not required. This field can be utilized for processing priority if the employee has multiple child support orders. This is important if the employee's pay for a pay period is not enough to cover the multiple support orders. Select the **State** and enter the **Reference Code** and click **OK**



We can now view the calculation component details which has 4 sections. The Involuntary Deduction Rules, US Involuntary Deduction Data, US Involuntary Deduction Payment Details, and US Involuntary Deduction Child Data. Each menu contains relevant information for the different types of involuntary deductions. Enter the information for **Involuntary Deduction Rules**

**Involuntary Deductions**  
Little, Sally 1009

Save Save and Close Cancel

Calculation Component Details Enterable Calculation Values on Calculation Cards

Actions View Edit Detach

Calculation Component Details	Effective Start Date	Effective End Date
Involuntary Deduction Rules	11/8/22	
<p>Involuntary Deduction Number: DD14531</p> <p>*Received Date: 10/28/22</p> <p>Start Date: 11/1/22</p> <p>Description: Support Order for Test Child</p> <p>Frequency: Biweekly</p> <p>Issuing Authority Name: CA Child Support Services</p> <p>Initial Fee Taken: <input type="checkbox"/></p> <p>Issuing Jurisdiction Name: </p>		
US Involuntary Deduction Data	11/8/22	
Involuntary Deduction Payment Details	11/8/22	
<p>*Order Amount Payee: </p> <p>Processing Fee Payee: </p> <p>External Organization Fee Payee: </p> <p>Person Fee Payee: </p>		
US Involuntary Deduction Child Data	11/8/22	

Next, expand **US Involuntary Deduction Data** and enter the information. These fields are not required but some of this information will drive how calculations are handled in Cloud Payroll

**Involuntary Deductions**  
Little, Sally 1009

Save Save and Close Cancel

Description: Support Order for Test Child

Frequency: Biweekly

Issuing Authority Name: CA Child Support Services

Initial Fee Taken:

Issuing Jurisdiction Name:

Click to Expand

Enter the below information

CSE Agency Case Identifier	AK453RJS
Remittance Identifier	
Employee Work State	
FIPS Code	TSSTFIPS
Support Other Family	Yes
Eligible for Medical Support	Yes
Payments in Arrears	No
Arrears Overdue More Than 12 Weeks	
Filing Status	
Statement of Exemptions Received Date	m/d/yy
Third-Party Involuntary Deduction Number	
Legislative Rules Override for Deduction Calculations	
Document Tracking Number	

Next, expand **US Involuntary Deduction Payment Details** and enter the information

**Involuntary Deductions**  
Little, Sally 1009

US Involuntary Deduction Data 11/8/22

CSE Agency Case Identifier AX453RJ5  
 Remittance Identifier  
 Employee Work State  
 FIPS Code TSTFIPS  
 Support Other Family Yes  
 Eligible for Medical Support Yes  
 Payments in Arrears No  
 Arrears Overdue More Than 12 Weeks  
 Filing Status  
 Statement of Exemptions Received Date m/d/yy  
 Third-Party Involuntary Deduction Number  
 Legislative Rules Override for Deduction Calculations  
 Document Tracking Number

**Involuntary Deduction Payment Details** Enter the below information 11/8/22

\*Order Amount Payee California Child Support  
 Processing Fee Payee California Child Support  
 External Organization Fee Payee California Child Support  
 Person Fee Payee

US Involuntary Deduction Child Data 11/8/22

Next, expand **US Involuntary Deduction Child Data** and enter the information

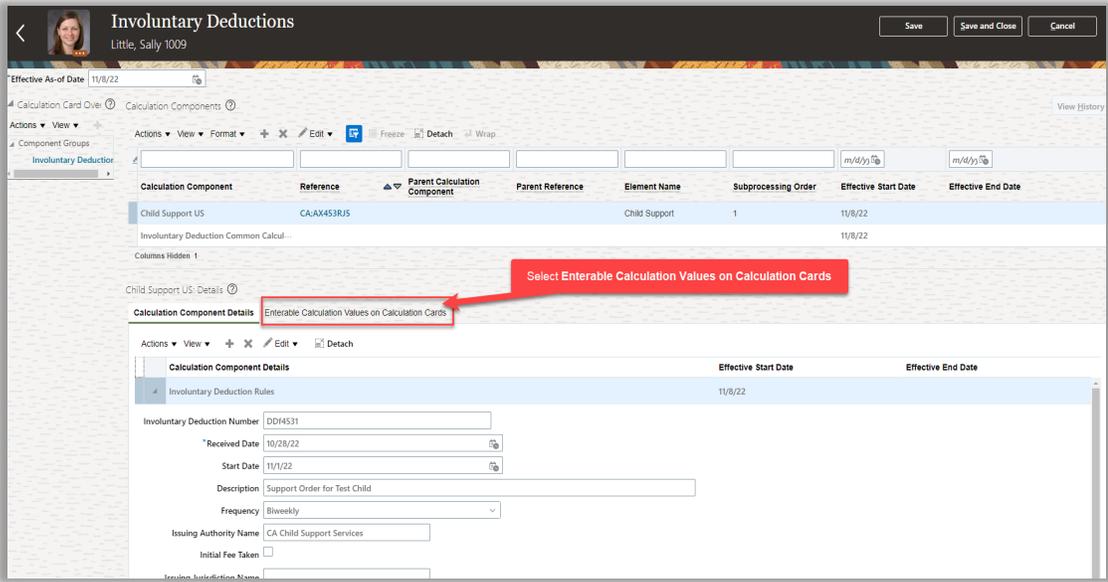
**Involuntary Deductions**  
Little, Sally 1009

External Organization Fee Payee California Child Support  
 Person Fee Payee California Child Support

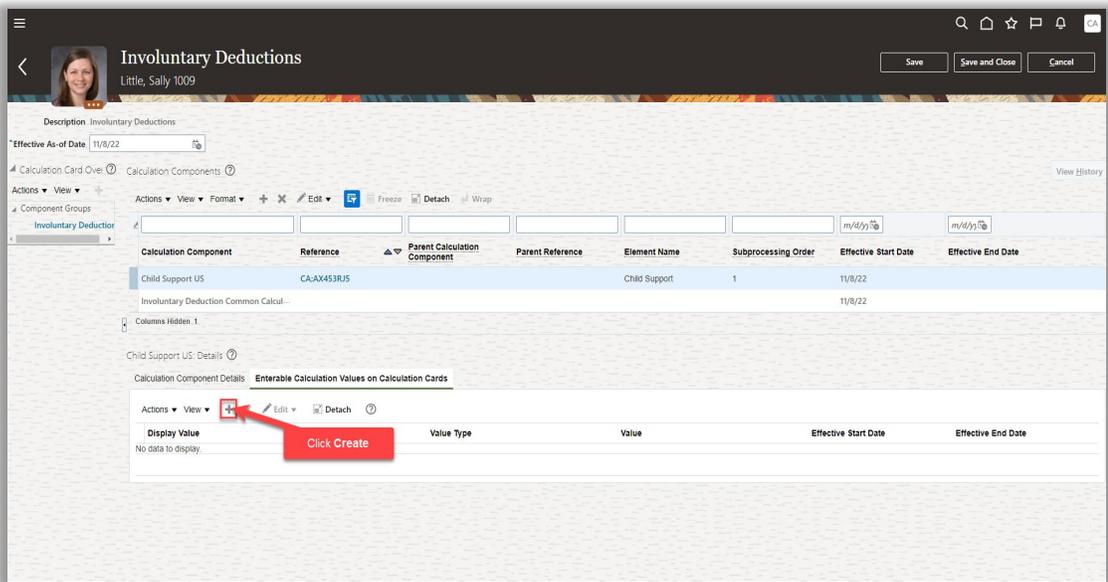
US Involuntary Deduction Child Data 11/8/22

Name of Child Child 1 Test  
 Date of Birth of Child 1 9/1/11  
 Last Name of Child 1 Test  
 First Name of Child 1 Child 1  
 Middle Name of Child 1 Middle  
 Suffix of Child 1  
 Date of Birth of Child 2 m/d/yy  
 Last Name of Child 2  
 First Name of Child 2  
 Middle Name of Child 2  
 Suffix of Child 2  
 Date of Birth of Child 3 m/d/yy  
 Last Name of Child 3  
 First Name of Child 3  
 Middle Name of Child 3  
 Suffix of Child 3  
 Date of Birth of Child 4 m/d/yy  
 Last Name of Child 4  
 First Name of Child 4

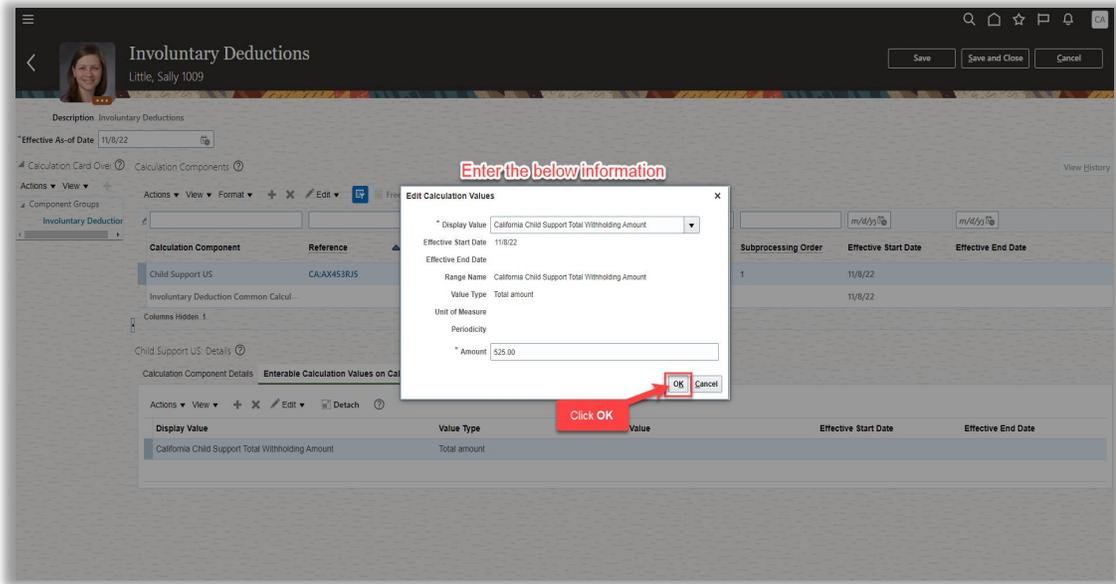
Next, scroll to the top and select the tab **Enterable Calculation Values on Calculation Cards**



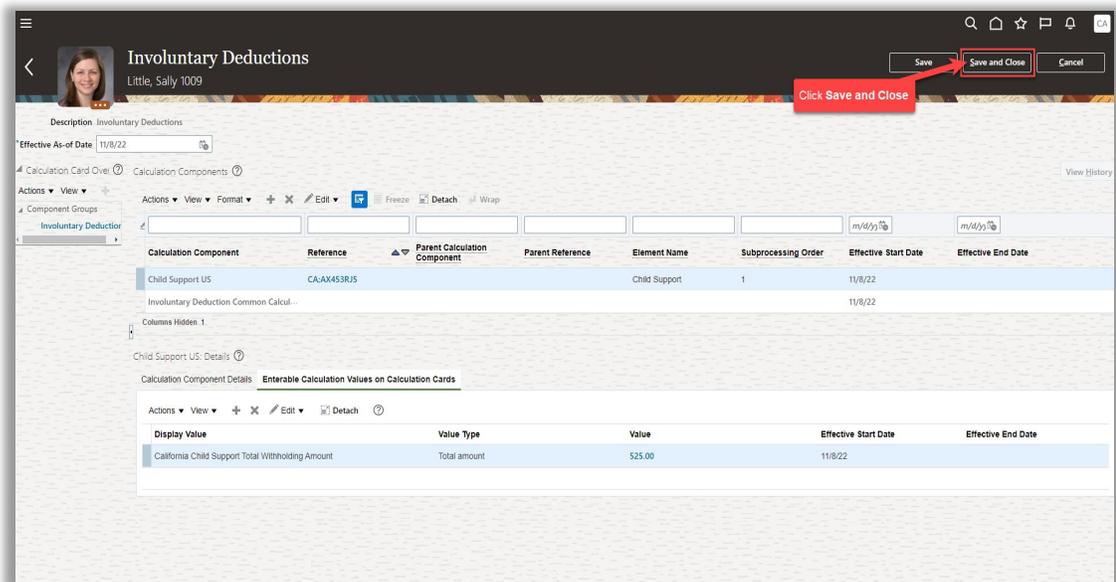
Click Create



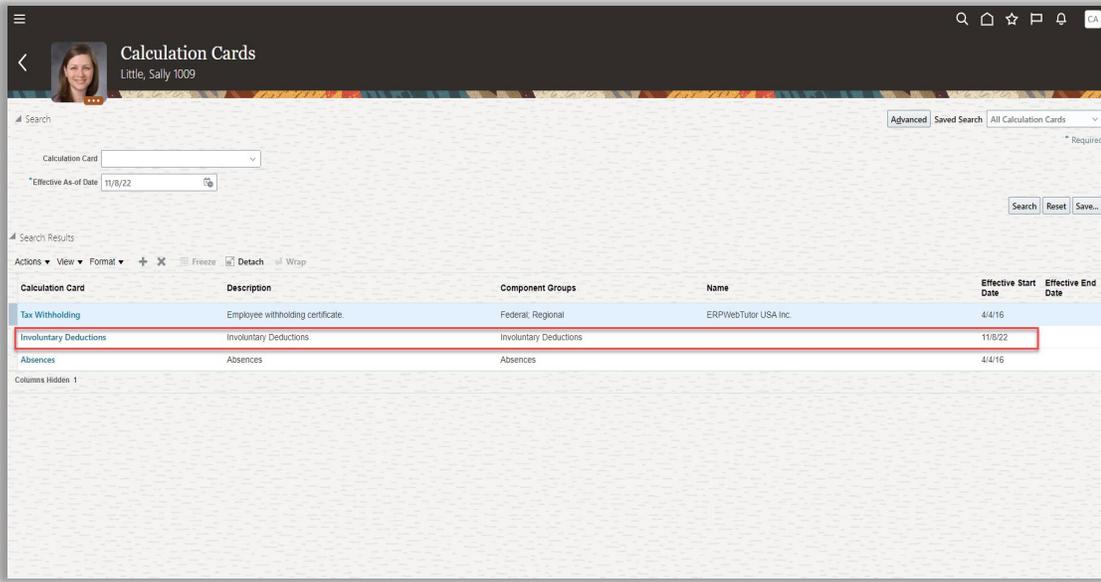
Enter the Calculation Values and click OK



Click Save and Close



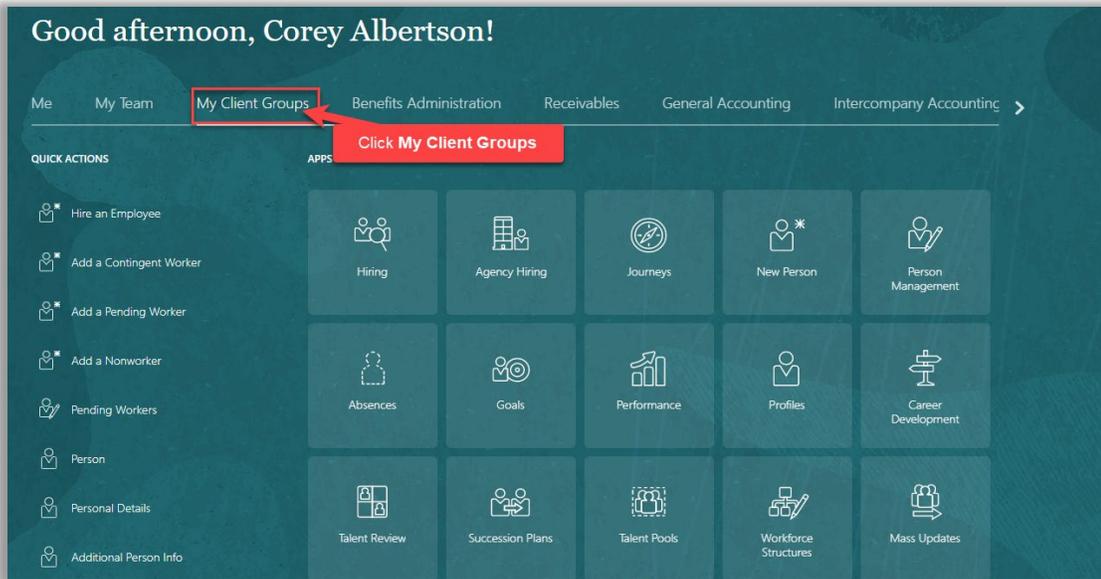
The Involuntary Deduction Calculation Card is now visible and will be processed by Payroll



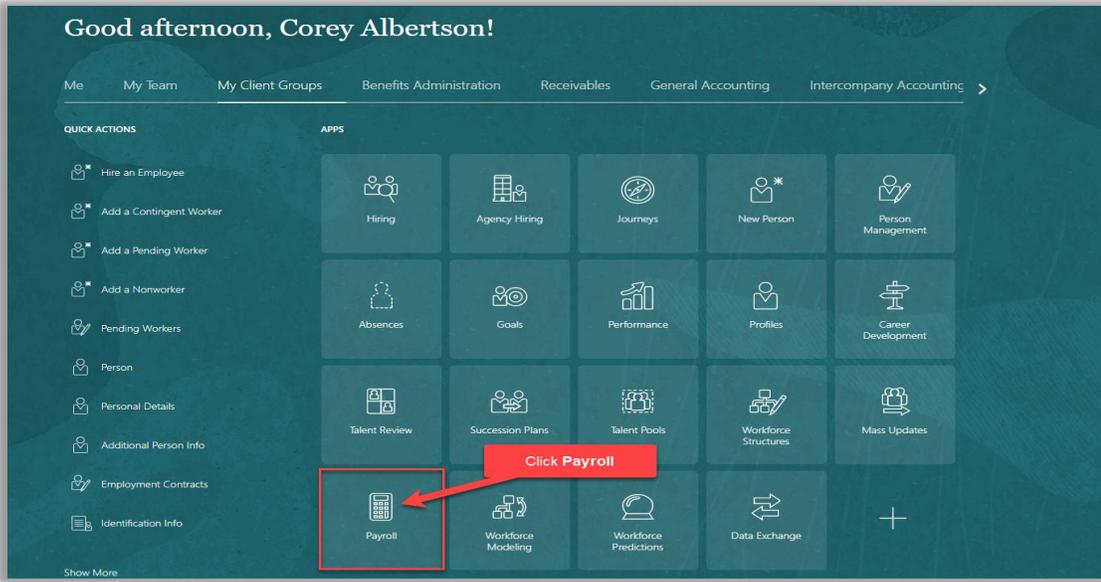
## Update Garnishment/Involuntary Deduction

Navigation: Home>My Client Groups>Payroll>Calculation Cards>Search Person>Select Involuntary Deductions Calculation Card>Edit>Update>Save and Close

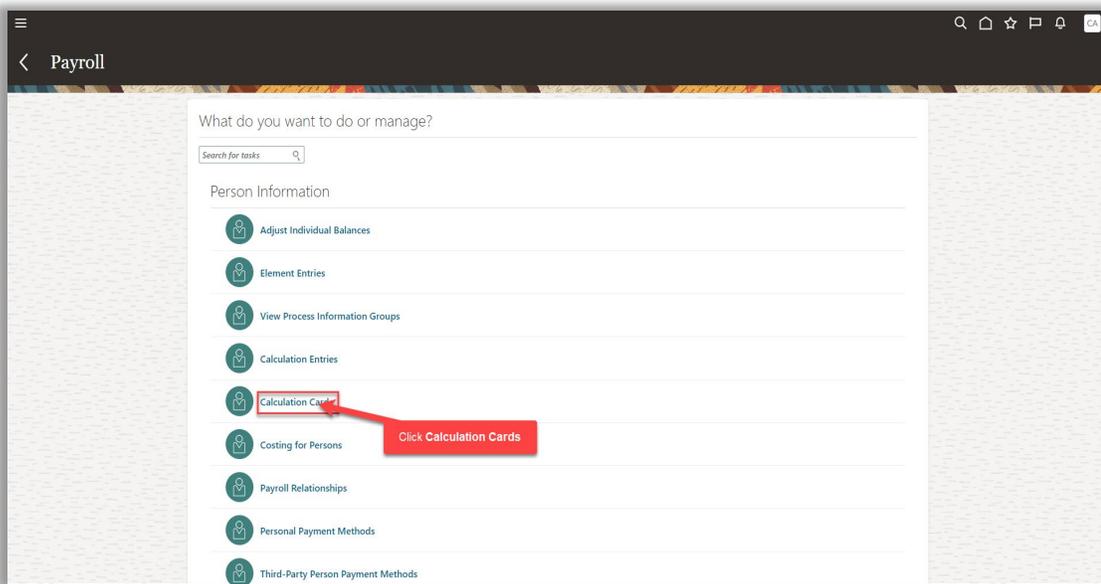
From the home screen, click **My Client Groups**



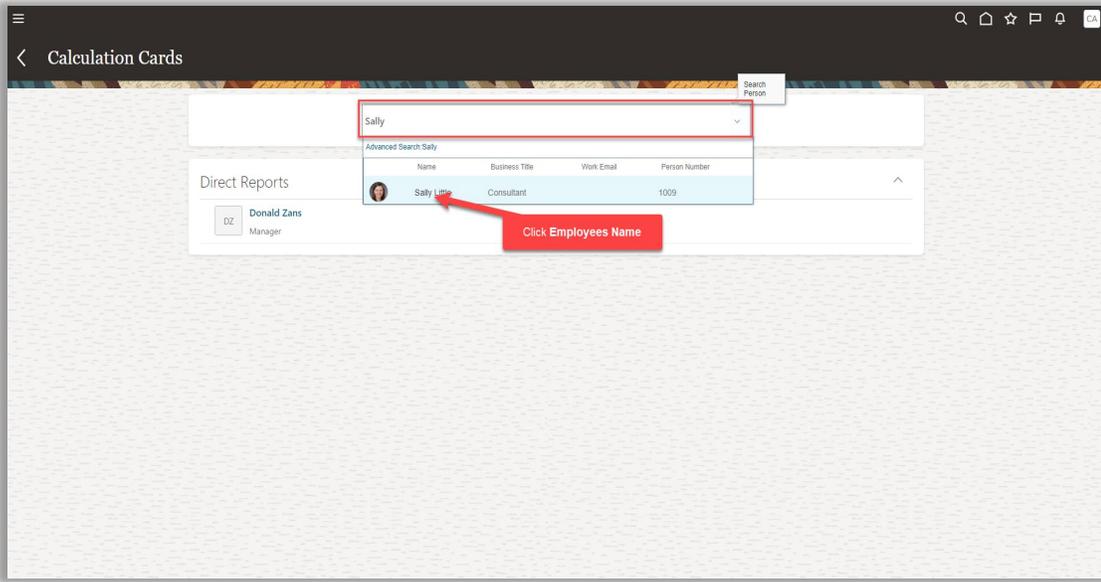
Next, click **Payroll**



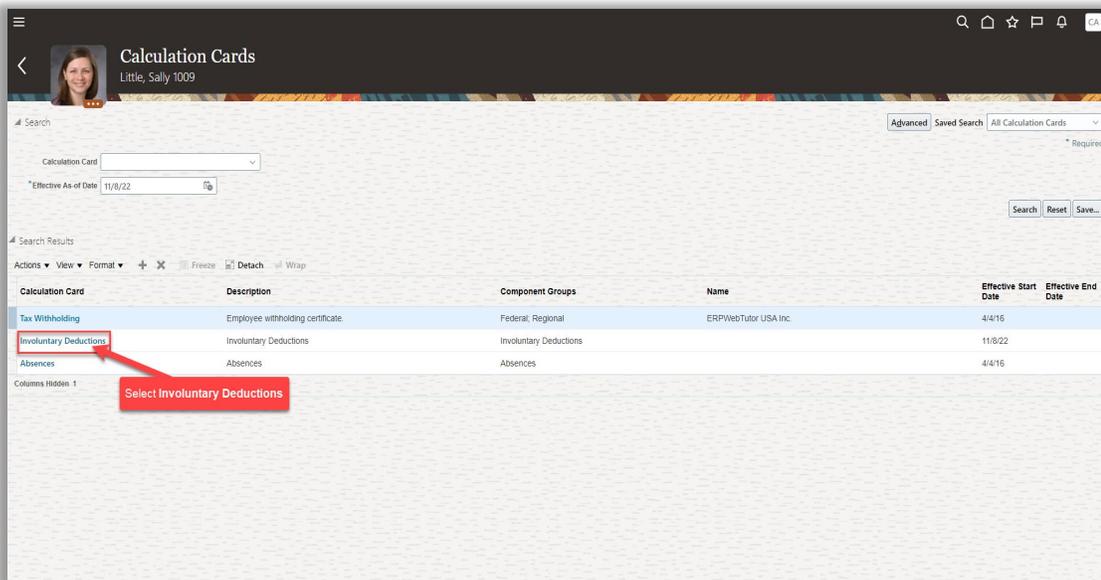
From the Payroll menu, scroll down and click **Calculation Cards**. We can also search for **Calculation Cards** in the search box at the top of the page



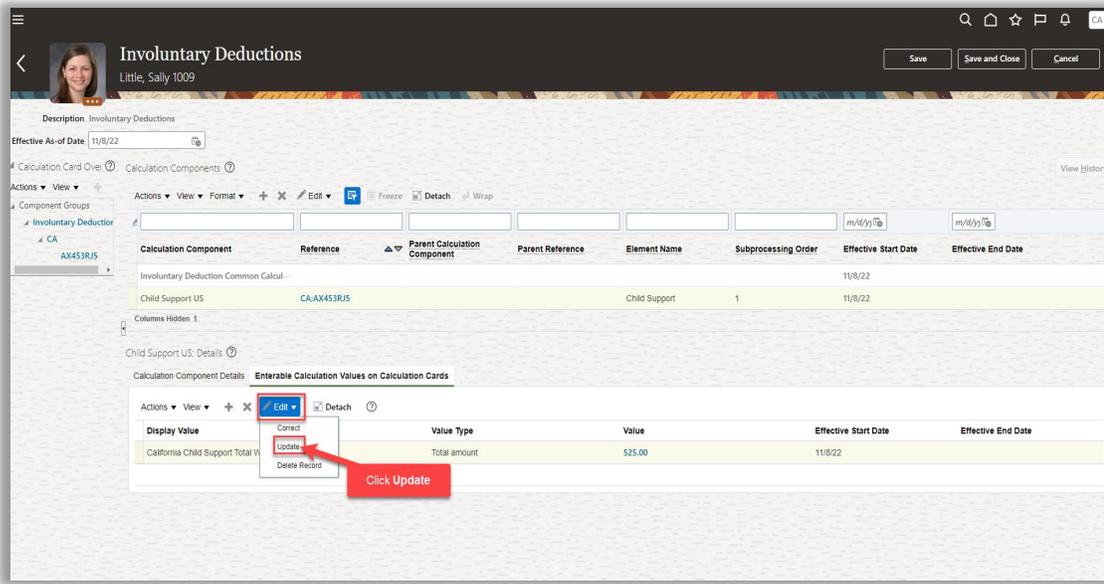
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



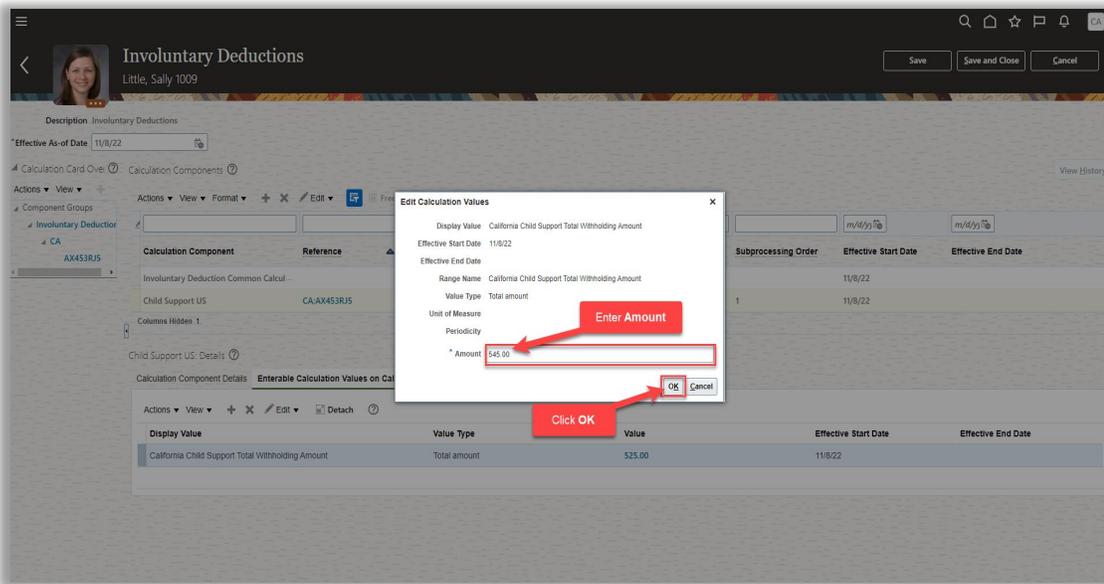
## Select Involuntary Deductions



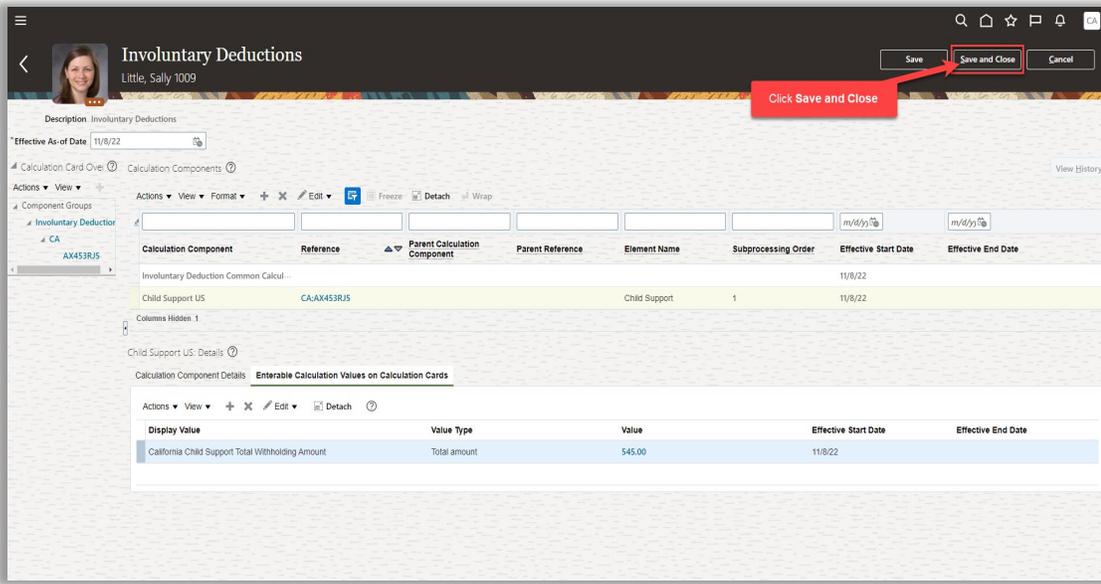
Highlight the **California Child Support Total Withholding Amount** and click **Edit** then **Update**



Update the Amount and click OK



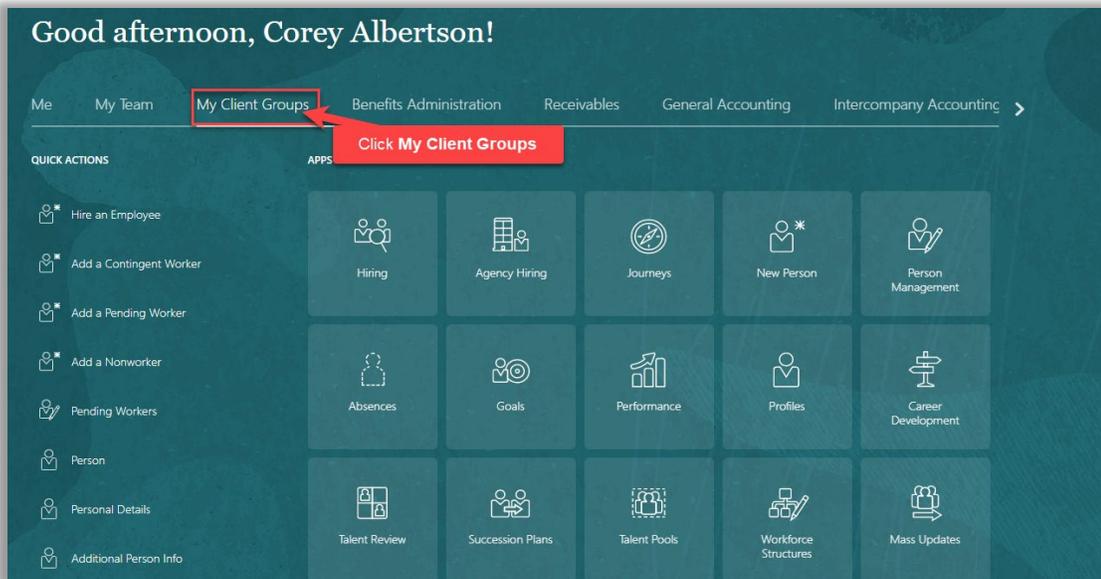
Click Save and Close



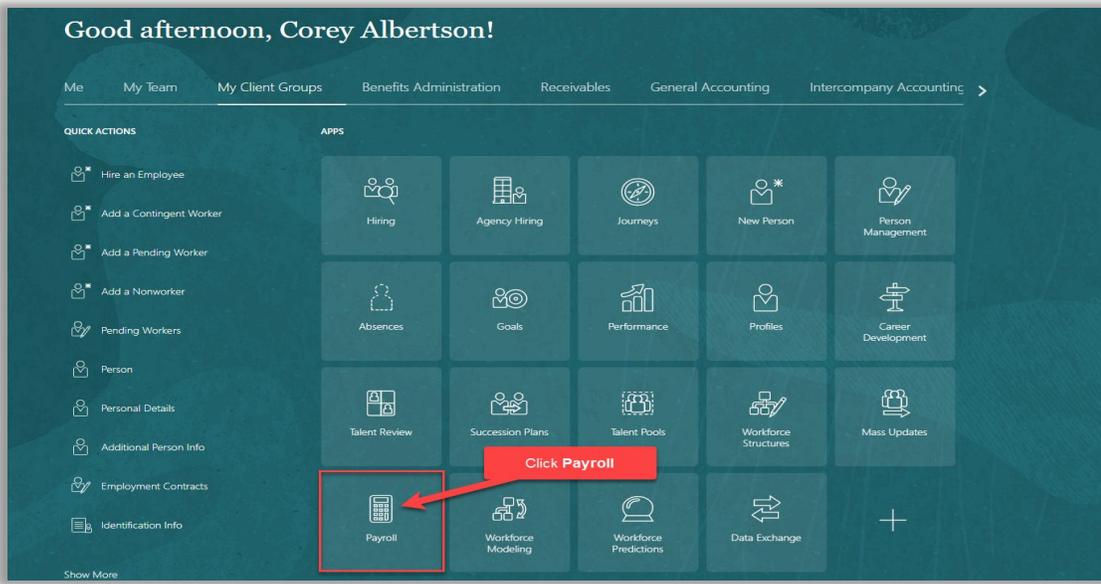
## Manage Absence Calculation Card

Navigation: Home>My Client Groups>Payroll>Calculation Cards>Search Person>Select Absences Calculation Card>Edit>Update>Save and Close

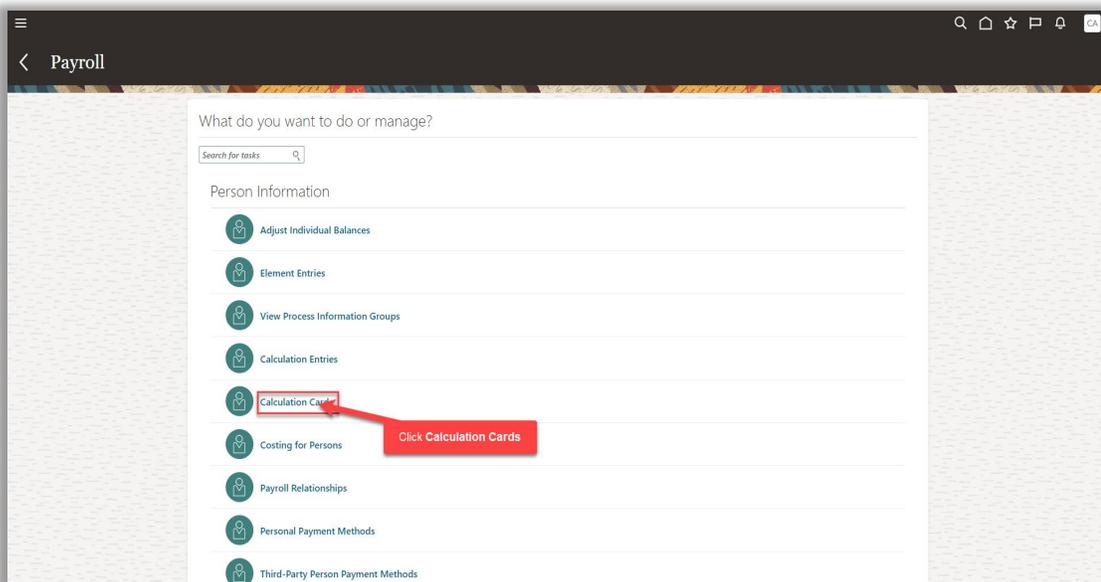
From the home screen, click **My Client Groups**



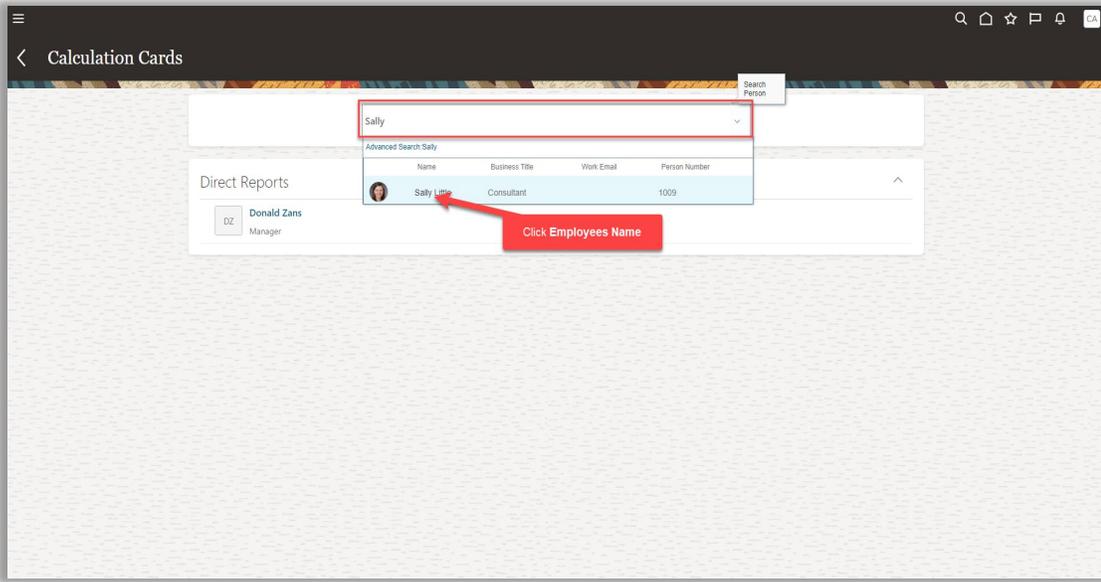
Next, click **Payroll**



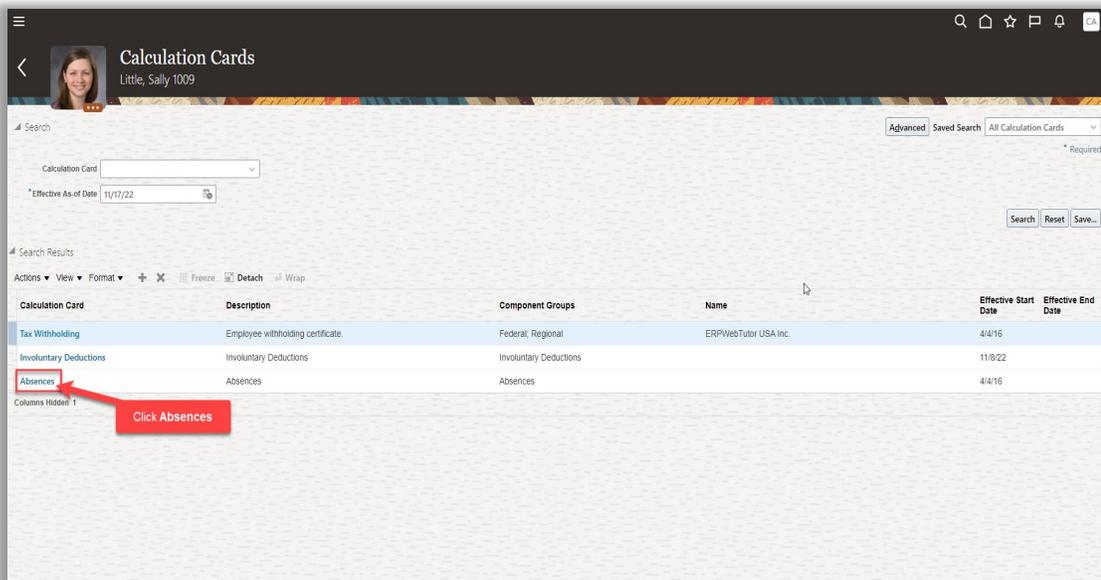
From the Payroll menu, scroll down and click **Calculation Cards**. We can also search for **Calculation Cards** in the search box at the top of the page



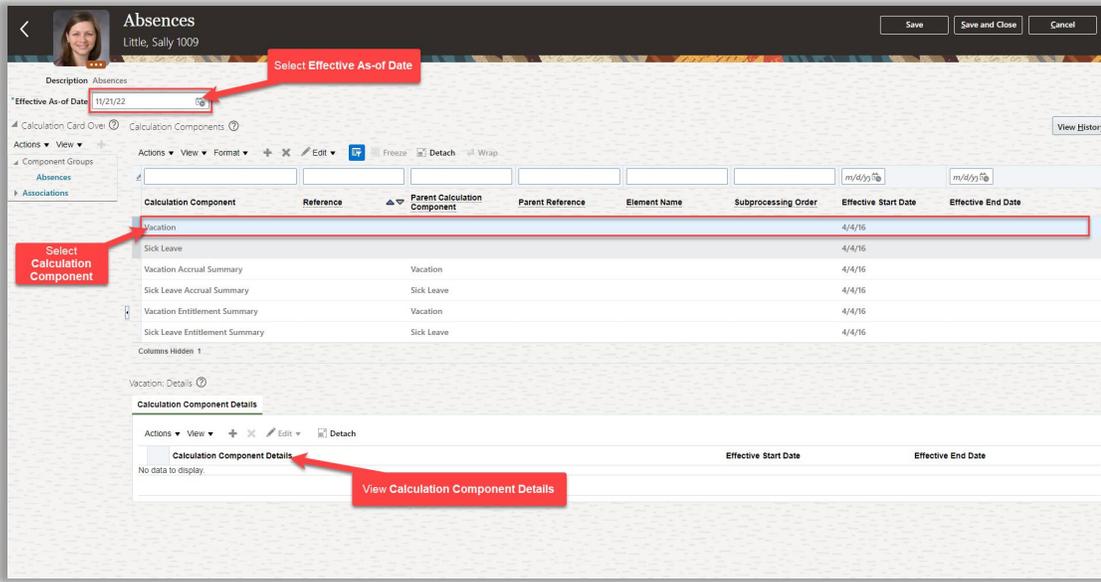
Enter the employees name in **Search for a Person** box and once the employees name is shown, click the employees' name



## Select Absences



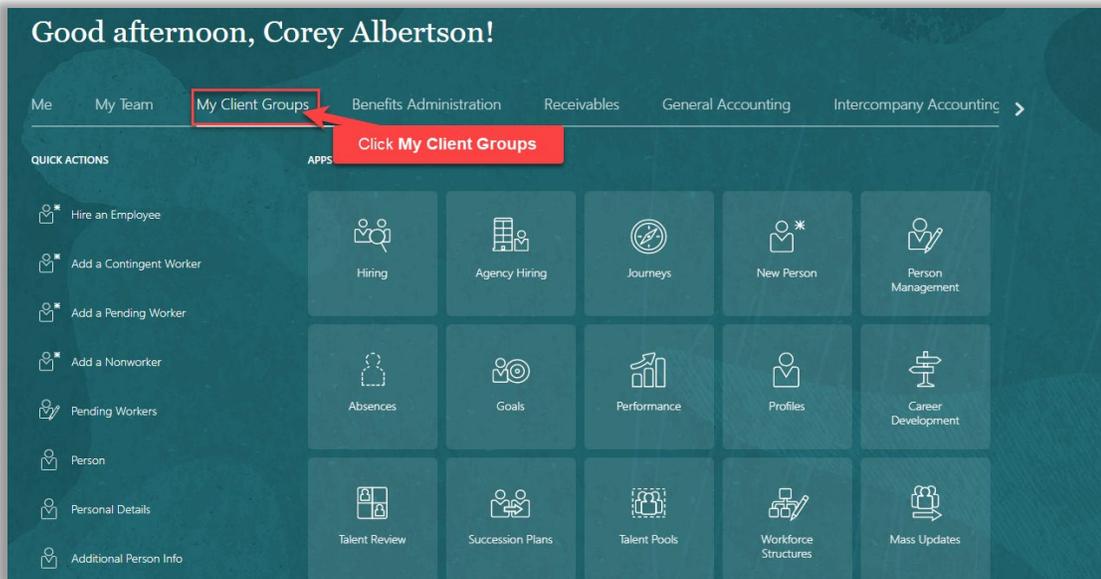
Enter the **Effective As-of Date** to view the **Calculation Components** and the **Calculation Component Details** as of this date. To view the different Calculation Component Details, select the **Calculation Component**



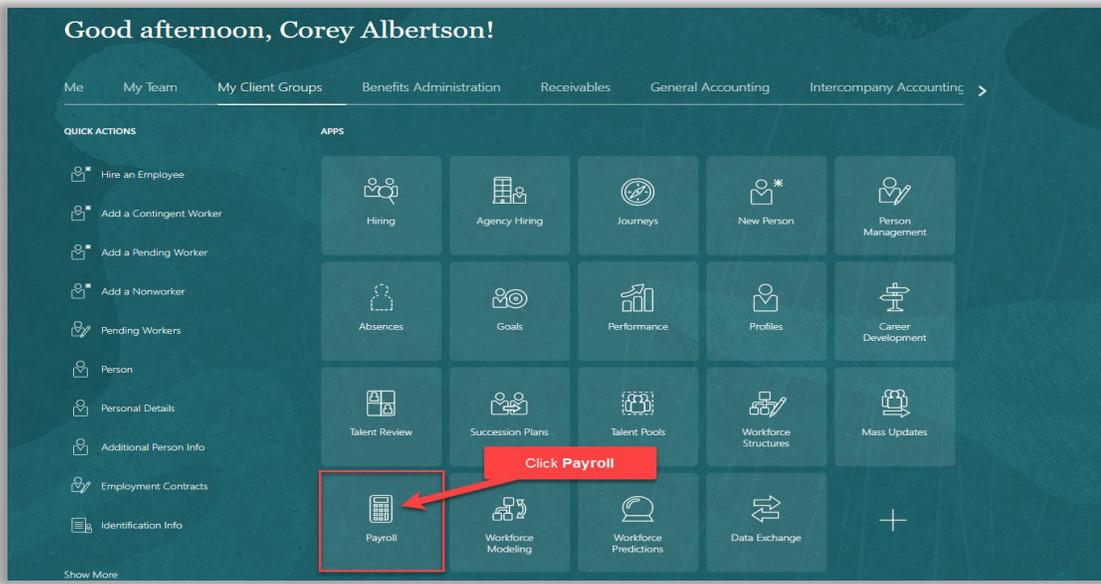
## Manage Time Cards Calculation Card

Navigation: Home>My Client Groups>Payroll>Calculation Cards>Search Person>Select Time Cards Calculation Card>Edit>Update>Save and Close

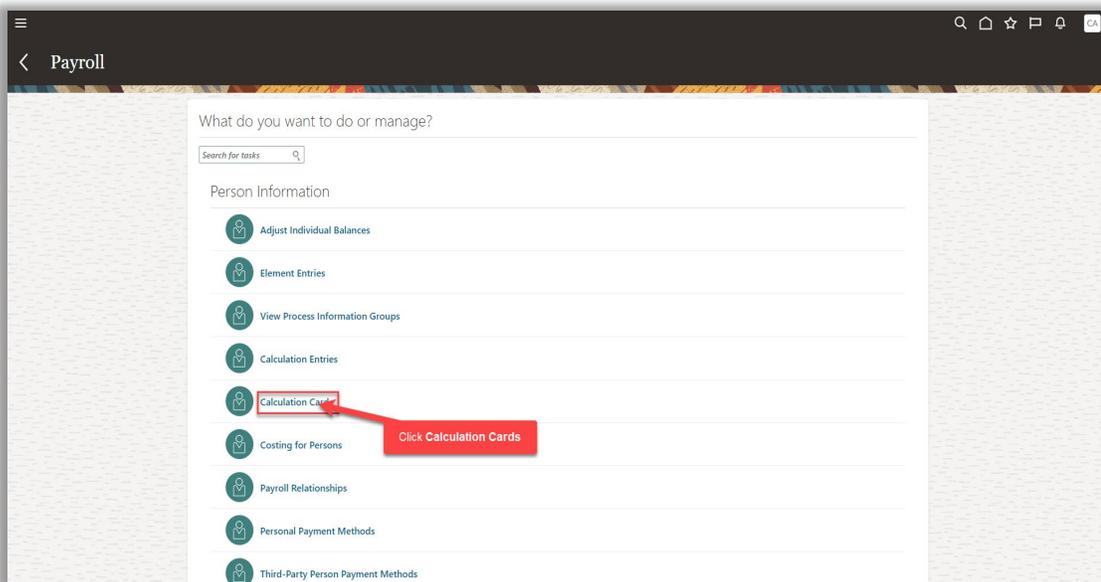
From the home screen, click **My Client Groups**



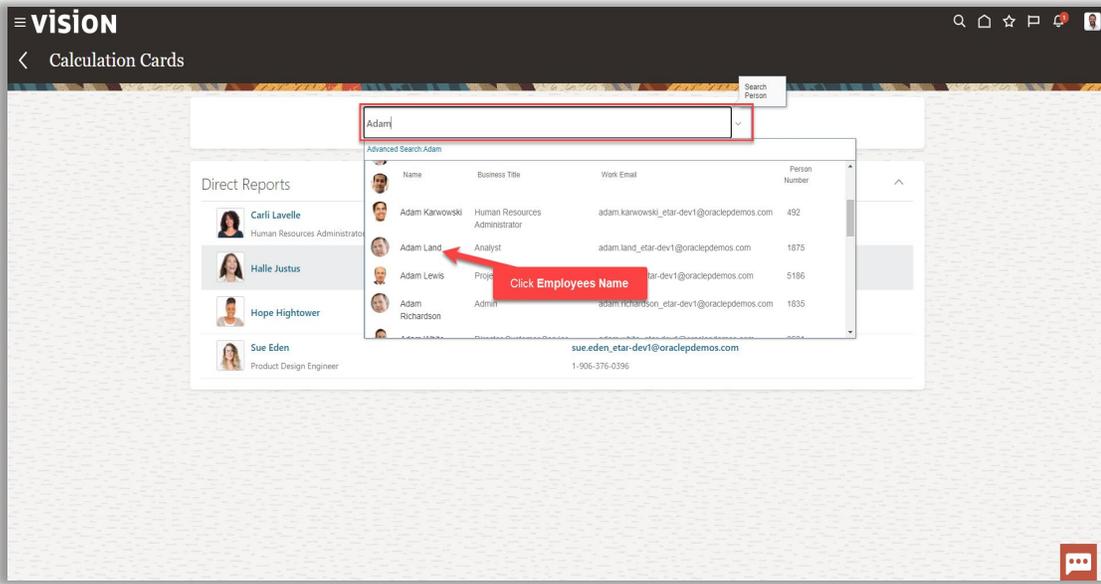
Next, click **Payroll**



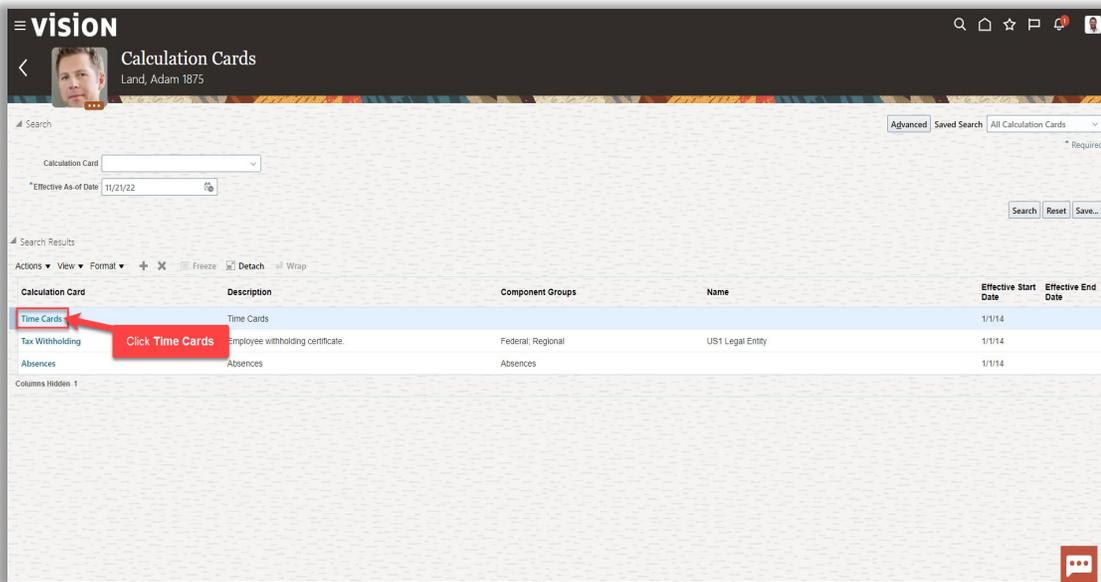
From the Payroll menu, scroll down and click **Calculation Cards**. We can also search for **Calculation Cards** in the search box at the top of the page



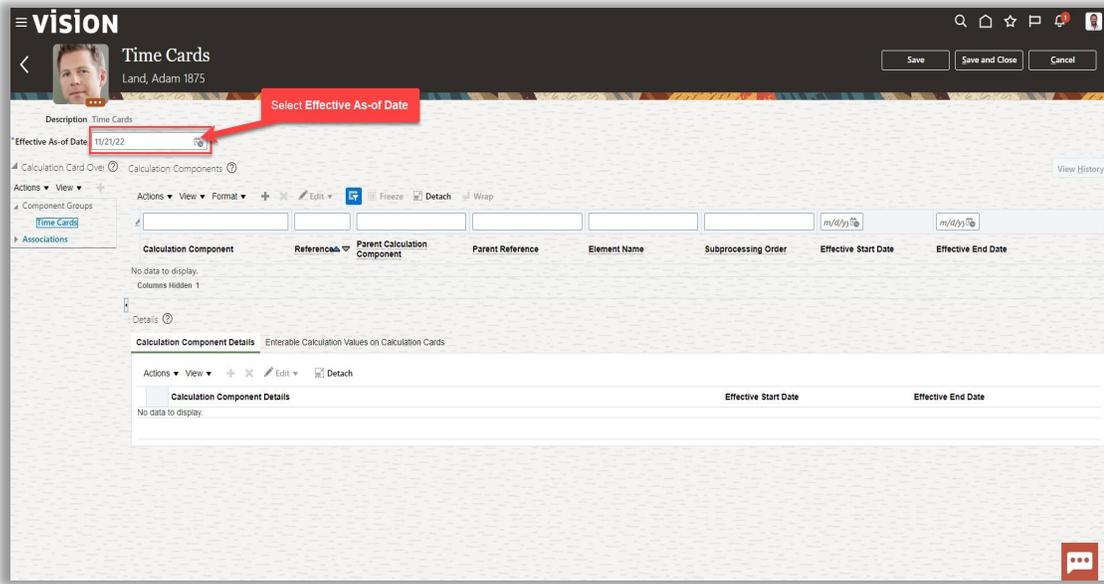
Enter the employees name in **Search for a Person** box and once the employees' name is shown, click the employees' name



## Select Time Cards



Enter the **Effective As-of Date** to view the **Calculation Components** and the **Calculation Component Details** as of this date



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