



2024

Payroll Admin Guide: Payroll Verification & Adjustments



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



info@camptratech.com

V1

Camptra Technologies

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Guide Usage and Disclosures

Guide Information

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

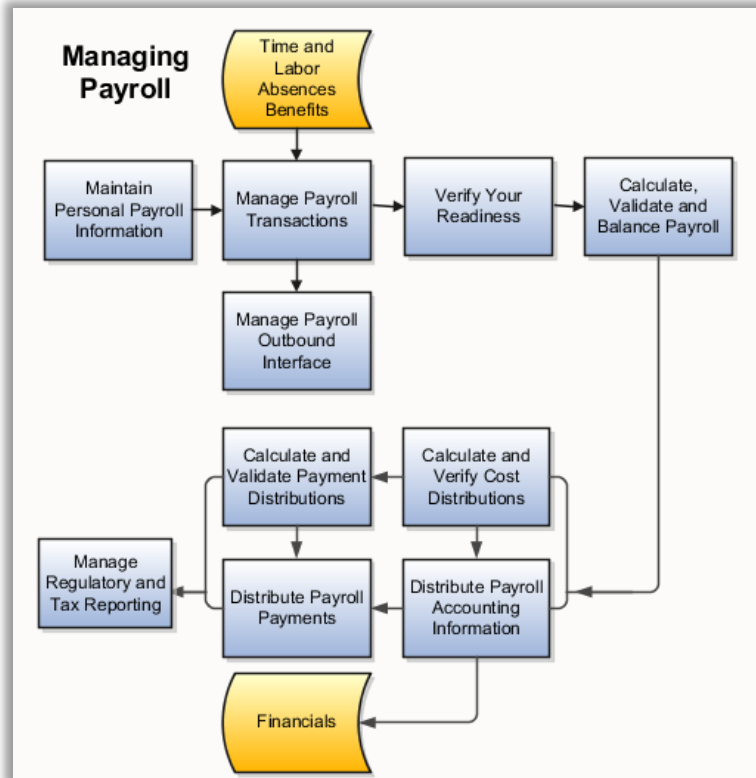
How To Use This Guide

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

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

Overall Process Flow

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



Glossary of Terms

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

Element Entries

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

Payroll Relationship

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

Payment Methods

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

Tax Reporting Units

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

Calculation Entries

- Specifies how a value is provided or calculated

Third Party Payment Methods

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

Object Groups

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

Quickpay

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

Retro Pay

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

Payroll Reconciliation

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

Reporting

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

Data Loader

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

Effective Date

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

Element Classification Components

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

Costing

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

Frequency Rules

- ❖ The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element. You can view which date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

Calculate Absence Duration

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

Accrual Start Rule

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

Tax Card

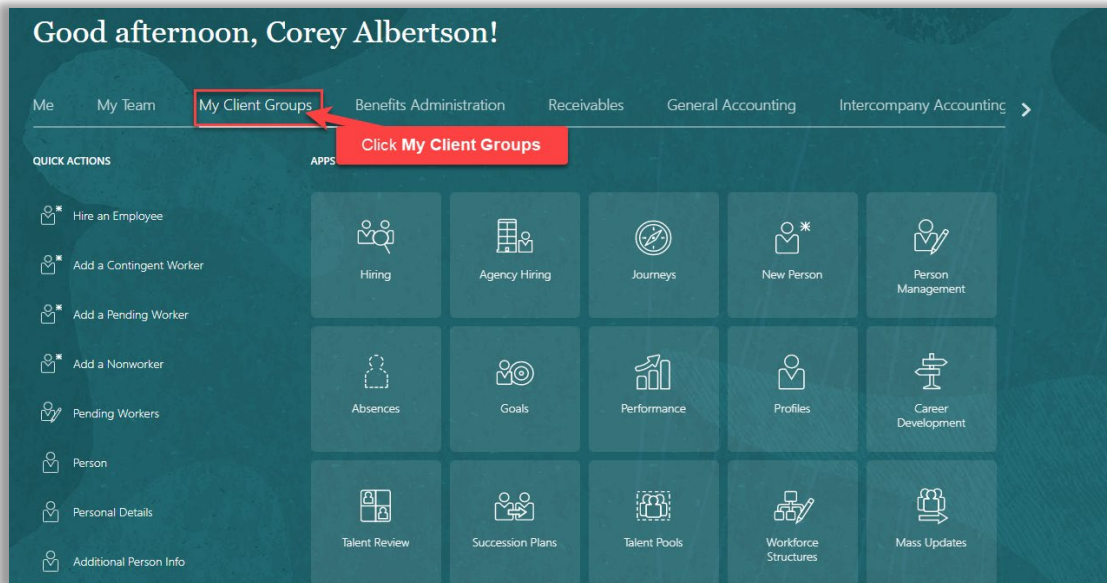
- 💡 Contains the Federal, State, and Local tax withholding information for the employee

Payroll Verification & Adjustments

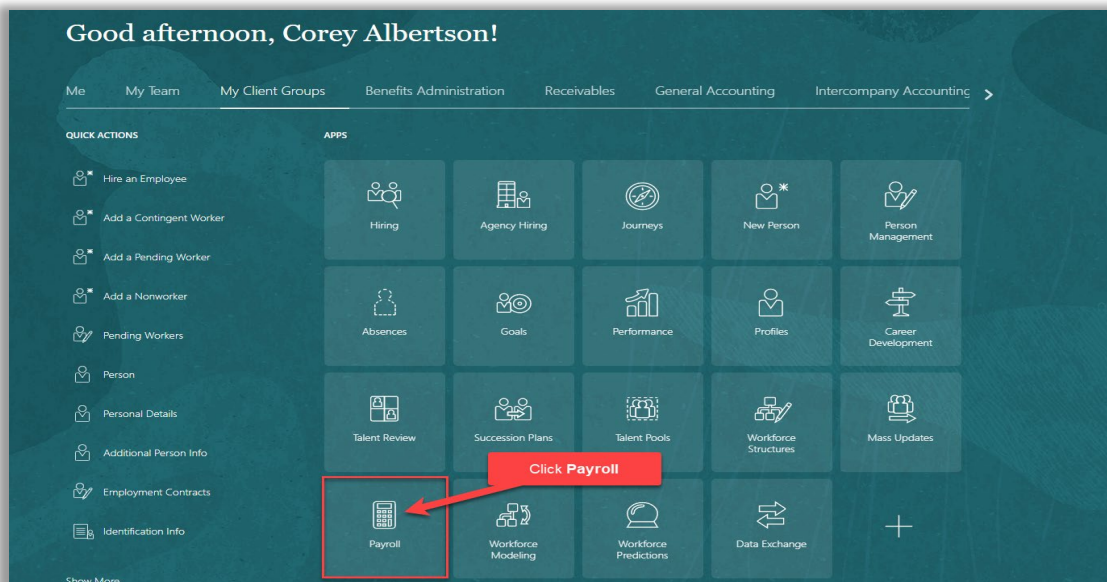
Void Payments

Navigation: Home>My Client Groups>Person Results>Remove Filters> Calculate Prepayments>...>Prepayment Results>Void

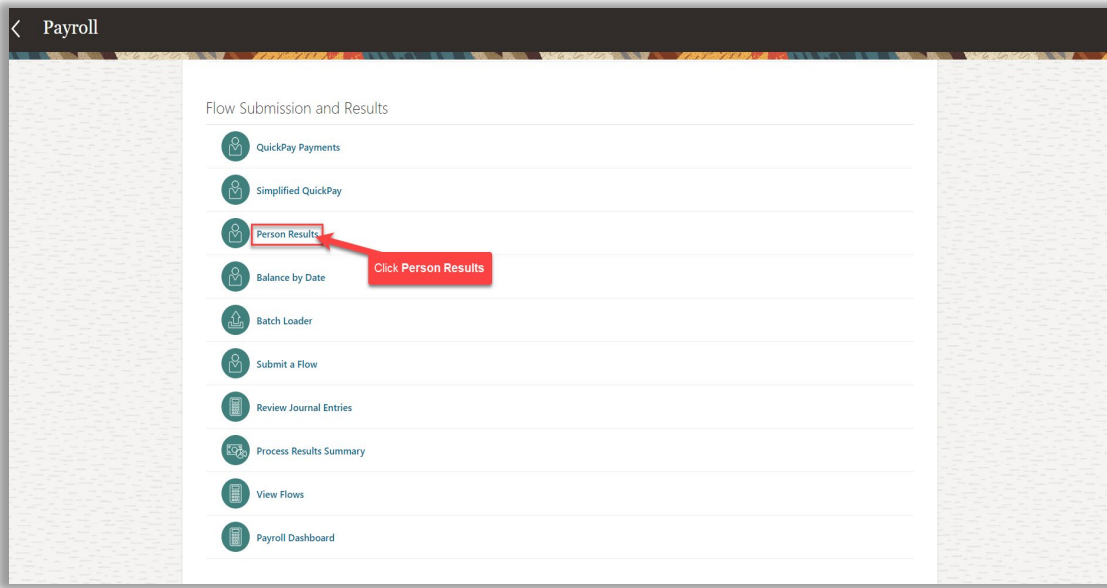
From the home screen, click **My Client Groups**



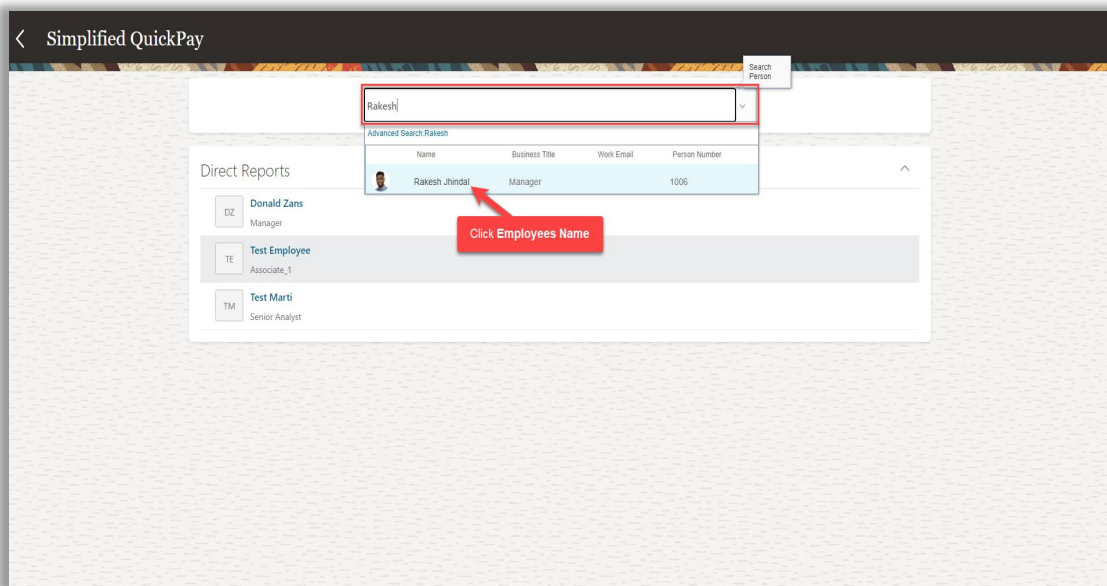
Next, click **Payroll**



Click **Person Results**



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



Remove the **Filters**

Person Results
Jhindal, Rakesh 1006

<div> <div>Generate Paylips</div> <div>Complete</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Make EFT Payments</div> <div>Complete</div> <div>Net Pay Amount 1,991.51 USD</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Make EFT Payments</div> <div>Complete</div> <div>Net Pay Amount 254.62 USD</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Make EFT Payments</div> <div>Complete</div> <div>Net Pay Amount 300 USD</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Archive Periodic Payroll Results</div> <div>Complete</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Calculate Prepayments</div> <div>Complete</div> <div>Net Pay Amount 2,546.13 USD</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Calculate Payroll</div> <div>Complete</div> <div>Net Pay Amount 2,546.13 USD</div> </div>	<div> <div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div> </div>	...
<div> <div>Transfer to Subledger Accounting</div> <div>Complete</div> </div>	<div> <div>EWT Payroll 13_2022_1</div> <div>Process Date 6/24/22</div> </div>	...
<div> <div>Generate Paylips</div> </div>	<div> <div>EWT Payroll 13_2022_1</div> </div>	...

Click Prepayment Results

Prepayment Results

View Attachment

Messages

Click ... and select **Void Payment**

Result Details
Jhindal, Rakesh - 1006

Process

7/8/22 Calculate Prepayments

Process Details

Prepayment Results

Currency

USD

Amount

1,991.51

Payment Status

Paid

Payment Date

7/8/22

Organization Payment Method

Direct Deposit

Payment Source

Direct Deposit

Type

Direct Deposit

Calculation Component

ERPWebTutor USA Inc.

Personal Payment Method

Wells Fargo Savings

Bank Account Number

XXXXX3100

Bank Name

Wells Fargo

Branch Name

111900659 Wells Fargo

Routing Number

111900659

Bank Account Type

SAVINGS

Reason

Payment Reference

Prepayment ID

45076

Currency

USD

Amount

254.62

Personal Payment Method

Rakesh BotA Checking

Bank Account Number

XXXXX2340

Click Void Payment

Void Payment

Roll Back Payment

Enter **Effective Date** and **Reason** and click **Submit**

{ 10 }

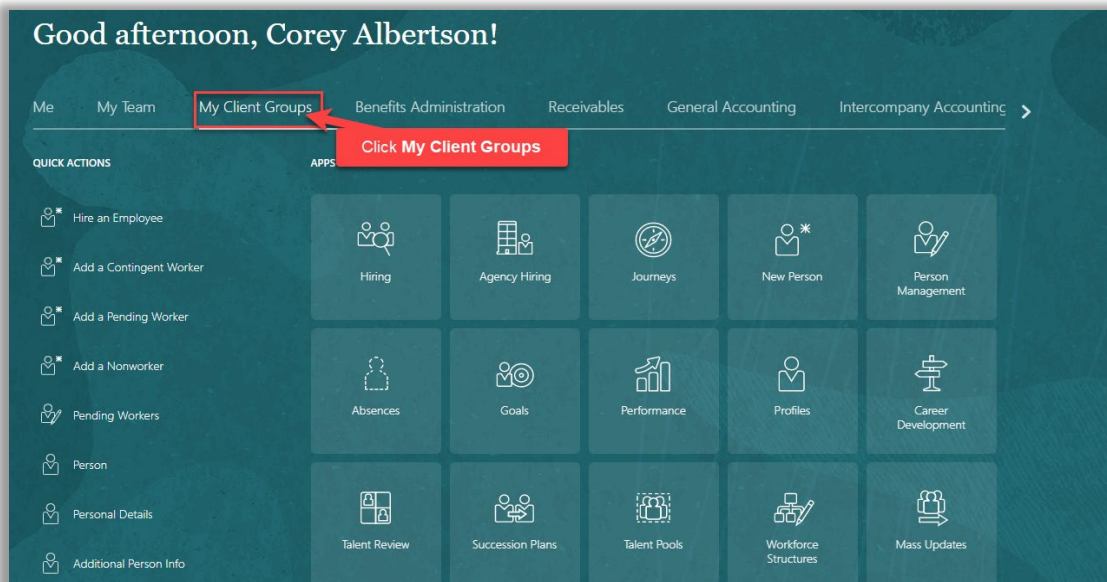
The screenshot shows the 'Void Payment' form. At the top, there are 'Submit' and 'Cancel' buttons. A red box highlights the 'Submit' button with the annotation 'Click Submit'. Below this, the 'Details' section contains two input fields. The first field is labeled 'Effective Date' and contains the text '12/13/22'. A red box highlights this field with the annotation 'Enter Effective Date'. The second field is labeled 'Reason' and contains the text 'Reissue Payment For Next Run'. A red box highlights this field with the annotation 'Enter Reason'.

Select **Yes** and the payment will be **Reissued** on the next EFT check run for this employee

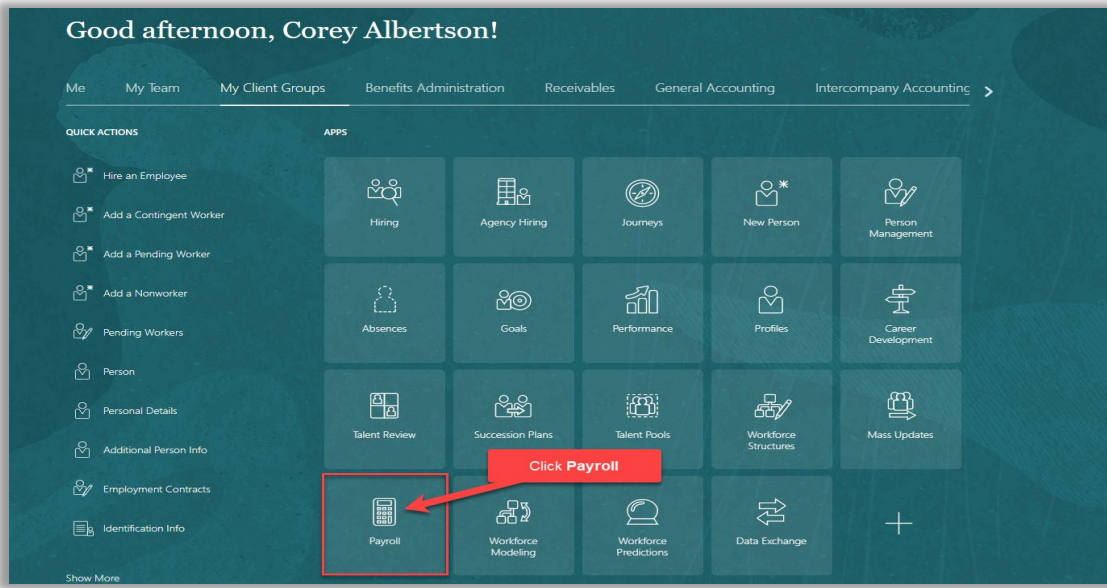
Reversal

Navigation: Home>My Client Groups>Person Results>Remove Filters> Calculate Payroll>...>Actions>Reversal>Continue>OK

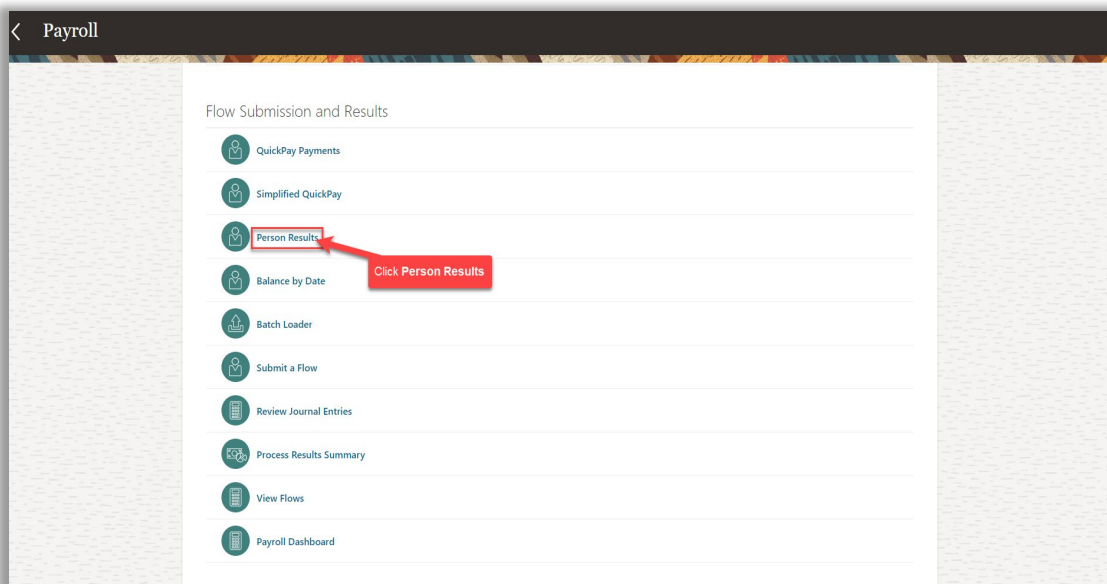
From the home screen, click **My Client Groups**



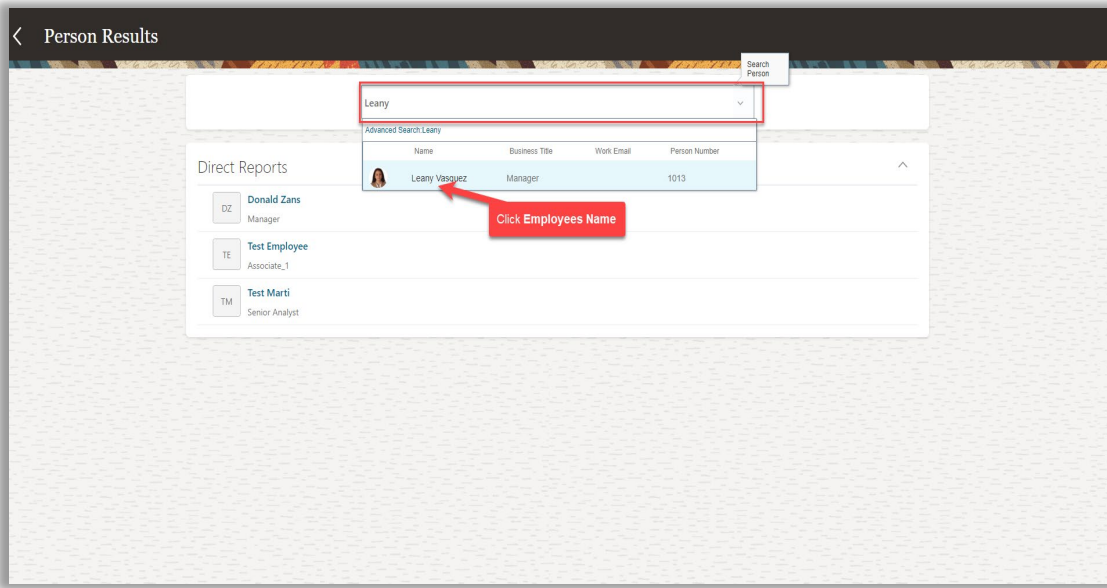
Next, click **Payroll**



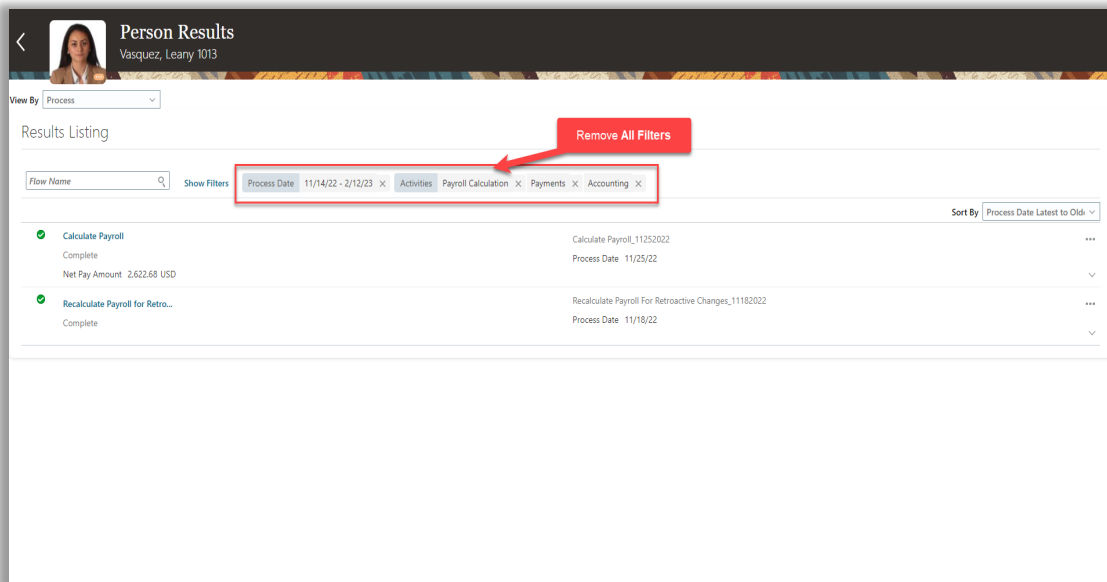
Click **Person Results**



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



Remove the **Filters** to populate the results listing needed to be reversed



Scroll down and across from **Calculate Payroll**, or the process we'd like to reverse, click ...

Person Results
Vasquez, Leany 1013

View By: Process

Results Listing

Flow Name Show Filters

Sort By: Process Date Latest to Old

Run Employee Active Payroll B...	Employee Active Payroll Balance Report_November 2022	Process Date 11/30/22	...
Calculate Payroll	Calculate Payroll_11252022	Process Date 11/25/22	...
Recalculate Payroll for Retro...	Recalculate Payroll For Retroactive Changes_11182022	Process Date 11/18/22	...
Transfer to Subledger Accounting	EWT Payroll 14_2022_1	Process Date 7/8/22	...
Generate Paylips	EWT Payroll 14_2022_1	Process Date 7/8/22	...
Generate Check Payments	EWT Payroll 14_2022_1	Process Date 7/8/22	...

Click ...

Click **Actions** then **Reversal**

Person Results
Vasquez, Leany 1013

View By: Process

Results Listing

Flow Name Show Filters

Sort By: Process Date Latest to Old

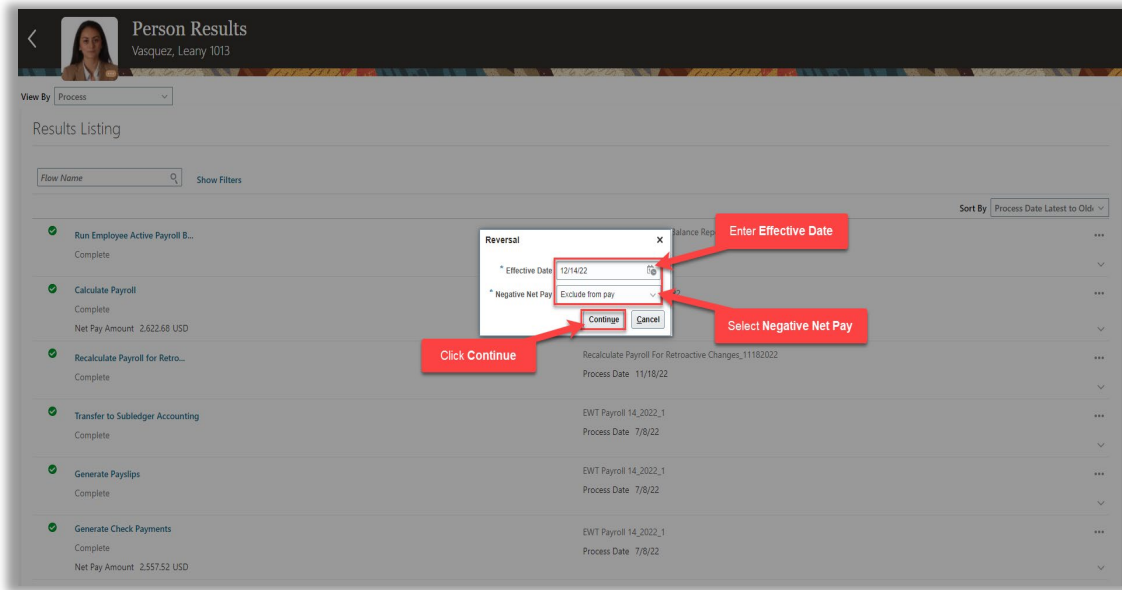
Run Employee Active Payroll B...	Employee Active Payroll Balance Report_November 2022	Process Date 11/30/22	...
Calculate Payroll	Calculate Payroll_11252022	Process Date 11/25/22	...
Recalculate Payroll for Retro...	Recalculate Payroll For Retroactive Changes_11182022	Process Date 11/18/22	...
Transfer to Subledger Accounting	EWT Payroll 14_2022_1	Process Date 7/8/22	...
Generate Paylips	EWT Payroll 14_2022_1	Process Date 7/8/22	...
Generate Check Payments	EWT Payroll 14_2022_1	Process Date 7/8/22	...

Click Reversal

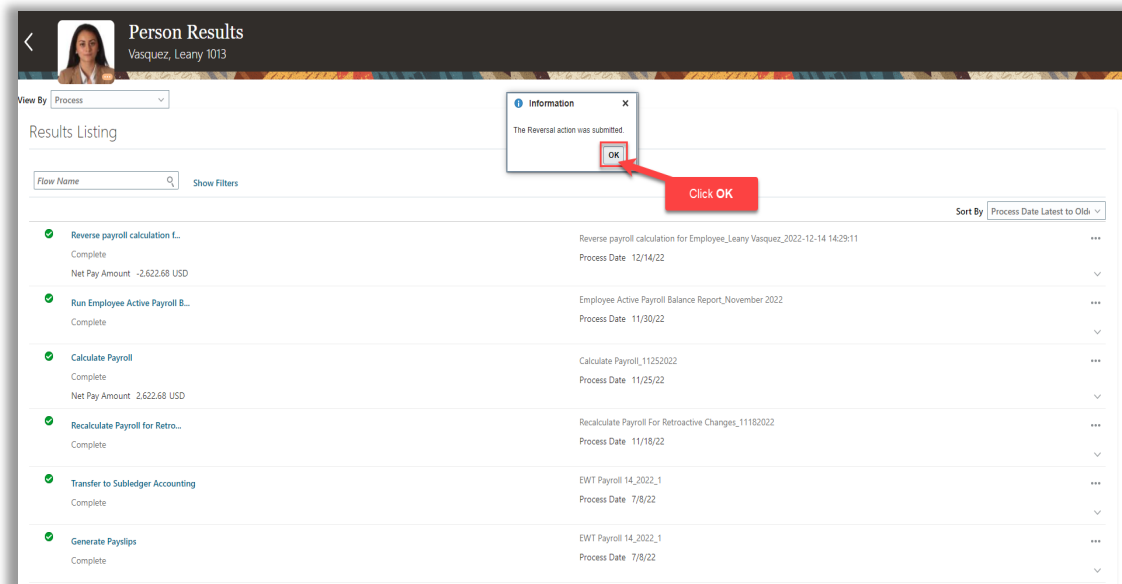
Roll Back
Mark for Retry
Reversal

Actions
Statement of Earnings
Balance Results
Costing Results
Run Results
View Attachment
Messages

Enter the **Effective Date** and **Negative Net Pay** Information and click **Continue**



The Reversal action was submitted. Click OK



Here we can view the **Reverse Payroll Calculation** results

Person Results
Vasquez, Leany 1013

View By: Process

Results Listing

Flow Name Show Filters

Sort By: Process Date Latest to Old

<p>Reverse payroll calculation L...</p> <p>Complete</p> <p>Net Pay Amount -2,622.68 USD</p>	<p>Reverse payroll calculation for Employee_Leany Vasquez_2022-12-14 14:29:11</p> <p>Process Date 12/14/22</p>	...
<p>Run Employee Active Payroll B...</p> <p>Complete</p>	<p>Employee Active Payroll Balance Report_November 2022</p> <p>Process Date 11/30/22</p>	...
<p>Calculate Payroll</p> <p>Complete</p> <p>Net Pay Amount 2,622.68 USD</p>	<p>Calculate Payroll_11/25/2022</p> <p>Process Date 11/25/22</p>	...
<p>Recalculate Payroll for Retro...</p> <p>Complete</p>	<p>Recalculate Payroll For Retroactive Changes_11/18/2022</p> <p>Process Date 11/18/22</p>	...
<p>Transfer to Subledger Accounting</p> <p>Complete</p>	<p>EWT Payroll 14_2022_1</p> <p>Process Date 7/8/22</p>	...
<p>Generate Payslips</p> <p>Complete</p>	<p>EWT Payroll 14_2022_1</p> <p>Process Date 7/8/22</p>	...

If we need to reverse a process for a group of employees but not the whole population, we can run the **Submit A Flow Process** using a **Payroll Relationship Group**. Under Submit a Flow, search for **Reverse Payroll Calculation** and click the process name

Flow Submission

Legislative Data Group: US Legislative Data Group

Select a Flow

Reverse Payroll Calculation

Reverse the results of a payroll calculation process. Produces a record for audit purposes of the...

When completing the **Submit A Payroll Flow Process**, under **Flow Parameters**, we can select the **Payroll Relationship Group** that includes the group of employees we need to reverse their payroll or other applicable processes. We will enter all the applicable information and click **Submit**

Submit a Payroll Flow
Reverse Payroll Calculation

General Information

*Payroll Flow

Flow Parameters

*Process Date
m/d/yy

*Payroll Process
Select

Payroll Relationship Group
APO Payroll Group

Process Configuration Group
Select

*Run Type
Select

Negative Net Pay
Exclude from pay

Reason

Schedule

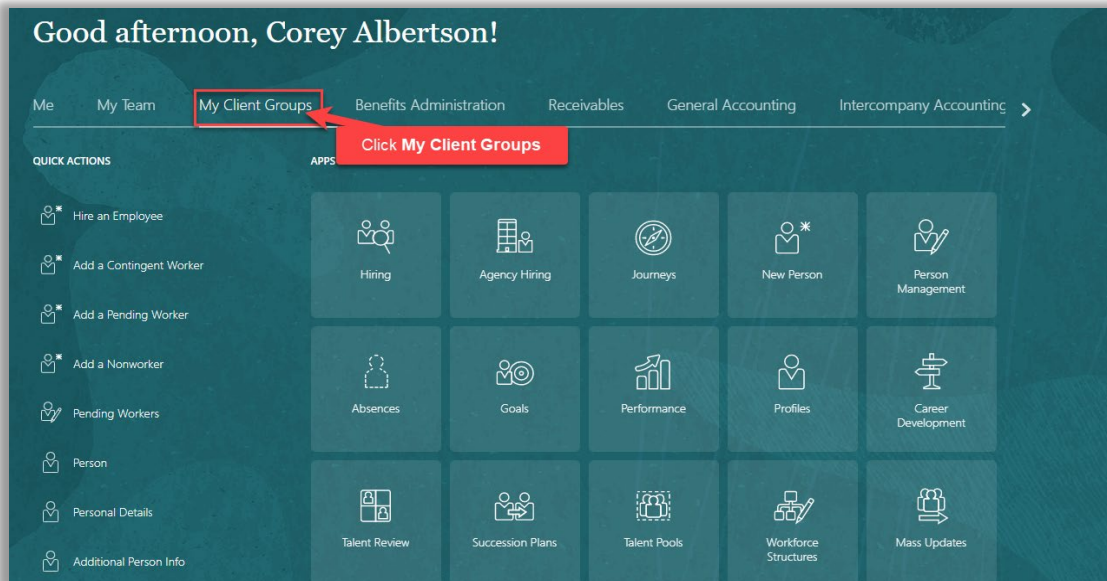
Linked Flows

Submit Cancel

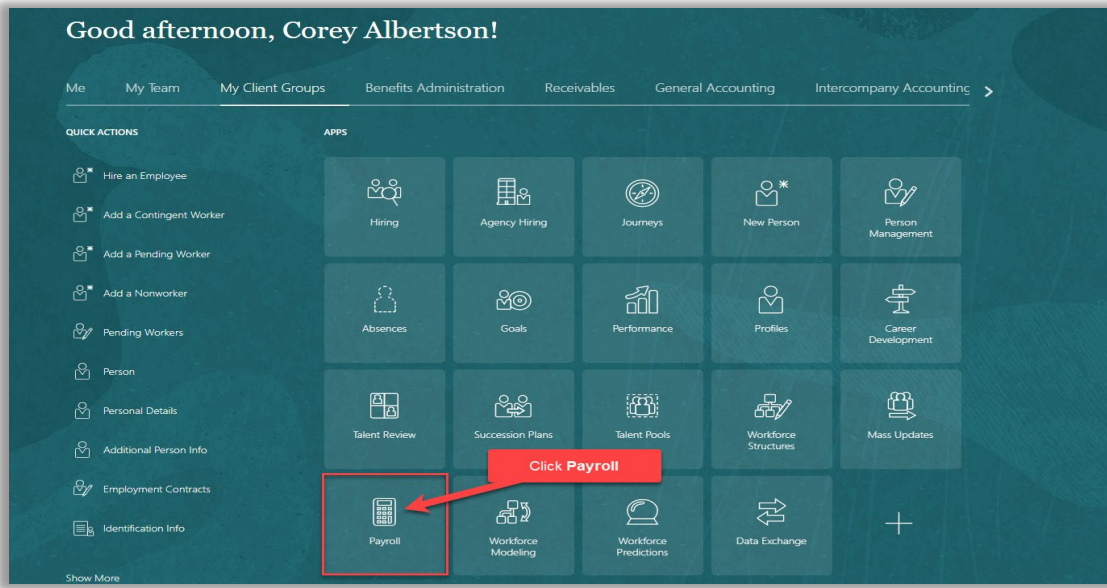
Roll Back Process (Standalone Process)

Navigation: Home>My Client Groups>Person Results>Remove Filters> Calculate Payroll>...>Actions>Rollback>OK

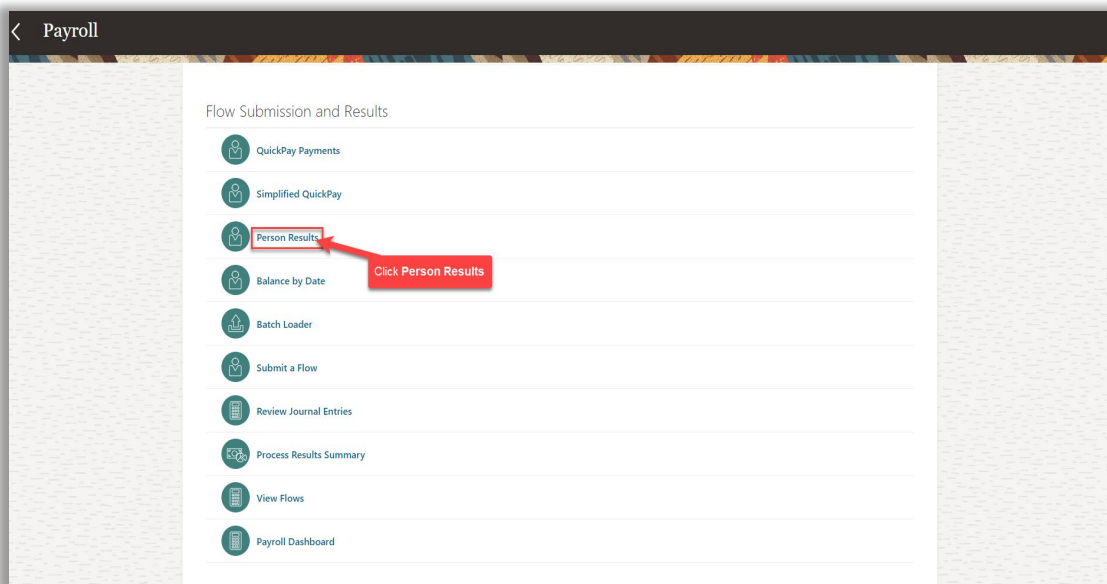
From the home screen, click **My Client Groups**



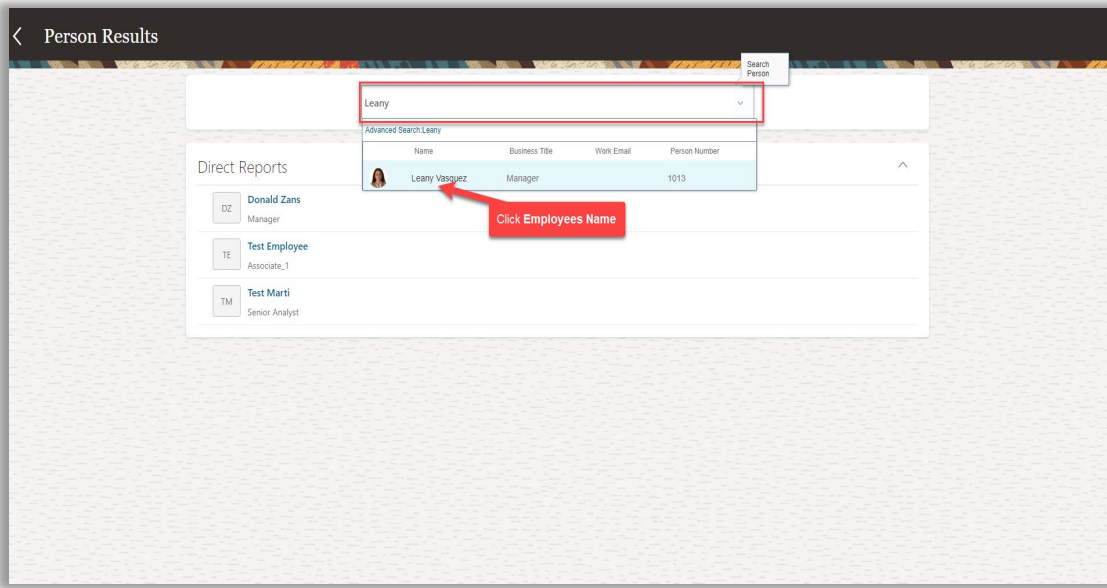
Next, click **Payroll**



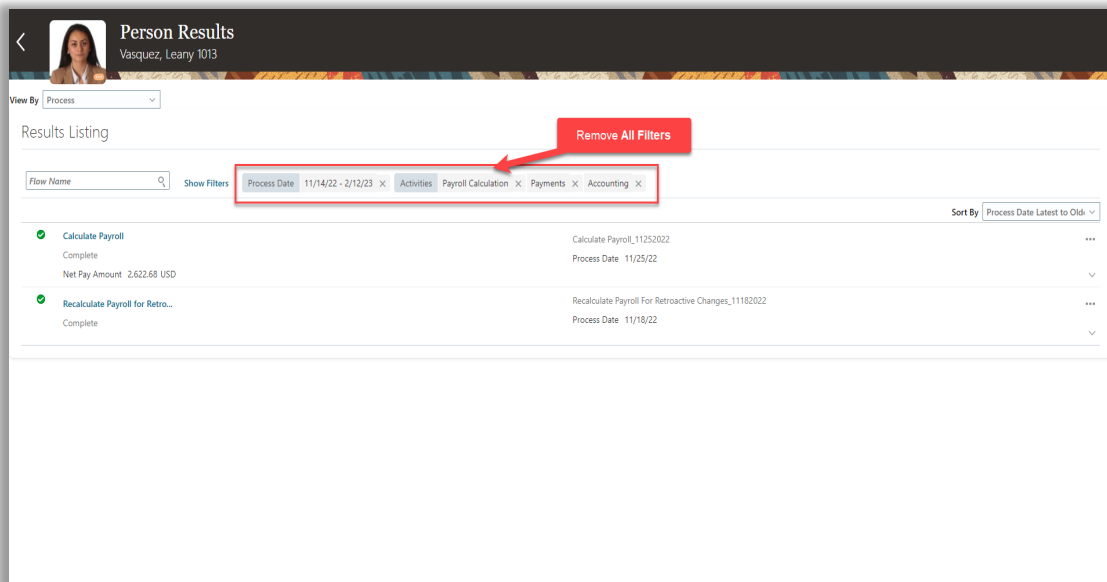
Click **Person Results**



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



Remove the **Filters** to populate the results listing needed to be reversed



Scroll down and across from **Calculate Payroll**, or the process we'd like to roll back, click ...

Person Results

Vasquez, Leany 1013

View By

Process

Results Listing

Flow Name

Show Filters

Sort By

Process Date Latest to Old

<div><div>Run Employee Active Payroll B...</div><div>Complete</div></div>	<div>Employee Active Payroll Balance Report_November 2022</div> <div>Process Date 11/30/22</div>	<div>...</div>
<div><div>Calculate Payroll</div><div>Complete</div><div>Net Pay Amount 2,622.68 USD</div></div>	<div>Calculate Payroll_11252022</div> <div>Process Date 11/25/22</div>	<div>...</div>
<div><div>Recalculate Payroll for Retro...</div><div>Complete</div></div>	<div>Recalculate Payroll For Retroactive Changes_11182022</div> <div>Process Date 11/18/22</div>	<div>...</div>
<div><div>Transfer to Subledger Accounting</div><div>Complete</div></div>	<div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div>	<div>...</div>
<div><div>Generate Payslips</div><div>Complete</div></div>	<div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div>	<div>...</div>
<div><div>Generate Check Payments</div><div>Complete</div><div>Net Pay Amount 2,557.52 USD</div></div>	<div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div>	<div>...</div>

Click **Actions** then **Roll back**

Person Results

Vasquez, Leany 1013

View By

Process

Results Listing

Flow Name

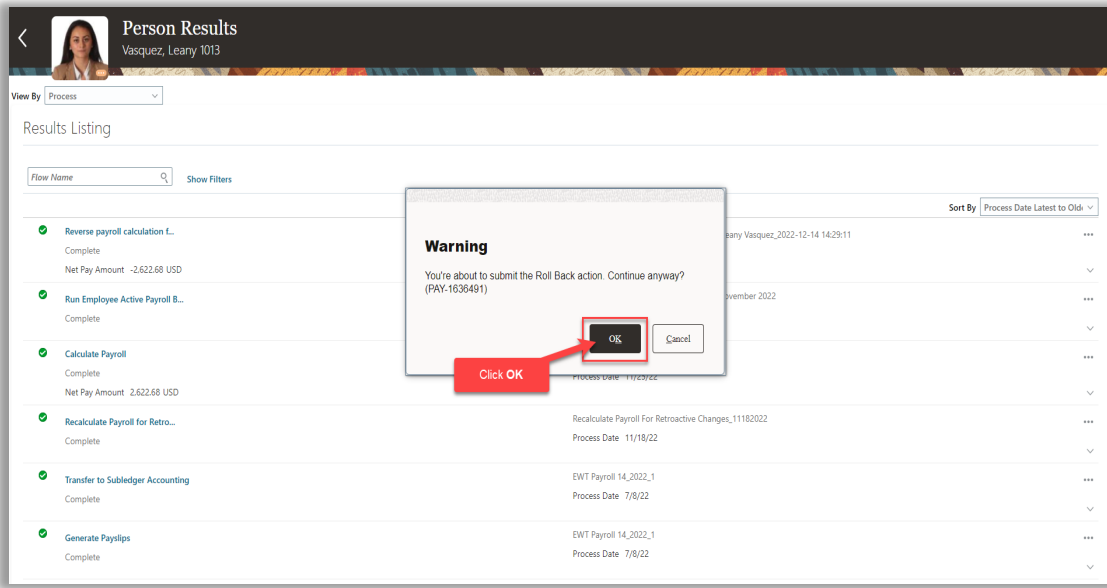
Show Filters

Sort By

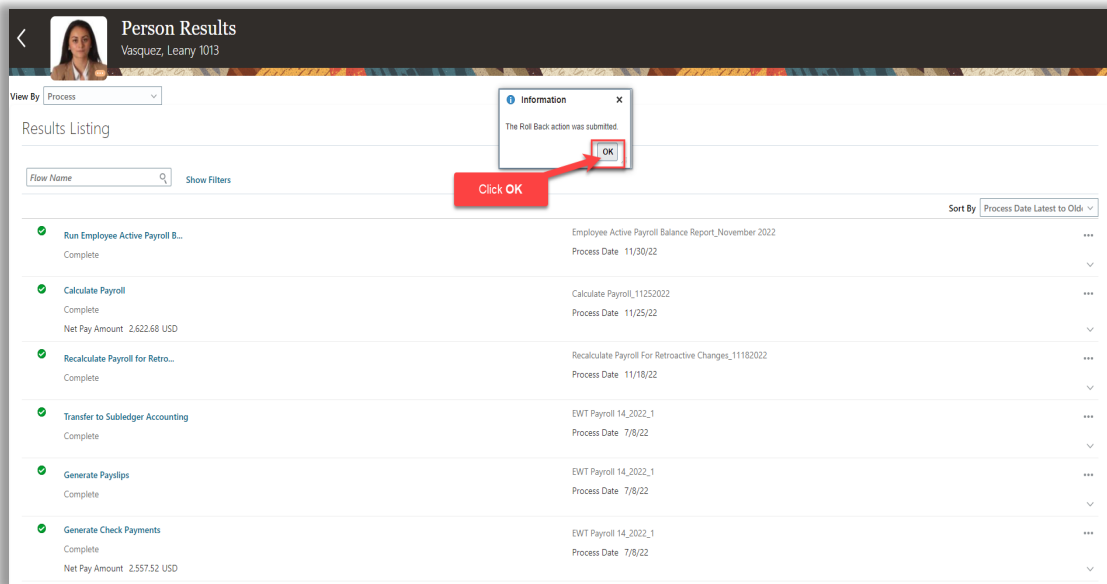
Process Date Latest to Old

<div><div>Reverse payroll calculation f...</div><div>Complete</div><div>Net Pay Amount -2,622.68 USD</div></div>	<div>Reverse payroll calculation for Employee_Leany Vasquez_2022-12-14 14:29:11</div> <div>Process Date 12/14/22</div>	<div>...</div>
<div><div>Run Employee Active Payroll B...</div><div>Complete</div></div>	<div>Employee Active Payroll Balance Report_November 2022</div> <div>Process Date 11/30/22</div>	<div>...</div>
<div><div>Calculate Payroll</div><div>Complete</div><div>Net Pay Amount 2,622.68 USD</div></div>	<div>Calculate Payroll_11252022</div> <div>Process Date 11/25/22</div>	<div>...</div>
<div><div>Recalculate Payroll for Retro...</div><div>Complete</div></div>	<div>Recalculate Payroll For Retroactive Changes_11182022</div> <div>Process Date 11/18/22</div>	<div>...</div>
<div><div>Transfer to Subledger Accounting</div><div>Complete</div></div>	<div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div>	<div>...</div>
<div><div>Generate Payslips</div><div>Complete</div></div>	<div>EWT Payroll 14_2022_1</div> <div>Process Date 7/8/22</div>	<div>...</div>

Click **OK**



The Roll back action was submitted. Click **OK**



The Reverse Payroll Calculation roll back was successfully completed

View By	Process	Results Listing	Sort By	Process Date Latest to Old
Complete	Run Employee Active Payroll B...	Employee Active Payroll Balance Report_November 2022 Process Date: 11/30/22	...	▼
Complete	Calculate Payroll	Calculate Payroll_11252022 Process Date: 11/25/22	...	▼
Complete	Recalculate Payroll for Retro...	Recalculate Payroll For Retroactive Changes_11182022 Process Date: 11/18/22	...	▼
Complete	Transfer to Subledger Accounting	EWT Payroll 14_2022_1 Process Date: 7/8/22	...	▼
Complete	Generate Payslips	EWT Payroll 14_2022_1 Process Date: 7/8/22	...	▼
Complete	Generate Check Payments	EWT Payroll 14_2022_1 Process Date: 7/8/22	...	▼

If we need to reverse a process for a group of employees but not the whole population, we can run the **Submit A Flow Process** using a **Payroll Relationship Group**. Under Submit a Flow, search for **Roll Back Process** and click the process name

Flow Submission

Select Legislative Data Group

Legislative Data Group: US Legislative Data Group

Select a Flow: Enter Roll Back Process

Roll back Process

Click Search

Click Process Name

Roll Back Process

Remove the results of a process which produces no audit trail of the original calculation

Active Process or Report

Sort By: A to Z

When completing the **Submit A Payroll Flow Process**, under **Flow Parameters**, we can select the **Payroll Relationship Group** that includes the group of employees we need to roll back their payroll or other applicable processes. We will enter all the applicable information and click **Submit**

Submit a Payroll Flow
Roll Back Process

General Information

*Payroll Flow

Flow Parameters

*Payroll Process
Select

Reason

Payroll Relationship Group
APO Payroll Group

Schedule

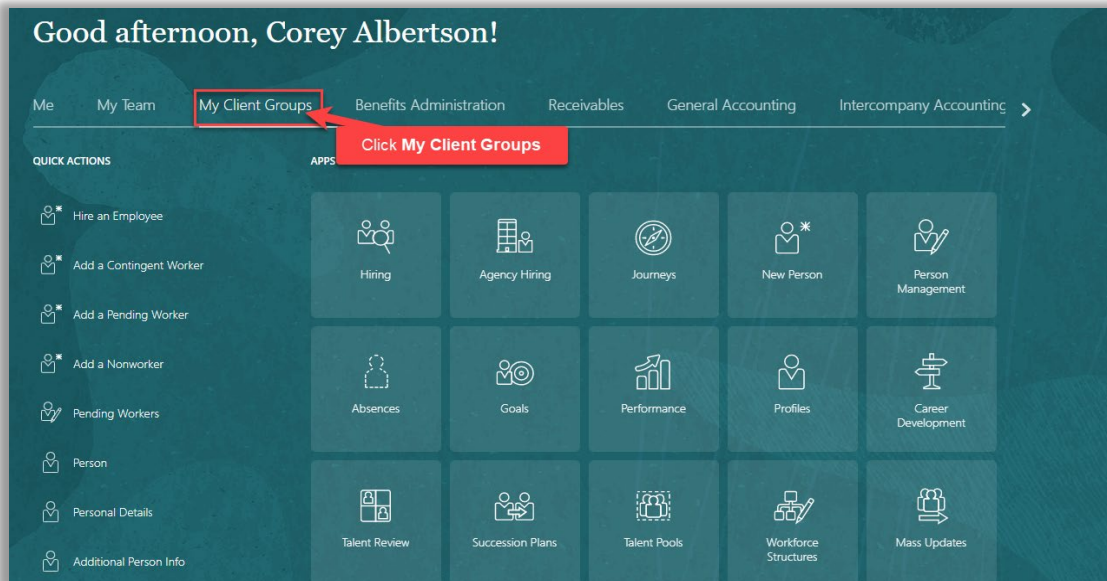
Linked Flows

Enter Payroll Relationship Group

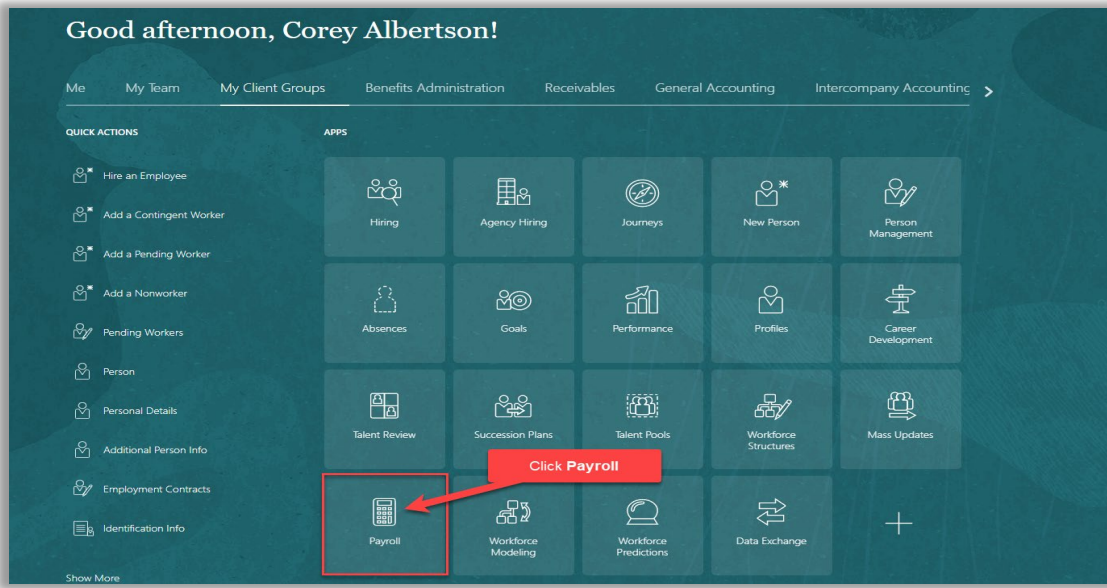
Retry Process (Standalone Process)

Navigation: Home>My Client Groups>Person Results>Remove Filters> Calculate Payroll>...>Actions>Retry Process>OK

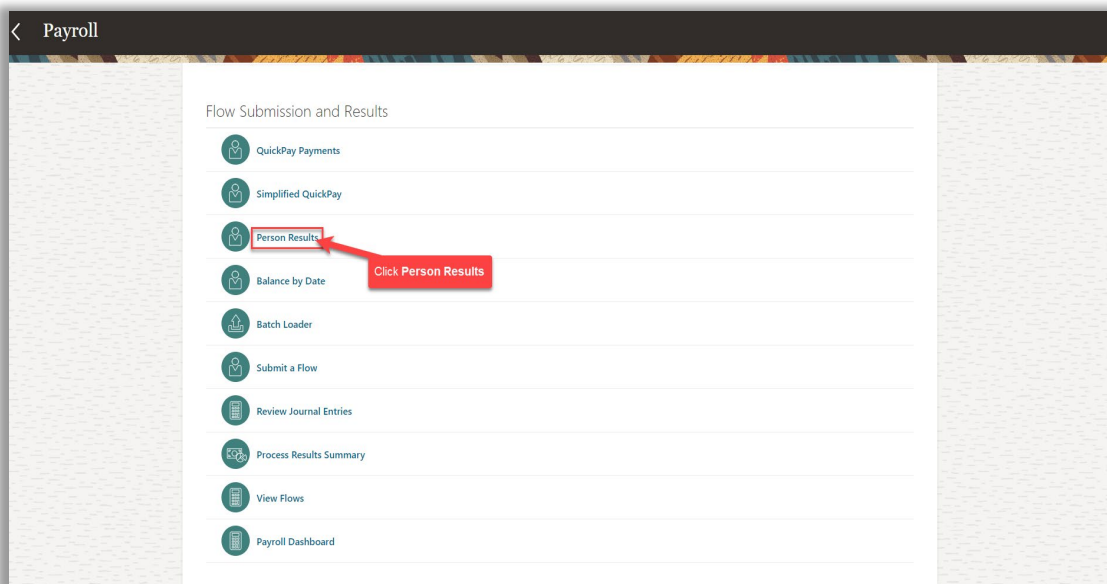
From the home screen, click **My Client Groups**



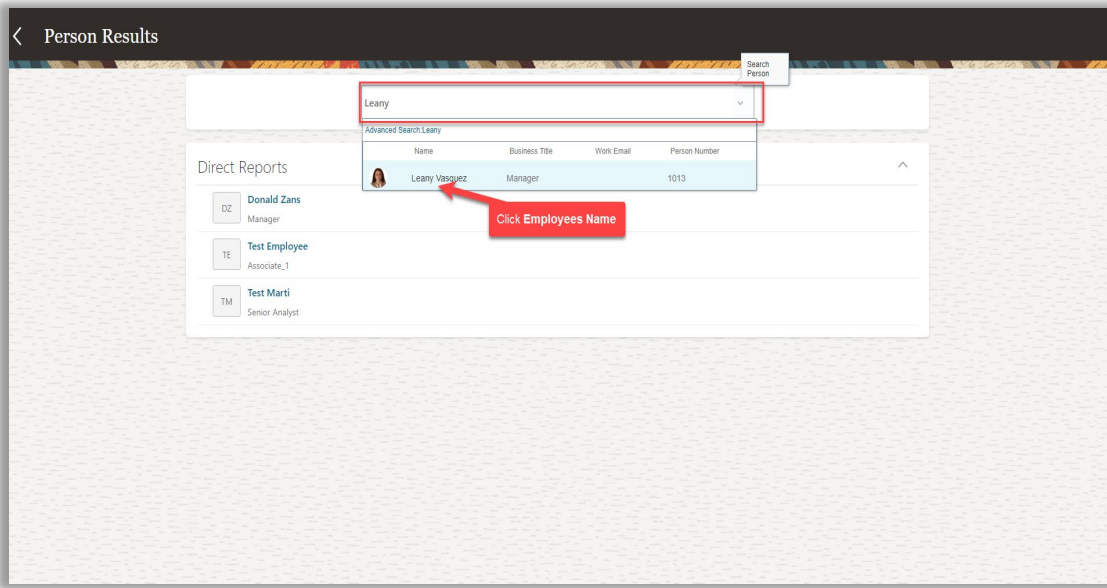
Next, click **Payroll**



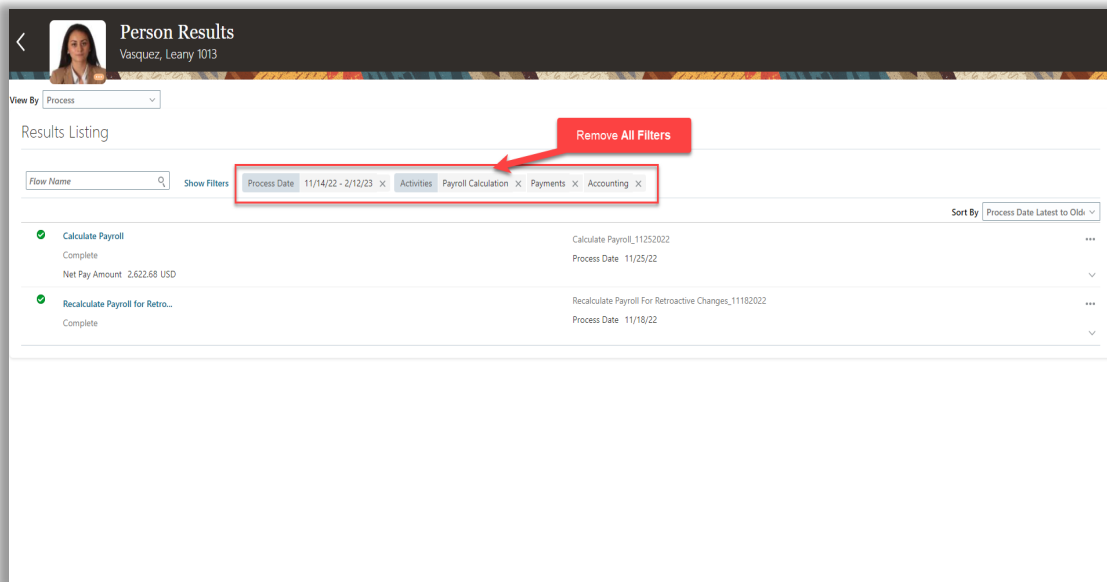
Click **Person Results**



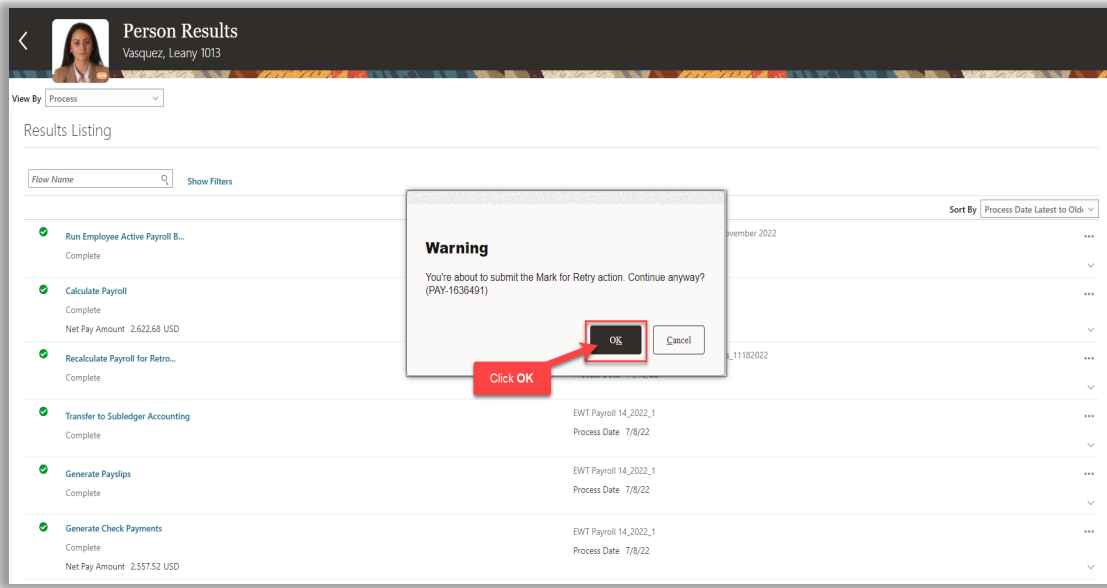
Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name



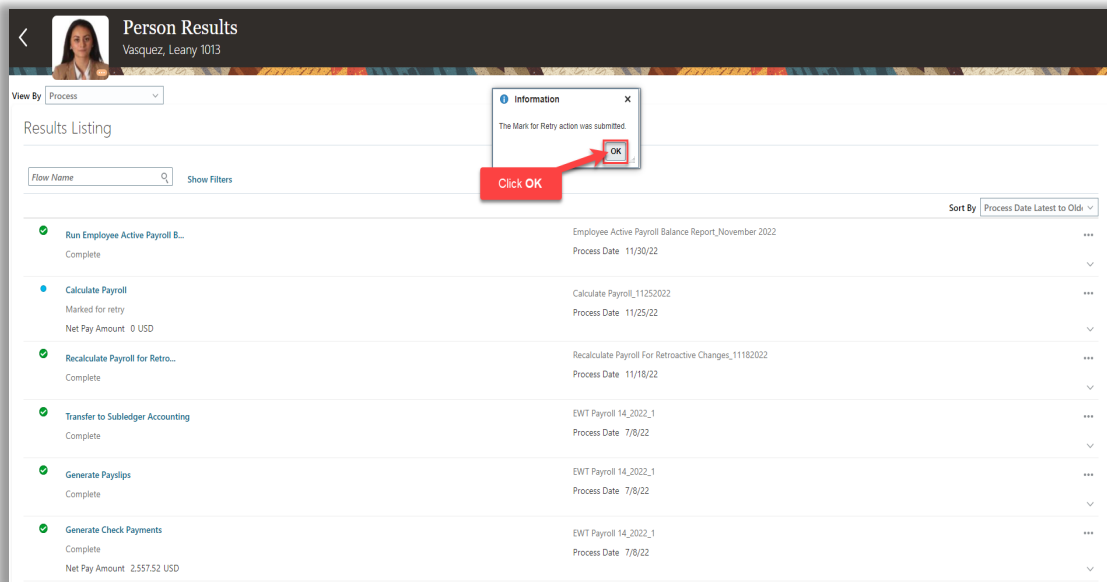
Remove the **Filters** to populate the results listing needed to be retried



Scroll down and across from **Calculate Payroll**, or the process we'd like to retry, click ...



The Mark for Retry action was submitted. Click **OK**



The Mark for Retry process was successfully completed. If we need to retry a process for a group of employees but not the whole population, we can run the **Submit A Flow Process** using a **Payroll Relationship Group**. Under Submit a Flow, search for **Retry Payroll Process** and click the process name

Flow Submission

Legislative Data Group: US Legislative Data Group

Select a Flow: Mark for Retry

Mark for Retry: Submit a process to identify which records to recalculate when the retry process is run.

Active Process or Report

Sort By: A to Z

When completing the **Submit A Payroll Flow** Process, under **Flow Parameters**, we can select the **Payroll Relationship Group** that includes the group of employees we need to roll back their payroll or other applicable processes. We will enter all the applicable information and click **Submit**

Submit a Payroll Flow

Mark for Retry

General Information

*Payroll Flow

Flow Parameters

*Payroll Process: Select

Reason

Payroll Relationship Group: APO Payroll Group

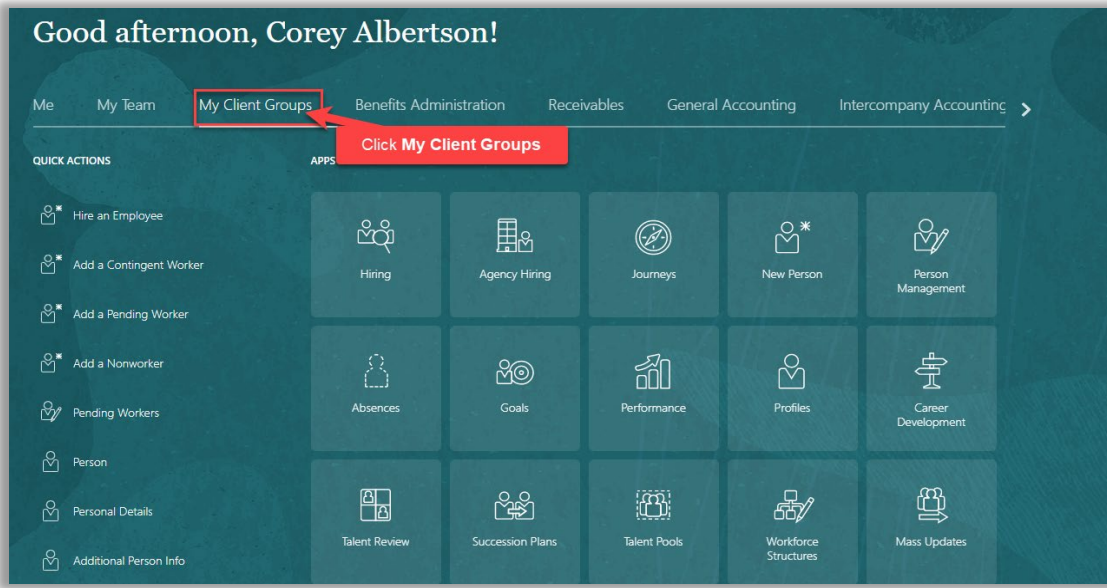
Schedule

Linked Flows

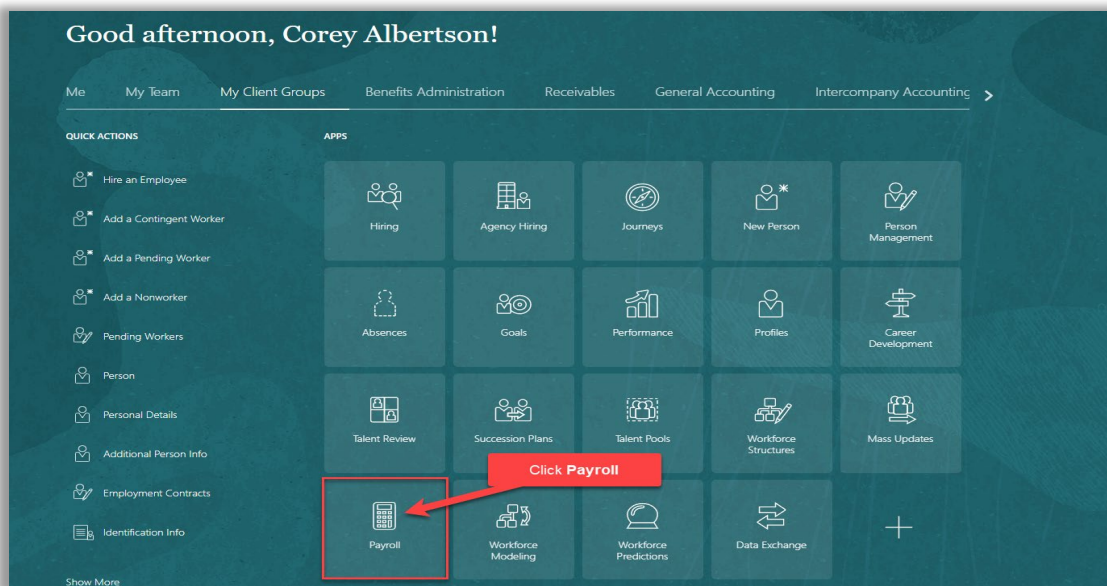
Person Results

Navigation: Home>My Client Groups>Payroll>Person Results>View Results

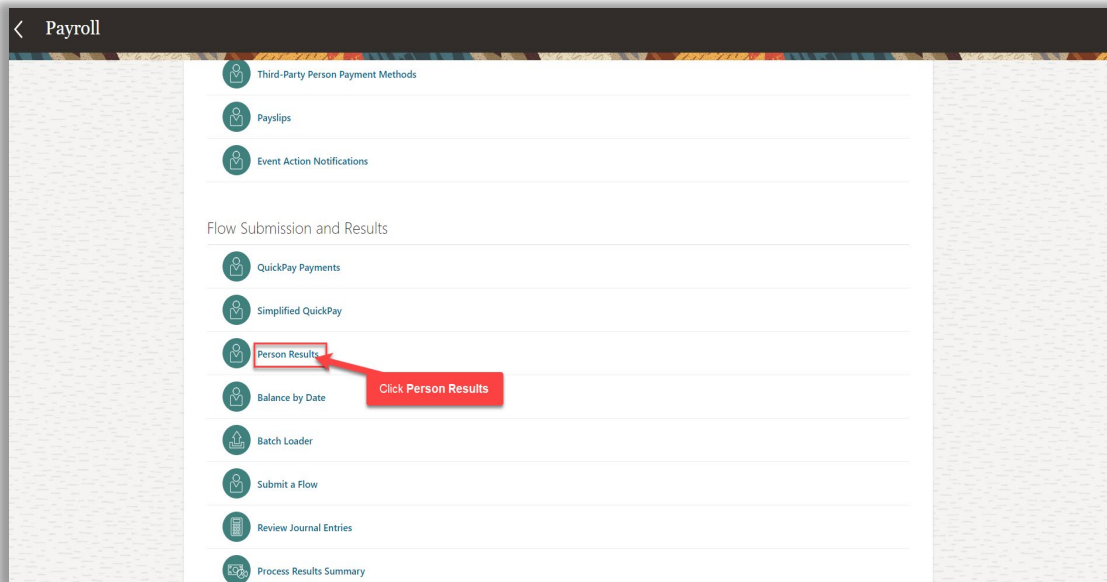
From the home screen, click **My Client Groups**



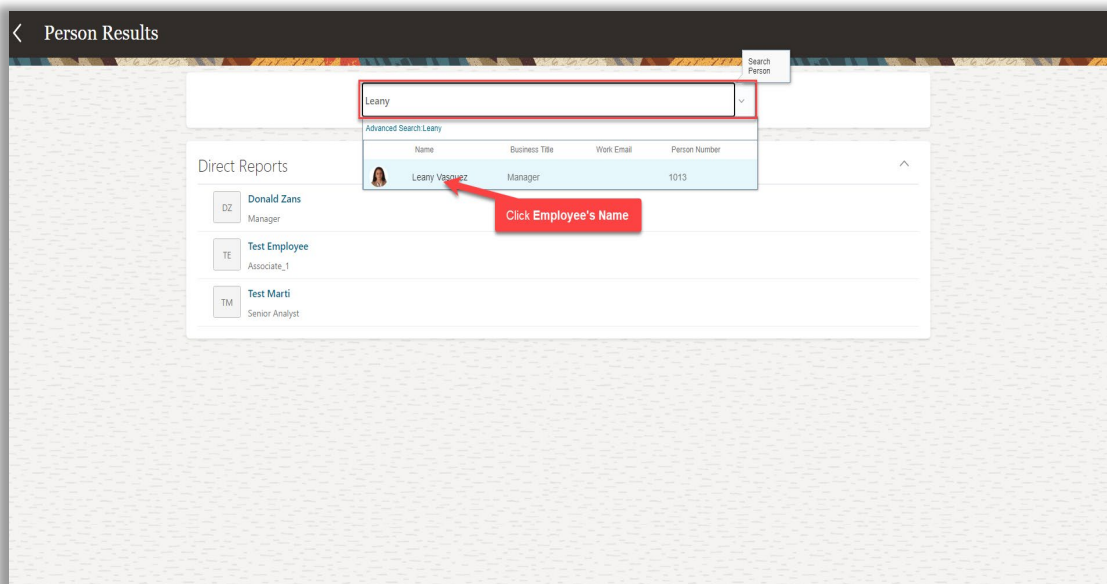
Next, click **Payroll**



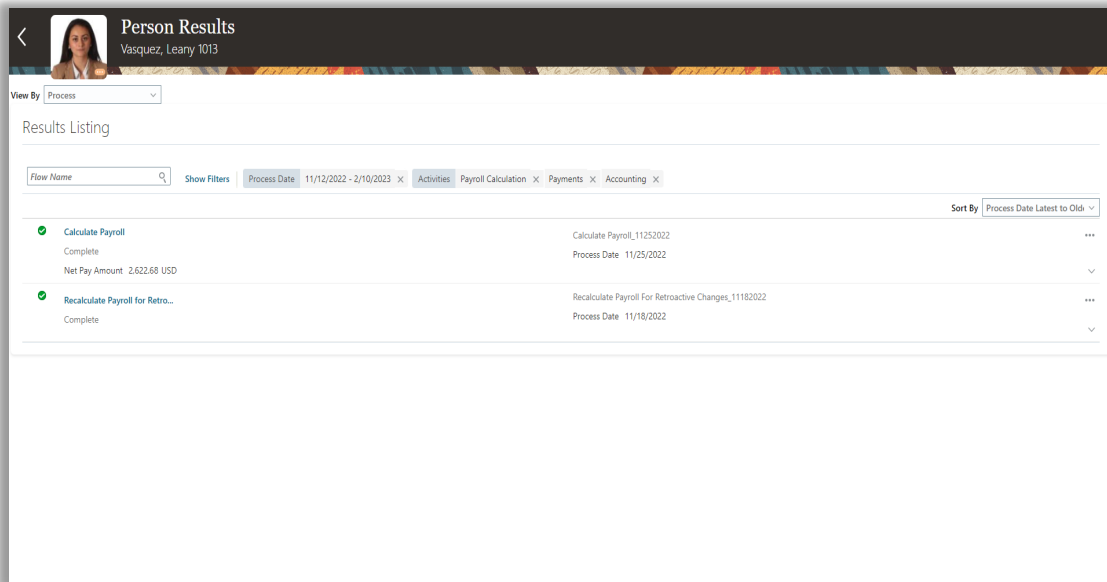
From the Payroll menu, scroll down under Flow Submission and Results and click **Person Results**. We can also search for **Person Results** in the search box at the top of the page



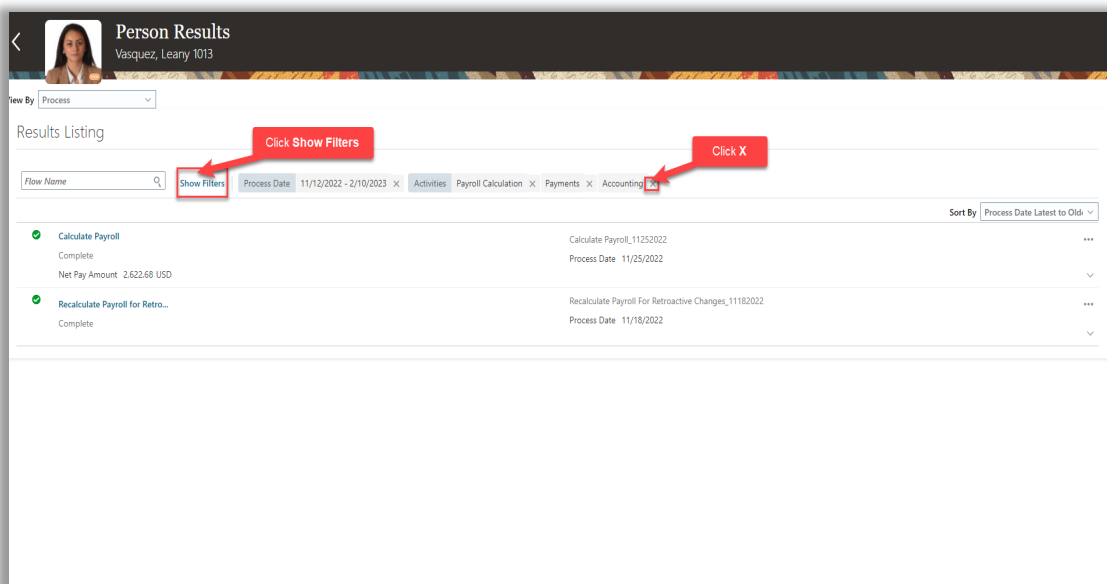
Search for the **Employee** and click the employee's name



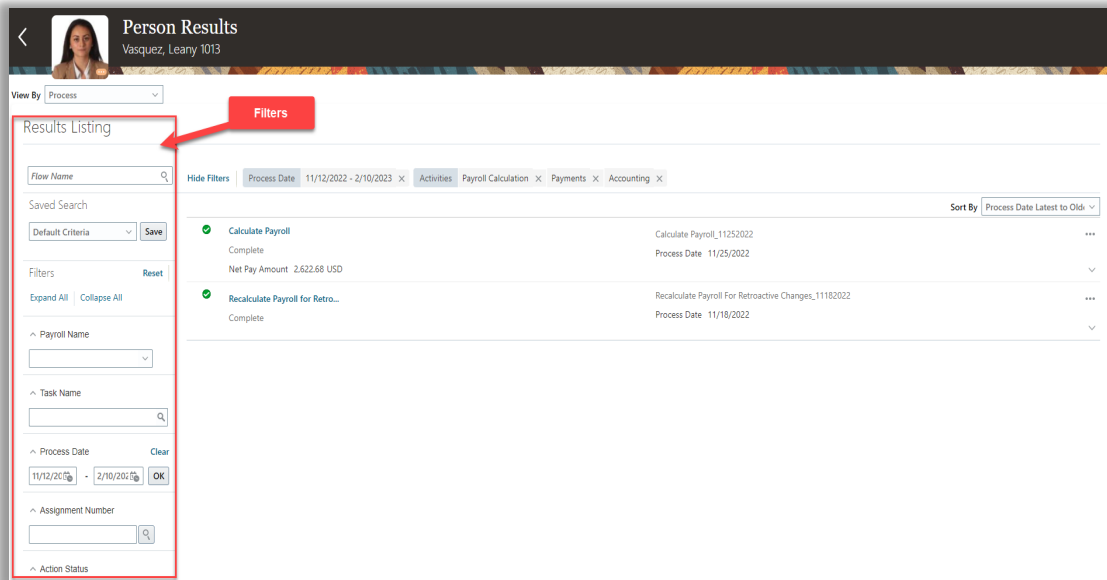
Here we can view the **Person Results**



We can remove or update the filters to view all process results. Click the **X** to remove a filter from the main screen. We can click **Show Filters** to use additional filters



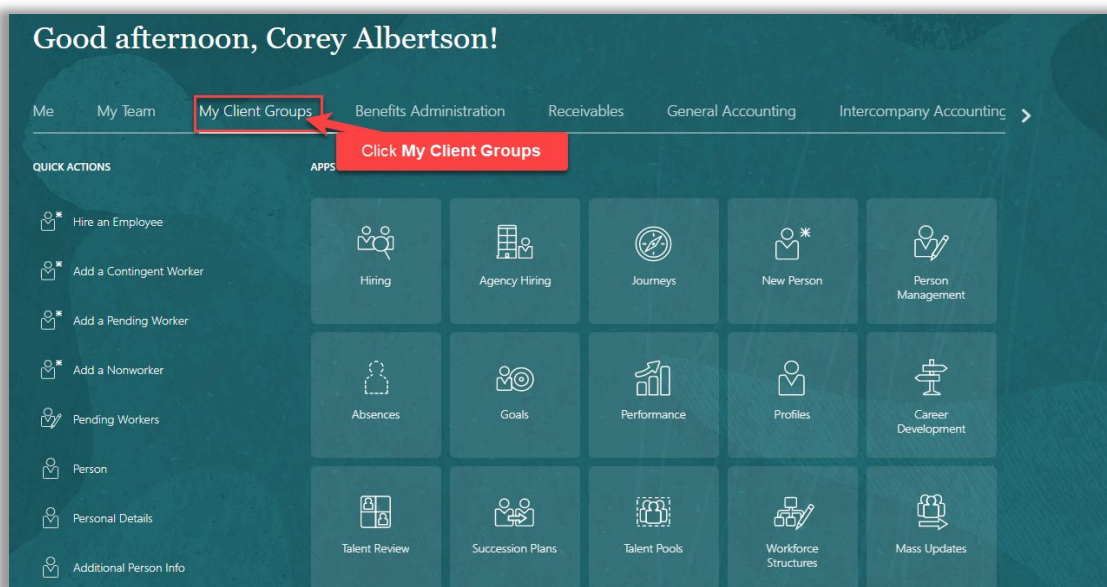
Here we can view the Additional **Filters** we can use to search for all flows



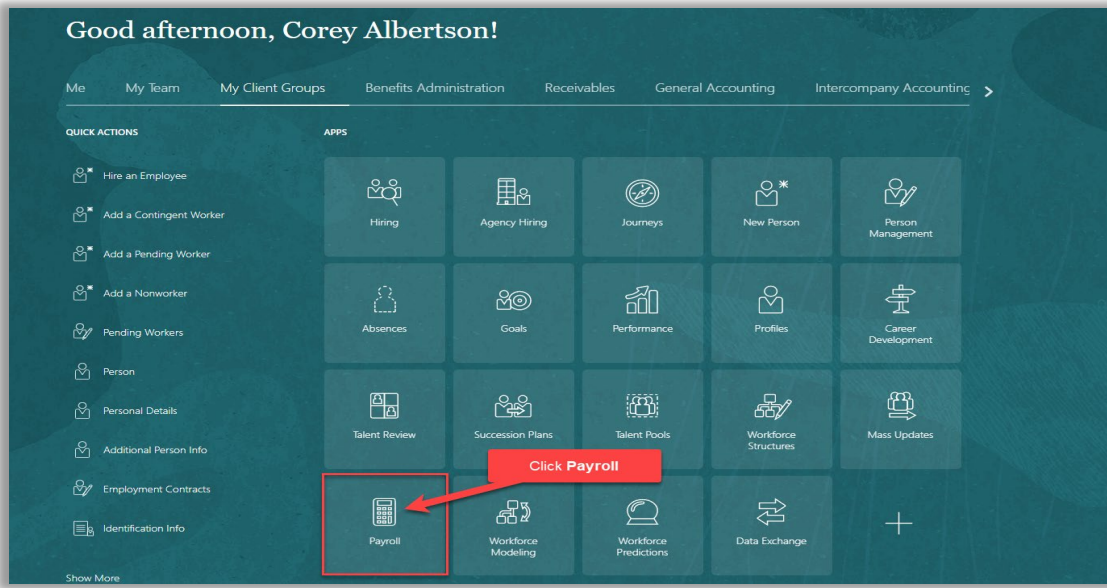
Process Results

Navigation: Home>My Client Groups>Payroll>Process Results Summary

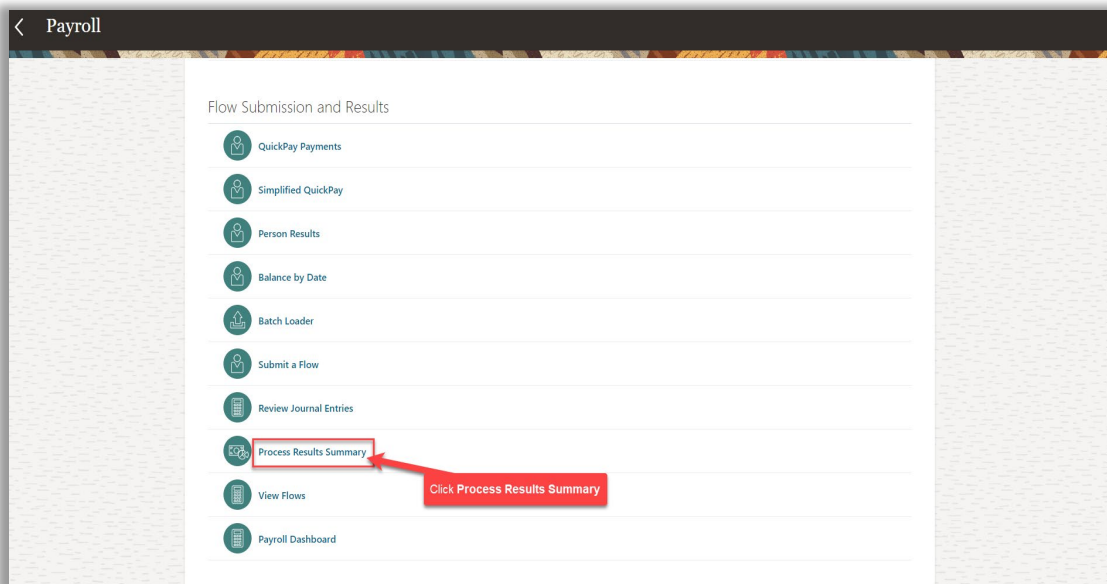
From the home screen, click **My Client Groups**



Next, click **Payroll**



From the Payroll menu, scroll down under Person Information and click **Process Results Summary**. We can also search for **Process Results Summary** in the search box at the top of the page



Here we can view the Process results for the last 7 days, based on the filter. We can remove the filter to view the Process Results for a specific period of time

Process Results Summary

Results Listing

Flow Name Show Filters Submission Date Last 7 Days X

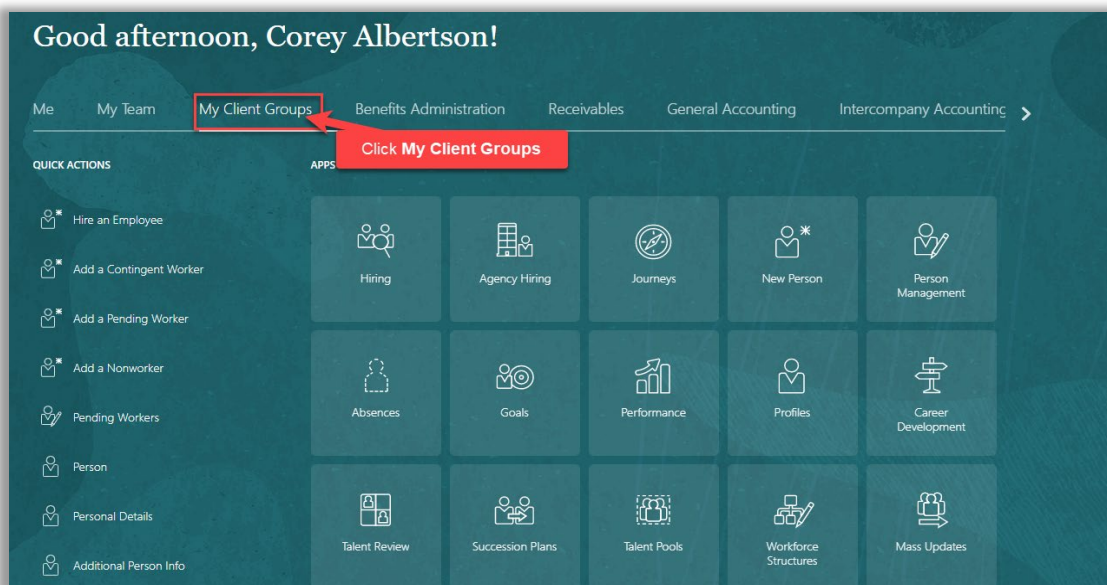
Sort By Submitted On Latest to Oldest

<p>Calculate Payroll</p> <p>Completed</p> <p>Records 20</p>	<p>Standard Process Calculate Payroll_11252022</p> <p>Process Date 11/25/22</p> <p>Errors and Warnings 1</p>
<p>Reverse payroll calculation for...</p> <p>Completed</p> <p>Records 0</p>	<p>Standard Process Reverse payroll calculation ...</p> <p>Process Date 12/14/22</p> <p>Errors and Warnings 0</p>
<p>Calculate QuickPay</p> <p>Completed</p> <p>Records 1</p>	<p>Manual Task QuickPay_Jhinda: Rakesh_2022-12-13</p> <p>Process Date</p> <p>Errors and Warnings 0</p>
<p>Voided Payment</p> <p>Completed</p> <p>Records 1</p>	<p>Standard Process Voided Payment_Rakesh_Jhinda...</p> <p>Process Date 12/13/22</p> <p>Errors and Warnings 0</p>
<p>Calculate QuickPay</p> <p>Completed</p>	<p>Manual Task QuickPay_Jhinda: Rakesh_2022-12-...</p> <p>Process Date</p>

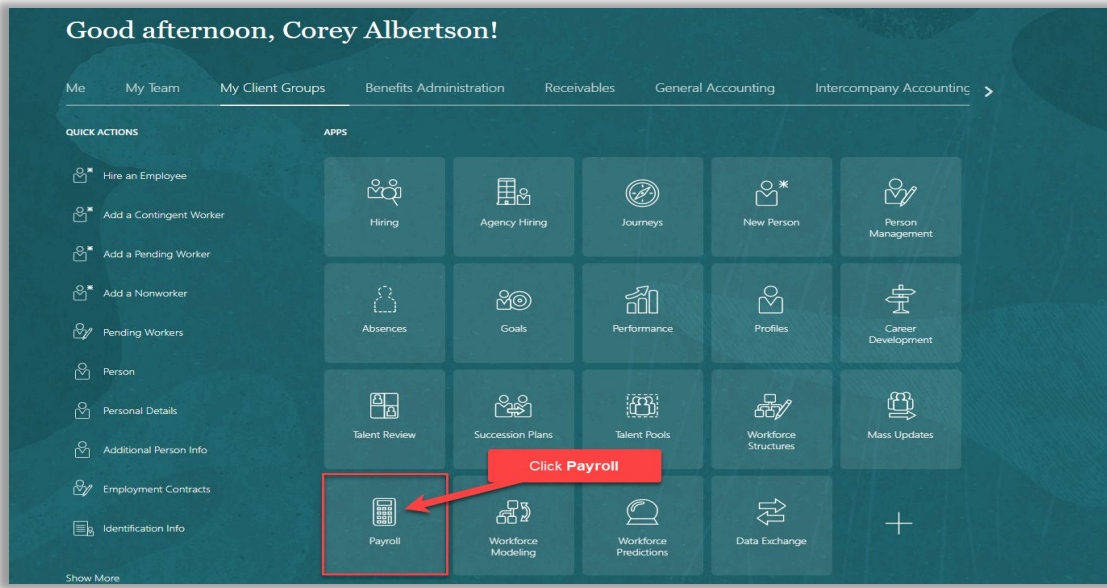
Payslips

Navigation: Home>My Client Groups>Payroll>Payslips>Search Person

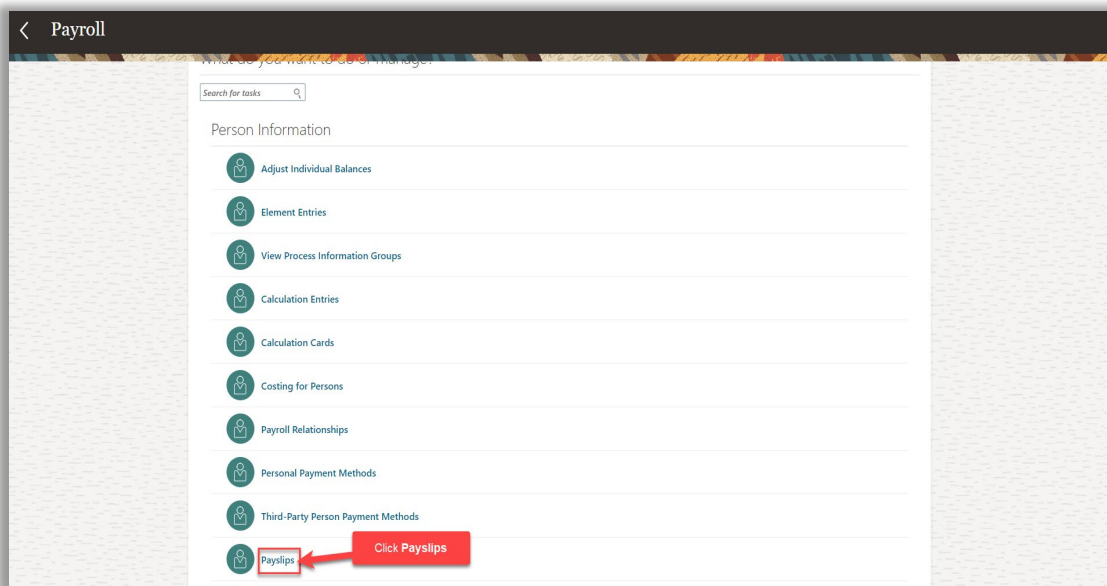
From the home screen, click **My Client Groups**



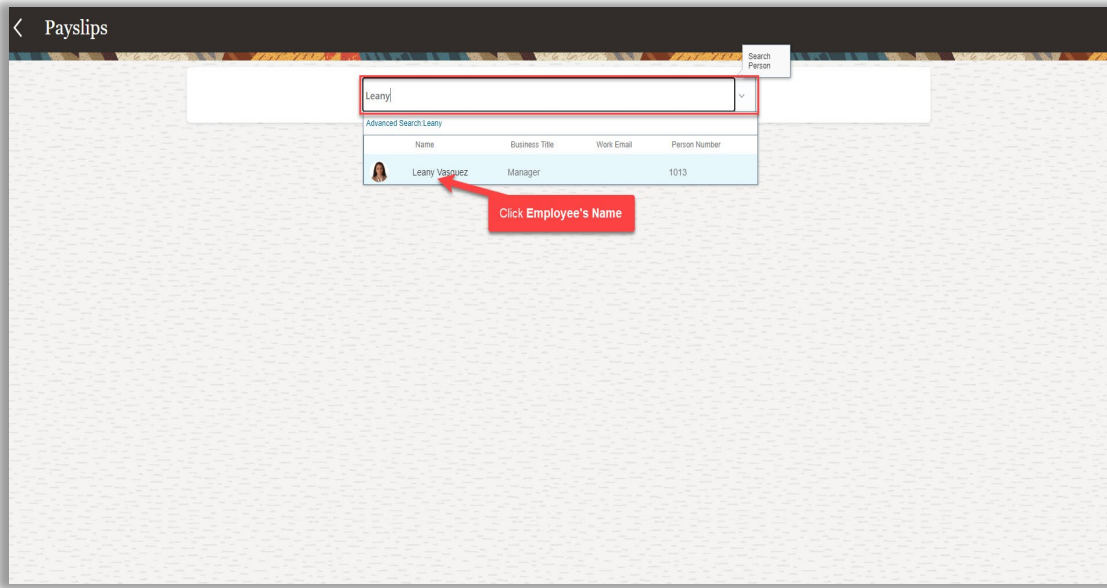
Next, click **Payroll**



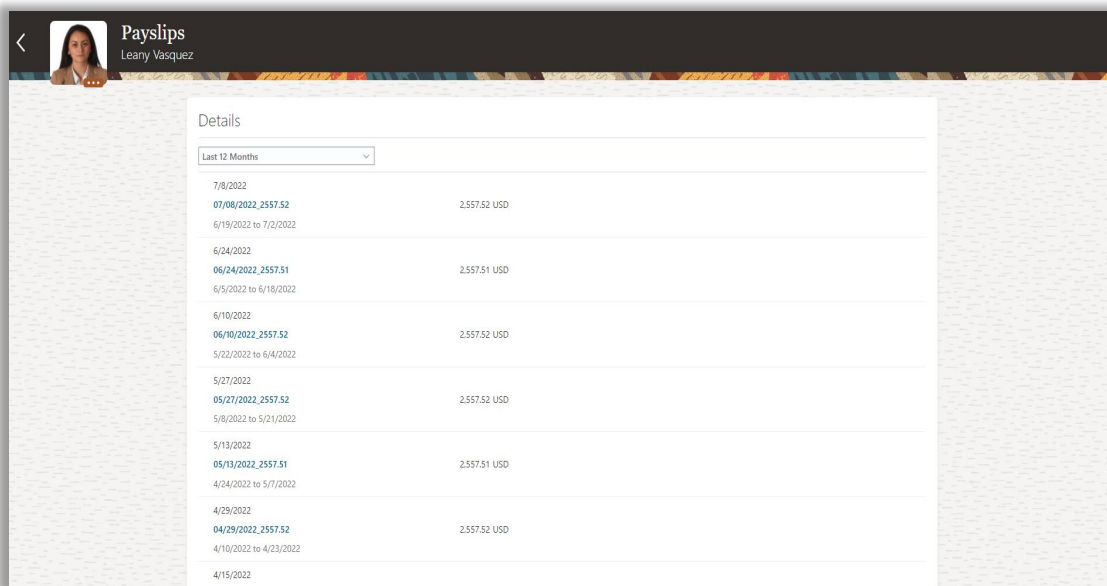
From the Payroll menu, scroll down under Person Information and click **Payslips**. We can also search for **Payslips** in the search box at the top of the page



Search for the **Employee** and click the employee's name



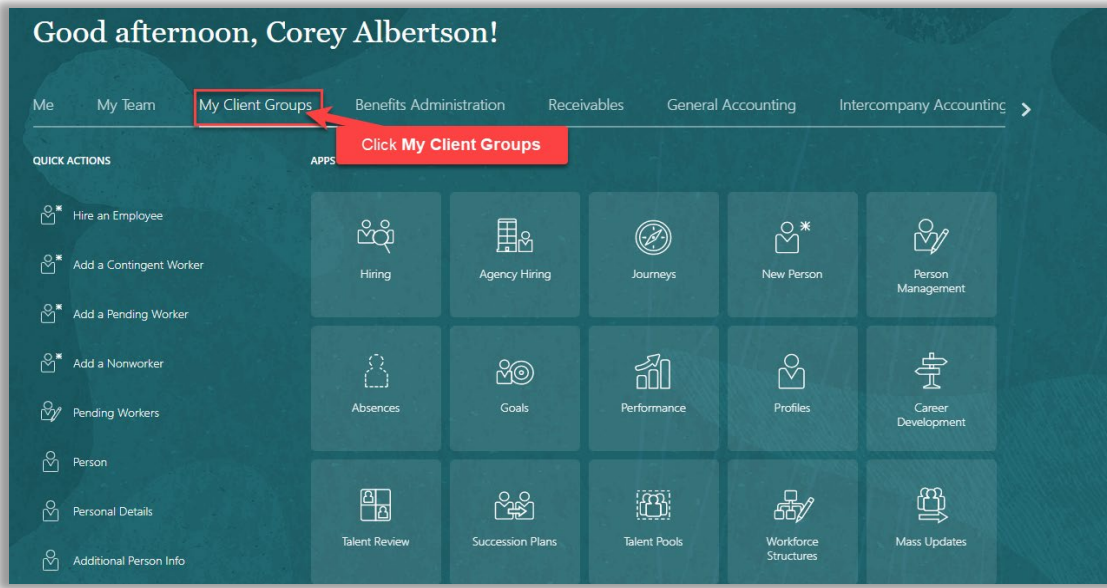
Here we can view the **Payslips** for this employee. We can use the dropdown menu to change the time period in order to search for an older payslip, if needed



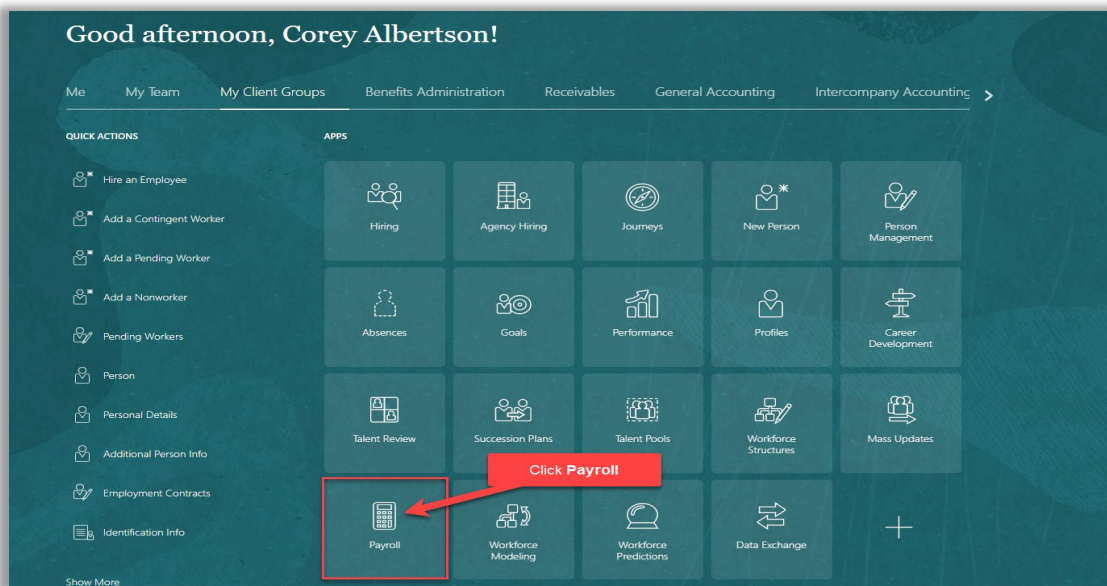
View Flows

Navigation: Home>My Client Groups>Payroll>Object Groups>Create>Enter Criteria>Submit

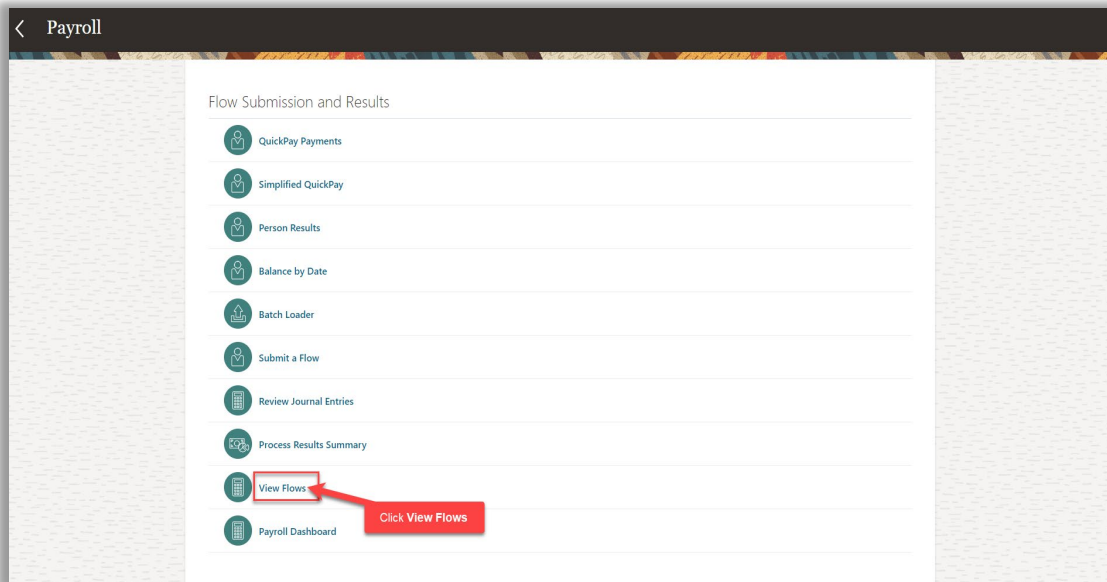
From the home screen, click **My Client Groups**



Next, click **Payroll**



From the Payroll menu, scroll down under Flow Submission and Results and click **View Flows**. We can also search for **View Flows** in the search box at the top of the page

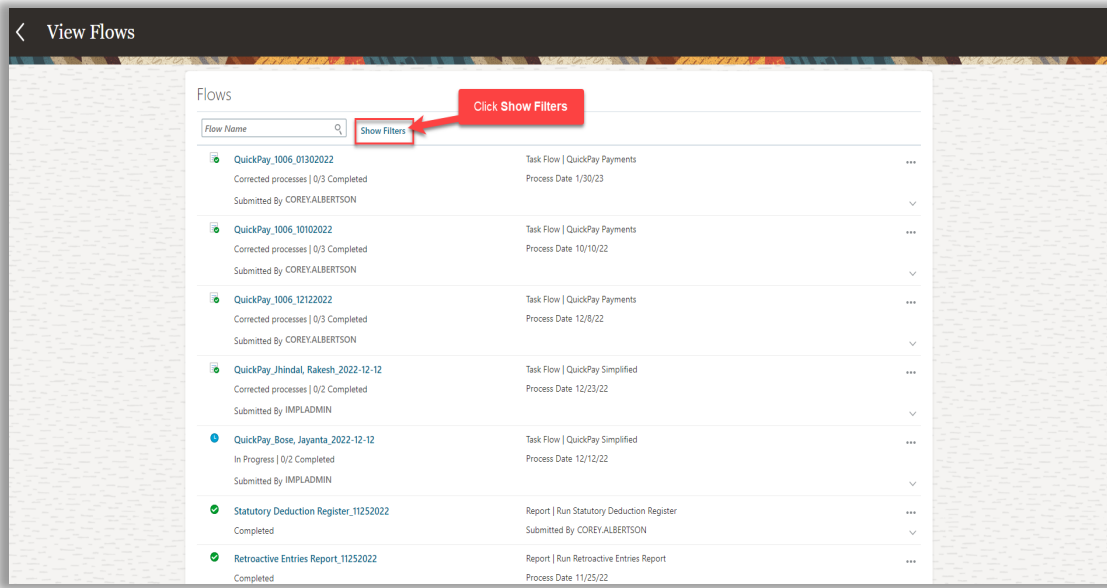


Here we can view all the flows we have processed, who submitted the flow, the process date, the flow type as well as their status

The screenshot shows the 'View Flows' page with a table of flows. The table has columns for Flow Name, Status, Type, and Date. The 'Show Filters' option is visible at the top right of the table.

Flows			
Flow Name	Status	Type	Date
QuickPay_1006_01302022	Corrected processes 0/3 Completed Submitted By COREY.ALBERTSON	Task Flow QuickPay Payments	Process Date 1/30/23
QuickPay_1006_10102022	Corrected processes 0/3 Completed Submitted By COREY.ALBERTSON	Task Flow QuickPay Payments	Process Date 10/10/22
QuickPay_1006_12122022	Corrected processes 0/3 Completed Submitted By COREY.ALBERTSON	Task Flow QuickPay Payments	Process Date 12/8/22
QuickPay_Jhindal, Rakesh_2022-12-12	Corrected processes 0/2 Completed Submitted By IMPLADMIN	Task Flow QuickPay Simplified	Process Date 12/23/22
QuickPay_Bose, Jayanta_2022-12-12	In Progress 0/2 Completed Submitted By IMPLADMIN	Task Flow QuickPay Simplified	Process Date 12/12/22
Statutory Deduction Register_11252022	Completed	Report Run Statutory Deduction Register	Submitted By COREY.ALBERTSON
Retroactive Entries Report_11252022	Completed	Report Run Retroactive Entries Report	Process Date 11/25/22

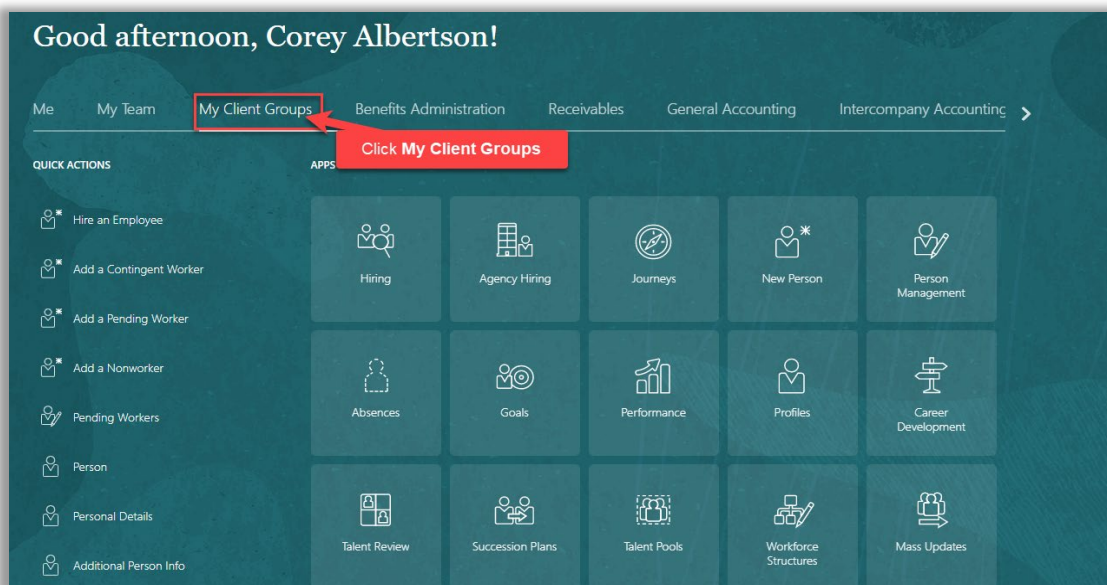
We can use the **Show Filters** option to search for a flow



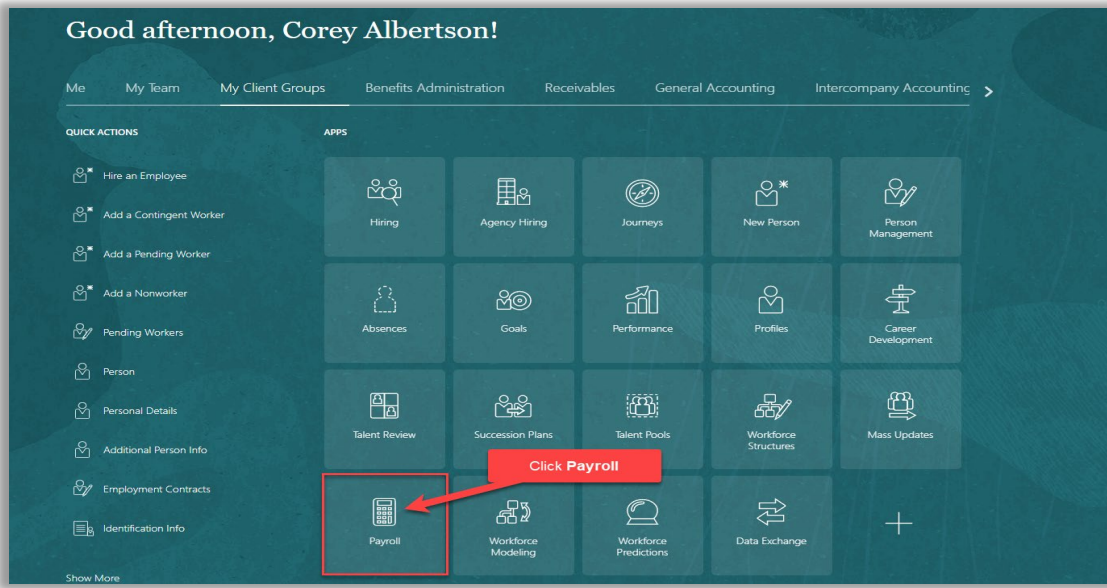
Retro Notifications

Navigation: Home>My Client Groups>Payroll>Event Notifications

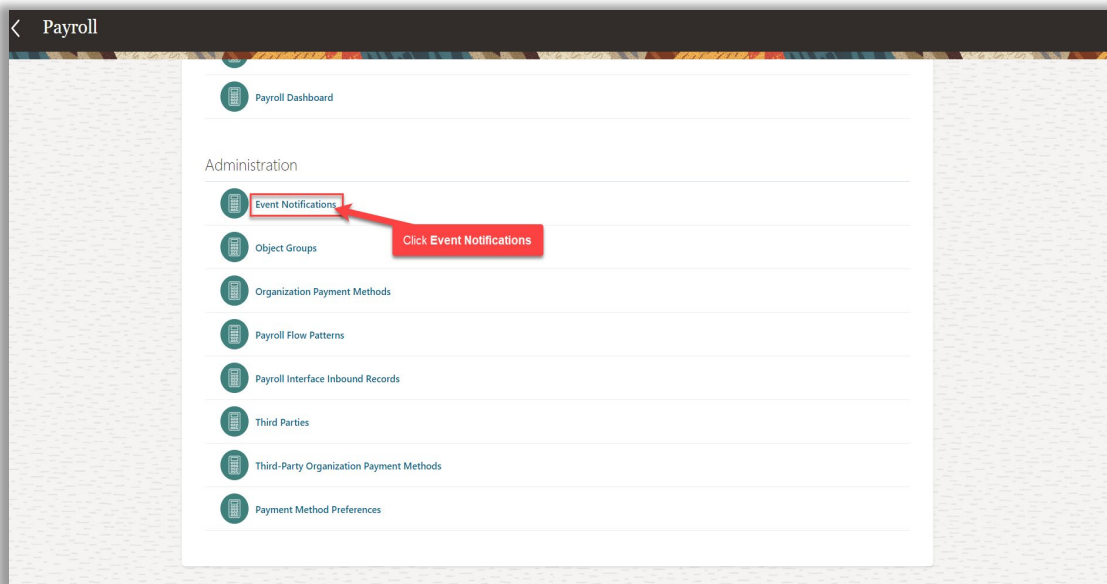
From the home screen, click **My Client Groups**



Next, click **Payroll**



From the Payroll menu, scroll down under Administration and click **Event Notifications**. We can also search for **Event Notifications** in the search box at the top of the page



Enter the employee's name and click **Search**

Event Notifications

Search

Name: Enter Employee's Name

Person Number:

Payroll Relationship Number:

Approval Status:

Event Report Type:

Process Date:

Legislative Data Group:

Override Date: ☐

Advanced | Saved Search | PayEventRelationshipsVOC

Search Results

Actions View

Name	Person Number	Payroll Relationship Number	Approval Status	Event Report Type	Override Date	Process Date
Leany Vasquez	1013	1013	Completed	Retroactive Notification		9/17/2017
Leany Vasquez	1013	1013	Completed	Retroactive Notification		3/1/2020
Leany Vasquez	1013	1013	Completed	Retroactive Notification		7/1/2022
Leany Vasquez	1013	1013	Completed	Retroactive Notification		3/31/2018

Search Reset Save...

Below we can view the **Event Notifications**. To view details of the **Event Notification**, click the employee's name to view the details

Event Notifications

Search

Name:

Person Number:

Payroll Relationship Number:

Approval Status:

Event Report Type:

Process Date:

Legislative Data Group:

Override Date: ☐

Advanced | Saved Search | PayEventRelationshipsVOC

Search Results

Actions View

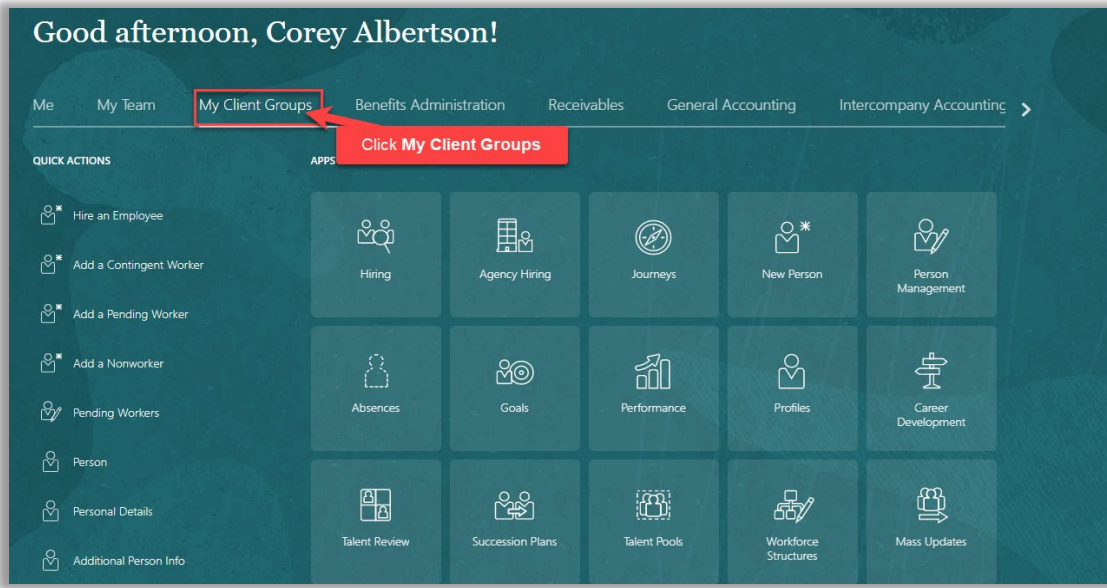
Name	Person Number	Payroll Relationship Number	Approval Status	Event Report Type	Override Date	Process Date
Leany Vasquez	1013	1013	Completed	Retroactive Notification		9/17/2017
Leany Vasquez	1013	1013	Completed	Retroactive Notification		3/1/2020
Leany Vasquez	1013	1013	Completed	Retroactive Notification		7/1/2022
Leany Vasquez	1013	1013	Completed	Retroactive Notification		3/31/2018

Search Reset Save...

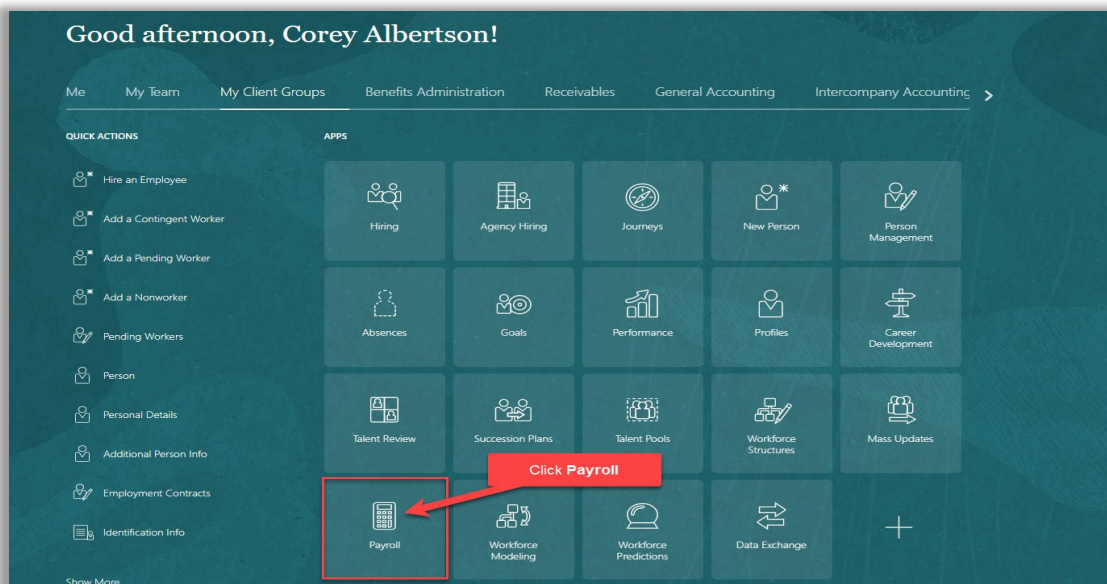
Create A Payroll Relationship Object Group

Navigation: Home>My Client Groups>Payroll>Object Groups>Create>Enter Criteria>Submit

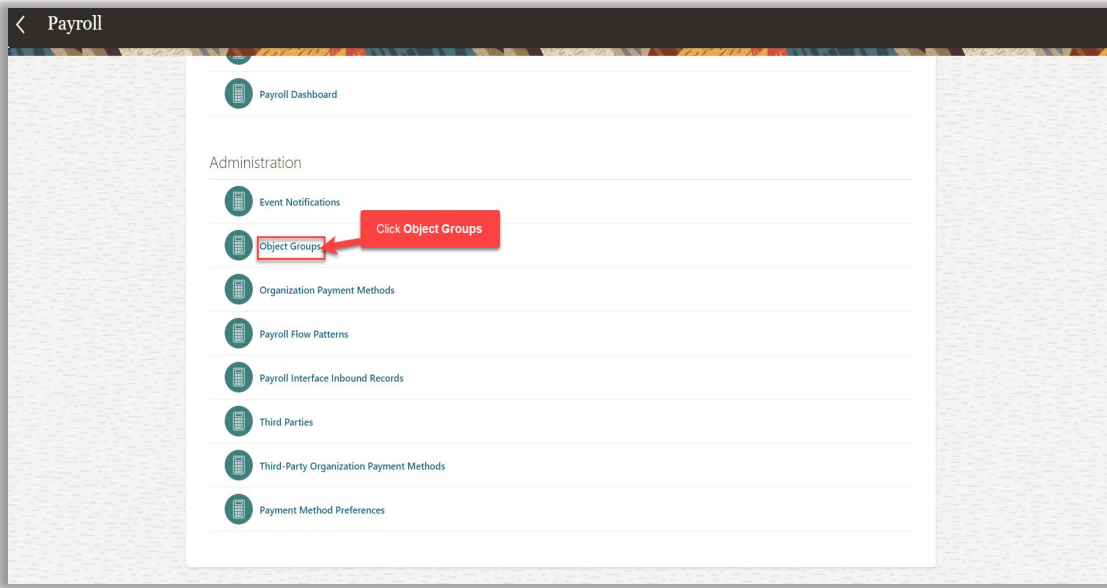
From the home screen, click **My Client Groups**



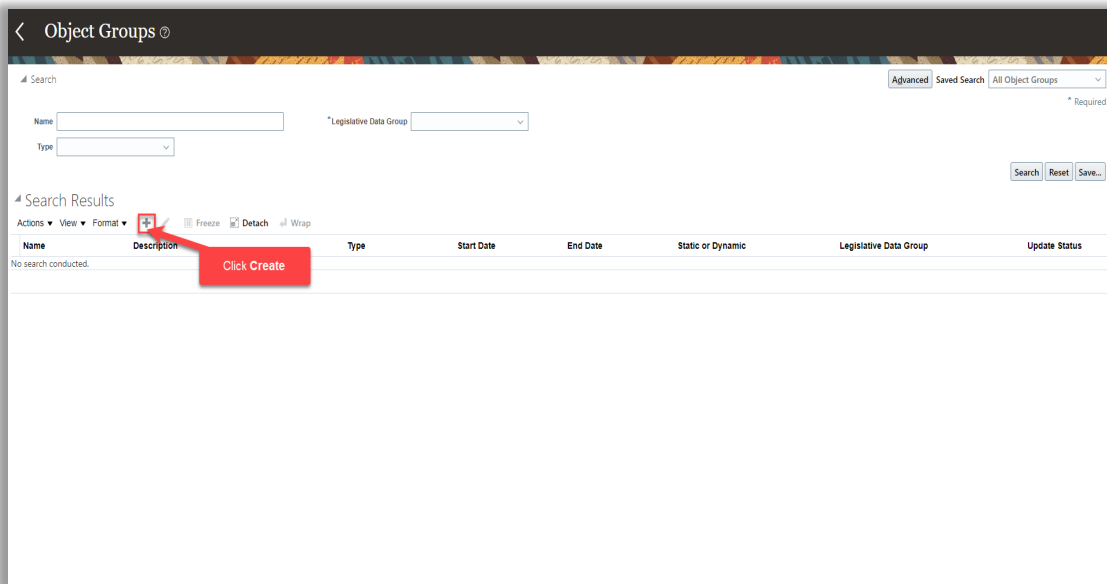
Next, click **Payroll**



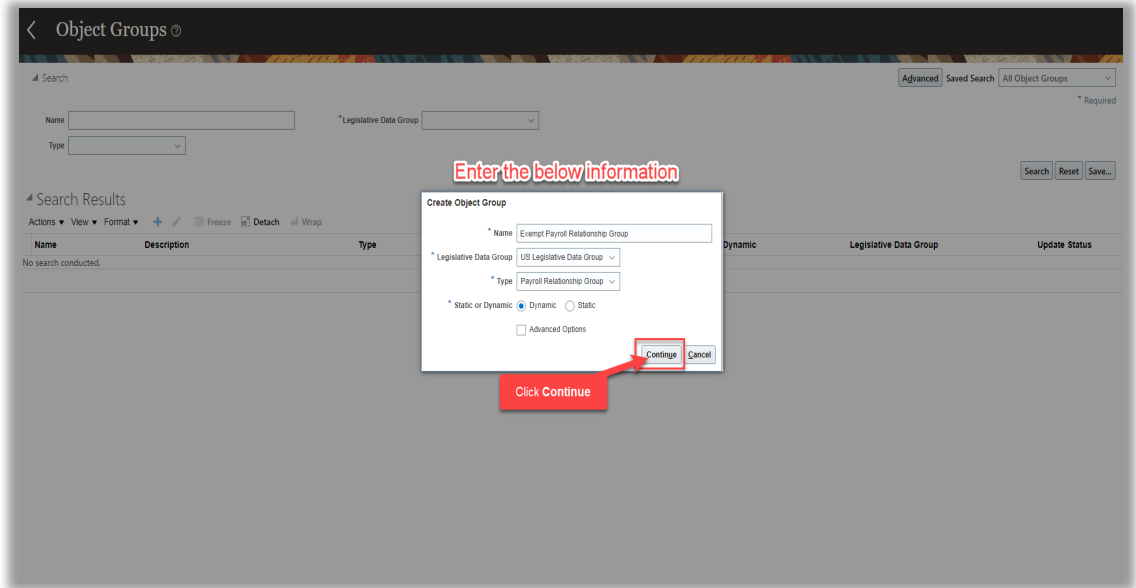
From the Payroll menu, scroll down under Administration and click **Object Groups**. We can also search for **Object Groups** in the search box at the top of the page



Click Create



Enter Create Object Group Information



First, we can adjust the Start Date and End Data, if applicable. Also, we can enter the **Object Group Parameter**, such as the **Value** for **Payroll**. Click **Value** to select the Payroll

Click Value

Enter the **Payroll Name** and click **Search**. Select the **Payroll Name**

Create Object Group

Next Save Submit Cancel

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/7/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:
 Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Object Group Parameter

Parameter Name Value Delete Value

Payroll Name

Search and Select: Object Group Parameter

Object Group Parameters: EWT
 Search Reset
 Available Parameter Values: EWT Biweekly
 Cancel

Payroll Relationship Rules

Actions View + X Detach

Formula Name Description

No data to display.

Payroll Term Rules

Actions View + X Detach

Formula Name Description

No data to display.

Payroll Assignment Rules

Actions View + X Detach

Formula Name Description

No data to display.

Next, we can enter the **Payroll Relationship Rules**, **Payroll Term Rules**, and **Payroll Assignment Rules**. For these areas, we can associate a formula that includes the employee population needed for creating this **Payroll Relationship Group**, if applicable. We can add a formula by clicking **Add** in the applicable area

Create Object Group

Next Save Submit Cancel

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/7/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:
 Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Object Group Parameter

Parameter Name Value Delete Value

Payroll Name EWT Biweekly

Payroll Relationship Rules

Actions View + X Detach

Formula Name Description

No data to display.

Payroll Term Rules

Actions View + X Detach

Formula Name Description

No data to display.

Payroll Assignment Rules

Actions View + X Detach

Formula Name Description

No data to display.

Click Add

Click the **Formula Name** or click **Search** to search for the Formula Name

Create Object Group Next Save Submit Cancel

Basic Data

*Name: Exempt Payroll Relationship Group

Type: Payroll Relationship Group

*Start Date: 12/7/22

*End Date: 12/31/12

Static or Dynamic: Dynamic

Description:

Legislative Data Group: US Legislative Data Group

☐ Advanced Options

Object Group Parameter

Parameter Name	Value	Delete Value
Payroll Name	EWTF Biweekly	

Payroll Relationship Rules

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

Payroll Term Rules

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

Payroll Assignment Rules Click Formula Name

Formula Name	Description
ORA_PAY_SINGLE_PL_FF	
Search	

Click Next

Create Object Group Next Save Submit Cancel

Basic Data

*Name: Exempt Payroll Relationship Group

Type: Payroll Relationship Group

*Start Date: 12/7/22

*End Date: 12/31/12

Static or Dynamic: Dynamic

Description:

Legislative Data Group: US Legislative Data Group

☐ Advanced Options

Object Group Parameter

Parameter Name	Value	Delete Value
Payroll Name	EWTF Biweekly	

Payroll Relationship Rules

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

Payroll Term Rules

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

Payroll Assignment Rules

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

Next, we can enter the **Payroll Relationship**, **Payroll Term**, and **Payroll Assignment** to help identify the population if we are not using a formula. To add employees, click **Value**

Create Object Group

Back Save Submit Cancel

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/7/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:

Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Payroll Relationship

Actions: View + - X Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
			Include

Payroll Term

Actions: View + - X Detach

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

Actions: View + - X Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Search for the Employee by **Payroll Relationship Number**, **Person Name**, or **Person Number** then click **Search**. Lastly, click **Payroll Relationship Number**

Group

Back Save Submit

Payroll Relationship Group
 Relationship Group

Static or Dynamic: Dynamic
 Description:

Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Search and Select: Payroll Relationship

Enter Criteria

Payroll Relationship Number:

Person Name:

Person Number:

Search Reset

Click Search

Payroll Relationship Number	Person Name	Person Number
1001	Mukherjee, Rishi	1001

Click Payroll Relationship Number

Cancel

The Employee has been added. Follow this same process to add additional employees to this **Payroll Relationship Group**

Create Object Group

Back

Save

Submit

Cancel

Basic Data

Name

Exempt Payroll Relationship Group

Type

Payroll Relationship Group

Start Date

12/7/22

End Date

12/31/12

Static or Dynamic

Dynamic

Description

Legislative Data Group

US Legislative Data Group

☐ Advanced Options

Payroll Relationship

Actions

View

Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions

View

Detach

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

Actions

View

Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Next, we must add the employees **Payroll Assignment** as well. To add employees, click **Create**

Create Object Group

Back

Save

Submit

Cancel

Basic Data

Name

Exempt Payroll Relationship Group

Type

Payroll Relationship Group

Start Date

12/8/22

End Date

12/31/12

Static or Dynamic

Dynamic

Description

Legislative Data Group

US Legislative Data Group

☐ Advanced Options

Payroll Relationship

Actions

View

Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions

View

Detach

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

Actions

View

Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Click **Value**

Create Object Group [Back] [Save] [Submit] [Cancel]

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/8/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:

Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Payroll Relationship

Actions: View [Add] [Delete] [Detach]

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions: View [Add] [Delete] [Detach]

Employment Terms Number

No data to display.

Payroll Assignment

Actions: View [Add] [Delete] [Detach]

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
[Add]				Include

Click Value

Next, Search for the Employee by **Person Name** then click **Search**. Lastly, click **Assignment Number**

Create Object Group [Back] [Save] [Submit] [Cancel]

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/8/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:

Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Payroll Relationship

Actions: View [Add] [Delete] [Detach]

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions: View [Add] [Delete] [Detach]

Employment Terms Number

No data to display.

Payroll Assignment

Actions: View [Add] [Delete] [Detach]

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
[Add]				Include

Search and Select: Payroll Term

Enter Criteria

Assignment Number: []
 Person Name: [1001]
 Payroll Relationship Number: []

Search

Click Search

Click Assignment Number

Assignment Number: E1001

The Employee has been added. Follow this same process to add additional employees to the **Payroll Assignment**

Create Object Group [Back] [Save] [Submit] [Cancel]

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/8/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:

Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Payroll Relationship

Actions: View [Add] [Delete] [Detach]

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions: View [Add] [Delete] [Detach]

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

Actions: View [Add] [Delete] [Detach]

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
E1001	Mukherjee, R...	1001	1001	Include

Click **Submit**

Create Object Group [Back] [Save] [Submit] [Cancel]

Basic Data

Name: Exempt Payroll Relationship Group
 Type: Payroll Relationship Group
 Start Date: 12/8/22
 End Date: 12/31/12

Static or Dynamic: Dynamic
 Description:

Legislative Data Group: US Legislative Data Group
☐ Advanced Options

Payroll Relationship

Actions: View [Add] [Delete] [Detach]

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions: View [Add] [Delete] [Detach]

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

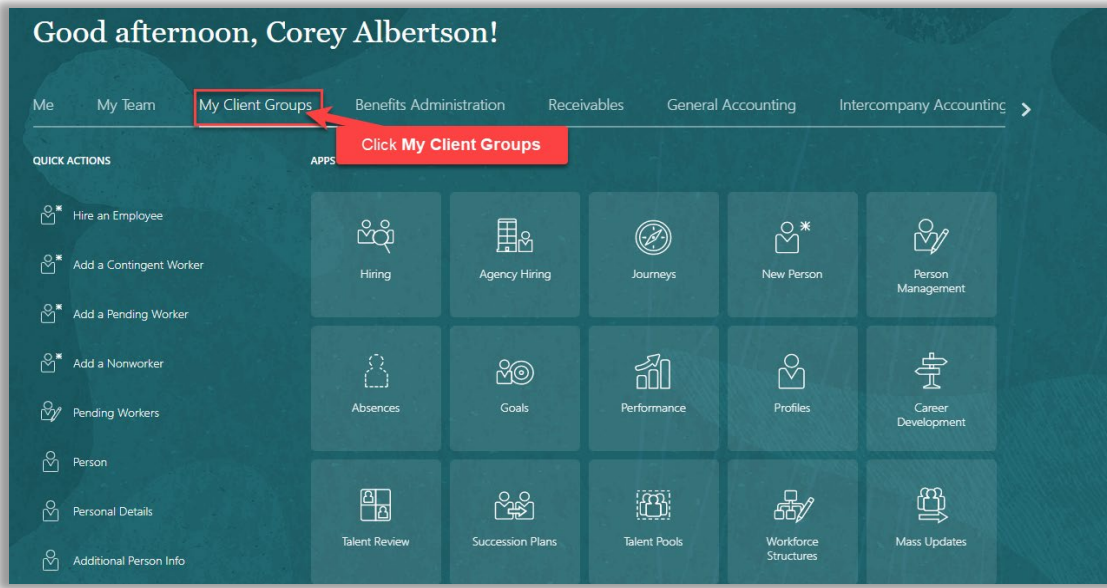
Actions: View [Add] [Delete] [Detach]

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
E1001	Mukherjee, R...	1001	1001	Include

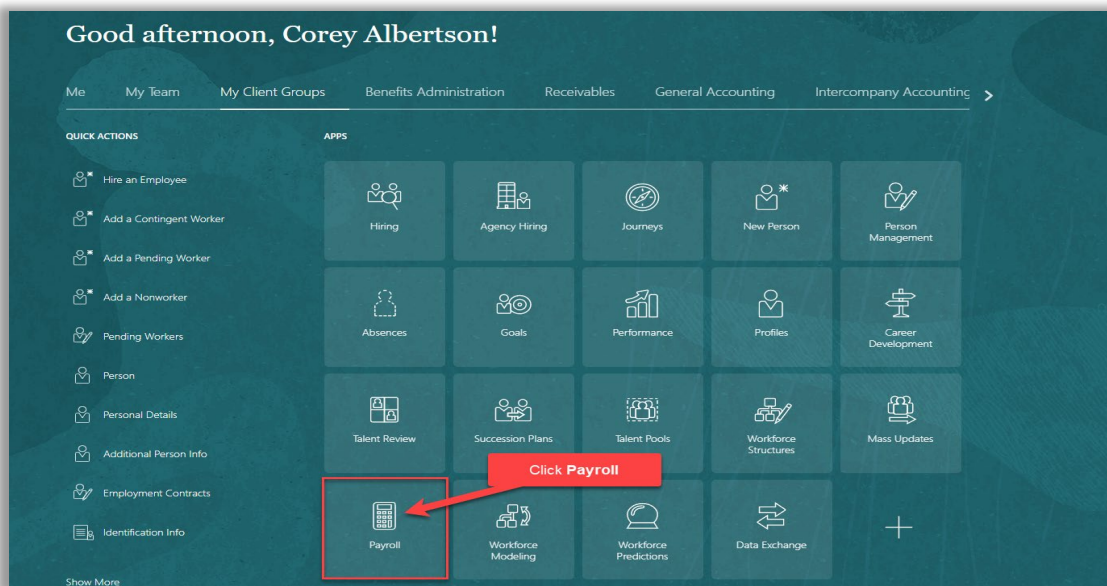
Create Element Object Group

Navigation: Home>My Client Groups>Payroll>Object Groups>Create>Enter Criteria>Submit

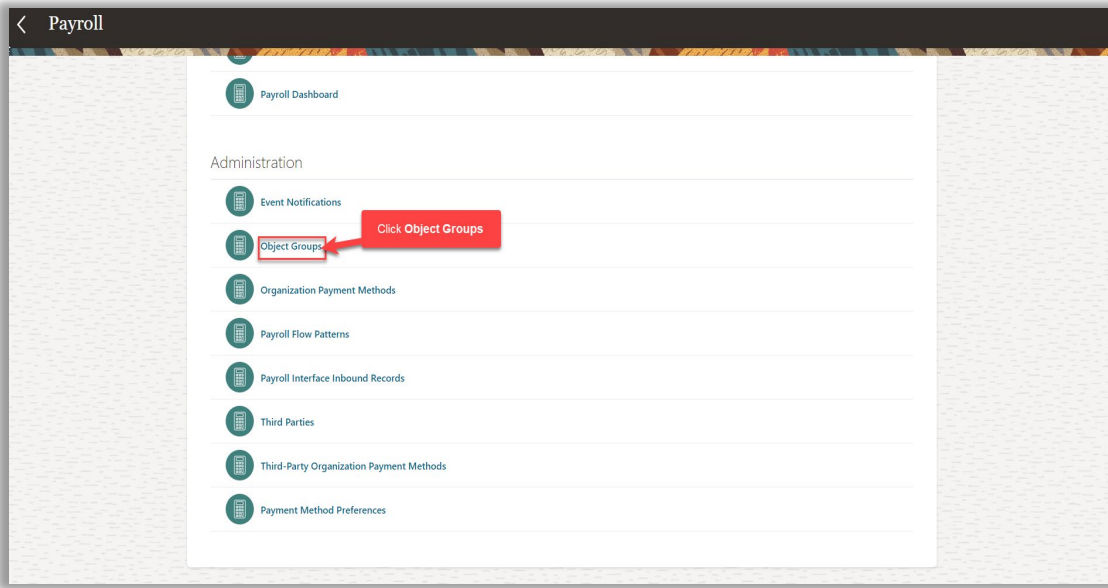
From the home screen, click **My Client Groups**



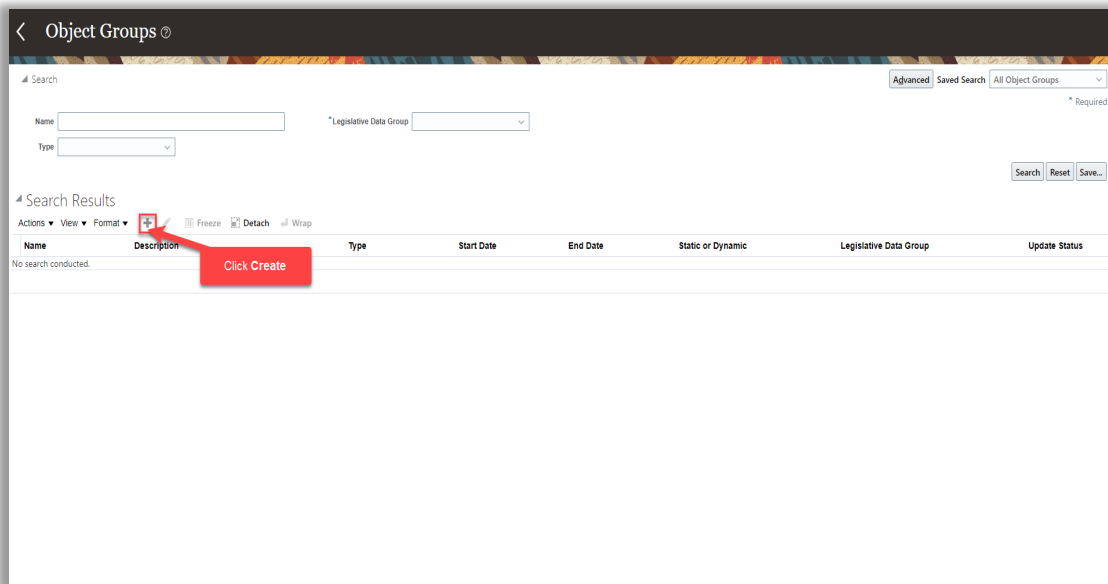
Next, click **Payroll**



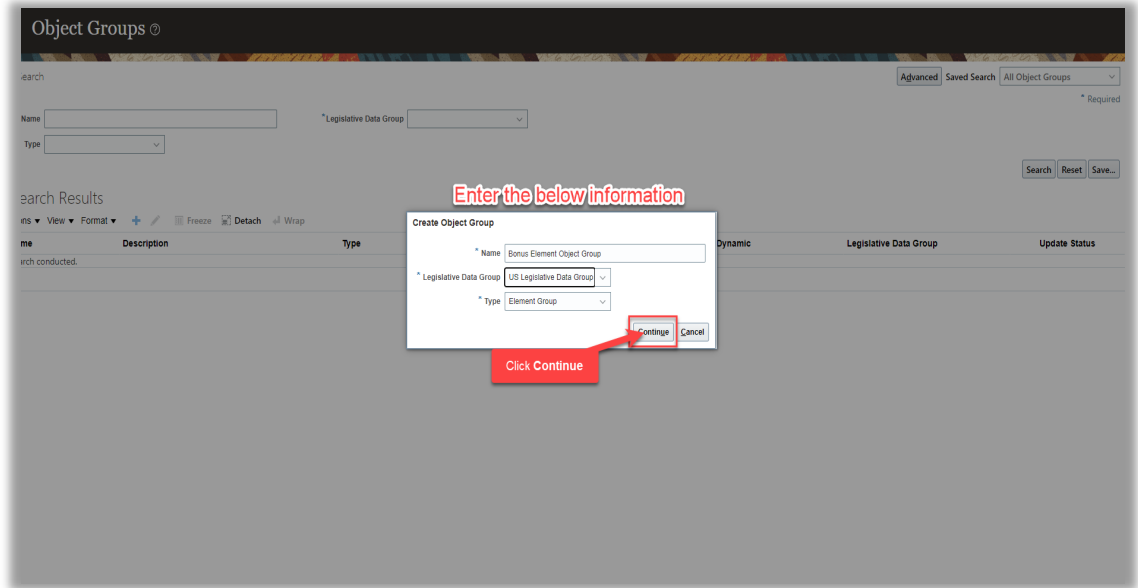
From the Payroll menu, scroll down under Administration and click **Object Groups**.
We can also search for **Object Groups** in the search box at the top of the page



Click Create



Enter Create Object Group Information



First, we can adjust the Start Date and End Date, if applicable. Also, we can enter the **Object Group Parameter**, such as the **Value** for **Usage Type**. Click **Value** to select the Usage Type

Create Object Group

Next Save Submit Cancel

Basic Data

Name Bonus Element Object Group

Type Element Group

Description

Start Date 12/7/22

End Date 12/31/12

Legislative Data Group US Legislative Data Group

Object Group Parameter

Parameter Name	Value	Delete Value
Usage Type	Value	

Click Value

Enter **Object Group Parameters** or click **Search**. Click the applicable **Available Parameter Values**, if applicable. We'll enter the element to identify the employee population on the next screen

The screenshot shows the 'Create Object Group' form. The 'Basic Data' section includes fields for Name (Bonus Element Object Group), Type (Element Group), Start Date (12/7/22), and End Date (12/31/12). The 'Object Group Parameter' section has a table with columns 'Parameter Name', 'Value', and 'Delete Value'. A modal titled 'Search and Select: Object Group Parameter' is open, showing a search bar, a 'Search' button, and a list of 'Available Parameter Values' (Run group, Global transfer, Distribution group, Configuration group). Red callout boxes point to the 'Search' button with the text 'Click Search' and to the 'Available Parameter Values' list with the text 'Click Available Parameter Values'.

Click Next

The screenshot shows the 'Create Object Group' form after the modal has been closed. The 'Basic Data' section is visible. The 'Object Group Parameter' section has a table with columns 'Parameter Name', 'Value', and 'Delete Value'. The 'Next' button in the top right corner is highlighted with a red box and a red callout box with the text 'Click Next'.

Next, we can enter the **Element Classification** and **Element**. For these areas, we can associate the employee population needed for creating this **Element Group**. We can add the employee population by clicking **Add** in the applicable area

Create Object Group Back Save Submit Cancel

Basic Data

Name	Bonus Element Object Group	Description	
Type	Element Group		
Start Date	12/7/22		
End Date	12/31/12	Legislative Data Group	US Legislative Data Group

Element Classification ⓘ

Actions View + × 🔍 Detach

Element Classification Name	*Inclusion Status
No data to display.	

Element ⓘ

Actions View + × 🔍 Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Click **Value** to search for the **Element Classification Name**

Create Object Group Back Save Submit Cancel

Basic Data

Name	Bonus Element Object Group	Description	
Type	Element Group		
Start Date	12/7/22		
End Date	12/31/12	Legislative Data Group	US Legislative Data Group

Element Classification ⓘ

Actions View + × 🔍 Detach

Element Classification Name	*Inclusion Status
🔍	Include

Element ⓘ

Actions View + × 🔍 Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Enter the **Element Classification Name** and click **Search**. If we do not have the **Element Classification Name**, click **Search** only and select the applicable value

Create Object Group [Back] [Save] [Submit] [Cancel]

Basic Data
 Name: Bonus Element Object Group
 Type: Element Group
 Start Date: 12/7/22
 End Date: 12/31/12

Element Classification ⓘ
 Actions: View + - Detach

Element Classification Name	*Inclusion Status
Supplemental Earnings	Include

Element ⓘ
 Actions: View + - Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Search and Select: Element Classification X

Element Classification Name

[Search] [Reset]

Element Classification Name
Voluntary Deductions
Supplemental Earnings
Standard Earnings
Pretax Deductions
Nonpayroll Payment
Involuntary Deductions
Information
Imputed Earnings
Employer Taxes
Employer Liabilities

[Cancel]

Click Element Classification Name

The **Element Classification** has been added.

Create Object Group [Back] [Save] [Submit] [Cancel]

Basic Data
 Name: Bonus Element Object Group
 Type: Element Group
 Start Date: 12/7/22
 End Date: 12/31/12

Element Classification ⓘ
 Actions: View + - Detach

Element Classification Name	*Inclusion Status
Supplemental Earnings	Include

Element ⓘ
 Actions: View + - Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Click **Submit**

Create Object Group

Back Save **Submit** Cancel

Basic Data

Name Bonus Element Object Group Description

Type Element Group

Start Date 12/7/22

End Date 12/31/22

Legislative Data Group US Legislative Data Group

Element Classification

Actions View + - Detach

Element Classification Name	*Inclusion Status
Supplemental Earnings	Include

Element

Actions View + - Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Click Submit

Balance Adjustments

Navigation: Home>My Client Groups>Payroll>Person Results>Search Person>Balance Results>Adjust Balances>Select Element>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

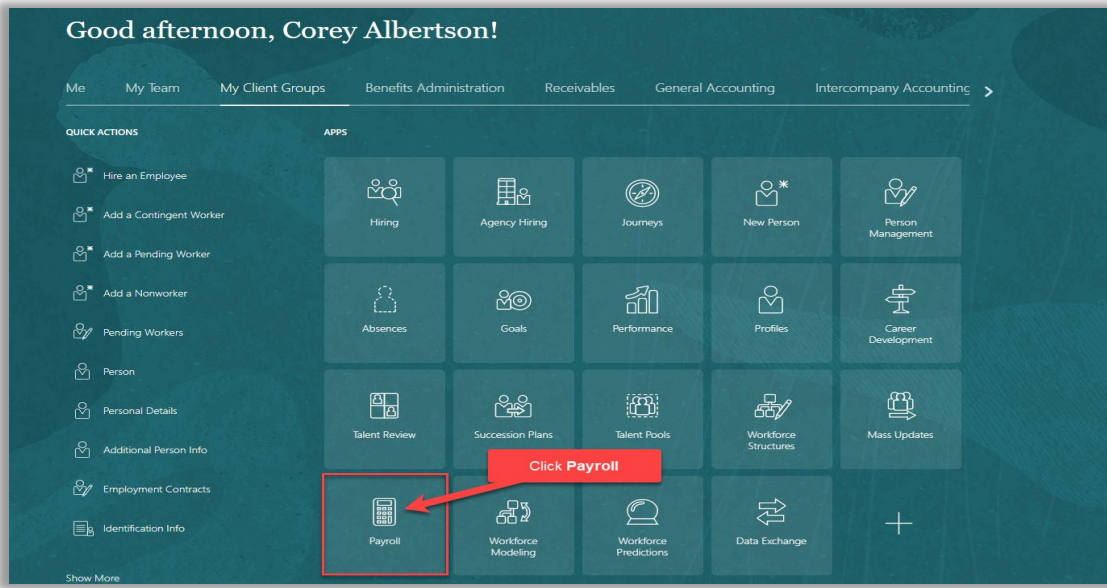
QUICK ACTIONS

- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers
- Person
- Personal Details
- Additional Person Info

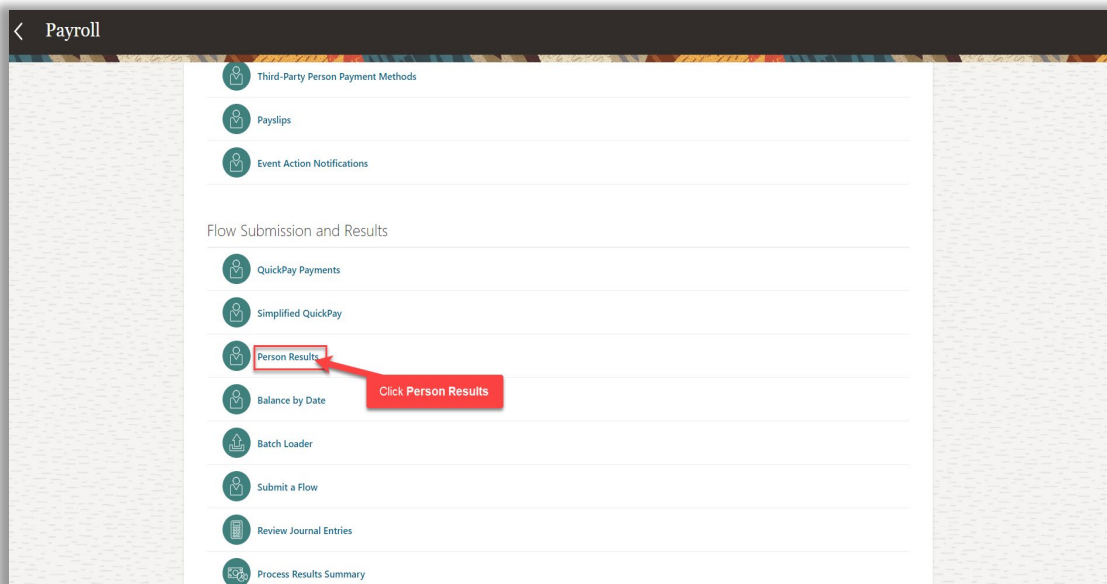
APPS

- Hiring
- Agency Hiring
- Journeys
- New Person
- Person Management
- Absences
- Goals
- Performance
- Profiles
- Career Development
- Talent Review
- Succession Plans
- Talent Pools
- Workforce Structures
- Mass Updates

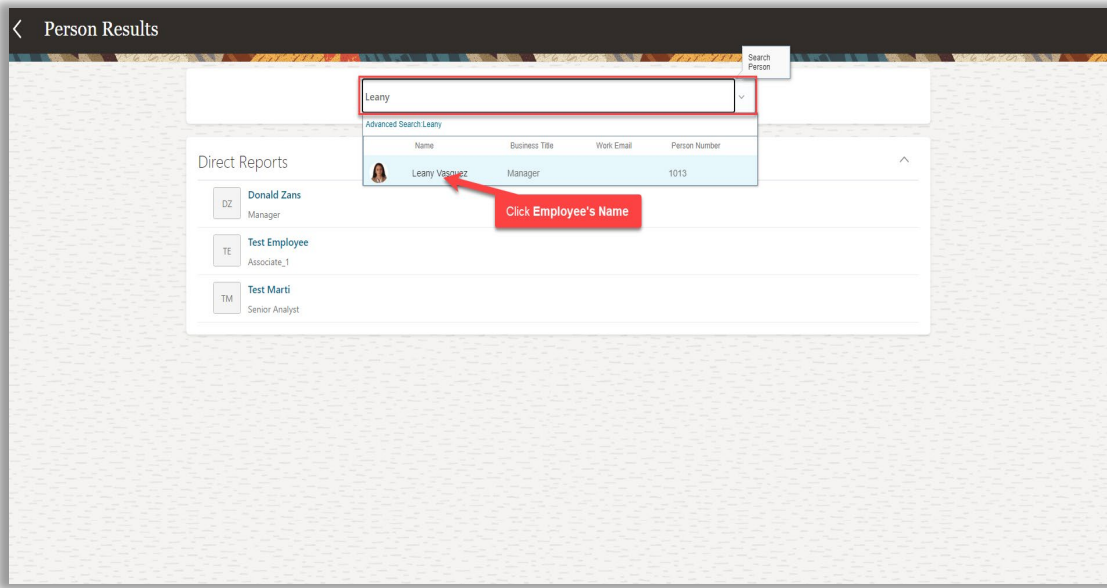
Next, click **Payroll**



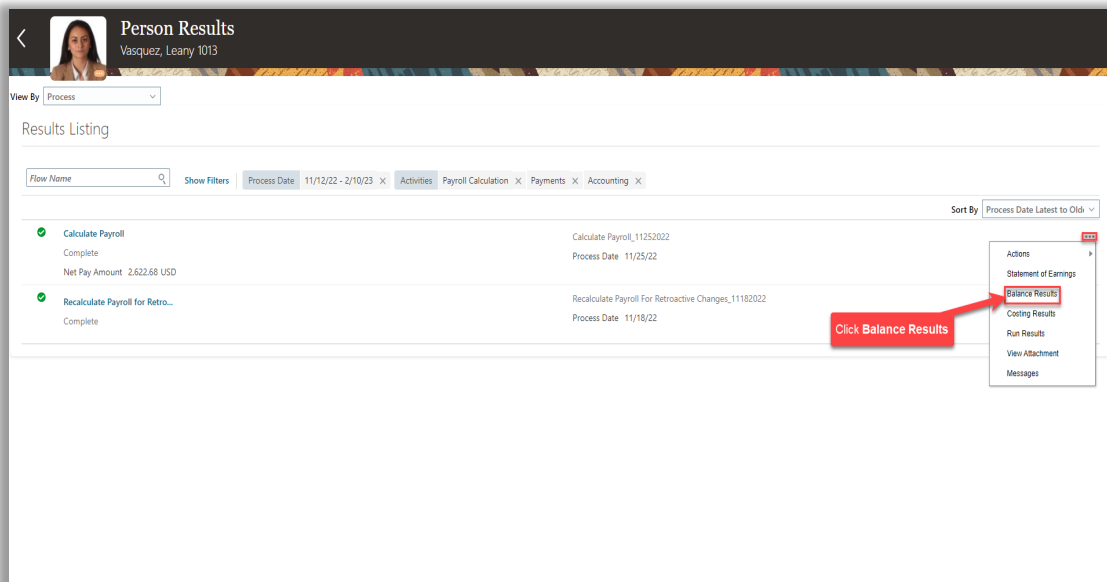
From the Payroll menu, scroll down under Flow Submission and Results and click **Person Results**. We can also search for **Person Results** in the search box at the top of the page



Search for the **Employee** and click the employee's name



Across from Calculate Payroll, click ... and select **Balance Results**



Across from the **Balance Results** we need to adjust, click ... then click **Adjust Balances**

Result Details
Vasquez, Leany - 1013

Process: 11/25/22 Calculate Payroll Regular Normal

Process Details

Balance Results

Search for balance name, balance group, dimension name, or amount. Use operators to filter, such as <, > or =.

Balance: Balance Group or Amount Show Filters Balance Group: SOE Summary Gross to Net Statement of Earnings X

Sort By: Default Sort

Gross Pay	Calendar year to date	
Pay run	56114.21 USD	
Reference		
ERPWebTutor USA Inc,ERPWebTutor USA Inc.		
Net Payment	Calendar year to date	
Pay run	38427.92 USD	
Reference		
ERPWebTutor USA Inc,ERPWebTutor USA Inc.		
Employee Tax Deductions	Calendar year to date	
Pay run	16890.24 USD	
Reference		
ERPWebTutor USA Inc,ERPWebTutor USA Inc.		
Imputed Earnings	Calendar year to date	
Pay run	161.25 USD	
Reference		
ERPWebTutor USA Inc,ERPWebTutor USA Inc.		

Click Adjust Balances

Adjust Balance

Next, select the **Element Name** from the dropdown menu

Balance Adjustments

Submit Cancel

Hide

Name: Leany Vasquez Person Number: 1013

Balance Details

Effective Date: 11/25/22

Balance: Employee Tax Deductions

Employment Level: 3000000005612306

Element Name

References

Medicare Employee Tax

Social Security Employee Tax

Click Element Name


Enter the **Adjustment Value** and click **Submit**

Balance Adjustments

Submit

Cancel

Hide



Name

Leamy Vasquez

Person Number

1013

Balance Details

Effective Date

11/25/22

Balance

Employee Tax Deductions

Element Name

Medicare Employee Tax

Employment Level

300000005612306

References

Tax Unit ERPWebTutor USA Inc.

Adjustment Values

Enter the Adjustment Values below

Actions

View

Format

Freeze

Detach

Wrap

Name	Adjustment Value	Minimum	Maximum
Gross	2,000		
Exempt Income			
Subject Withholdable			
Reduced Subject Withholdable			
Section 125 Reductions			

Costing and Payment Details

Include adjustment in payment balance

☐ No
 ☒ Yes

Include adjustment in costing process

☐ No
 ☒ Yes

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