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Payroll Admin Guide: Payroll Verification & Adjustments

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V1

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Guide Usage and Disclosures

Guide Information

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

How To Use This Guide

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

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

Overall Process Flow

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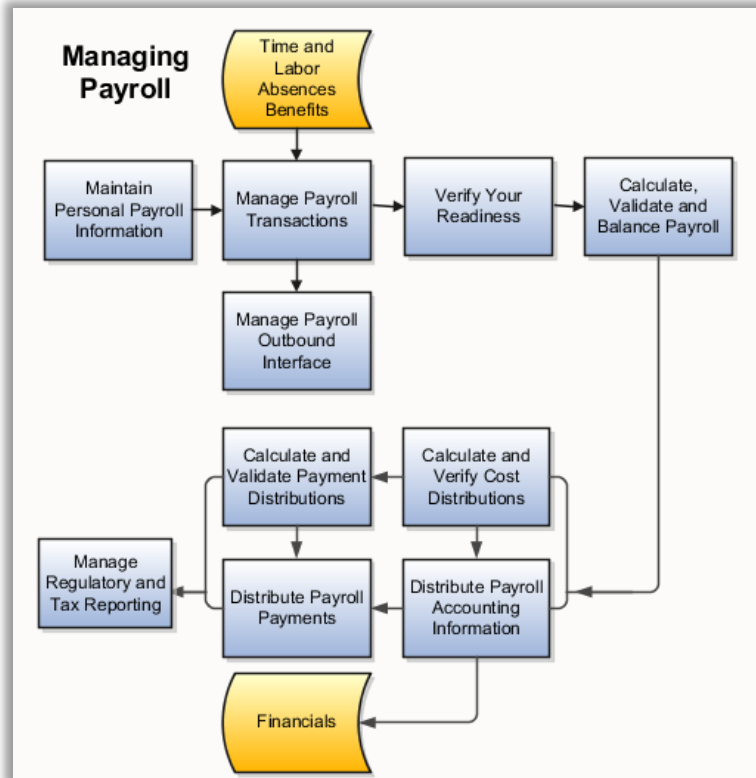
Glossary of Terms

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

Element Entries

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

Payroll Relationship

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

Payment Methods

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

Tax Reporting Units

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

Calculation Entries

- Specifies how a value is provided or calculated

Third Party Payment Methods

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

Object Groups

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

Quickpay

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

Retro Pay

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

Payroll Reconciliation

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

Reporting

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

Data Loader

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

Effective Date

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

Element Classification Components

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

Costing

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

Frequency Rules

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

Calculate Absence Duration

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

Accrual Start Rule

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

Tax Card

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

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**

Scroll down and across from **Calculate Prepayments**, click **…**

Click **Prepayment Results**

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

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

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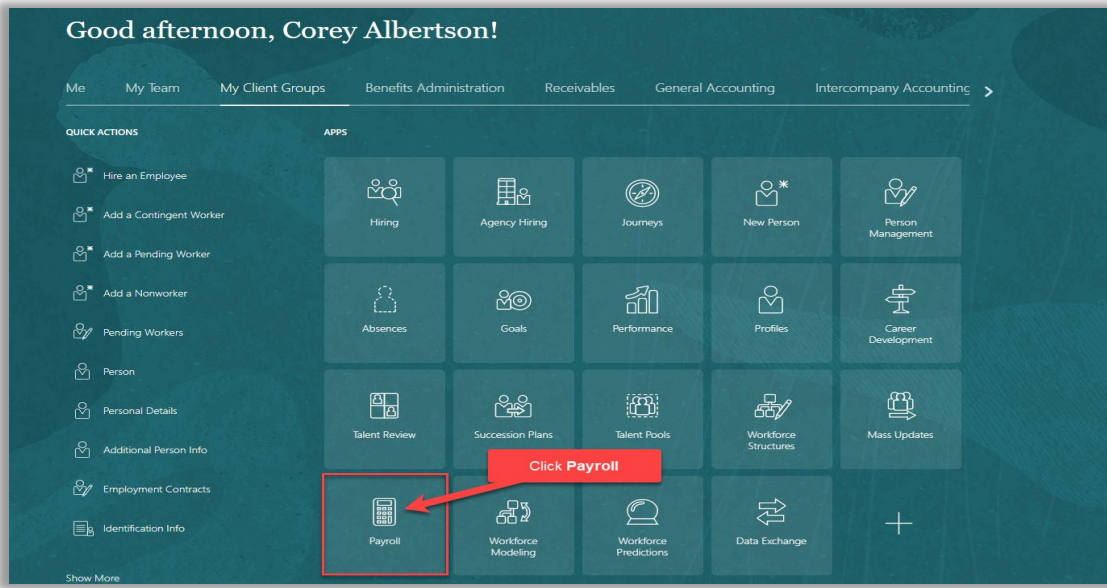
Reversal

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

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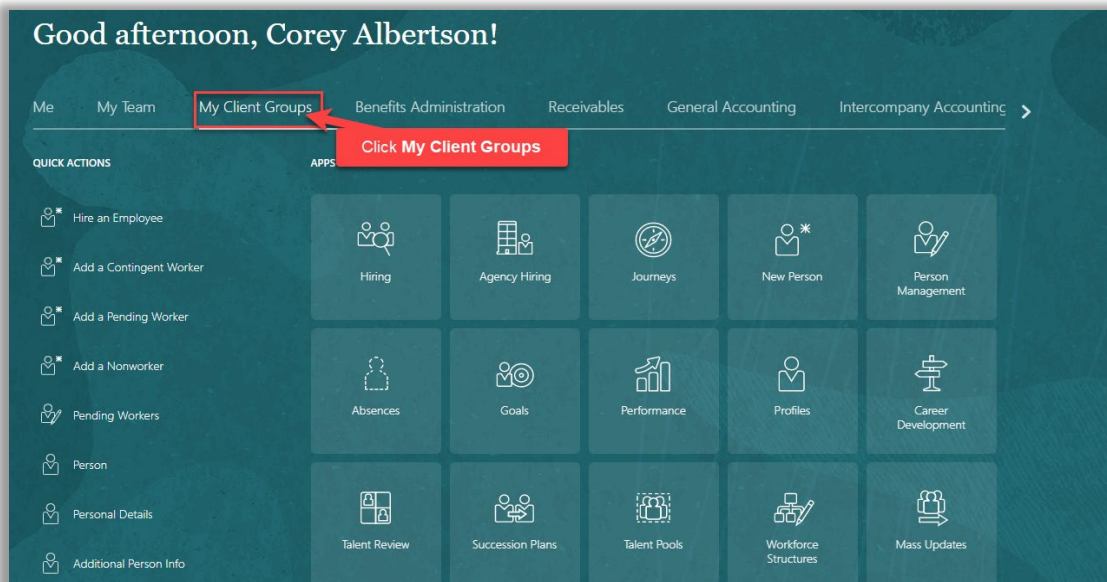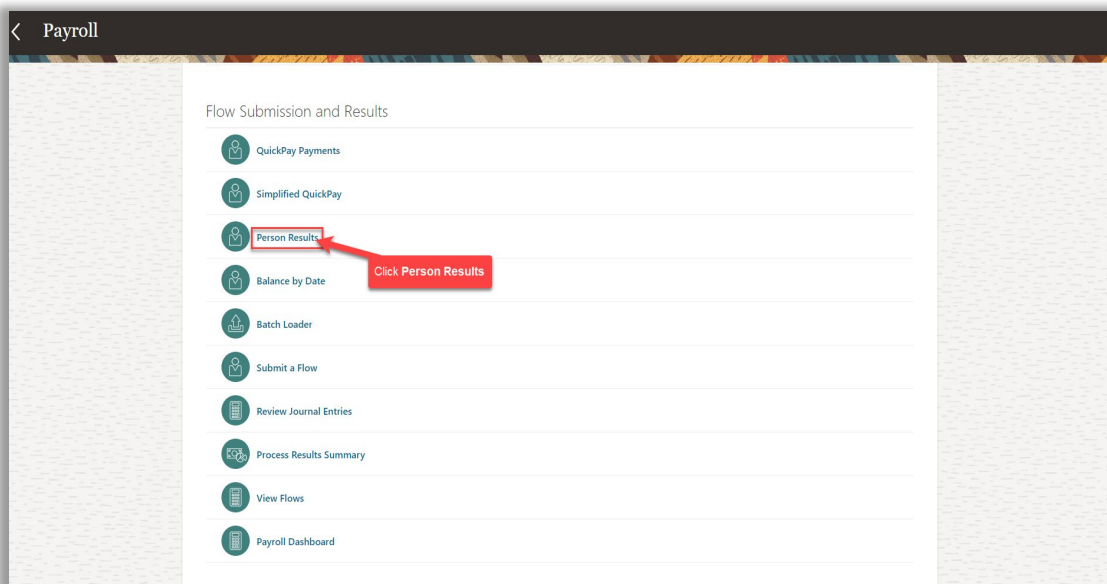
Next, click **Payroll**

Click **Person Results**

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name
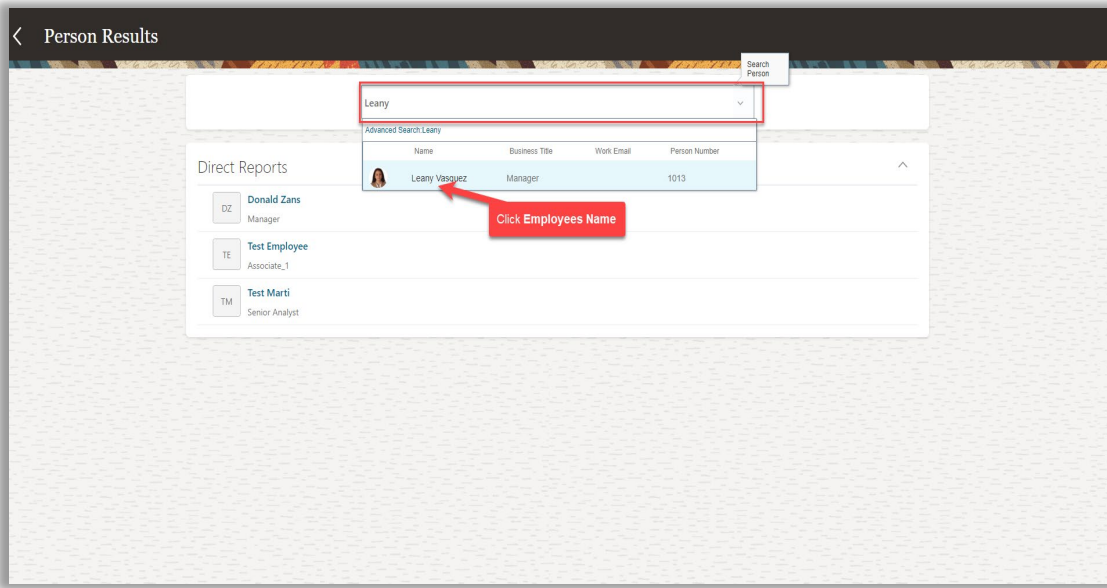
Remove the **Filters** to populate the results listing needed to be reversed
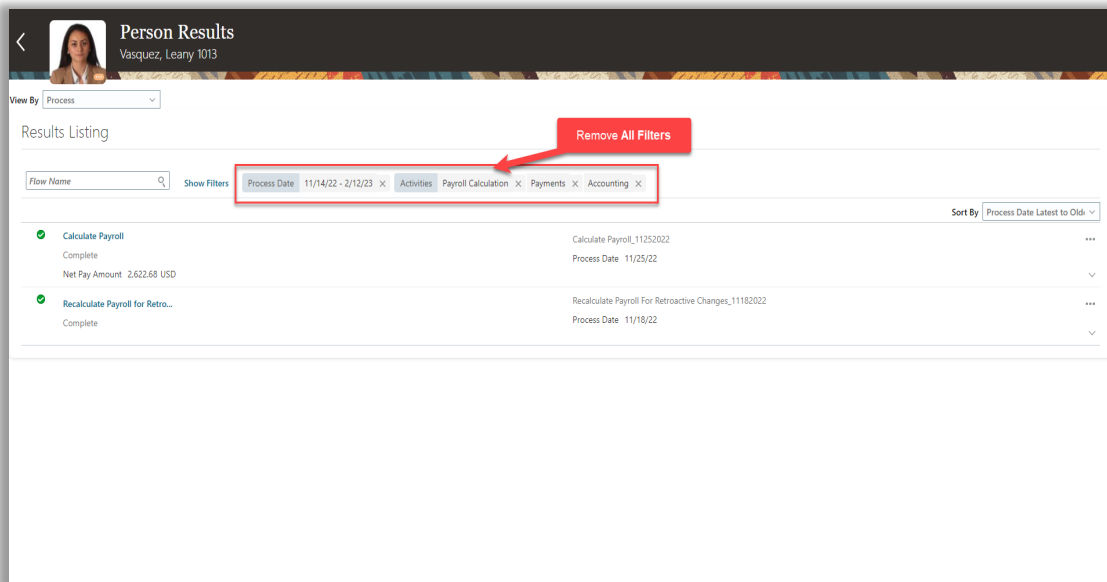
Scroll down and across from **Calculate Payroll**, or the process we'd like to reverse, click **...**

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

Enter the **Effective Date** and **Negative Net Pay** Information and click **Continue**
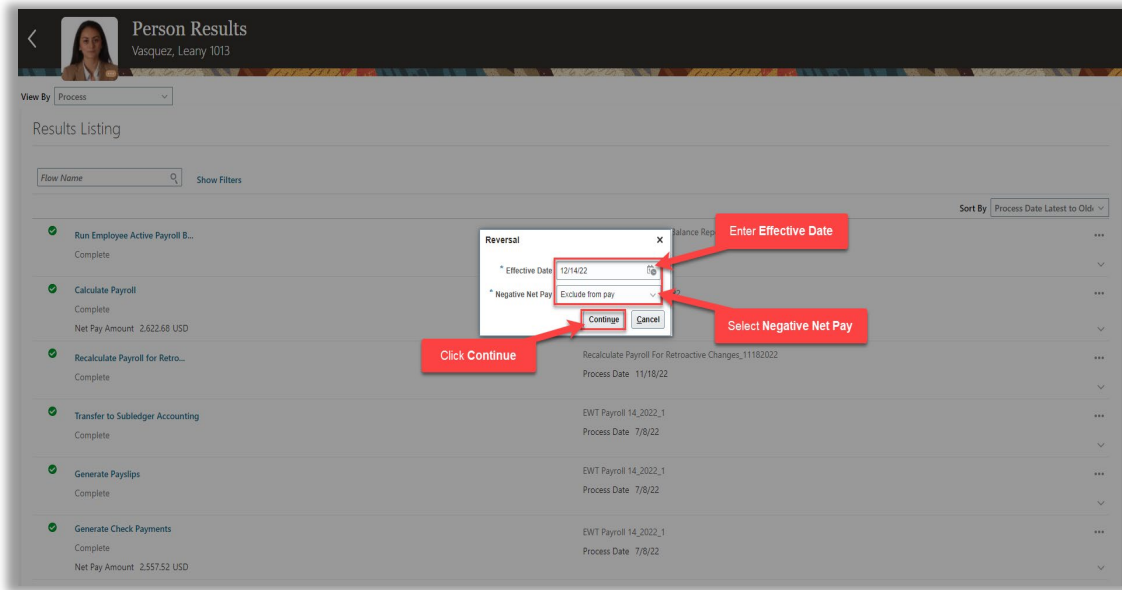
The Reversal action was submitted. Click **OK**
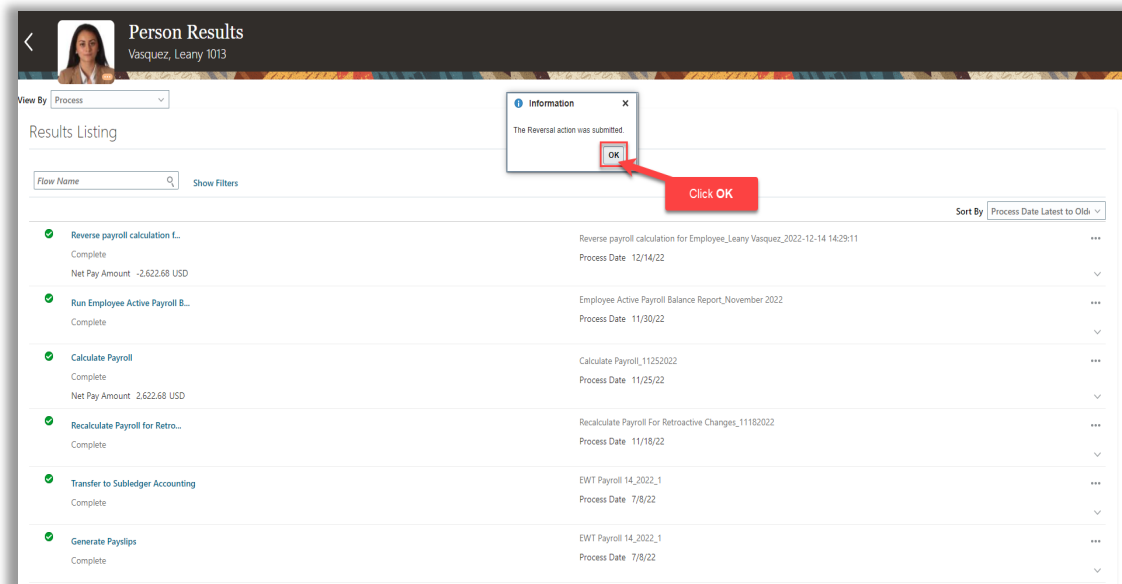
Here we can view the **Reverse Payroll Calculation** results

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

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**

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**
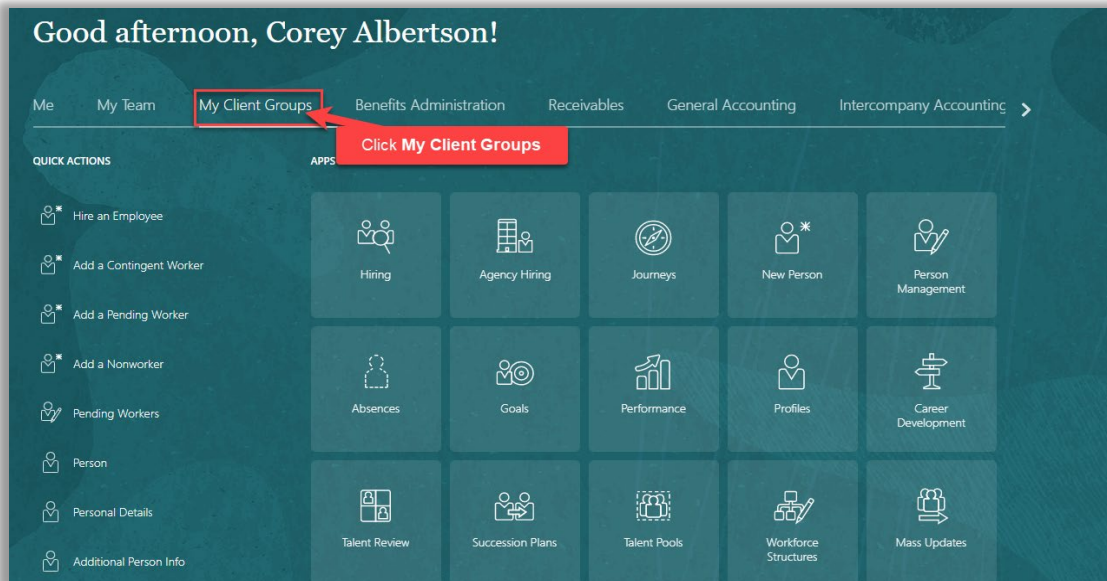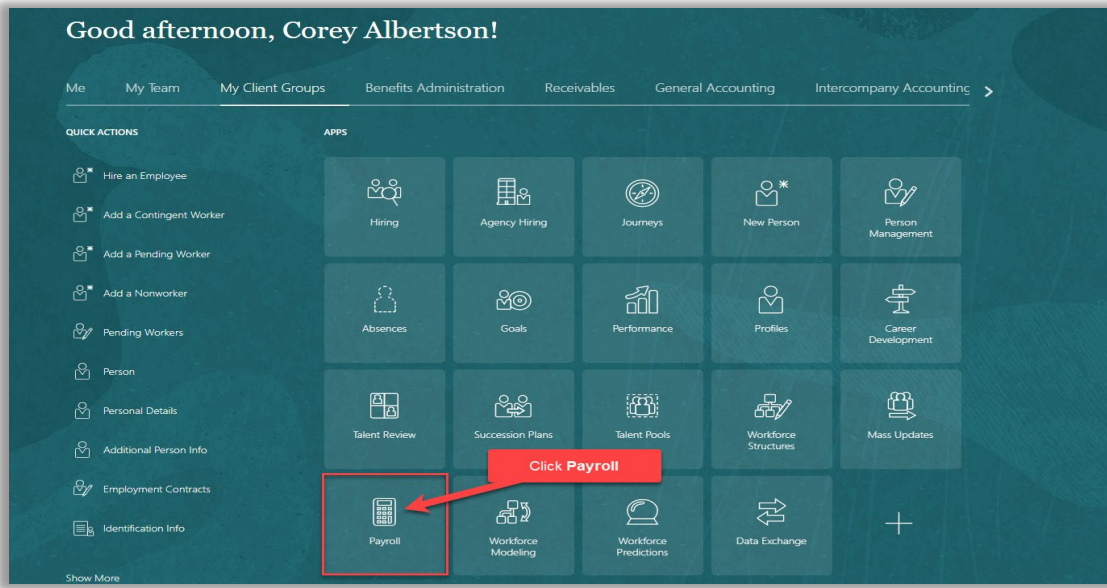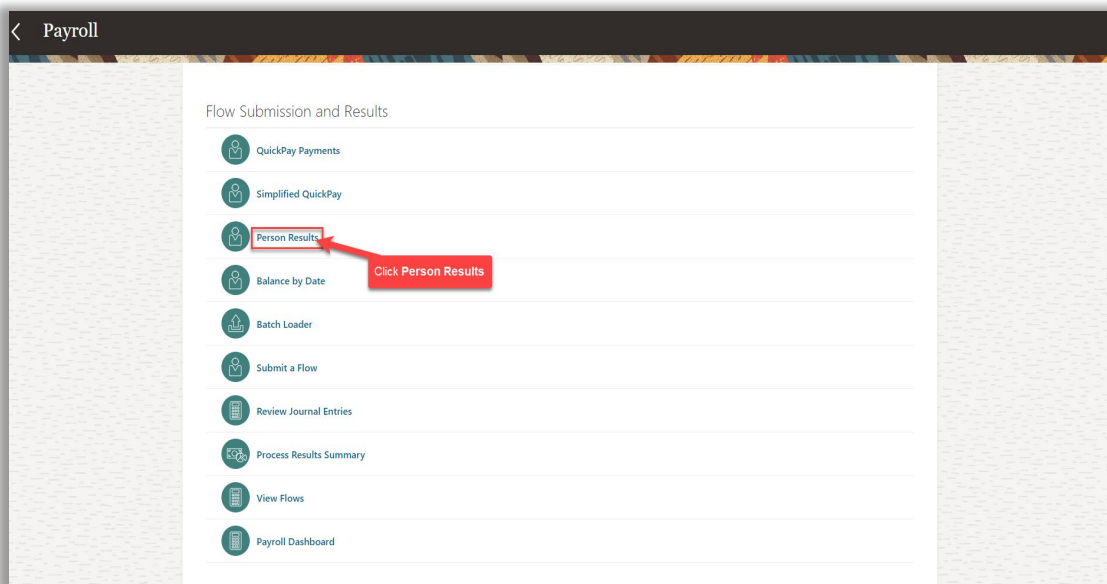
Next, click **Payroll**

Click **Person Results**

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name
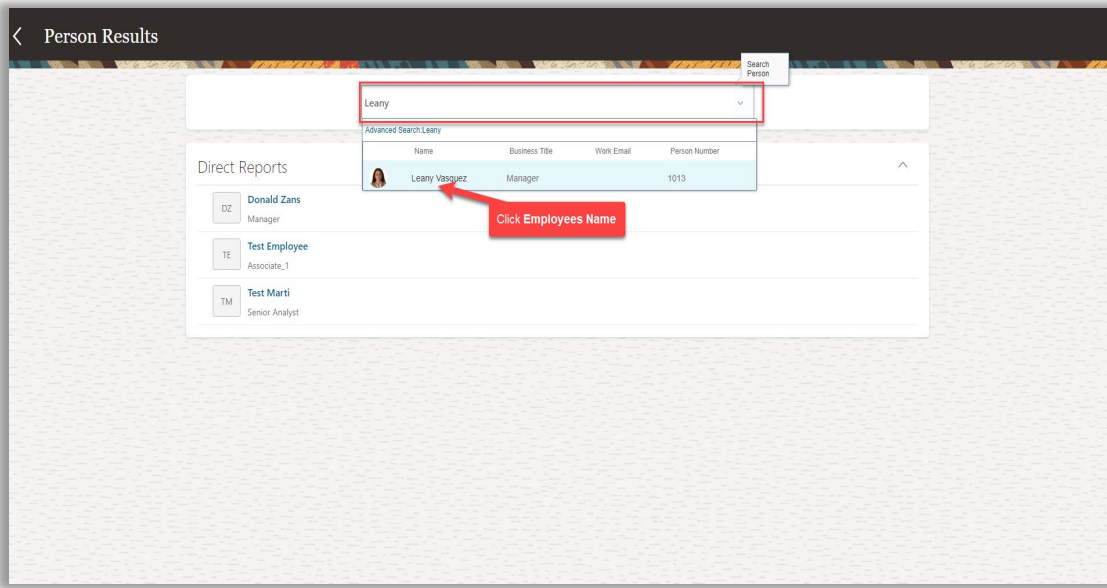
Remove the **Filters** to populate the results listing needed to be reversed
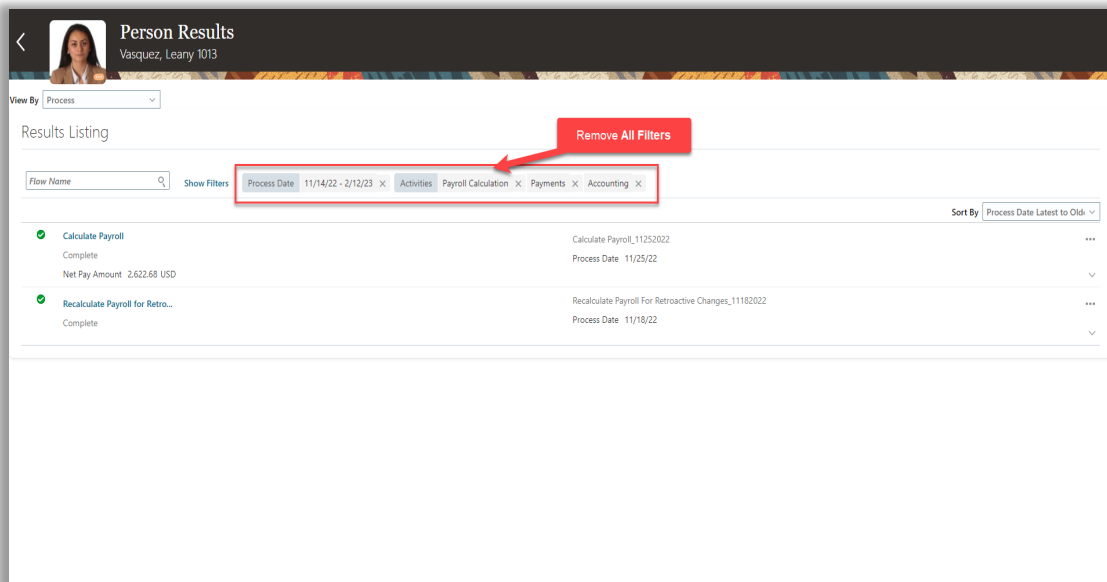
Scroll down and across from **Calculate Payroll**, or the process we'd like to roll back, click **...**

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

Click **OK**

The Roll back action was submitted. Click **OK**
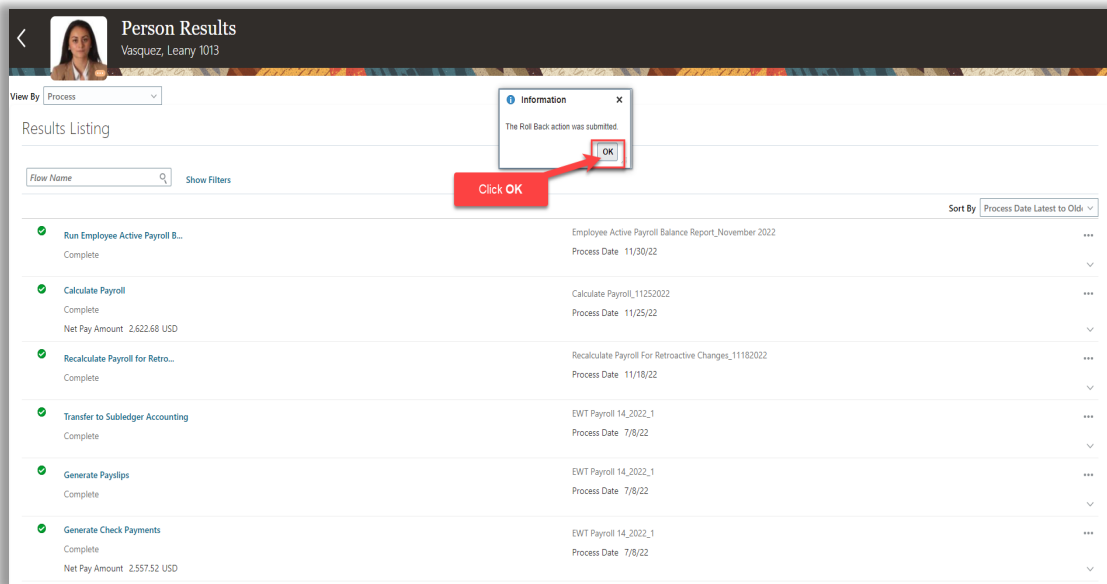
The Reverse Payroll Calculation roll back was successfully completed

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

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**

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**
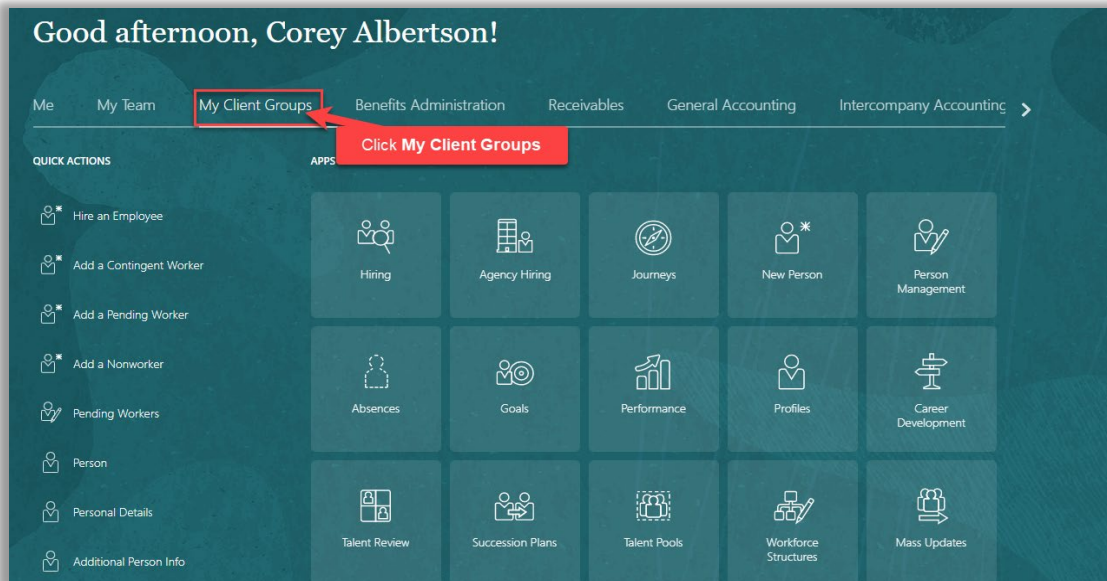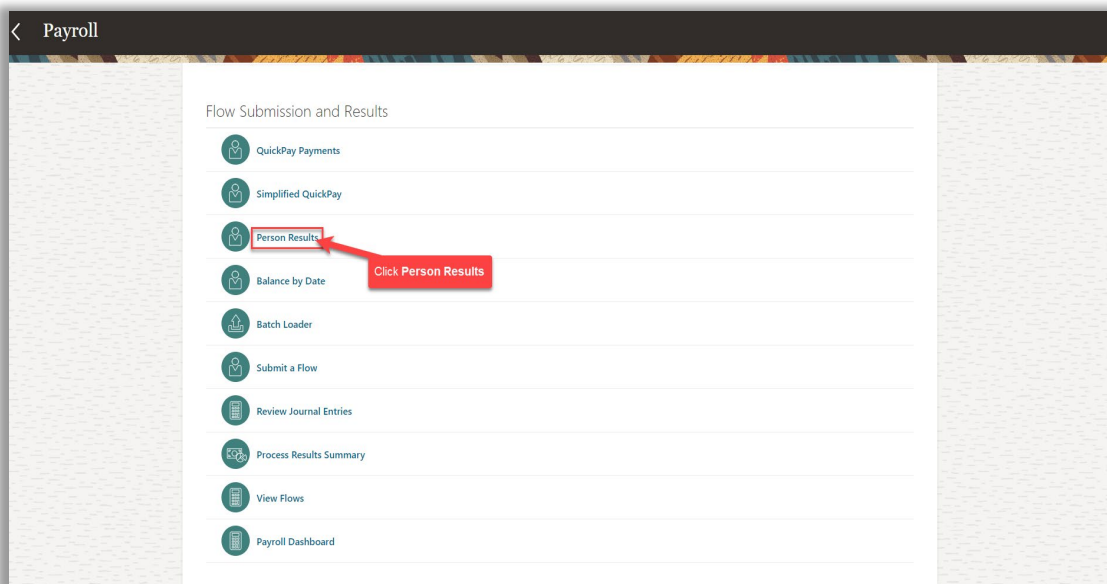
Next, click **Payroll**

Click **Person Results**

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name
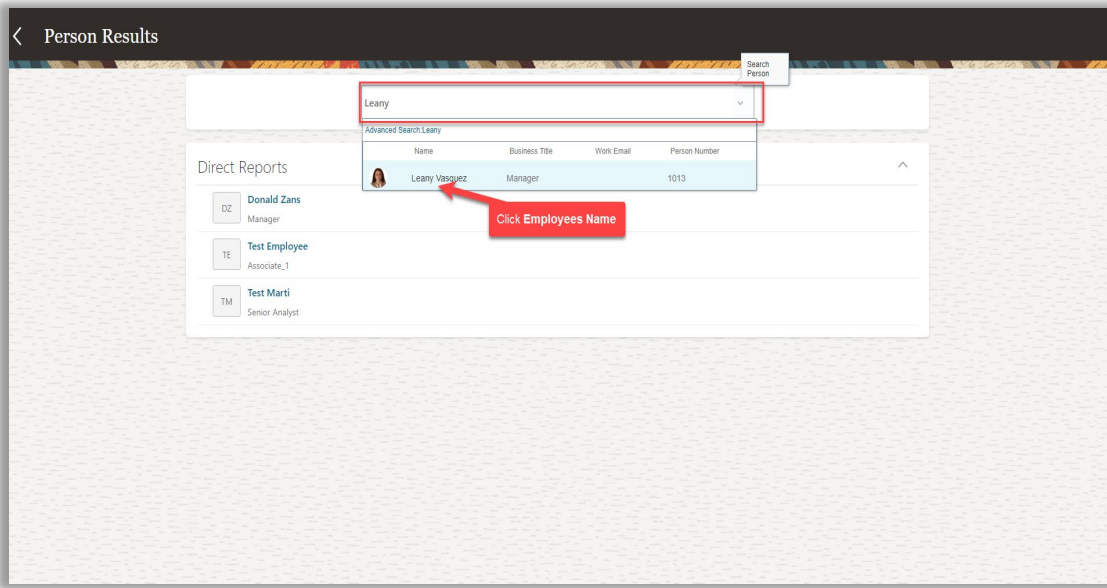
Remove the **Filters** to populate the results listing needed to be retried
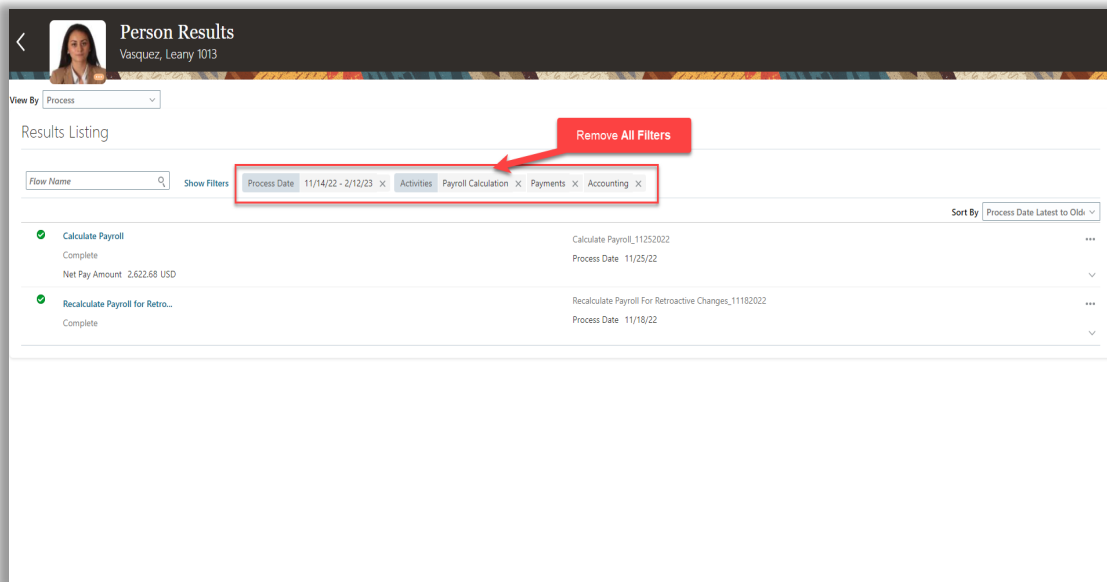
Scroll down and across from **Calculate Payroll**, or the process we'd like to retry, click **...**

Click **Actions** then **Mark for Retry**
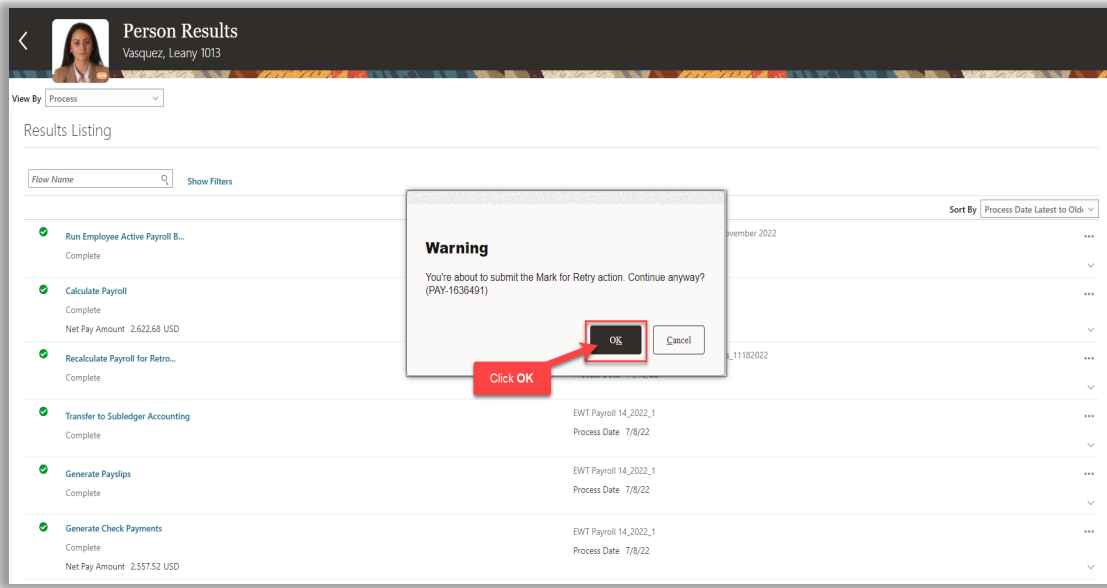
Click **OK**

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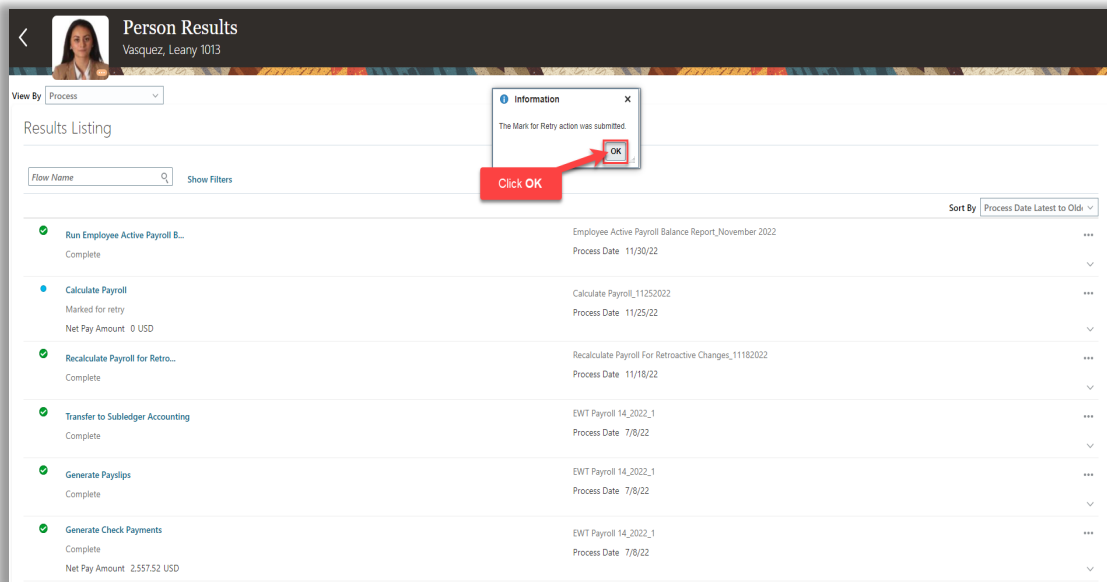
The Mark for Retry process was successfully completed. If we need to retry a process for a group of employees but not the whole population, we can run the **Submit A Flow Process** using a **Payroll Relationship Group**. Under Submit a Flow, search for **Retry Payroll Process** and click the process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

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**

Person Results

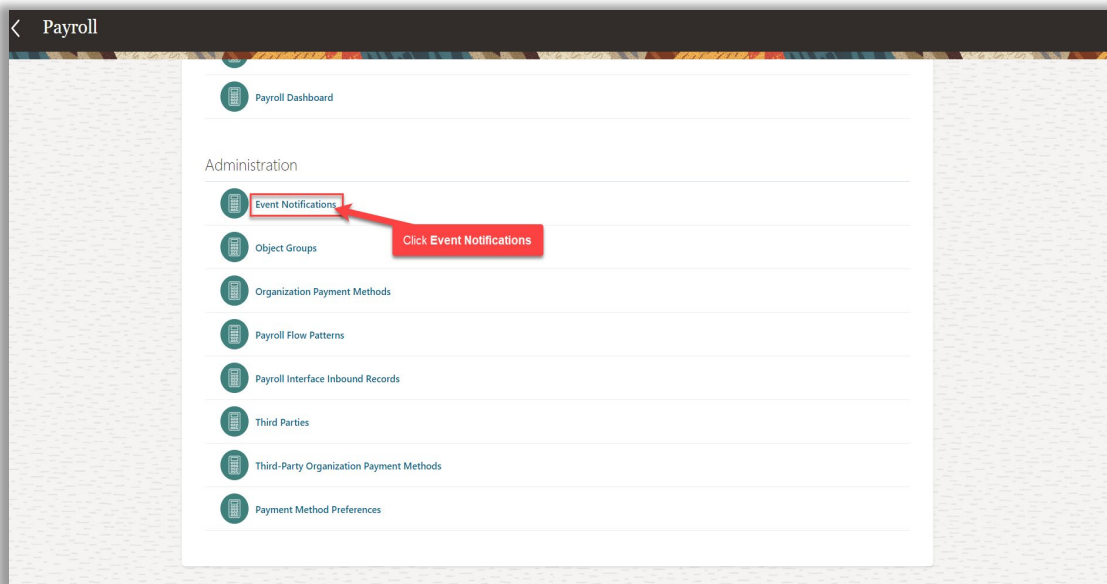Navigation: Home>My Client Groups>Payroll>Person Results>View Results

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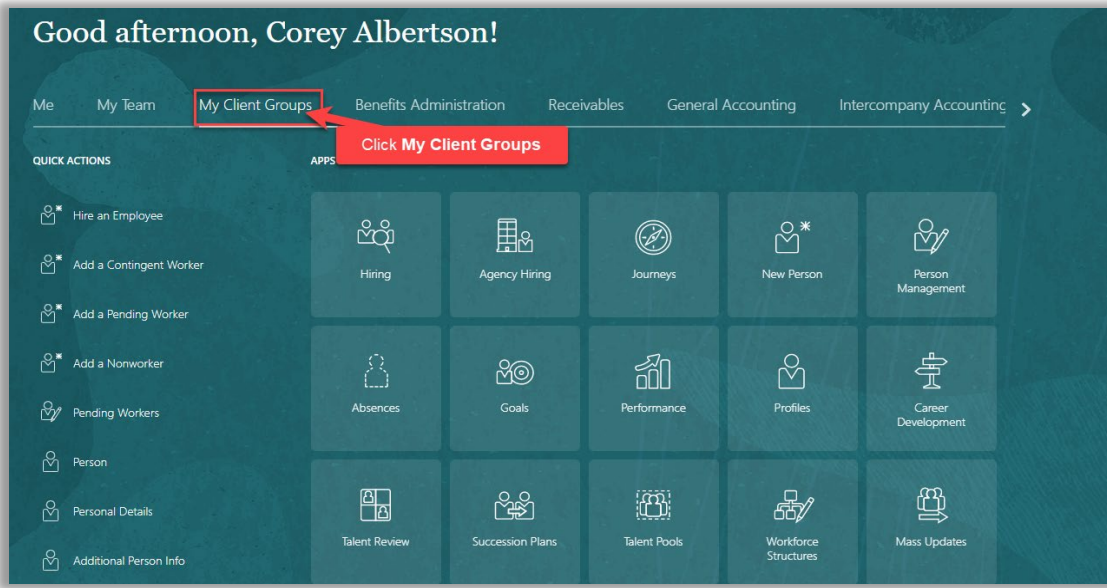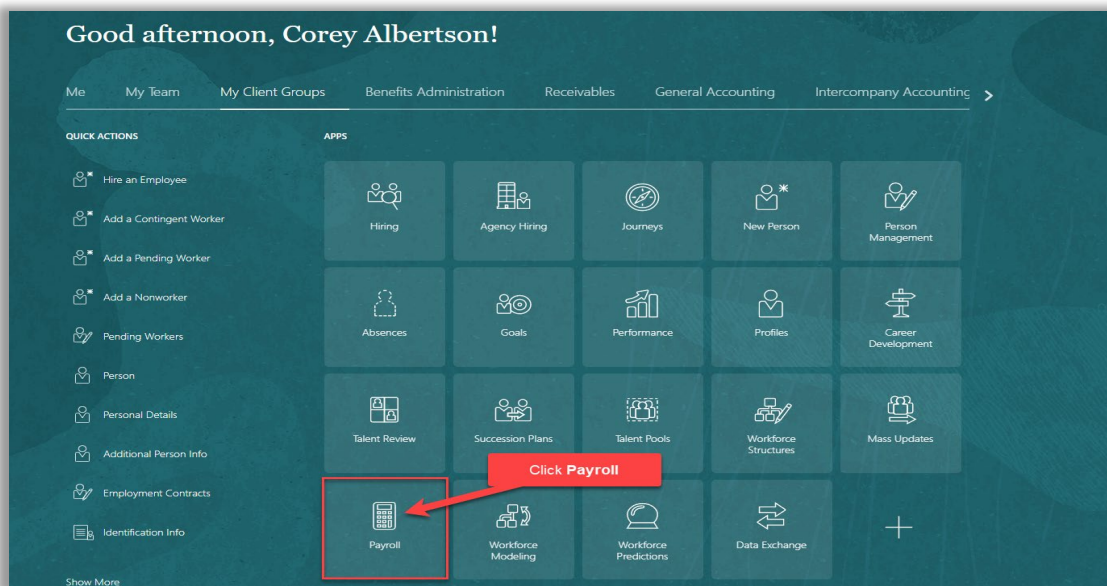
Next, click **Payroll**

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
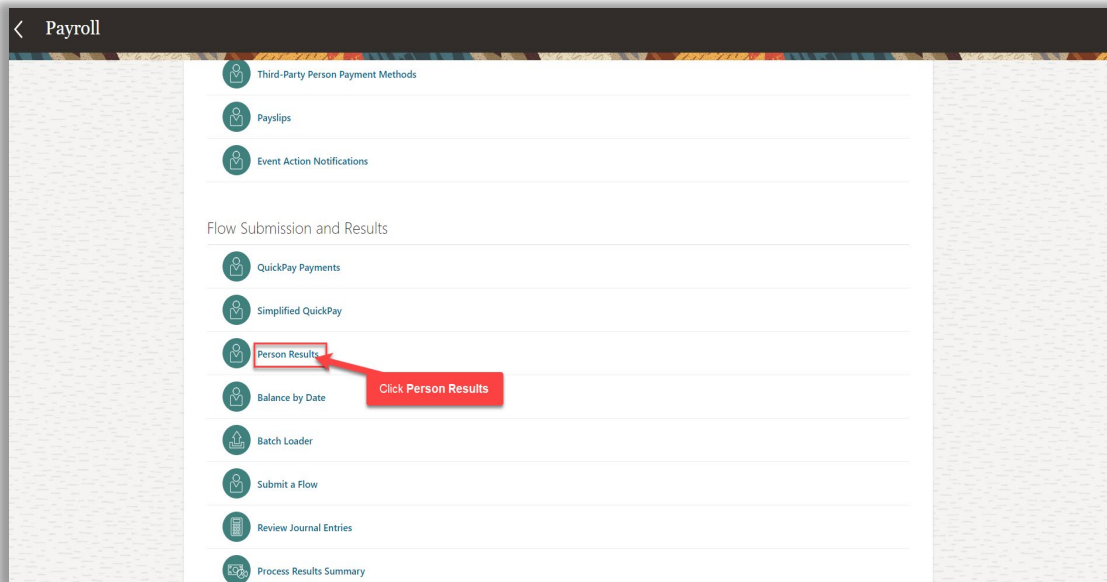
Search for the **Employee** and click the employee's name
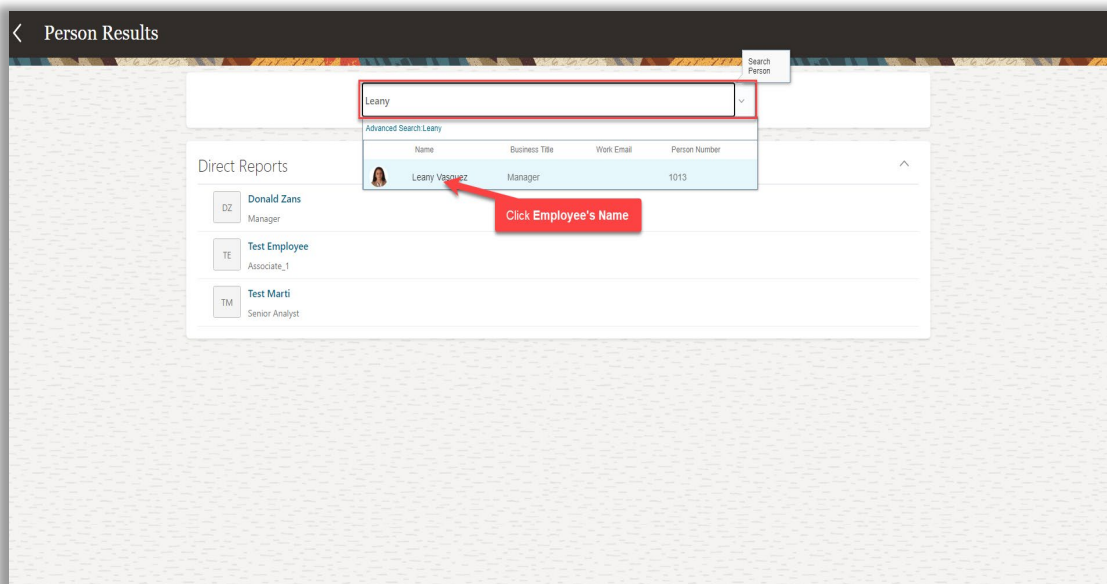
Here we can view the **Person Results**
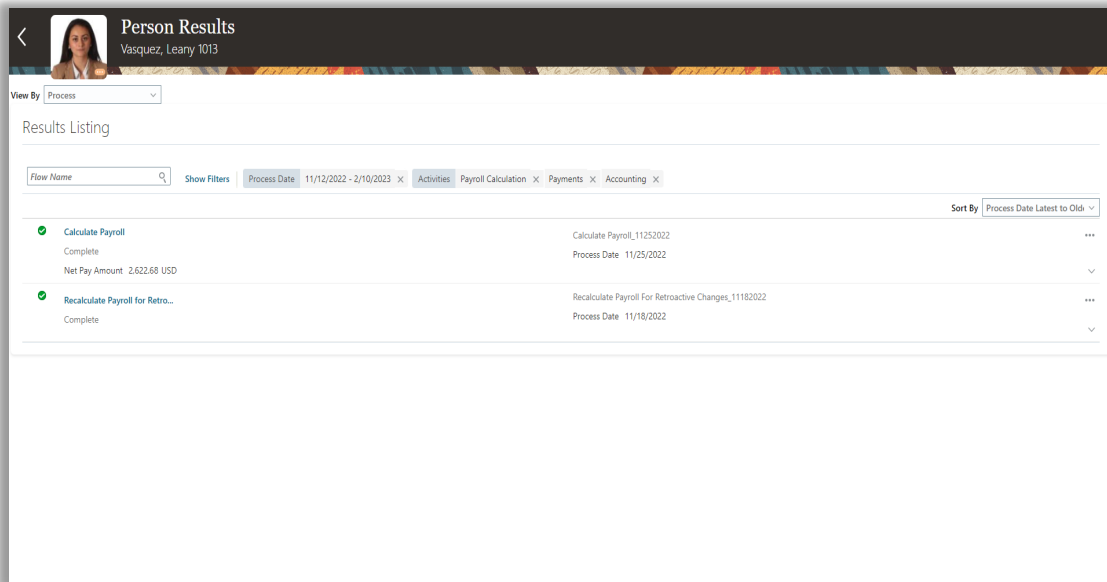
We can remove or update the filters to view all process results. Click the **X** to remove a filter from the main screen. We can click **Show Filters** to use additional filters
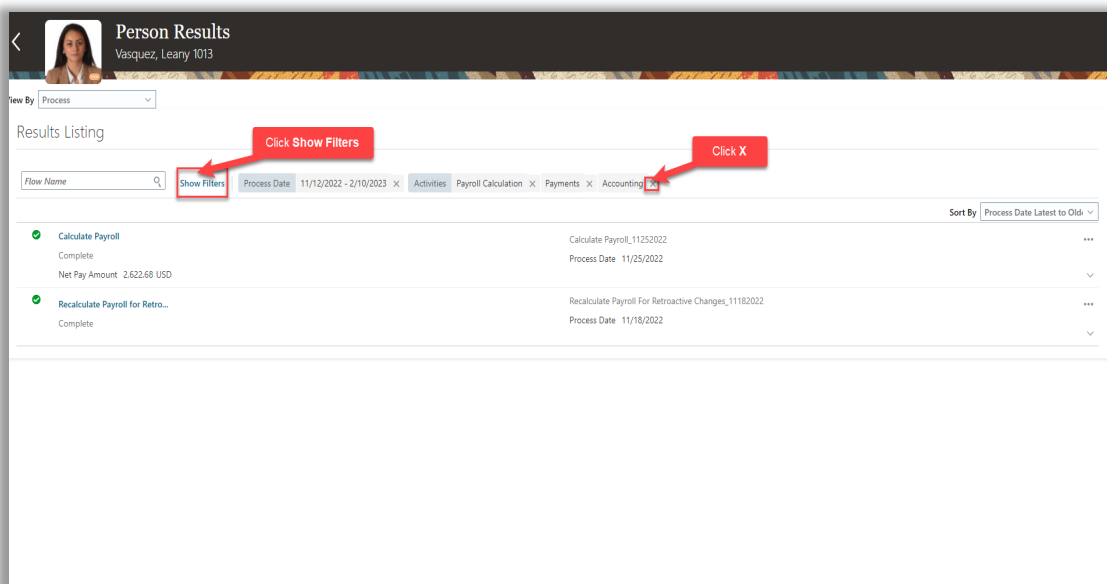
Here we can view the Additional **Filters** we can use to search for all flows
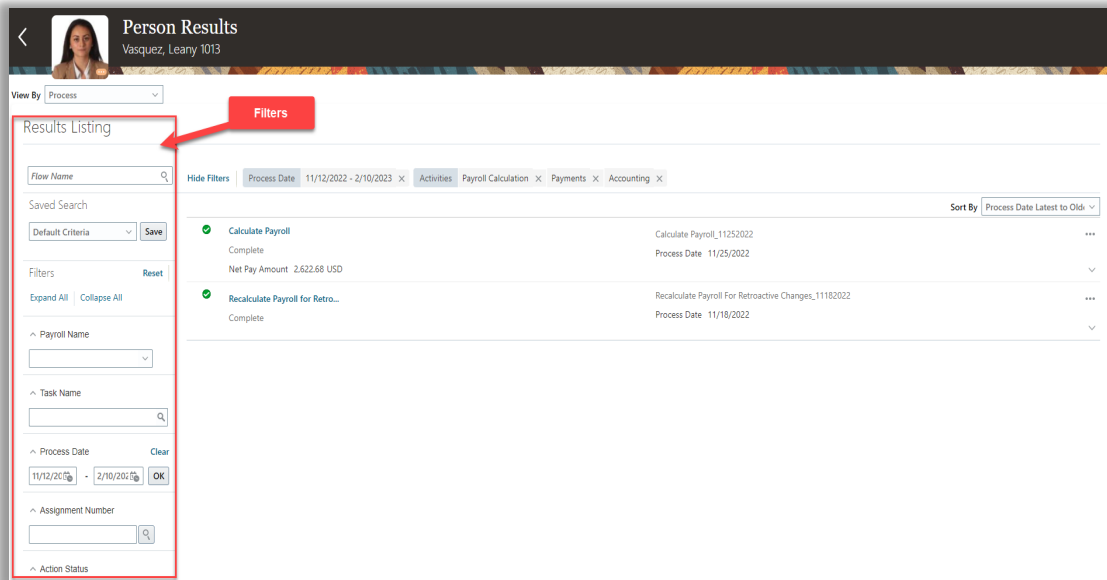
Process Results

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

From the home screen, click **My Client Groups**
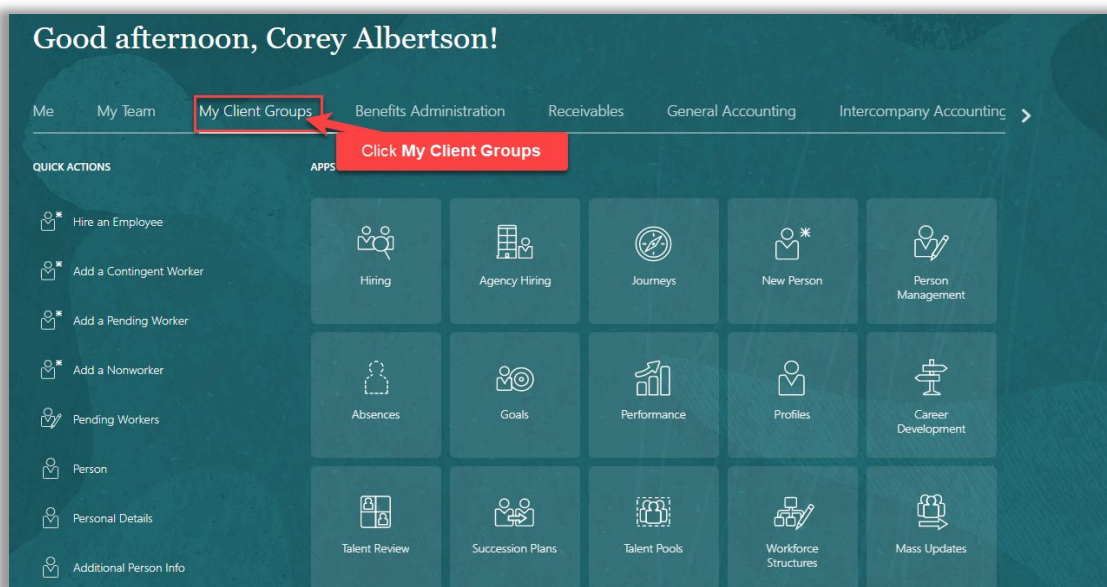
Next, click **Payroll**
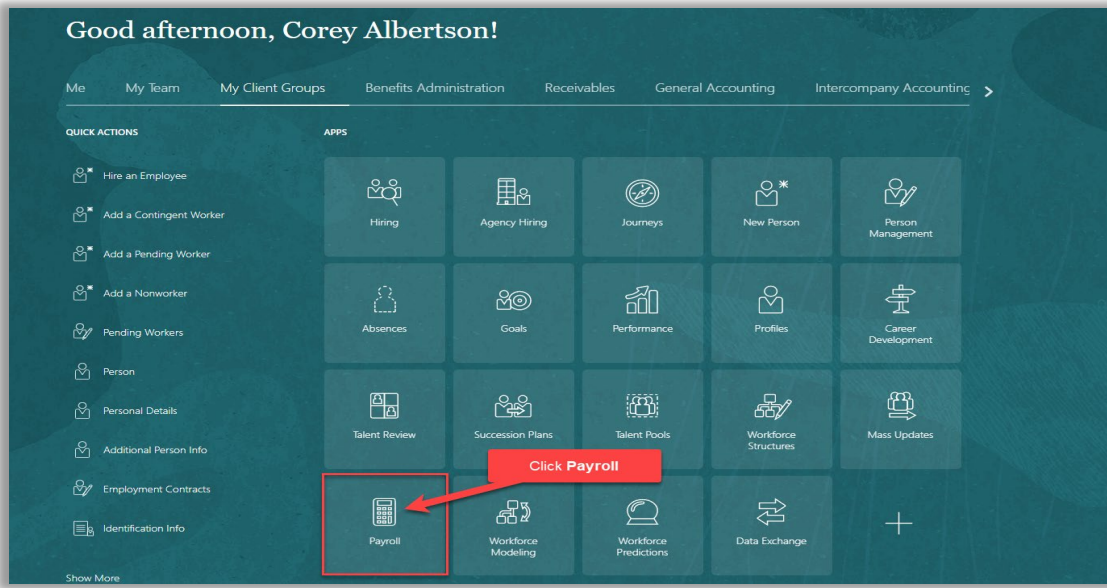
From the Payroll menu, scroll down under Person Information and click **Process Results Summary.** We can also search for **Process Results Summary** in the search box at the top of the page
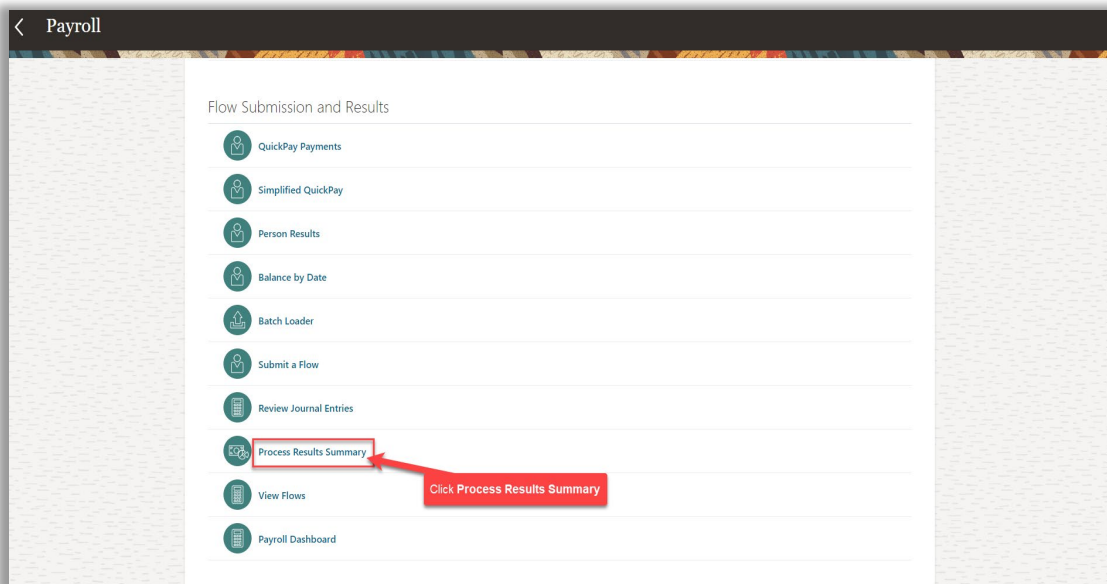
Here we can view the Process results for the last 7 days, based on the filter. We can remove the filter to view the Process Results for a specific period of time

Payslips

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

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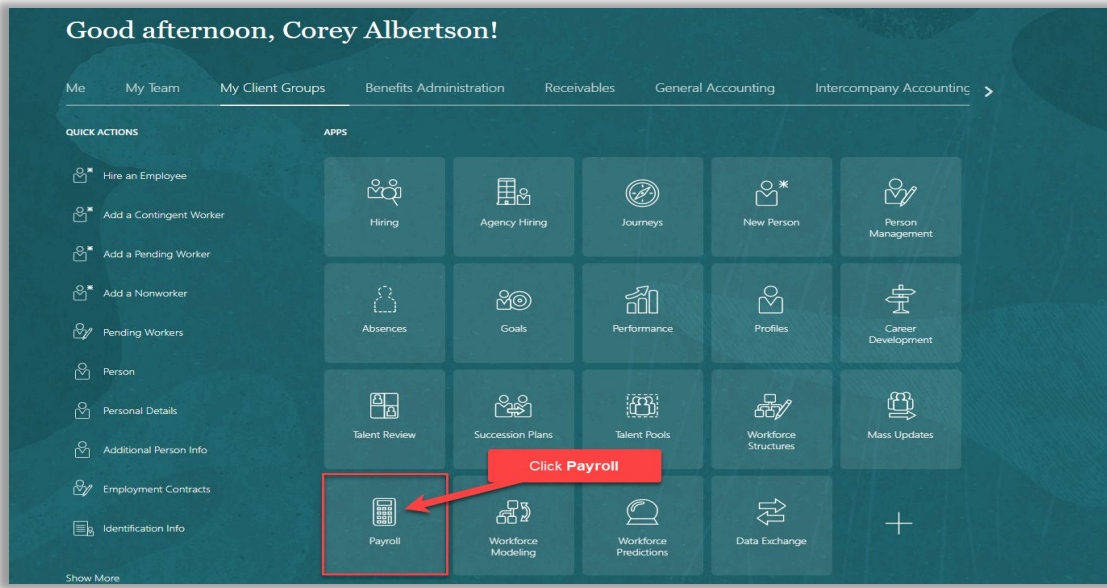
Next, click **Payroll**

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
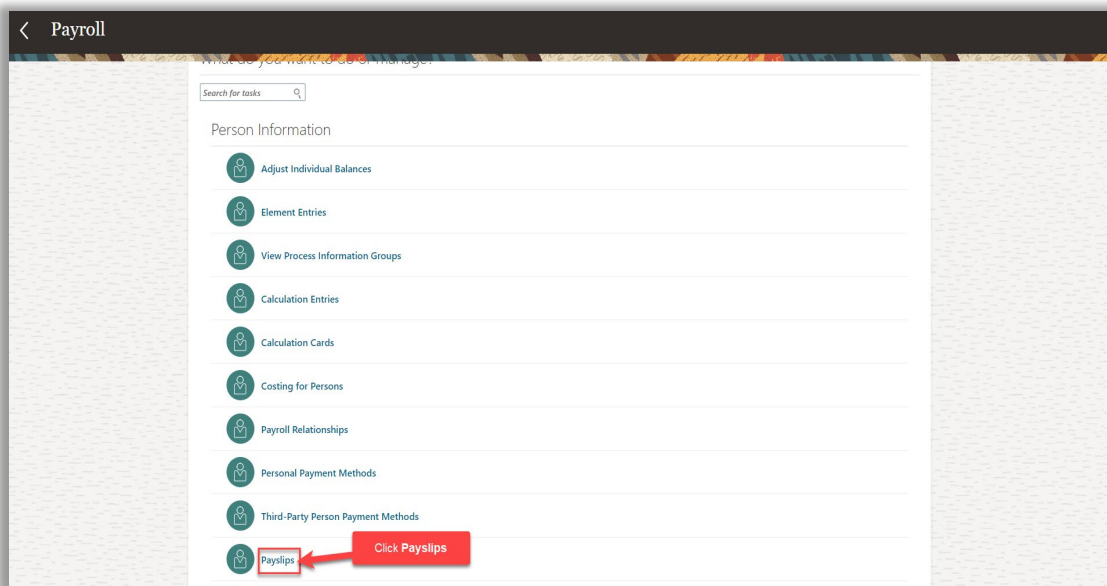
Search for the **Employee** and click the employee's name
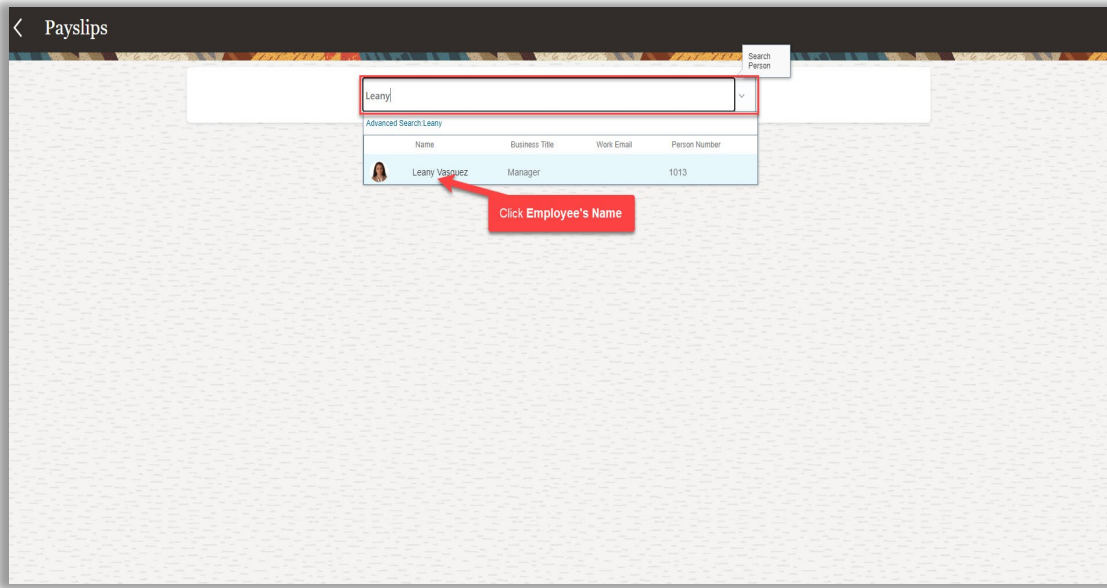
Here we can view the **Payslips** for this employee. We can use the dropdown menu to change the time period in order to search for an older payslip, if needed
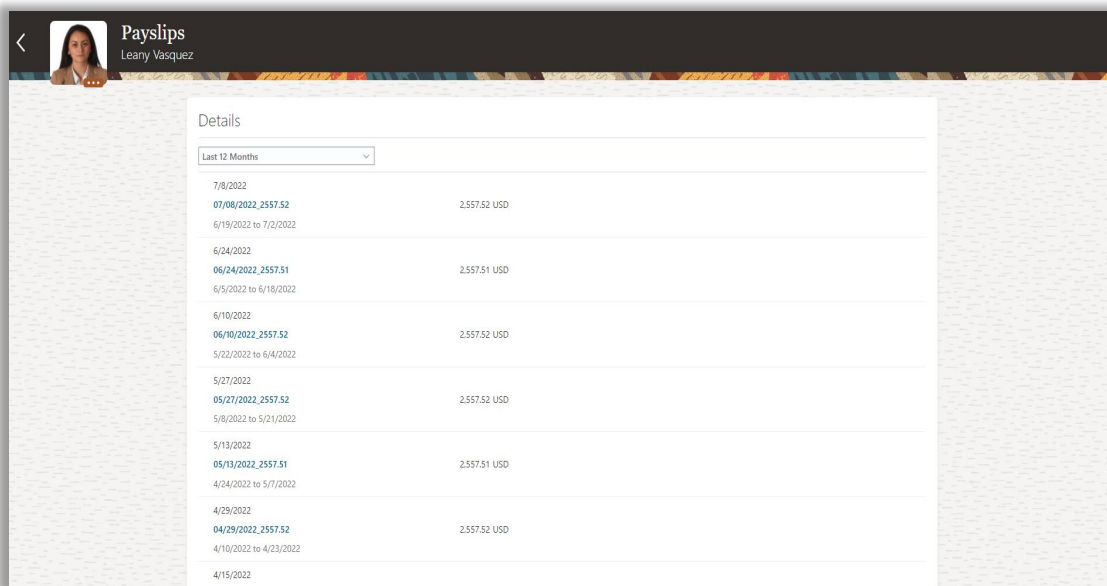
View Flows

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

From the home screen, click **My Client Groups**
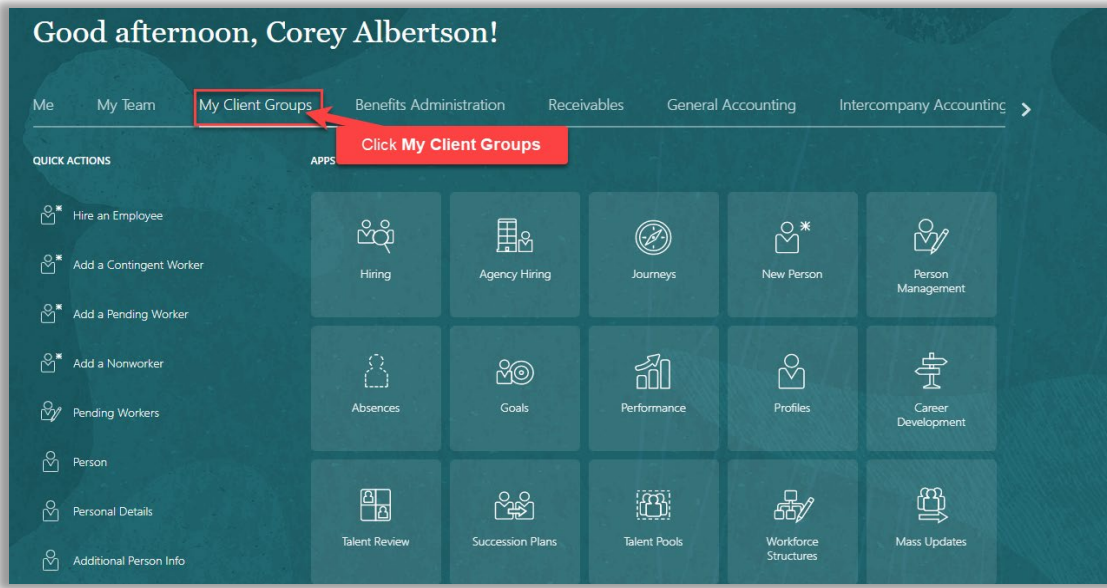
Next, click **Payroll**
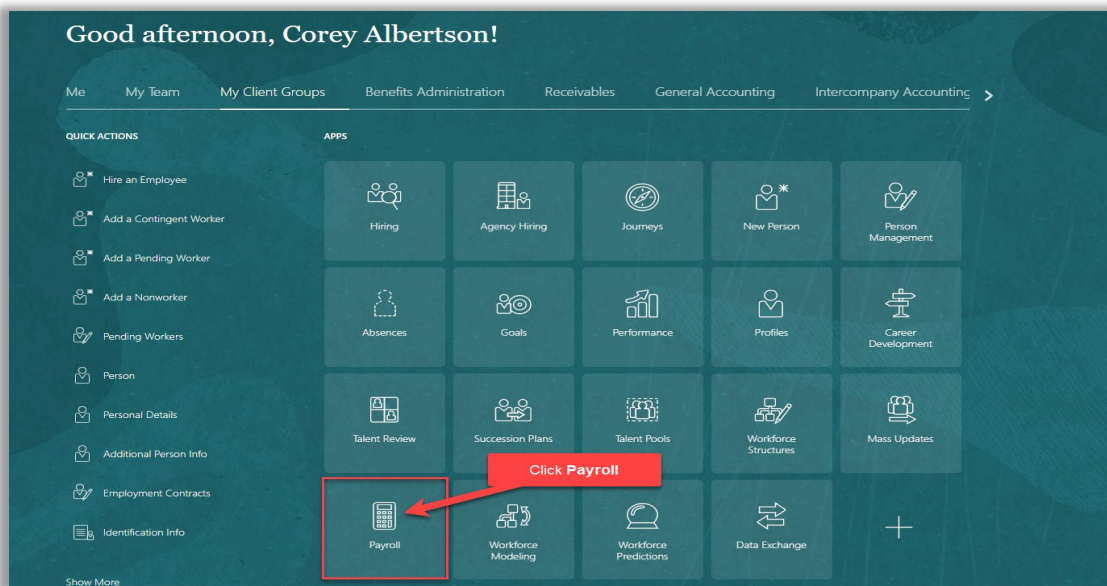
From the Payroll menu, scroll down under Flow Submission and Results and click **View Flows.** We can also search for **View Flows** in the search box at the top of the page
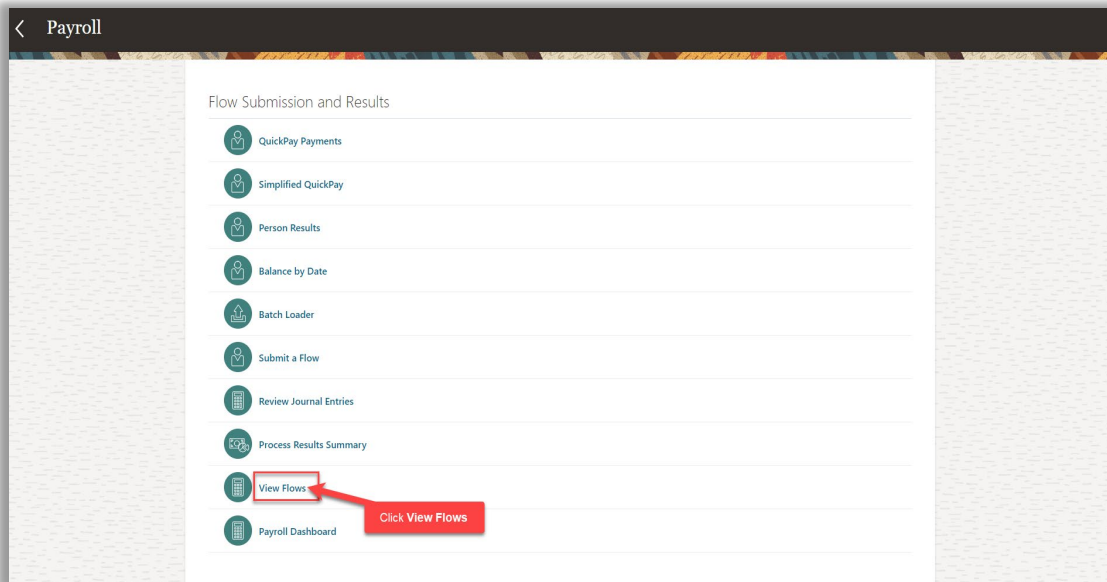
Here we can view all the flows we have processed, who submitted the flow, the process date, the flow type as well as their status

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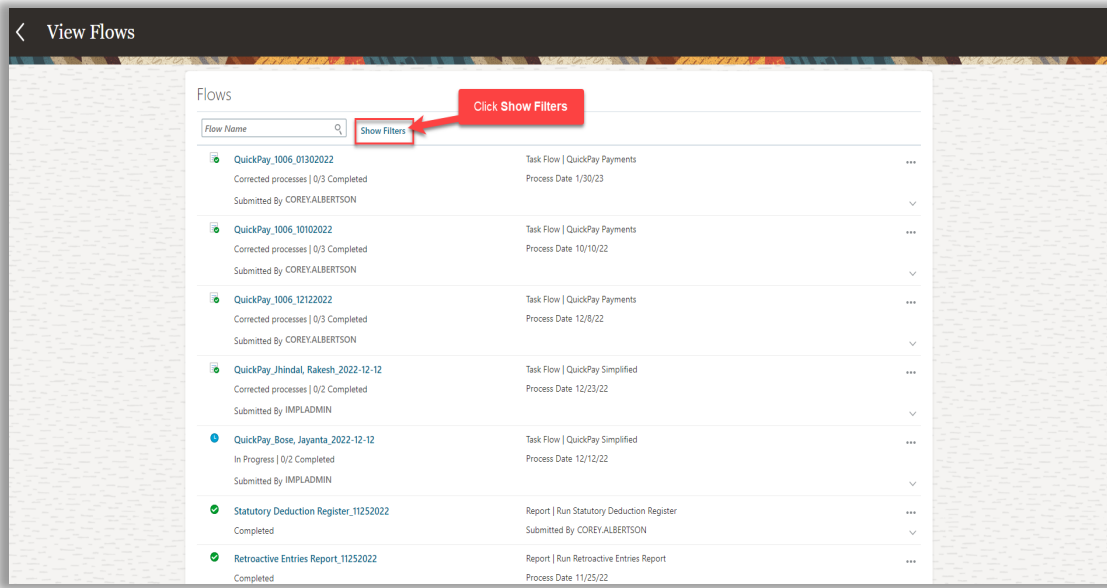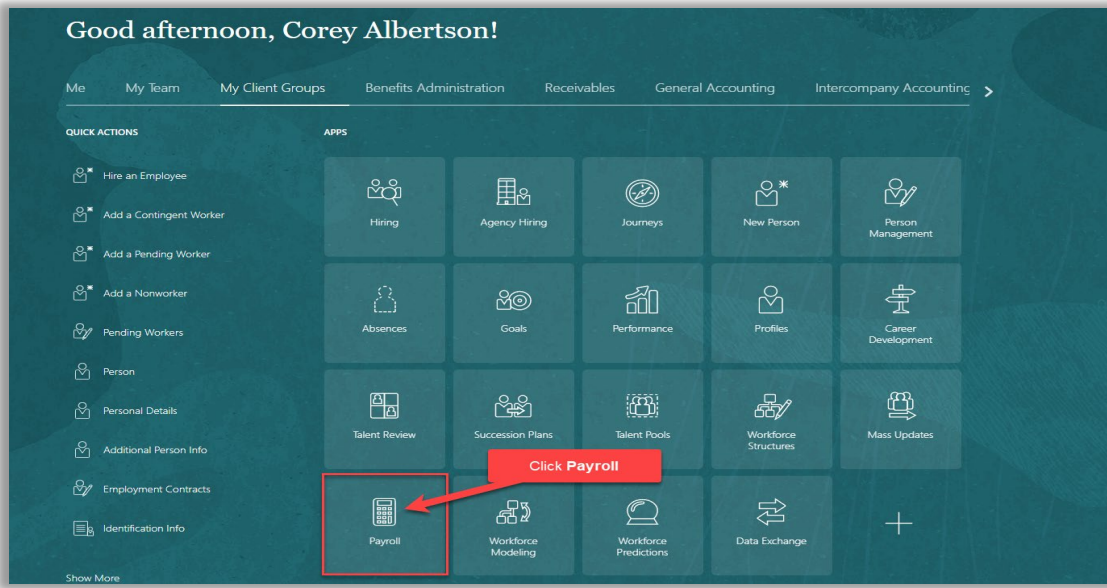
Retro Notifications

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**

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

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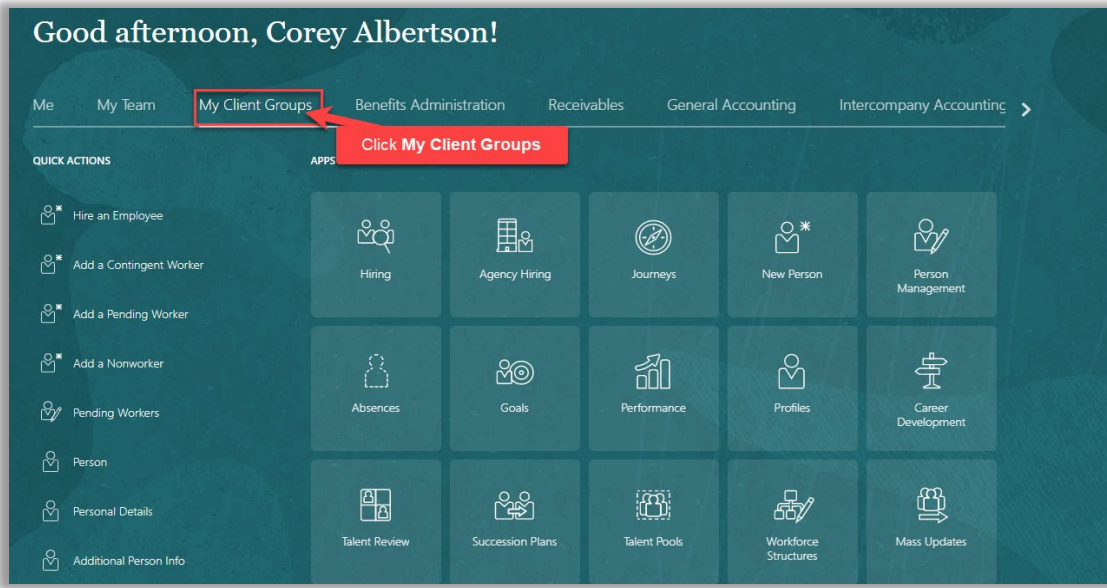
Next, click **Payroll**
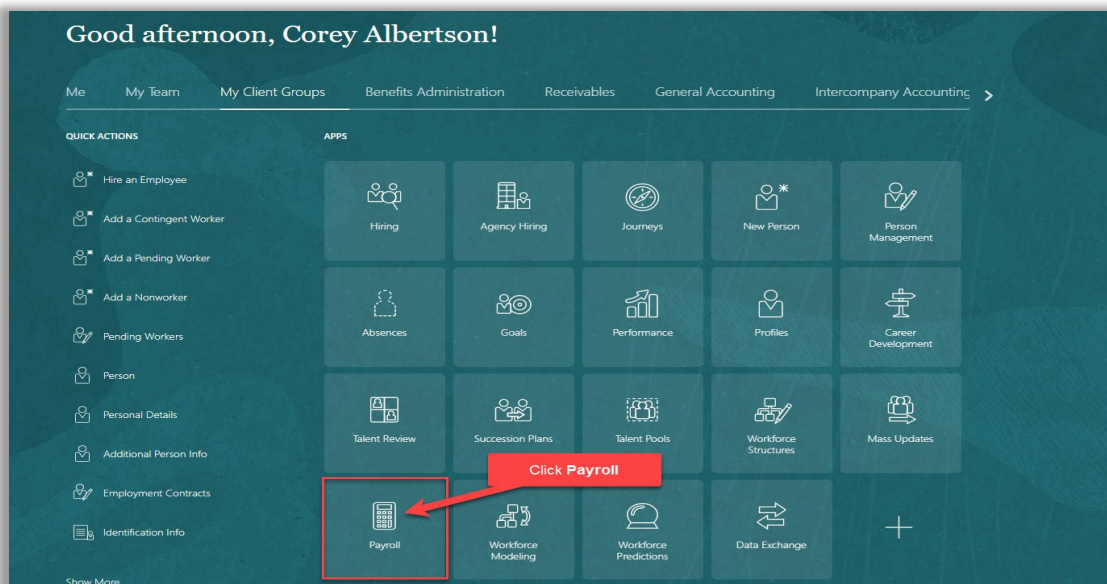
From the Payroll menu, scroll down under Administration and click **Object Groups.** We can also search for **Object Groups** in the search box at the top of the page
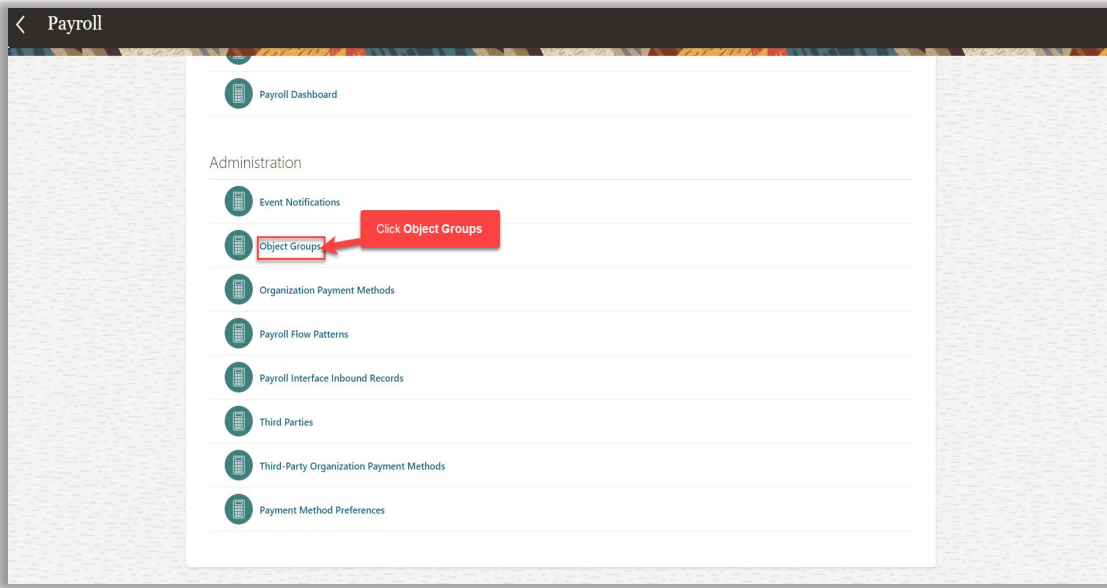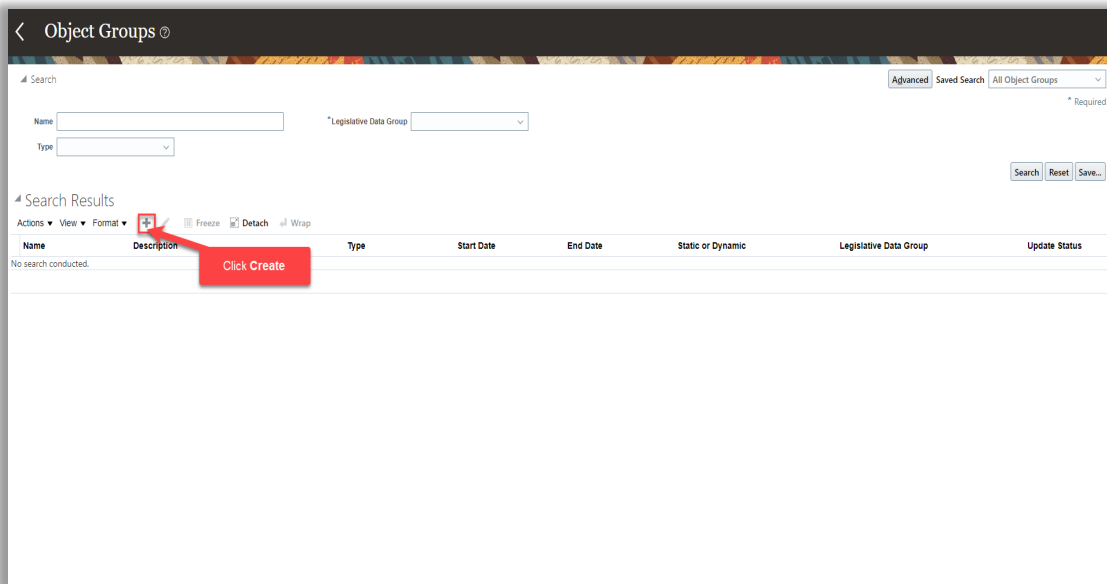
Click **Create**

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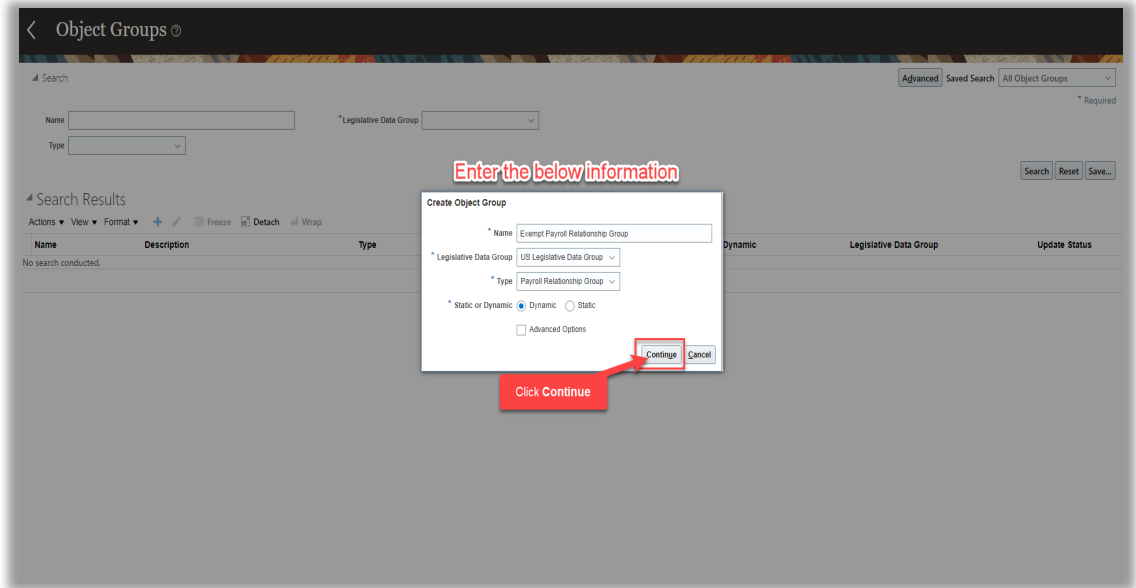
First, we can adjust the Start Date and End Data, if applicable. Also, we can enter the **Object Group Parameter**, such as the **Value** for **Payroll.** Click **Value** to select the Payroll

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

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

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

Click **Next**

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**

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

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

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

Click **Value**

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

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

Click **Submit**

Create Element Object Group

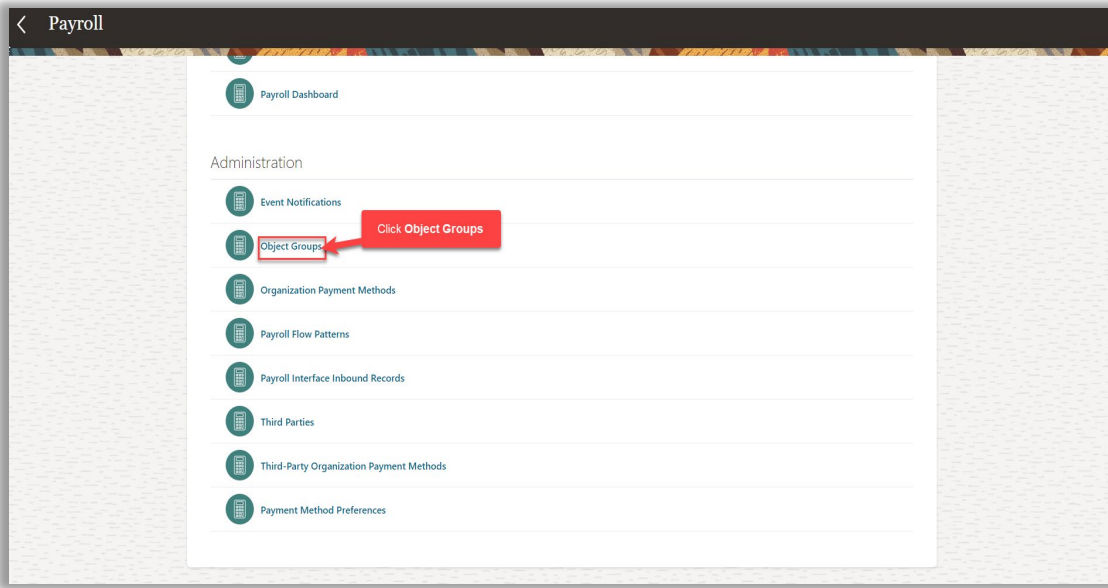Navigation: Home>My Client Groups>Payroll>Object Groups>Create>Enter Criteria>Submit

From the home screen, click **My Client Groups**
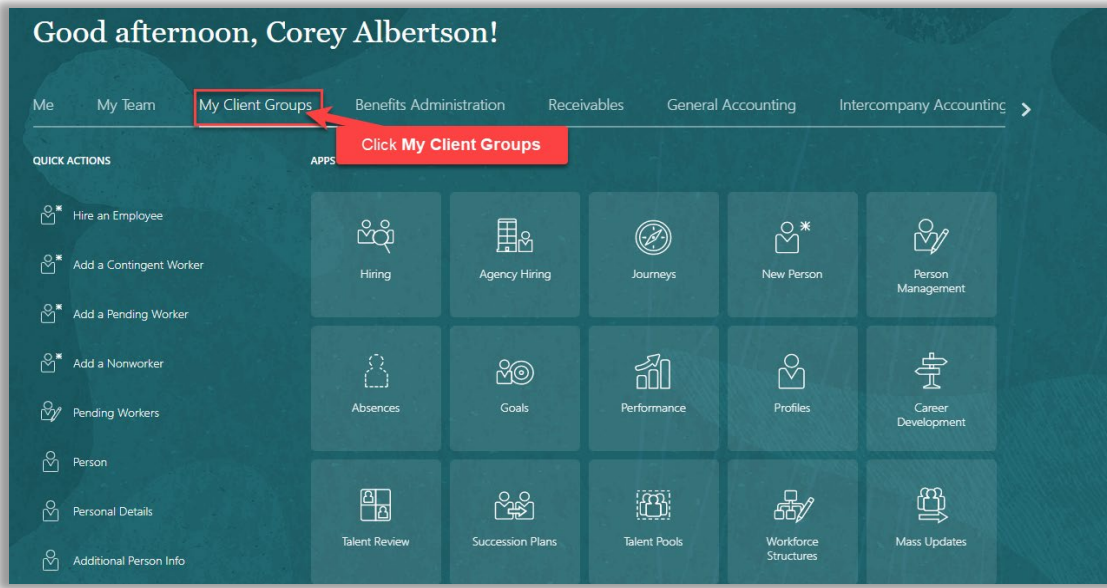
Next, click **Payroll**
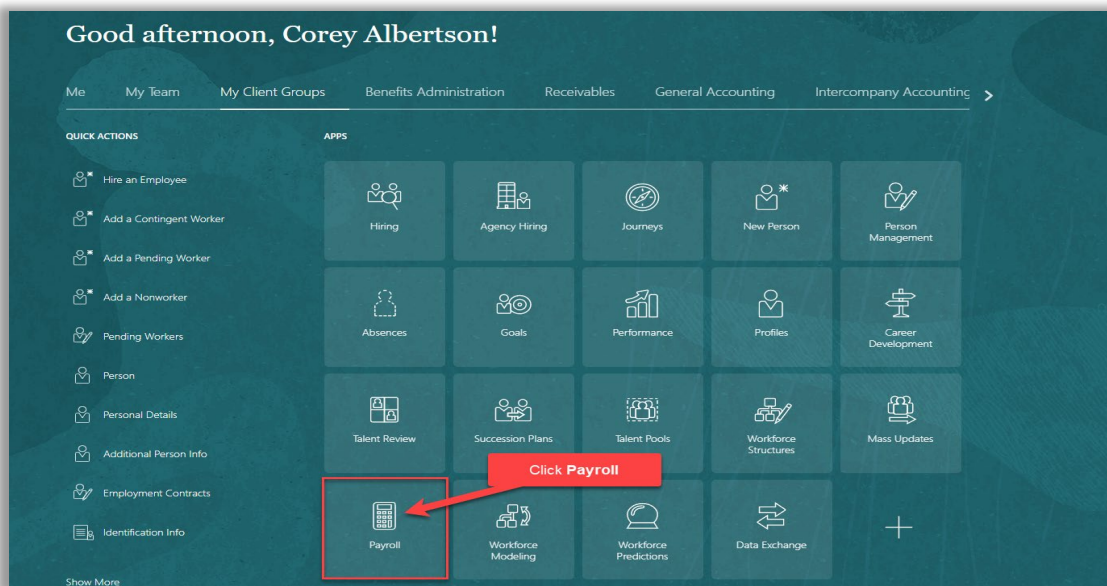
From the Payroll menu, scroll down under Administration and click **Object Groups.** We can also search for **Object Groups** in the search box at the top of the page
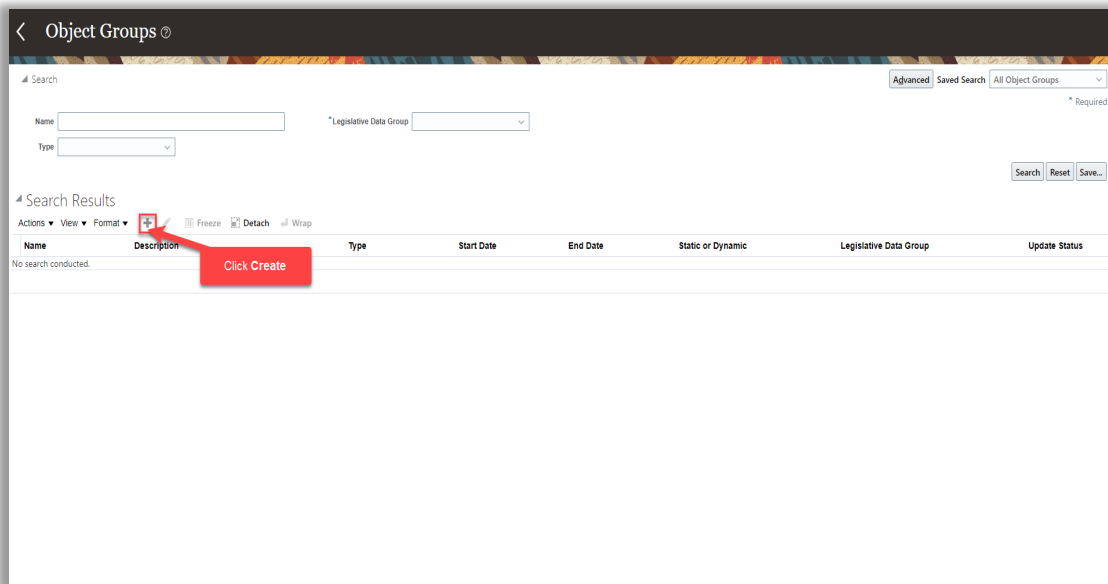
Click **Create**

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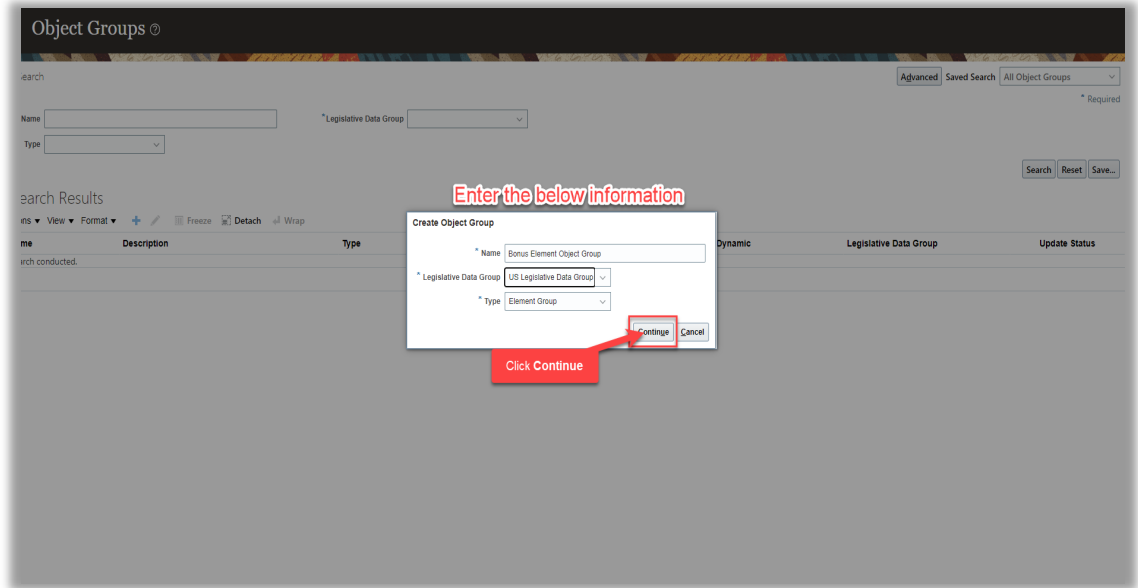
First, we can adjust the Start Date and End Data, if applicable. Also, we can enter the **Object Group Parameter**, such as the **Value** for **Usage Type.** Click **Value** to select the Usage Type

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

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

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

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

The **Element Classification** has been added.

Click **Submit**

Balance Adjustments

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

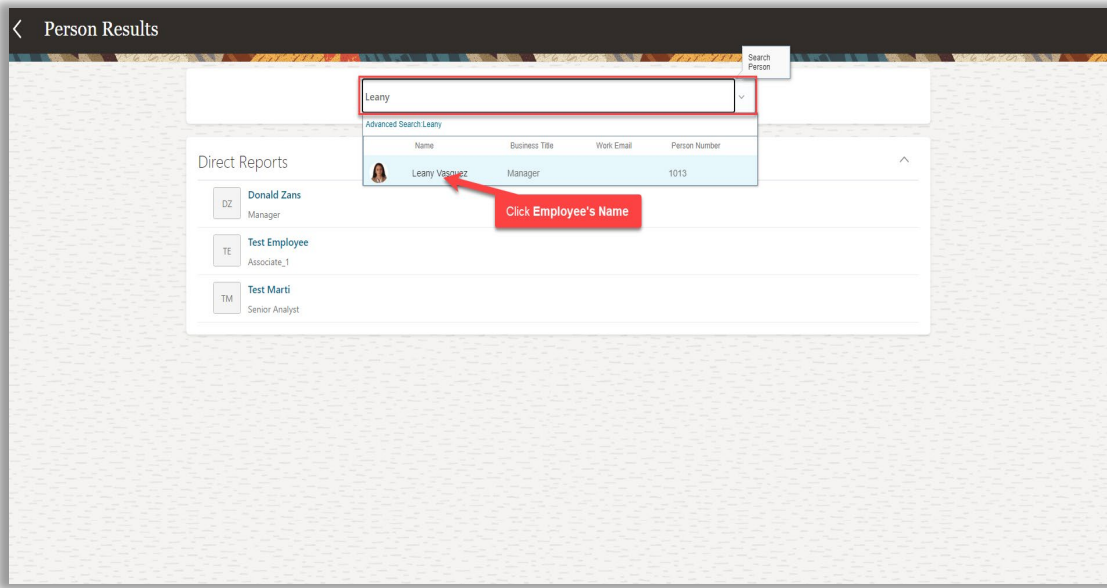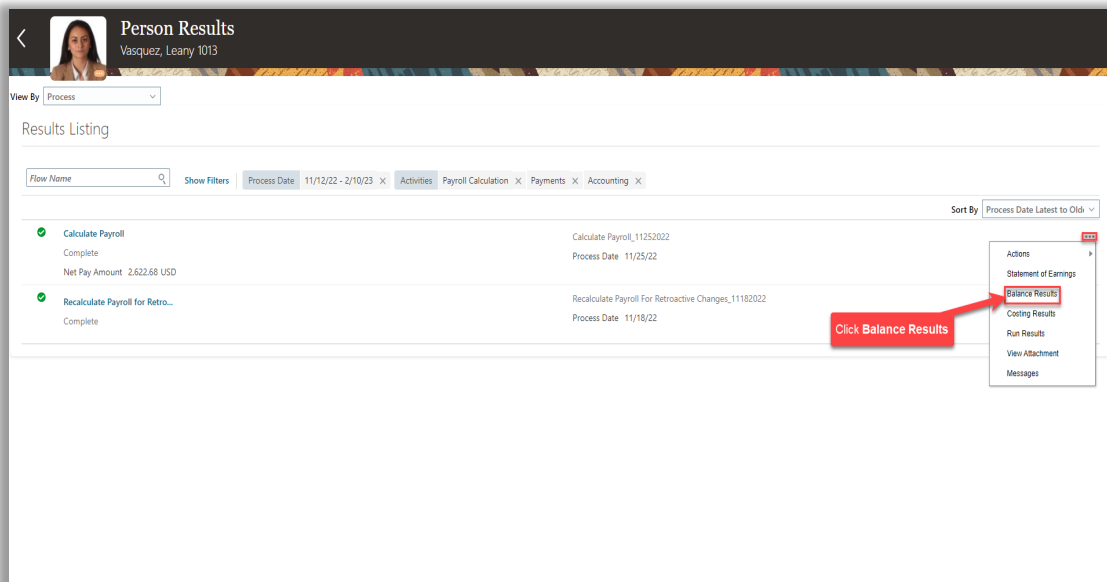From the home screen, click **My Client Groups**

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**

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

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

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